

October 27, 2025 Work Session  
Monday, October 27, 2025 6:30 PM Central

Windom City Council Chamber  
444 9th Street  
Windom, MN 56101

1. Call to order
2. The Pledge of Allegiance
3. Approval of Agenda (revise as necessary)
4. Approve Policies 404, 406, 427, 520, 521, 704 and 707 - Action
5. Approve an additional 6.5 Para Position Due to Student Need- Action
6. Approve FFA Fundraiser - Action
7. Approve the updated Coaching Assignment list - Action
8. Approve MSHSL Foundation Resolution Form A - Action
9. Review Budget to Actual % for FY2026 as of October 15, 2025 - Information Only
10. Approve renewal of Property and Liability, Automobile, and Cybersecurity Insurance Coverage effective October 28, 2025 - Action
11. Adjourn

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 404

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2018-2022

## **404 EMPLOYMENT BACKGROUND CHECKS**

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

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### **III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in [Minn. Stat. §Minnesota Statutes section 13.87](#). The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

***[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]***

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the [Minnesota Commissioner of Education](#) within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. the individual executes a written consent form giving the school district access to the results of the check; and
  4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history

background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (~~Rights of Subjects of Data Inaccurate or Incomplete Data~~)  
Minn. Stat. § 13.87, Subd. 1 (Criminal ~~Justice~~History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, ~~Elder, and Individuals with Disabilities~~ Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 406

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2023

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

***[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]***

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. "Confidential" means the data are not public and are not accessible to the subject.
- D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any

other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
1. name;
  2. employee identification number, which may not be the employee's Social Security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;
  7. actual gross pension;
  8. the value and nature of employer-paid fringe benefits;
  9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  10. job title;
  11. bargaining unit;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;
  16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
  17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action

and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
  19. work location;
  20. work telephone number;
  21. badge number;
  22. work-related continuing education;
  23. honors and awards received; and
  24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data ~~may must~~ be disseminated to labor organizations to the extent ~~the responsible authority determines is the dissemination is~~ necessary for the labor organization to conduct elections, ~~investigate and process grievances, notify employees of fair share fee assessments~~ and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.  
  
The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.  
  
Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.  
  
Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.
  - G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
  - H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
    1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
    2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
    3. a court, law enforcement agency, or prosecuting authority.
  - I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
  - J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

***[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]***

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.

- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
  2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or

charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minnesota Statutes chapter 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

### **VIII. RESPONSIBLE AUTHORITY**

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

### **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation)  
Minn. Stat. § 13.41 (Licensing Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)  
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)  
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)  
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. Ch. 268 (Unemployment Insurance)  
Minn. R. Pt. 1205 (Data Practices)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 427

Orig. 2015

Revised: \_\_\_\_\_

Rev. 2023

## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

***[Note: School districts are required by Minnesota Rules 3525.2340, subpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]***

***[Note: Minnesota Statutes, section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]***

### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

#### B. Direct Services

"Direct services" means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.

#### C. Indirect Services

"Indirect services" means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

#### D. Workload

"Workload" means a special education teacher's total number of minutes required for all

due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

### **III. GENERAL STATEMENT OF POLICY**

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

### **IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 520

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202216

## 520 STUDENT SURVEYS

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 [United States Code section U.S.C. §-1232h](#).

### III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with [Minnesota Statutes chapter Minn. Stat. Ch. 13](#) (Minnesota Government Data Practices Act), 20 [United States Code section U.S.C. §-1232g](#) (Family Educational Rights and Privacy Act) and 34 [Code of Federal Regulations C.F.R.](#) Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

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

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
  
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;
  - 2. mental and psychological problems of the student or the student's family;
  - 3. sex behavior or attitudes;
  - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. religious practices, affiliations, or beliefs of the student or the student's parent;  
or
  - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
  - 1. The following policies are to be adopted in consultation with parents:
    - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.  
  
"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
    - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a

student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

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

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

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

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

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

- (a) college or other post-secondary education recruitment or military;
- (b) book clubs, magazines, and programs providing access to low cost literary products;
- (c) curriculum and instructional materials used by elementary and secondary schools;
- (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and

public release of the aggregate data from such tests and assessments;

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

(f) student recognition programs.

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

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

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

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

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

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

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

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

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

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply

to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

## V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. § 1232h (Protection of Pupil Rights)  
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, ~~122 S.Ct. 2268, 153 L.Ed. 2d 309~~ (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

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

***[Note: This notice may be given separately or included with the Public Notice in Policy 515.]***

**PUBLIC NOTICE**

Independent School District No. \_\_\_\_ gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
  - a. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
  - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
    - (1) political affiliations or beliefs of the student or the student’s parent;
    - (2) mental and psychological problems of the student or the student’s family;
    - (3) sex behavior or attitudes;
    - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
    - (5) critical appraisals of other individuals with whom respondents have close family relationships;
    - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - (7) religious practices, affiliations, or beliefs of the student or the student’s parent; or
    - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  - c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

- (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
  - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
  - e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
  - f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
  - g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
    - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
    - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
    - (3) Any nonemergency, invasive physical examination or screening as described above.

*[See consent/opt-out for specific activities attached hereto.]*

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

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

INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_, MINNESOTA

Date: \_\_\_\_\_

\_\_\_\_\_

School Board Chair  
 Policy 520 Form  
 2022

## PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

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

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

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

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

---

*Date:*

*Grades:* [see sample activity notices attached]

*Activity:*

*Summary:*

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

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

---

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

\_\_\_\_\_  
Parent's signature

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

## EXAMPLES OF ACTIVITIES

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

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

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

---

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

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

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

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

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

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 521

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2024~~2~~

## 521 STUDENT DISABILITY NONDISCRIMINATION

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; ~~or~~
  - 3. is regarded as having such an impairment; ~~or~~ or
  - 4. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

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

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

### III. COORDINATOR

Persons who have questions or comments should contact \_\_\_\_\_ (title, name, office address, and telephone number). This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Legal References:** [Minn. Stat. § 363A.03, Subd. 12 \(Definitions\)](#)

42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

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

**INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**

**STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM**

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. \_\_\_\_\_ maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

because \_\_\_\_\_  
\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_  
\_\_\_\_\_

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

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

Location of the incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
(Complainant Signature) (Date)

Received by: \_\_\_\_\_  
(Date)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 704

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2025~~2~~

## **704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). ~~with a capitalization level that equals or exceeds \$5,000 for property, plant and equipment. Computer equipment has a capitalization threshold of \$1000 for technology. The District defines capital assets as assets with an initial cost that is that is equal to or greater than the thresholds described above. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. In addition, t~~The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

### **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

#### **Legal References:**

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

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

Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

[GASB Implementation Guide 2021-1](#)

#### **Cross References:**

MSBA/MASA Model Policy 702 (Accounting)

Adopted: \_\_\_\_\_  
707

MSBA/MASA Model Policy

Orig. 1995  
Rev. 2025

## 707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

**[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]**

### I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

**[NOTE: In this section, school districts may wish to outline those discretionary**

**areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]**

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

#### **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).

- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with ~~a disability~~ not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with ~~a disability~~ not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with ~~a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is who are~~ transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.

**[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.92 to remove the deleted language above.]**

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school

district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

#### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school

district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

#### **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

#### **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

#### **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

#### **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary

enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee

- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

**Legal References:**

Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 125A.02 (Child~~ren~~ with a Disability Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

**Cross References:**

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)



## 2025-2026 ACTIVITY ASSIGNMENTS

### Fall Athletics:

Cross Country	Head Coach Assistant Coach Assistant Coach	Melissa Pletcher Kylie Nielsen Les Knutson
Football	Head Coach Assistant Coach Assistant Coach Volunteer Assistant Varsity 9 <sup>th</sup> Grade Coach 9 <sup>th</sup> Grade Coach <b>7<sup>th</sup>/8<sup>th</sup> Grade Coach</b> 7 <sup>th</sup> /8 <sup>th</sup> Grade Coach 7 <sup>th</sup> /8 <sup>th</sup> Grade Coach	Wyatt Minion Zach Steen Devin Homer Ryan Zamzow Mason Anderson Tyler Morgan <b>TBD</b> Jake Tauer Dylan Colbert
Volleyball	Head Coach B Squad Coach C Squad Coach 8 <sup>th</sup> Grade Coach 7 <sup>th</sup> Grade Coach Volunteer Coach Volunteer Coach	Crystal Fast Leah Lovell Samantha Flatgard Rebecca Hacker Paige Pigman Makenzie Hall Dane Nielsen
Fall Cheerleading	Advisor Volunteer	Alyssa Schroeder Rachel Minion

### Winter Athletics:

Boys Basketball	<b>Head Coach</b> Volunteer Assistant Varsity Volunteer Assistant Varsity Volunteer Assistant Varsity <b>B Squad Coach</b> <b>C Squad Coach</b> 8 <sup>th</sup> Grade Coach 7 <sup>th</sup> Grade Coach	<b>Kobe Lovell</b> Juhl Erickson Luke Gilbertson Dane Nielsen <b>Jake Tauer</b> <b>Dylan Colbert</b> Dennis Johnson Jacob Olson
Girls Basketball	Head Coach <b>Volunteer Assistant Varsity</b> <b>B Squad Coach</b> <b>C Squad Coach</b> <b>8<sup>th</sup> Grade Coach</b> <b>7<sup>th</sup> Grade Coach</b>	Jacob Johnson <b>Lance Jackson</b> <b>Halle Jackson</b> <b>Autumn Hauge</b> <b>Lindsey Power</b> <b>Leah Hauge</b>
Gymnastics	Head Coach Assistant Coach	Mareah Roman Parada Courtney Hauglid
Boys Hockey	Head Coach Assistant Coach Assistant Coach Volunteer Assistant Volunteer Assistant Volunteer Assistant	Travis Janssen Kyle Espenson Wyatt Schumacher Justin Espenson Jason Espenson Todd Janssen

Girls Hockey	Head Coach Assistant Coach Volunteer Assistant Volunteer Assistant	Emilee Anderson Ryan Evers Jerome Robillard Annie Tippin
Wrestling	Head Coach Asst. Coach <b>JH Coach</b> Volunteer Assistant	Nick Kulseth Joe Fischenich <b>TBD</b> Dave Fischenich
Winter Cheerleading	Advisor	Alyssa Schroeder
<b><u>Spring Athletics:</u></b>		
Baseball	Head Coach Assistant Coach B Squad Coach 8 <sup>th</sup> Grade Coach 7 <sup>th</sup> Grade Coach Volunteer Assistant Volunteer Assistant Volunteer Assistant	Alex Fink Mike Jackson Kobe Lovell Jacob Olson Jake Tauer Collin Lovell Joel Riordan Travis Janssen
Softball	Head Coach Assistant Coach <b>B Squad Coach</b> 8 <sup>th</sup> Grade Coach 7 <sup>th</sup> Grade Coach	Jessica Smith Jeff Huska <b>TBD</b> Kelly Homer Brianna Mischke
Track and Field	Head Coach Assistant Coach Assistant Coach JH Coach JH Coach	Craig Taylor Erin Elder Les Knutson Amanda Smith Melissa Pletcher
Golf	Head Coach Volunteer Assistant	Paige Pigman Glenn Lund
Clay Target League	<b>Volunteer Coach</b> Volunteer Assistant	<b>TBD</b> Jerome Robillard
<b><u>Other Activities:</u></b>		
Band for Athletic Events	Director	Jamie Pohlmann
Senior High Band	Advisor	Jamie Pohlmann
Stage Band	Director	Jamie Pohlmann
Pop Group	Advisor	Rachel Axford
Senior High Vocal	Advisor	Rachel Axford
Knowledge Bowl	<b>Head Coach</b>	<b>TBD</b>
JH Knowledge Bowl	Head Coach Assistant Coach	Charlotte Suess Britney Schwing

Video Board Electronic & Event Technician	Advisor	Jacob Johnson
National Honor Society	Co-Advisor Co-Advisor	Jennifer Eberhard Sonja Piotter
Prom	Advisor	Jennifer Quick
FFA	Advisor Assistant Volunteer Assistant	Betsy Harwood Jace Harwood Jaclyn Engen
Robotics	Advisor <b>JH Advisor</b>	Susan Buss <b>TBD</b>
Speech	Head Coach Assistant Coach JH Coach	Elsa Mendoza Irene Swanson Erin Sebring
Fall Musical	Director Vocal Assistant Set/Technical Assistant Director	Emily Riordan Rachel Axford Sarah Theesfeld
Winter Play	Director Instrumental Assistant Director Assistant Director	Emily Riordan Rachel Axford Sarah Theesfeld
Middle School Play	Co-Director Co-Director	Dana Wallace Jackie Jurgens
High School Student Council	Co-Advisors Co-Advisors	Emily Riordan James Burton
Middle School Student Council	Advisor	Sydney Mortenson
High School Yearbook	Advisor	Patricia Jack
Middle School Yearbook	Advisor	Jamie Pohlmann
Elementary Yearbook	Advisor	Sam Melkert
Literacy Coach	Windom Elementary	Sam Melkert
ECFE Coordinator		Angela Geesman

# FORM A WORKSHEET

## ASSISTING WITH FILLING OUT **FORM A** APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

*This is for your assistance only and does not need to be submitted with the Application Form*

### STEP 1

List the number of free and reduced lunch students identified in the October 1, 2024 report submitted by your school to the Minnesota Department of Education. Enter these numbers on FORM A

Grade 9: 40  
Grade 10: 36  
Grade 11: 39  
Grade 12: 32

TOTAL:

147

Enter these numbers on FORM A

### STEP 2

Identify the **UNDUPLICATED** number of free or reduced lunch students who participated in your activities program during the 2024-2025 school year.

- Unduplicated: Only count each student participant one time.
- In calculating your unduplicated number, count each student once regardless of the number of activities in which the student might participate. **The total unduplicated count below must not be more than the total number in Step 1.**

*Example: Sally Smith: Fall-volleyball; Winter-dance; Spring-golf.  
Sally counts as one student regardless of the number of activities in which she participates.*

*Bill Johnson: Winter-wrestling.  
Bill counts as one student and only participated in one activity.*

**TOTAL UNDUPLICATED COUNT**  
of free/reduced lunch students

78

Enter this number on FORM A

### STEP 3: NOT LATER THAN NOVEMBER 10, 2025

Complete the online Form A application at [mshslfoundation.org](https://mshslfoundation.org)

Contact your school administrator and have the MSHSL Foundation Form A Resolution approved by the Governing Board of your school.

Once approved, the Governing Board Chair and Governing Board Clerk/Treasurer shall sign the Resolution.

Upload the PDF of the Resolution on the Form A application or email MSHSL Foundation Resolution to [mshslfoundation@gmail.com](mailto:mshslfoundation@gmail.com).

Budget is based on 1,166.5 ADMS

FY2026 Prelim

FY2026 Prelim

FUND DESCRIPTION	2025-2026	2025-2026	2025-2026	2025-2026	COVID Year																		
	BUDGET REVENUES	% ACTUAL REVENUES	BUDGET EXPENDITURES	% ACTUAL EXPENDITURES	FY2025 as of 10-15-2024		FY2024 as of 10-17-2023		FY2023 as of 10-18-2022		FY2022 as of 10-15-2021		FY2021 as of 10-12-2020		FY2020 as of 10-16-2019		FY2019 as of 10-16-2018		FY2018 as of 10-19-2017		FY2017 as of 10-19-2016		
					Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	
GENERAL FUND																							
A. 1 - UNASSIGNED (422)	\$ 15,885,689		\$ 16,266,380																				
B. 2 - NON SPENDABLE (460)																							
C. 2 - COMMITTED (418)																							
D. 3 - ASSIGNED (462)	\$ 79,860		\$ 95,208																				
B. RESERVED FOR																							
(1) STAFF DEVELOPMENT (403)	\$ 189,943		\$ 140,873																				
(2) LEARNING AND DEVELOPM (428)	\$ 271,203		\$ 271,203																				
(3) BASIC SKILLS (441)	\$ 1,465,282		\$ 1,465,282																				
(5) GIFTED & TALENTED (438)	\$ 16,519		\$ 16,519																				
(6) SAFE SCHOOL LEVY (449)	\$ 46,832		\$ 57,000																				
(8) OPERATING CAPITAL (424)	\$ 287,357		\$ 352,754																				
(11) ACHIEVEMENT & INTEGRATION (448)	\$ 197,563		\$ 197,563																				
(12) LONG TERM FACILITIES MAINT. (467)	\$ 331,821		\$ 419,000																				
(13) MEDICAL ASSISTANCE (472)	\$ 120,000		\$ 120,000																				
(14) PAYMENT IN LIEU OF TAXES (476)	\$ 16,500		\$ 16,500																				
(15) SCHOLARSHIPS (402)	\$ 1,510		\$ 1,000																				
(16) LITERACY INCENTIVE AID (412)	\$ 56,214		\$ 56,214																				
(17) ENGLISH LEARNER (439)	\$ 379,392		\$ 379,392																				
(18) SCHOOL LIBRARY (443)	\$ 40,000		\$ 40,000																				
(19) STUDENT SUPPORT PERSONNEL (471)	\$ 40,000		\$ 40,000																				
(20) Q COMP-ALT TEACHER PAY (437)	\$ 297,587		\$ 287,273																				
<b>TOTAL GENERAL FUND (01)</b>	<b>\$ 19,723,272</b>	<b>20%</b>	<b>\$ 20,222,161</b>	<b>20%</b>	<b>21%</b>	<b>21%</b>	<b>21%</b>	<b>21%</b>	<b>24%</b>	<b>21%</b>	<b>18%</b>	<b>16%</b>	<b>19%</b>	<b>17%</b>	<b>20%</b>	<b>22%</b>	<b>19%</b>	<b>22%</b>	<b>19%</b>	<b>23%</b>	<b>18%</b>	<b>22%</b>	
<b>TOTAL FOOD SERVICE (02)</b>	<b>\$ 1,234,470</b>	<b>3%</b>	<b>\$ 1,313,923</b>	<b>19%</b>	<b>3%</b>	<b>17%</b>	<b>4%</b>	<b>22%</b>	<b>9%</b>	<b>16%</b>	<b>19%**</b>	<b>18%</b>	<b>7%</b>	<b>15%</b>	<b>10%</b>	<b>17%</b>	<b>11%</b>	<b>19%</b>	<b>11%</b>	<b>18%</b>	<b>9%</b>	<b>21%</b>	
COMMUNITY EDUCATION																							
REGULAR COMMUNITY ED (431)	\$ 178,998		\$ 158,702																				
EARLY CHILDHOOD FAMILY ED (432)	\$ 76,433		\$ 60,027																				
SCHOOL READINESS (444)	\$ 215,110		\$ 214,625																				
ADULT BASIC EDUCATION (447)	\$ 36,565		\$ 36,565																				
RESTRICTED (464)	\$ 8,054		\$ 8,772																				
<b>TOTAL COMMUNITY EDUCATION (04)</b>	<b>\$ 515,160</b>	<b>17%</b>	<b>\$ 478,691</b>	<b>27%</b>	<b>17%</b>	<b>28%</b>	<b>18%</b>	<b>31%</b>	<b>19%</b>	<b>25%</b>	<b>17%</b>	<b>23%</b>	<b>15%</b>	<b>19%</b>	<b>20%</b>	<b>24%</b>	<b>21%</b>	<b>24%</b>	<b>20%</b>	<b>26%</b>	<b>21%</b>	<b>31%</b>	
<b>TOTAL DEBT SERVICE (07)</b>	<b>\$ 2,361,225</b>	<b>19%</b>	<b>\$ 2,308,263</b>	<b>18%</b>	<b>20%</b>	<b>20%</b>	<b>18%</b>	<b>21%</b>	<b>18%</b>	<b>22%</b>	<b>17%</b>	<b>23%</b>	<b>16%</b>	<b>24%</b>	<b>18%</b>	<b>26%</b>	<b>68%**</b>	<b>9%</b>	<b>10%</b>	<b>10%</b>	<b>11%</b>	<b>14%</b>	
<b>TOTAL STUDENT ACTIVITY ACCOUNTS (21)</b>	<b>\$ 194,425</b>	<b>48%</b>	<b>\$ 204,900</b>	<b>39%</b>	<b>38%</b>	<b>22%</b>	<b>24%</b>	<b>42%</b>	<b>83%</b>	<b>31%</b>	<b>46%</b>	<b>55%</b>	<b>9%</b>	<b>8%</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	
<b>TOTAL DISTRICT WIDE</b>	<b>\$ 24,028,552</b>		<b>\$ 24,527,938</b>																				

\*\*Summer meal program higher, MDE payment received earlier than normal

\*\* Higher amount due to distribution of net proceeds on building bond issuance

# Memo

**To:** Board of Education Members  
**From:** Holly Anderson, Business Manager  
**CC:** Jamie Frank, Superintendent  
**Date:** 10/20/2025  
**Re:** Renewal of Property and Liability Insurance and other Insurance(s)

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On Tuesday, October 9, 2025, Jamie, Peggy and I met with Pat Truax our insurance agent, to review the property and liability, automobile, and cybersecurity renewal. We did not go out to bid this year since we went for bids last year, and we normally go out to market every 2-3 years. We are currently with EMC and their renewal came in at \$195,789.83 (up from \$172,198.88 from last year) or approximately 13.7% higher (last year's increase was 17.8 %).

Things to note regarding this increase and renewal:

- We moved our automobile insurance to EMC effective July 1, 2025. This was done to cover the district under our current \$4 million umbrella liability insurance. This resulted in a slight increase in our Umbrella premium.
- Last month (September 2025) we purchased a 2022 Ford Escape for student and staff use. This did increase both our Automobile and Umbrella premiums.
- Most of the increase is driven by our property coverage, which increased by \$16,000 in premium from the prior year or approximately 13%. This increase is because of the increase in cost of construction/building values and our location being a high target for wind and hail storms.
- Wind and Hail deductibles remain grand-fathered in with EMC as set dollar amounts per building location rather than the typical market having a 1% wind and hail deductible for each building value. Therefore, rather than having a potential of \$1 million plus deductible we are set at the following rates for each building:
  - MSHS building deductible is \$75,000
  - Elementary building deductible is \$50,000
  - Highland and Winfair building deductible are \$25,000 for each building.
- Another large increase was driven by our School Leaders Errors and Omissions Liability which increased by approximately \$2,500 in premium from the prior year or approximately 23%. This increase is consistent with the market. It is being driven by the overall increase in the number of claims in the market along with the cost of each of the claims.
- Our deductibles throughout our lines of insurance remain the same from the prior year.

According to our insurance agent, this renewal is very competitive with its low property deductibles and overall average premium percentage change. It is my recommendation that we accept the renewal from EMC for Property and Liability, Automobile and other insurance coverages in the amount of \$195,789.83.

As always, if you have any questions please let me know. Thank you.

## Property - EMC

**COVERAGE:**

Coverage is provided on a Special Cause of Loss basis subject to all Policy Conditions, Limitations and Exclusions.

<b>BLANKET BUSINESS PROPERTY &amp; PROPERTY IN OPEN:</b>	<b>BUILDINGS, PERSONAL PROPERTY IN OPEN:</b>	\$153,535,804	Includes Equipment Breakdown
<b>BLANKET BUSINESS INCOME &amp; EXTRA EXPENSE:</b>		\$2,000,000	via CP7123
<b>EARTHQUAKE:</b>		\$150,000	Excludes Location 4 & 5
<b>DEBRIS REMOVAL</b>		\$250,000	
<b>DEDUCTIBLE:</b>		\$25,000 Varies \$25,000 72 hours \$5,000	Property Wind-Hail per location – See schedule Earthquake Business Income Property off premise and in transit
<b>PROPERTY VALUATION:</b>		Replacement Cost	
<b>COINSURANCE:</b>		Agreed Amount	Building
		Agreed Amount	Business Personal Property
		Agreed Amount	Business Income / Extra Expense
<b>BUILDING ORDINANCE &amp; LAW:</b>			Coverage included in Property Form
<b>COVERAGE A</b>			
<b>COVERAGE B</b>			
<b>COVERAGE C</b>			
<b>PROPERTY OFF PREMISE</b>		\$500,000	

NOTE: The insured is responsible for verifying their property limits are accurate and sufficient.

High School Loc 1-1: 1400 17<sup>th</sup> Street - \$75,000 Wind/Hail Deductible

Windom Elementary Loc 6-1:1200 17<sup>th</sup> Street - \$50,000 Wind/Hail Deductible

## Crime - EMC

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<b>COVERAGE - LOSS SUSTAINED FORM</b>	<b>LIMIT</b>	<b>DEDUCTIBLE</b>
Employee Dishonesty – Blanket	\$250,000	\$2,500
Forgery & Alterations	\$30,000	\$1,000
Theft, Disappearance & Destruction – Blanket		
Inside The Premises	\$25,000	\$1,000
Outside The Premises	\$25,000	\$1,000
Computer Fraud	\$50,000	\$1,000

## Inland Marine - EMC

<b>COVERAGE</b>	<b>LIMIT</b>
MISCELLANEOUS PROPERTY FLOATER	\$245,944
- subject to a \$1,000 deductible at Actual Cash Value	
SCHEDULED PROPERTY-PORTABLE SCOREBOARD	\$20,000
- subject to a 5% deductible at Replacement Cost	
BAND UNIFORMS (INCLUDED IN CONTENTS)	\$50,000
- subject to a \$25,000 deductible at Replacement Cost	
ATHLETIC EQUIPMENT (INCLUDED IN CONTENTS)	\$50,000
- subject to a \$25,000 deductible at Replacement Cost	
MUSICAL INSTRUMENTS (INCLUDED IN CONTENTS)	\$352,514
- subject to a \$25,000 deductible at Replacement Cost	
CAMERA & VISUAL (INCLUDED IN CONTENTS)	\$50,000
- subject to a \$25,000 deductible at Replacement Cost	
FINE ARTS	\$500,000
- subject to a \$1,000 deductible at Replacement Cost	
COMPUTER HARDWARE	\$1,800,000
COMPUTER SOFTWARE	Included
COMPUTER EXTRA EXPENSE	Included
- subject to a \$500 deductible	

## General Liability - EMC

<b>COVERAGE - OCCURRENCE FORM</b>	<b>LIMIT</b>
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage To Premises Rented to You	\$500,000
Medical Expense (excluding students)	\$10,000
Student Med Pay- Student/Occurrence/Aggregate	\$1,000/\$5,000/\$50,000
Sexual Misconduct & Molestation Liability – Each Loss / Aggregate	Included In General Liability Limit
Innocent Party Aggregate Defense Expense Amount	Included in Defense subject to limitations
School Violent Event Response-Ea. Person/Ea. Event/Aggregate	\$25,000/\$500,000/\$5000,000
<b>COVERAGE – CLAIMS MADE FORM</b>	<b>LIMIT</b>
Employee Benefits Liability - Each Employee	\$1,000,000
Employee Benefits Liability - Aggregate	\$3,000,000
Retro Date	10/28/2008
Deductible	\$1,000

## General Liability – EMC (Continued)

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CLASS CODE	CLASSIFICATION	25-26 PREMIUM BASIS
47471	K-8 Students	789
47473	9-12 Students	354
47469	Teachers-Corporal punishment	207
41716	Pre School / Day Care	70

**COVERAGE EXCLUSIONS/LIMITATIONS** (*Exclusions/Limitations included but not limited to the following. Please refer to your policy for a complete list of Exclusions/Limitations*):

- Pollution Liability Exclusion
- Employment - Related Practices Exclusion
- Professional Liability Exclusion
- Fungi/Mold or Bacteria Exclusion
- Silica Exclusion
- Construction Defects Exclusion
- Trampoline Exclusion

## School Leaders Errors & Omissions Liability - EMC

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<b>COVERAGE – CLAIMS MADE FORM</b>	<b>LIMIT</b>
Each Wrongful Act	\$1,000,000
Aggregate	\$2,000,000
Deductible – One Wrongful Act	\$5,000
Retro Date	10/28/2014
Non-Monetary Relief-Each Action/Aggregate	Included in Defense

# Automobile – EMC

COVERAGE	VEHICLES COVERED	LIMIT
Liability	Any Auto	\$1,000,000
Personal Injury Protection	All Autos Subject to No-Fault Laws	Basic
Uninsured Motorist	Owned Autos Only	\$1,000,000
Underinsured Motorist	Owned Autos Only	\$1,000,000
Hired/Non-Owned Liability	Hired/Non-Owned Autos	\$1,000,000
Hired Car Physical Damage	Hired Autos	\$50,000
Comprehensive		\$1,000
Deductible		\$1,000
Collision Deductible		
Garage Keepers Liability	Comprehensive Deductible Collision Deductible	\$100,000
		\$500/\$2,500 max
		\$500

**COVERED AUTOS:**

YEAR	MAKE	MODEL	VIN #	PHYSICAL DAMAGE
1999	FORD	F250	1FTNF20L9XEE99548	No Physical Damage
2002	DODGE	GRAND CARAVAN	2B4GP54LX2R560299	No Physical Damage
2008	Dodge	Caravan	1D8HN44H28B192714	No Physical Damage
2008	CHEVROLET	SILVERADO	1GCEC14XX8Z108031	No Physical Damage
2012	DODGE	GRAND CARAVAN	2C4RDGCG1CR173498	No Physical Damage
2013	DODGE	GRAND CARAVAN	2C4RDGCG4DR550343	\$1000 Comp/Coll
2017	DODGE	GRAND CARAVAN	2C4RDGBG5HR740949	\$1000 Comp/Coll
2017	DODGE	GRAND CARAVAN	2C4RDGCG9HR755243	\$1000 Comp/Coll
2023	CHEVROLET	SUBURBAN	1GNSKBED0PR364426	\$1000 Comp/Coll
2022	FORD	ESCAPE	1FMCU9G68NUB24528	\$1000 Comp/Coll

## Umbrella - EMC

<b>LIMIT OF LIABILITY</b>	<b>LIMIT</b>
Each Occurrence	\$4,000,000
Annual Aggregate	\$4,000,000
Retention	\$0

### COVERAGE:

The policy agrees to *pay on behalf of* the Insured for all sums, which they are obligated to pay as damages resulting from all operations. The Limit of Liability is over the policy limits of the primary insurance.

### COMMENTS:

- This policy includes a Fungi/Mold or Bacteria Exclusion.
- This policy is not subject to audit

### UNDERLYING SCHEDULE:

<b>COVERAGE</b>		<b>LIMIT</b>
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$3,000,000
	Products Aggregate	\$2,000,000
	Personal and Advertising Injury	\$1,000,000
Auto Liability	Each Claim	\$1,000,000
Employers Liability	B.I. Each Accident	\$500,000
	B.I. by Disease Policy Limit	\$500,000
	B.I. by Disease each Employee	\$500,000
School Leaders E & O	Each Claim	\$1,000,000
	Aggregate	\$2,000,000
Employee Benefits Liability	Each Employee	\$1,000,000
	Aggregate	\$3,000,000
Abuse or Molestation Liability	Each Occurrence	\$1,000,000

## Network Security & Privacy Liability

<b>INSURED:</b>	Windom ISD #177
<b>INSURER:</b>	State National Insurance Company / CFC ( <b>Admitted</b> )
<b>AM BEST RATING:</b>	A XV ( <b>Excellent</b> )
<b>POLICY FORM:</b>	CFC-CY-0037 11 19
<b>POLICY TERM:</b>	October 28, 2025 - October 28, 2026

CLAIMS MADE COVERAGE	2024-2025 EXPIRING	2025-2026 RENEWAL
<b>LIMITS OF LIABILITY: (PER CLAIM &amp; AGGREGATE)</b>		
<b>Cyber Incident Response</b>		
Incident Response Costs	\$ 1,500,000	\$ 1,500,000
Legal and Regulatory Costs	\$ 1,500,000	\$ 1,500,000
IT Security and Forensic Costs	\$ 1,500,000	\$ 1,500,000
Crisis Communication Costs	\$ 1,500,000	\$ 1,500,000
Privacy Breach Management Costs	\$ 1,500,000	\$ 1,500,000
Third Party Privacy Breach Management Costs	\$ 1,500,000	\$ 1,500,000
Post Breach Remediation Costs	\$ 50,000	\$ 50,000
<b>Cyber Crime</b>		
Electronic Theft of Your Financial Assets	\$ 250,000	\$ 250,000
Electronic Theft of 3rd Party Funds Held in Escrow	\$ 250,000	\$ 250,000
Electronic Theft of Personal Financial Assets	\$ 250,000	\$ 250,000
Extortion	\$ 1,500,000	\$ 1,500,000
Authorized Push Payment Fraud	\$ 250,000	\$ 250,000
Telephone Hacking	\$ 250,000	\$ 250,000
Unauthorized Use of Computer Resources	\$ 250,000	\$ 250,000
<b>System Damage and Business Interruption</b>		
System Damage and Rectification Costs	\$ 1,500,000	\$ 1,500,000
Income Loss and Extra Expense	\$ 1,500,000	\$ 1,500,000
Dependent Business Interruption	\$ 1,500,000	\$ 1,500,000
Claim Preparation Costs	\$ 25,000	\$ 25,000
Criminal Reward Costs	\$ 50,000	\$ 100,000
<b>Network Security &amp; Privacy Liability</b>		
Network Security Liability	\$ 1,500,000	\$ 1,500,000
Privacy Liability	\$ 1,500,000	\$ 1,500,000
Management Liability	\$ 1,500,000	\$ 1,500,000

## Network Security & Privacy Liability (Continued)

Regulatory Investigation Costs	\$ 1,500,000	\$ 1,500,000
Merchant Services Liability	\$ 1,500,000	\$ 1,500,000
<b>Media Liability</b>		
Defamation	\$ 1,500,000	\$ 1,500,000
Intellectual Property Rights Infringement	\$ 1,500,000	\$ 1,500,000
Aggregate Limit	\$ 1,500,000	\$ 1,500,000
<b>RETENTION: (PER CLAIM)</b>		
Incident Response Costs; Post Breach Remediation Costs; Claim Preparation Costs	\$ 0	\$ 0
All Other	\$ 10,000	\$ 10,000
<b>ANNUAL PREMIUM:</b>	<b>\$ 14,554.40</b>	<b>\$ 14,343.17</b>

**RETROACTIVE DATE:** Unlimited

**TERMS AND CONDITIONS IN ADDITION TO THE POLICY FORM:**

*(Per Expiring, Unless Noted)*

1. Consequential Reputational Harm Extension
2. Privacy Notice
3. Customer Payment Fraud Extension Endorsement
4. Incident Response Outside of the Policy Limit Endorsement
5. System Damage and Rectification Costs Amendatory Endorsement
6. System Failure Extension Endorsement
7. Media Liability Amendatory Endorsement
8. Policyholder Disclosure Notice of Terrorism Insurance Coverage
9. Schedule of Information
10. Minnesota Amendatory Endorsement
11. Minnesota Notice of Guaranty Fund Protection
12. War and Cyber War Exclusion Endorsement

**SUBJECT TO:**

- Completed Acknowledgment Form

**PAYMENT TERMS:**

- Agency Bill: Annual premium due at policy inception to MMA; Premium financing available upon request

# Premium Summary & Comparison

COVERAGE	2024-2025 (EMC) EXPIRING PREMIUMS	2025-2026 (EMC) PROPOSED RENEWAL PREMIUMS
Property	117,117.27	133,222.66
Crime	828.00	828.00
Inland Marine	4,528.00	4,551.00
General Liability	12,237.00	12,716.00
School Leaders E&O	10,640.00	13,124.00
Automobile (previously Auto Owners Insurance)	11,776.31	11,643.00
Umbrella (now including Auto)	4,820.00	5,362.00
Terrorism	Included	Included
<b>Sub-Total Estimated Annual Premium:</b>	<b>\$161,946.58</b>	<b>\$181,446.66</b>
Network Security (Cyber) CFC	14,554.40	14,343.17
<b>Total Estimated Annual Premium:</b>	<b>\$176,500.98</b>	<b>\$195,789.83</b>

**PAYMENT TERMS & PLAN:**

- Direct Bill - Annual Pay

**Request to Bind Insurance Coverage**

Please bind insurance coverage as specifically quoted and identified in this proposal. I understand coverage is ONLY bound when written confirmation is received from the carrier(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Windom ISD 177

2025-2026 STATEMENT OF VALUES & LOCATION SCHEDULE

LOC. #	OCCUPANCY	ADDRESS	BUILDING	BUSINESS PERSONAL PROPERTY	PROPERTY IN OPEN	BUSINESS INC. & EXTRA EXP.	
001-001	High School	1400 17th St., Windom MN 56101	\$74,506,182	\$14,086,096	\$146,112	\$2,000,000	
001-002	Storage Shed	1400 17th St., Windom MN 56101	\$23,793	\$11,898			
001-003	Storage Shed	1400 17th St., Windom MN 56101	\$304,170	\$53,675			
001-004	Storage Shed	1400 17th St., Windom MN 56101	\$2,403				
001-005	Greenhouse	1400 17th St., Windom MN 56101	\$2,403				
001-006	Greenhouse	1400 17th St., Windom MN 56101	\$105,363				
001-007	Shop	1400 17th St., Windom MN 56101	\$106,368	\$142,401			
001-008	Press Box	1400 17th St., Windom MN 56101			\$24,376		
002-001	Winfair Elementry School	1454 6th Avenue, Windom, MN 56101	\$14,427,180	\$2,727,593	\$52,900		
003-001	Highland School/ECFE	68 10th St., Windom, MN 56101	\$11,762,791	\$1,508,367	\$12,754		
003-002	Playground	68 10th St., Windom, MN 56101			\$143,328		
004-001	Poultry, Dairy & Bus Building	Cottonwood County Fairgrounds		\$8,946			
005-001	Storage Shed	Island Park	\$73,000	\$13,118			
005-002	Concession Stand	Island Park			\$42,718		
005-003	Concession Stand	Island Park			\$63,223		
005-004	Bleachers/Score Board/Lights	Island Park			\$734,971		
006-001	Windom Elementary School	1200 17th St., Windom, MN 56101	\$27,752,342	\$4,536,811	\$160,524		
			<b>TOTAL</b>	<b>\$129,065,995</b>	<b>\$23,088,905</b>	<b>\$1,380,904</b>	<b>\$2,000,000</b>
	Signature			Date	<input type="text"/>		