



Spring Lake Park Schools
District Services Center
1415 81st Avenue NE
Spring Lake Park, MN 55432

SCHOOL BOARD MEETING

Communication to the School Board and Administration

District Services Center – 6:45p.m.

SCHOOL BOARD REGULAR MEETING

District Services Center

Tuesday, September 8, 2015

7:00 p.m.

(or immediately following the

Communication to the School Board and Administration)

AGENDA

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. AGENDA APPROVAL

1. Motion by _____, seconded by _____, to approve the agenda as presented.
2. Motion by _____, seconded by _____, to approve the agenda with the following change(s):
 - a. _____
 - b. _____

C. SOME FUTURE EVENTS (Please check the District Calendar and Resource Guide or the District website at www.springlakeparkschools.org for a complete list of monthly events)

- Tuesday, September 22, 2015 - School Board Work Session, 6:00 p.m.
- Tuesday, October 6, 2015 - School Board Regular Meeting, 7:00 p.m.
(with 6:45 p.m. Communication to the School Board and Administration)

D. CONSENT AGENDA

Motion by _____, seconded by _____, to approve the following items of the consent agenda:

1. Minutes of:

- August 11, 2015 School Board Regular Meeting
- August 25, 2015 School Board Work Session

D-1a

D-1b

2. Bills Paid for July 2015

BILLS PAID	
July 2015	
Fund	Total Payments
General	\$ 725,499
Food Service	27,323
Community	
Education	70,079
Building Construction	79,381
Debt Service	2,154,881
Trust and Agency	-
OPEB Debt Services	145,385
OPEB Trust Account	-
TOTAL	\$ 3,202,548

3. Personnel Items

D-3

E. PRESENTATIONS, SPECIAL GUESTS, AND RECOGNITION

1. Spring Lake Park Lions Scholarship Foundations – Presentation of Scholarship Check
 - Norm Kelzenberg

2. Convoy of Hope – Presentation of Certificate of Appreciation
 - Kelly Black – Emmanuel Christian Center
 - Tim Sanders – MN State Representative

3. Certificate of Excellence in Financial Reporting from the Association of School Business Officials-International: Spring Lake Park District 16 is a multiple-winner of this award, most recently for its Comprehensive Annual Financial Report for Fiscal year ended June 30, 2014.

F. DISCUSSION, REPORTS, INFORMATION ITEMS

1. **Engaged, Enthusiastic Learners:** Align work of adults to continuously improve personalized instruction and responsiveness to meet our students’ unique and varied needs.
 - 2015-16 District Operational Plan (DOP)
The DOP and update meets World’s Best Workforce plan and reporting

Dr. Jeff Ronneberg
 Superintendent of Schools
 Dr. Hope Rahn
 Director of Learning and Innovation
 Mr. Mike Callahan
 Director of Student Services

2. **Effective Operations:** Improve our effective management of human, financial, and physical resources

- Master Facilities and Programming Study Update Ms. Amy Schultz
Director of Business Services

3. **Communications and Connections:** Increase the connection, engagement, and support of our families and communities

- Branding Project Update Mr. Bob Noyed
Director of Communications

4. Superintendent's Report Superintendent Jeff Ronneberg
Each meeting the Superintendent will take a few moments to update the Board on general items of interest such as accounts of visits to schools and classrooms, news about students and staff, community connections, or observations on past or upcoming events.

G. ACTION ITEMS

1. Second Reading/Approval of Revised Policies

Motion by _____, seconded by _____, to approve the second reading of the following revised policies:

101.1 NAME OF THE SCHOOL DISTRICT	<u>G-1a</u>
406 PUBLIC AND PRIVATE PERSONNEL DATA	<u>G-1b</u>
515 PROTECTION AND PRIVACY OF PUPIL RECORDS	<u>G-1c</u>

2. Acknowledgement of Gifts

Motion by _____, seconded by _____, to acknowledge gifts to the district as shown in attachment G-2 and to extend the School Board's thanks and appreciation.

3. Application for Consolidated Elementary and Secondary Education (ESEA) Funding

Motion by _____, seconded by _____ to approve the following resolution:

WHEREAS, the Congress of the United States has declared it to be the policy of the United States to combine the federal financial ESEA assistance programs it provides to local educational agencies; and,

WHEREAS, the purpose of these programs is to expand and improve the education of local educational agencies; and

WHEREAS, District 16, Spring Lake Park, MN, desires to carry out the policy of the Congress of the United States by developing projects in concert with current guidelines which will expand and improve the educational programs and contribute to meeting the needs of the children who attend school in District 16.

NOW, THEREFORE BE IT RESOLVED that District 16 apply for financial assistance available under ESEA and that Dr. Hope Rahn be named as the Local Educational Agency representative and be directed to execute and file application(s) for and on behalf of the School District in all activities related to these ESEA programs.

Roll Call:

H. BOARD FORUM AND REPORTS (IF ANY)

The Board Forum provides individual School Board members an opportunity to share with the School Board items of interest and information.

I. ADJOURNMENT

Motion by _____, seconded by _____, to adjourn the meeting.

ATTACHMENT D-1a

Will be added as addendum at the Sept. 8th meeting

ATTACHMENT D-1b

Will be added as addendum at the Sept. 8th meeting

ATTACHMENT D-3



Spring Lake Park Schools
District Services Center
1415 81st Avenue NE
Spring Lake Park, MN 55432

District Services Center 1415 – 81st Avenue NE Spring Lake Park Minnesota 55432

DATE: September 2, 2015
TO: Dr. Jeff Ronneberg, Superintendent
FROM: Ryan Stromberg, Director of Human Resources and Organizational Development
RE: Personnel Agenda Items for the September 8, 2015 School Board Meeting

I. EMPLOYMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Start Date</u>	<u>New or Replace</u>
Stephanie Anderson	PT	Child Care Teacher	8/31/2015	New
Ed Chuinard	SLPHS	Special Education Teacher – EBD	8/31/2015	Replace
Daniel Cooper	WWMS	Technology Support Specialist	8/20/2015	Replace
Erin Drake	WWI	Art Teacher	8/31/2015	Replace
James Flaschberger	SLPHS	Production Cook	9/08/2015	Replace
Amy Gaides	WWMS	Science Teacher	8/31/2015	New
Sarah Gatlin	WWMS	Social Studies/ELL Teacher	8/31/2015	Replace
Michael Hagen	WWMS	Math Teacher	8/31/2015	Replace
Lisa Hansen	EC	Child Care Assistant Teacher	8/31/2015	New
Paul Hedrington	NP	Special Education Teacher – ASD	8/31/2015	Replace
Brianne Henkel	NP	Child Care Teacher	8/31/2015	New
Toren Johnson	WWMS	Social Studies Teacher (0.6 FTE)	8/31/2015	Replace
Mandy Lindemann	PT	Kindergarten Specialist (0.8 FTE)	9/3/2015	Replace
Alysha Lister	EC	Child Care Assistant Teacher	8/31/2015	New
Codey Miller	SLPHS	Special Education Teacher – EBD	8/31/2015	Replace
Ryan Mundt	SLPHS	Technology Support Specialist	8/24/2015	Replace
Stacy Nielsen	WWIS	School Psychologist	8/31/2015	Replace
Courtney Piekarski	WWMS	Dean of Students	8/31/2015	Replace
Jeffrey Reed	SLPHS	Dean of Students	8/10/2015	Replace

Scott Rhodes	SLPHS	Nutrition Services Associate	9/08/2015	Replace
Mary Schultz	WWI	Administrative Assistant	9/08/2015	Replace
Luom Seidenkranz	PT	Grade 1 Teacher (long-term sub)	8/31/2015	Replace
Dennis Steiner	SLPHS	Custodian	8/26/2015	Replace
Rachel Taran	SLPHS	Math Teacher/ACE Tutor (0.8 FTE)	8/31/2015	Replace
Audry Welty	EC	Child Care Assistant Teacher	8/31/2015	New
Troy Willemsen	SLPHS	Dean of Students	8/18/2015	Replace
Whitney Woodford	WWI	Health Care Specialist	8/18/2015	Replace
Maddie Sutton	PT	School Psychologist	8/31/2015	Replace
Claire Willett	WWMS	Language Arts Teacher	8/31/2015	Replace
Danielle Wold	NP	Grade 3 Teacher	8/31/2015	Replace

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Rachel Babcock	DSC	Unaffiliated	Resignation as of August 28, 2015
Lila Bennett	SLPHS	Teacher	Resignation as of September 3, 2015
Stacey Benz	WWMS	Teacher	Resignation as of June 11, 2015
Sarah Bovee	SLPHS	Paraprofessional	Resignation as of June 5, 2015
Macgregor Byrne	SLPHS	Paraprofessional	Resignation as of June 05, 2015
Nicole Goerges	WWMS	Teacher	Resignation as of June 8, 2015
Elizabeth Johnson	WWI	Paraprofessional	Resignation as of August 20, 2015
Naomi Kerongo	NP	Paraprofessional	Resignation as of June 5, 2015
Sarah Klemmensen	WWI	Teacher	Resignation as of June 8, 2015
Jay Merrigan	SLPHS	Paraprofessional	Resignation as of August 17, 2015
Jennifer Miller	PT	Teacher	Resignation as of August 31, 2015
Tanaiah Mitchell	NP	Teacher	Resignation as of June 8, 2015
Leslie Richard	PT	Paraprofessional	Resignation as of June 05, 2015
Janet Running Rowe	WWMS	Teacher	Resignation as of June 8, 2015
Patrick Spehn	NP	Child Care Professional	Resignation as of August 28, 2015
Brianne Wodicka	PT	Teacher	Resignation as of June 8, 2015
Abby Young	WWMS	Teacher	Resignation as of June 8, 2015

III. STAFF LEAVE REQUESTS

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Dates</u>
Elizabeth Carlson	WWMS	Teacher	September 24, 2015 until December 17, 2015

IV. PARAPROFESSIONAL RECALL FROM LAYOFF

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Andrea Grange	PT	Paraprofessional	Recalled from layoff as of September 8, 2015
Madison Graves	NP	Paraprofessional	Recalled from layoff as of September 8, 2015
Gina Perfetti	EC	Paraprofessional	Recalled from layoff as of September 8, 2015
Dayna Rivard	SLPHS	Paraprofessional	Recalled from layoff as of September 8, 2015
Marni Williams	SLPHS	Paraprofessional	Recalled from layoff as of September 8, 2015

ATTACHMENT G-1a

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	101.1	Page: 1 of 1
SERIES	100	School District
SUBJECT	101.1	Name of the School District
Adopted		November 14, 2000
Revised		June 14, 2011; 2nd Revision Reading September 8, 2015

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 16. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the School Board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Spring Lake Park Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 16 Spring Lake Park, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

ATTACHMENT G-1b
SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16

POLICY	406	Page: 1 of 8
SERIES	400	Personnel
SUBJECT	406	Public and Private Personnel Data
Adopted		January 9, 2001
Revised		June 8, 2004, March 8, 2005, June 13, 2006; October 9, 2012; August 12, 2014; 2nd revision reading September 8, 2015

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 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 available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease 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 of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or

applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee 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. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- 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 transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. "Public official" means business manager, human resource director, and an individual defined as superintendent, principal, or directory who is employed in a position requiring an administrative license.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer and independent contractors, 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 Minn. Stat. 13.43, Subd. 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/employee 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 applicants for employment 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 they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body 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 Minn. Stat. § 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 Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 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.
- F. 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 are private and will be shared only with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- 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 are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- 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 the 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 pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 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 purposes of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- 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 shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to the 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 shall make any report to the board of teaching or the state board of education as required by Minn. Stat. 1§ 22A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. §122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the Department of Economic Security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school 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 informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment or the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- 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 towards or sexual contact with a student, if 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.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and 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 of 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.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 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 other 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 the Director of Human Resources, or his/her designee, as the authority responsible for personnel data.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

Staff can contact the school district human resource department for an employee authorization form.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Policy 206 (Public Participation in School Board Meetings/ Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

ATTACHMENT G-1c
SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16

POLICY	515	Page: 1 of 34
SERIES	500	Students
SUBJECT	515	Protection and Privacy of Pupil Records
Adopted		March 13, 2001
Revised		September 28, 2004, May 10, 2005; December 2, 2014; 2nd Revision Reading September 8, 2015

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Dates of Attendance

Date of attendance, as referred to in Directory Information, means the period of time during which a student attends or attended a school or schools in the school district.

The term does not include specific daily records of a student's attendance at a school or schools in the school district.

C. Dependent Student

A "dependent student" is an individual who during each of five (5) calendar months during the calendar year in which the taxable year of the parent begins:

1. is a full-time student at an educational institution; or
2. is pursuing a full-time course of instructional off-site training under the supervision of an accredited agent of an educational institution or of a state or political subdivision of the state.

D. Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone number, photograph, date of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parents. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. Directory information will not be released to "For Profit" entities unless approved by the School Board.

E. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term "education records" does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; and
 - (3) are destroyed at the end of the school year.

- b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.

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

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

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

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

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

1. Perform an administrative task required in the school or employee's contract or position description approved by the School Board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

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

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number; (e) a list of

personal characteristics that would make the student's identity easily traceable; or
(f) other information that would make the student's identity easily traceable.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

L. Responsible Authority

"Responsible authority" means the Superintendent or designee.

M. Student

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

N. School Official

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

O. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

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

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To officials of other schools or school districts in which the student seeks or intends to enroll. The records shall include information about disciplinary

action taken as a result of any incident in which the student possessed or used a dangerous weapon and with proper annual notice (See Part XIX.), suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this policy.

3. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
4. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

5. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom

the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;

6. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, and the information is destroyed when no longer needed for the purposes for which the study was conducted. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five years.
7. To accrediting organizations in order to carry out their accrediting functions;
8. To parents of a dependent student;
9. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or sub-poena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed. In addition, if the school district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
11. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals.
12. Information the school district has designated as "directory information" pursuant to the RELEASE OF DIRECTORY INFORMATION section of this policy;
13. To military recruiting officers pursuant to the MILITARY RECRUITMENT section of this policy;
14. To the parent of a student who is not an eligible student or to the student himself or herself;
15. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
16. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students; or
17. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student.
 - a. The following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;

- b. The existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

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

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

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student affirmatively opted out of the release of directory information in his or her last year of attendance, the school district may disclose

directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district.

C. Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;

4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent or the eligible student.

B. Private Records Not Accessible to Parent

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

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

- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

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

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action

proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS

- A. The School District must release, without parent or student consent, the names, addresses, and home telephone numbers of students enrolled in grades 11 and 12 to military recruiting officers within 60 days after the date of the request.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. not be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the above information to military recruiting officers. To refuse the release of the above information to military recruiting officers, a parent or eligible student must notify the building principal, in writing by September 15 each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable; and
 - 6. Specific category or categories of information which are to be released to military recruiters;
 - 7. Specific category or categories of directory information which are not to be released to the public, including military recruiters.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of the parent's or eligible student's right to refuse to release the names, addresses and home phone numbers of secondary students without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the school district's release of directory information to the public, which includes military recruiting officers. In order to make any directory information about a student private, the procedures contained in the RELEASE OF DIRECTORY INFORMATION section of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number and grade level of students as directory information, absent

a request from a parent or eligible student not to release such data, this information will be public data and accessible to military recruiting officers as well as other members of the public.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

1. Subdivision A of this Section does not preclude the school district from disclosing personally identifiable information under the DIS-CLOSURE OF EDUCATION RECORDS section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this policy; and
 - b. The school district has complied with the record keeping requirements of the RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING section of this policy.
2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students.

C. Classification of Disclosed Data

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

D. Notification

The school district shall, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy, or disclosures to a parent or

student, the school district shall inform the party to whom a disclosure is made of the requirements set forth in this Section. In the event that the Family Policy Compliance Office determines that a state or local education authority, a federal agency headed by an official listed in 34 C.F.R § 99.31 (a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in §99.31 (a)(3), or a third party improperly rediscloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C of this Section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a

chart incorporating the provisions of Paragraph C which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information;
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B of the LIMITS ON REDISCLOSURE section of this policy, the record of disclosure required under this Section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
 - b. the legitimate interests under the DISCLOSURE OF EDUCATION RECORDS section of this policy which each of the additional parties has in requesting or obtaining the information.
3. Paragraph (1) of Record keeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Paragraph B1 of the DISCLOSURE OF EDUCATION RECORDS section of this policy, to requests for disclosures of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy, or to a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and

- c. the parties authorized by law to audit the record keeping procedures of the school district.
5. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also A Dependent Student

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photo copies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. The cost of providing copies shall be borne by the parent or eligible student.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would

effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.

4. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies (including charges for actual search/retrieval and copying costs, plus postage) forwarded to third parties with prior consent as a convenience will be determined by the administration.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B of this Section.

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student

accordingly and so inform the parent of the student or the eligible student in writing.

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

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means School District Business Manager.

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated there-under, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to dis-closures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. §1232g, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.75 (Sharing Juvenile Disposition Order)
Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g *et. seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Education Rights and Privacy)

Cross References:

Policy 417 (Chemical Use and Abuse)
Policy 506 (Student Discipline)
Policy 519 (Interviews of Students by Outside Agencies)
Policy 520 (Student Surveys)
Policy 711 (Videotaping on School Bus)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records - Privacy - Access to Data)

PUBLIC NOTICE

Independent School District No. 16 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual

assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

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

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
 - h. That copies of the school district's policy regarding the protection and privacy of school records are located at 1415 81st Ave NE, Spring Lake Park, MN 55432 and the district website at springlakeparkschools.org
2. Independent School District No. 16 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.

- d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
 4. Pursuant to applicable law, Independent School District No. 16 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; photograph; date of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. It also includes the name, address, and telephone number of the student's parents. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality. Directory information will not be released to "For Profit" entities unless approved by the School Board.

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E. SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
 - (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
 - (2) **HOME ADDRESS;**
 - (3) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**

- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 16 hereby gives notice to parents of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release, without parent or student consent, the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, (*DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL*) BY (*INSERT DATE*) EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH IS NOT TO BE RELEASED TO MILITARY RECRUITERS.
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC INCLUDING MILITARY RECRUITERS.

NOTICE: *Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military*

recruiting officers. In order to make any directory information about a student private, the procedures contained in the Protection and Privacy of Pupil Records Policy also must be followed. If you do not want your child's directory information released to military recruiting officers, you also must notify the School District that you do not want this directory information released to any member of the public, including military recruiting officers.

INDEPENDENT SCHOOL DISTRICT NO. 16

SPRING LAKE PARK, MINNESOTA

Dated: _____

Chair

ATTACHMENT G-2

**Spring Lake Park Schools ISD 16
Donation summary for September 8, 2015 Regular Board Meeting**

Monetary Donations

Description	Value	Donor	Purpose/To
Monetary	\$ 57.72	Wells Fargo Matching Gift Program	Spring Lake Park High School
Monetary	\$ 260.00	Wells Fargo Matching Gift Program	Spring Lake Park High School
Monetary	\$ 175.00	Target	Spring Lake Park High School
Monetary	\$ 25.00	Wells Fargo Matching Gift Program	Westwood Middle School
Monetary	\$ 6.90	Wells Fargo Matching Gift Program	Northpoint Elementary
Monetary	\$ 60.00	Wells Fargo Matching Gift Program	Woodcrest Spanish Immersion
Monetary	\$ 325.00	Girls Golf Boosters	Spring Lake Park High School State Tournament Banquet
Monetary	\$ 2,000.00	Track & Field Boosters	Spring Lake Park High School Field Pit Covers
Monetary	\$ 200.00	Nordic Ski Boosters	Spring Lake Park High School Ski Rental Reimbursement
Total	\$ 3,109.62		

Non-Monetary Donations

Item	Value	Donor	Purpose/To
Clothing and 3 backpacks	Value unknown	Anonymous	Woodcrest Spanish Immersion



Spring Lake Park Schools
District Services Center
1415 81st Avenue NE
Spring Lake Park, MN 55432

SCHOOL BOARD REGULAR MEETING
District Services Center
Tuesday, August 11, 2015
7:00 P.M.

ADDITION TO AGENDA

CONSENT AGENDA - attachments

Consent Agenda Item 1 - Minutes of August 11, 2015 School Board Regular Meeting and August 25, 2015 School Board Work Session - addition of the attachments/minutes:

ATTACHMENT D-1a

MINUTES OF THE REGULAR SCHOOL BOARD MEETING
School Board, Independent School District 16
Spring Lake Park, MN
Tuesday, August 11, 2015

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairperson Stroebel called the meeting to order at 7:00pm.

The following School Board members were present: John Stroebel, Jodi Ruch, Amy Hennen, Jim Amundson, Marilynn Forsberg, Colleen Vranish, and Kelly Delfs, along with Superintendent Jeff Ronneberg.

School Board Members absent: None

B. AGENDA APPROVAL

Motion by Vranish, seconded by Forsberg, to approve the agenda with the following change(s):

a. change in order of action items

b. addition of action item Approval of Solar Gardens Contract

Motion carried unanimously with all members present voting yes. (7-0)

C. SOME FUTURE EVENTS (Please check the District Calendar and Resource Guide or the District website at www.springlakeparkschools.org for a complete list of monthly events)

- Tuesday, August 25, 2015 School Board Work Session, 6:00p.m

- Tuesday, September 1, 2015: Welcome Back Staff Breakfast (7:30am) & All Staff Meeting (8:30am)

- Monday, September 7, 2015: Labor Day, all offices closed

- Tuesday, September 8, 2015 School Board Regular Meeting, 7:00 p.m. with Communication to the Board and Administration at 6:45 p.m.

D. CONSENT AGENDA

Motion by Delfs, seconded by Hennen, to approve the following items of the consent agenda:

1. Minutes of the: June 9, 2015 Regular School Board Meeting and June 23, 2015 School Board Work Session
2. Bills Paid for May 2015 and June 2015

BILLS PAID May 2015		BILLS PAID June 2015	
Fund	Total Payments	Fund	Total Payments
General	\$ 2,680,344	General	\$ 5,546,395
Food Service	207,455	Food Service	144,992
Community		Community	
Education	106,831	Education	175,293
Building Construction	-	Building Construction	-
Debt Service	-	Debt Service	450
Trust and Agency	-	Trust and Agency	15,900
OPEB Debt Services	-	OPEB Debt Services	-
OPEB Trust Account	-	OPEB Trust Account	-
TOTAL	\$ 2,994,630	TOTAL	\$ 5,883,030

3. Personnel Items

I. EMPLOYMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Start Date</u>	<u>New or Replace</u>
Emily Abbott	WWMS	Grade 6 Language Arts Teacher	8/31/2015	New
Nina Amoh	PT	ELL Teacher/Academic Specialist	8/31/2015	Replace
Mariah Anderson	NP	Grade 3 Teacher	8/31/2015	Replace
Amanda Bell	NP	Grade 2 Teacher	8/31/2015	Replace
Shannon Betancourt	SLPHS	Dean of Students	8/10/2015	Replace
Michael Buchman	SLPHS	Chemistry Teacher	8/31/2015	Replace
Emily Casey	WCSI	Grade 1 Teacher	8/31/2015	Replace
Kelsey Cassidy	SLPHS	Language Arts Teacher	8/31/2015	New
Natalie Conniff	PT	Kindergarten Teacher	8/31/2015	Replace
Katrina Davis	NP	Grade 1 Teacher	8/31/2015	Replace
Elisa de la Torre Garcia	Early Ed	Preschool Teacher	8/31/2015	New
Jordan DePeder	WCSI	Grade 3 Teacher	8/31/2015	Replace
Frances Dietsch	PT	Nutrition Services Associate	9/8/2015	Replace
Brittany Erickson	PT	Grade 1 Teacher	8/31/2015	Replace
Teresa Erickson	NP	Certified Occupational Therapist Assistant (COTA)	9/08/2015	New
Maren Farrell	NP	Grade 2 Teacher	8/31/2015	Replace

Kelly Fogarty	Early Ed	Early Childhood Special Education Teacher	8/31/2015	Replace
Jason Gable	WWMS	Science Teacher	8/31/2015	Replace
Kerry Glidden	PT	Certified Occupational Therapist Assistant (COTA)	9/08/2015	New
Kyriacos Hadjiyiannis	NP	Physical Education Teacher (0.43 FTE)	8/31/2015	Replace
Sarah Hieserich	Early Ed	School Psychologist	8/31/2015	Replace
Karl Hoeschen	SLPHS	Language Arts Teacher (long-term substitute)	8/31/2015	Replace
Elizabeth Hultgren	NP	Grade 3 Teacher	8/31/2015	New
Faaria Husain-Pye	SLPHS	Program Secretary	8/03/2015	Replace
Kelsey Jacobson	SLPHS	Spanish Teacher	8/31/2015	Replace
Katherine Johnson	PT	Grade 1 Teacher	8/31/2015	Replace
Tracey Johnson	PT	ELL Teacher/Academic Specialist	8/31/2015	Replace
Sara Kahoun	PT	Kindergarten Teacher	8/31/2015	Replace
Laura Kozamchak	NP	Music Teacher (0.43 FTE)	8/31/2015	Replace
Kelly Kriefall	WCSI	Paraprofessional	8/31/2015	Replace
Tracy Liedl	WWIS	Academic Specialist	8/31/2015	New
Jay Malec	WWI	Custodian	7/13/2015	Replace
Matthew Marsolek	WWMS	Band Teacher	8/31/2015	Replace
Brandon Masloski	SLPHS	Math Teacher	8/31/2015	Replace
Brooke Mastro	WCSI	Special Ed Teacher/Bilingual Lang Arts (0.756 FTE)	8/31/2015	Replace
Christopher McGee	DSC	Finance Manager	7/15/2015	Replace
Jennifer Miller	PT	Music Teacher (0.43 FTE)	8/31/2015	Replace
Whitney Nasca	NP	ELL Teacher	8/31/2015	Replace
Rani Nicholas	WCSI	Art Teacher (0.3 FTE)	8/31/2015	Replace
Barbara Obrien	SLPHS	Spanish Teacher (0.8 FTE)	8/31/2015	New
Maren O'Neill	NP	Academic Specialist	8/31/2015	New
Megan Owens	WWIS	Grade 4 Teacher	8/31/2015	New
Lauren Pichette	SLPHS	Math Teacher	8/31/2015	Replace
Erin Perry	NP	Grade 3 Teacher	8/31/2015	Replace
Rachel Phillips	WWIS	Grade 4 Teacher	8/31/2015	New
Taylor Platzer	PT	Grade 1 Teacher	8/31/2015	New
Kristine Putz	WWMS	Grade 6 Language Arts Teacher	8/31/2015	New
Casey Robertson	WWMS	Grade 6 Language Arts Teacher	8/31/2015	New
Kelly Romano	SLPHS	Program Secretary	8/03/2015	Replace
JaLene Rosengren	WWMS	Grade 6 Language Arts Teacher	8/31/2015	Replace
Caroline Sawyer	NP	Grade 2 Teacher	8/31/2015	Replace
Sarah Scheller	WCSI	Bilingual Language Arts Specialist (0.9 FTE)	8/31/2015	Replace
Elyssa Sheard	PT	Kindergarten Specialist (0.8 FTE)	8/31/2015	Replace
Katrina Schmidt	Early Ed	Program Secretary	7/28/2015	Replace
Katie Storlie	NP	Kindergarten Teacher	8/31/2015	Replace

Lisa Switzer	DSC	Coordinator of Learning	7/27/2015	Replace
Jill Tessman	DSC	Student and Family Advocate	9/1/2015	New
Chelsey Uhlenhopp	WCSI	Administrative Assistant	8/03/2015	Replace
Alyssa Wargin	NP	Grade 3 Teacher	8/31/2015	Replace

II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Julia Castillo	WWMS	Teacher	Resignation as of June 8, 2015
Julia Corneil-Smith	SLPHS	Teacher	Resignation as of June 12, 2015
Natalia Dlouhy	WWI	Paraprofessional	Resignation as of June 10, 2015
Donald Fineran	SLPHS	Teacher	Retirement as of June 30, 2015
Patricia Pratt	DSC	Unaffiliated	Resignation as of August 12, 2015
Raymond Rau	NP	Child Care Aide	Retirement as of August 28, 2015
Sarah Svedberg	SLPHS	Teacher	Resignation as of June 8, 2015
Deborah Whiteoak	DSC	Unaffiliated	Resignation as of August 28, 2015

Motion carried unanimously with all members present voting yes. (7-0)

E. DISCUSSION, REPORTS, INFORMATION ITEMS

1. **Engaged, Enthusiastic Learners:** Align work of adults to continuously improve personalized instruction and responsiveness to meet our students’ unique and varied needs.

2015-16 District Operational Plan Overview - Dr. Jeff Ronneberg, Superintendent and Dr. Hope Rahn, Director of Learning and Innovation, Ms. Amy Schultz, Director of Business Services
 Dr. Ronneberg and Dr. Rahn reviewed various aspects of the District Operational Plan (DOP). This plan guides the work of the district and is focused on continuous improvement and innovation while raising student learning, narrowing the achievement gap, and ensuring equitable learning for all. Highlights of the review included: the strategic anchors – Engaged, Enthusiastic Learners, Effective Operations, and Communications and Connections; district vision; the strategic plan – which is the primary work of the school board as it sets the direction of district work; review of the two School Board priorities – Master Facilities & Programming Study and Personalized Learning Plans; and the initiatives of Branding, Fundraising, Innovative and Customized Learning.

Ms. Schultz reviewed the key achievement points and timeline associated with the Master Facilities & Programming Study. This timeline includes identifying land for a new K-4 school (as identified by the community facility design team) as well as timing to bring an option to the board for approval of a bond referendum this spring.

The DOP meets MDE’s World’s Best Workforce requirements and will continue to be called the District Operational Plan (DOP). It is currently available on the district website. Board members commented on the large scope of working being done and gave their support.

Athletics and Activities Student Passes - Colleen Pederson, Director of Community Education reviewed the conversation the Board had regarding this topic at the June work session and shared the plan that will be rolled out prior to the start of school. Free admission to students in grades 9-12 to all home regular season athletic events, except for hockey and dance since these events are held in arenas in which the district does not control admission practices. Families that qualify for the free/reduced lunch program can request a free

family athletic pass via the website to home games, excluding hockey and dance events. The over-arching goal is to increase attendance at regular season games/events.

2. **Effective Operations:** Improve our effective management of human, financial, and physical Resources

Monthly Financial Report - Ms. Amy Schultz, Director of Business Services, reviewed the monthly financial report for May 2015 including treasurer’s report, expenditures, and revenue.

3. Other

Chairperson Stroebel received notification that nominations are due for delegate assembly. Kelly Delfs and Marilynn Forsberg are interested.

Chairperson Stroebel referred to the Closed Session in regards to superintendent evaluation that took place at the June work session. He shared that the Board is awed by Dr. Ronneberg’s talent and they appreciate the fact that they have such a highly capable person in the position of Superintendent.

4. Superintendent’s Report

Dr. Ronneberg reviewed the dates of first days of school for Spring Lake Park Schools students. He invited Ms. Colleen Pederson to speak to the Backpack Project. Ms. Pederson shared that Pete Yelle is the coordinator of the project and that there are currently 700 requests for backpacks. She thanked the Spring Lake Park Lions and Substance Church for their donations of money and supplies, as well as the Lions and Leos for filling the backpacks.

F. ACTION ITEMS

1. First Reading of Revised Policies

Motion by Amundson, seconded by Ruch, to approve the first reading of the following revised policies:

- 101.1 NAME OF THE SCHOOL DISTRICT
- 406 PUBLIC AND PRIVATE PERSONNEL DATA
- 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

Motion carried unanimously with all members present voting yes. (7-0)

2. Authorization of Issuance of Individual Procurement Card (P-Card)

Motion by Vranish, seconded by Hennen, to authorize the issuance of Procurement Card to the following Spring Lake Park Schools employees:

- Katrina Schmidt Program Secretary – Early Childhood
- Chelsey Uhlenhopp Principal Assistant – Woodcrest Elementary Spanish Immersion

Motion carried unanimously with all members present voting yes. (7-0)

3. Acknowledgment of Gifts

Motion by Delfs, seconded by Forsberg, to acknowledge gifts to the district, as shown in attachment F-3, and to extend the School Board’s thanks and appreciation.

**Spring Lake Park Schools ISD 16
Donation summary for August 11, 2015 Regular Board Meeting**

Monetary Donations

Description	Value	Donor	Purpose/To
Monetary	\$ 3,833.44	Westwood Intermediate PTO	Grade Level Field Trip Bus Cost
Monetary	\$ 300.00	Westwood Intermediate PTO	Music Classroom Supplies
Monetary	\$ 300.00	Westwood Intermediate PTO	Art Classroom Supplies
Monetary	\$ 300.00	Westwood Intermediate PTO	Phy Ed. Classroom Supplies

Monetary	\$ 1,277.30	Westwood Intermediate PTO	Food Donations (Gr. 5 Breakfast, EOY Picnic, Popsicles)
Monetary	\$ 84.74	Westwood Intermediate PTO	End of Year Picnic Supplies
Monetary	\$ 50.00	Target - Thanks a Billion Campaign	Westwood Intermediate School
Monetary	\$ 25.00	Target - Thanks a Billion Campaign	Spring Lake Park High School
Monetary	\$ 120.00	Wells Fargo Matching Gift Program	Woodcrest Spanish Immersion
Monetary	\$ 125.00	Wells Fargo Matching Gift Program	Park Terrace Elementary
Total	\$ 6,415.48		

4. Resolution Approving Northeast Metropolitan Intermediate School District No. 916's Health and Safety Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Safety Revenue

Motion by Forsberg, seconded by Vranish, to approve the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 16, State of Minnesota, as follows:

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a health and safety program budget for its facilities for the 2015-2016 school year in the amount of \$39,525. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.
3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's health and safety revenue application for fiscal year 2016 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.
4. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

Exhibit A
Northeast Metro 916
Health and Safety Levy
June 2, 2015

Health and Safety Category		FY 16	FY 17
347 - Physical Hazard Control	District wide	5,000.00	5,000.00
349 - Hazardous Substance	District wide	600.00	600.00
352 - H&S Management	District wide	32,925.00	32,925.00
363 - Fire and Life Safety	District wide	1,000.00	1,000.00
		\$ 39,525.00	\$39,525.00

Roll Call: Ayes: Amundson, Delfs, Forsberg, Ruch, Hennen, Vranish, Stroebel; Nays: none
The resolution was duly adopted.

5. Approval of Solar Gardens Contract

Motion by Hennen, seconded by Delfs, to formally approve a solar garden subscription with SunEdison as discussed at the June 23, 2015 School Board work session, at which time the Board directed administration to enter into the agreement.

Motion carried unanimously with all members present voting yes. (7-0)

G. BOARD FORUM AND REPORTS

Member Delfs apologizes that she will miss the next meeting due to travel for work.

H. CLOSED SESSION

Motion by Delfs, seconded by Ruch, to enter in to Closed Session to discuss employee negotiations.

Motion carried unanimously with all members present voting yes. (7-0) Entered in to Closed Session at 8:25pm.

Motion by Forsberg, seconded by Hennen, to reconvene the meeting. Motion carried unanimously with all members present voting yes. (7-0) Meeting reconvened at 9:09pm.

F. ACTION ITEMS, CONTINUED

6. Approval of Spring Lake Park Teacher's Master Agreement for 2015-2017

Motion by Vranish, seconded by Ruch to approve the 2015-2017 Master Agreement between Spring Lake Park School District 16 and Spring Lake Park Teachers United as negotiated and recommended by the School Board Negotiation Committee and the Administration.

Motion carried unanimously with all members present voting yes. (7-0)

7. Approval of Superintendent's Contract for 2016-2019

Motion by Forsberg, seconded by Hennen, to approve the Board Committee's recommendations for the Superintendent's contract for 2016-2019.

Motion carried unanimously with all members present voting yes. (7-0)

8. Approval of UAW Local 125 - Learning Ventures 2015-2017 Agreement

Motion by Amundson, seconded by Ruch, to approve the 2015-2017 Agreement between Spring Lake Park Schools District 16 and UAW Local 125 - Learning Ventures as negotiated and recommended by the School Board Negotiation Committee and the Administration.

Motion carried unanimously with all members present voting yes. (7-0)

I. ADJOURNMENT

Motion by Ruch, seconded by Delfs, to adjourn the meeting. Motion carried unanimously with all members present voting yes. (7-0). Meeting adjourned at 9:12pm.

Date

Amy Hennen, Clerk
Spring Lake Park Schools
Independent School District 16

ATTACHMENT D-1b

MINUTES OF THE SCHOOL BOARD WORK SESSION School Board, Independent School District 16 Spring Lake Park, MN Tuesday, August 25, 2015

A. CALL TO ORDER

Chairperson Stroebel called the meeting to order at 6:03pm.

The following School Board members were present: John Stroebel, Jodi Ruch, Jim Amundson, Amy Hennen, Marilynn Forsberg, and Colleen Vranish, along with Superintendent Jeff Ronneberg.

School Board members absent: Kelly Delfs

B. AGENDA APPROVAL

1. *Motion by Amundson, seconded by Forsberg, to approve the agenda as presented. Motion carried unanimously with all members present voting yes. (6-0)*

C. DISCUSSION ITEMS

1. 2015-16 District Operational Plan (DOP): Review desired results, goals, improvement projects *This review met the World's Best Workforce requirements*

Superintendent Jeff Ronneberg, Hope Rahn, Directory of Learning and Innovation, and Mike Callahan, Director of Student Services reviewed the District Operational Plan (DOP) for the 2015-16 school year highlighting a summary of student results, review of desired results and improvement plans to achieve those results, including the initiatives of Essential Learning Outcomes, Accelerating Learners and Student Attendance. In addition, this information will be shared with parents through school newsletters and on the district website. Board members shared their support for and comments on the amount of work taking place and the focus on student learning.

Facilities Study Update – board priority

Superintendent Ronneberg reviewed the timeline which the board has seen many times. He mentioned that cost estimates are being worked on and will be shared with the board in the next few weeks. Ms. Amy Schultz gave a brief update on Innovation Days which took place this past Spring. Delivery of furniture begins this week and the project has come in under budget.

Ms. Shultz reviewed several sites that administration has looked at for possible locations for the building of a new K-4 elementary school. The options have been narrowed to two locations: 109th and Lexington, and land at the National Sports Center. Board members gave their feedback on each of the two locations. Ms. Schultz reviewed the timeline for the facilities master plan as well as financing.

Superintendent Ronneberg shared ideas around possible dates for a spring bond election, mentioning dates between March 1, 2016 and May 3, 2016. Final decision will be dependent on cost options work and further investigation of building sites as well as state timeline requirements on various aspects of holding an election.

Branding Study Update - initiative

Superintendent Jeff Ronneberg shared recent designs of the new district logo and the athletics logo. Examples of the updated athletic and Panther logos were shown in various concepts on apparel. Board discussion took place regarding the updated athletic and Panther logos and the board gave their support for the updated look. With that support, finalizing of the district branding and style guide will take place. Further discussion centered on roll out of the new logos.

Fundraising Study Update - initiative

Throughout the spring and summer Ms. Colleen Pederson shared that she has met with many groups to get a greater understanding of the current reality of fundraising within the school district. This fall conversations will take place to update and re-introduce an internal process for requesting funds from external groups and businesses, as well as process development for building and classroom service learning projects to ensure a better definition of the why for fundraising. By the end of the 2015-16 school year the definition of what fundraising is, and isn't, will be formalized. This process will include working in partnership with building PTOs.

Other

Chairperson Stroebel reminded the board about the MSBA All-State nomination process. Nominations due Oct. 6. Member Forsberg shared that a vote through NEMetro 916 will be taking place regarding building a new school in replacement of Capitol View, vs renovating the current building. Member Forsberg shared that she will be voting yes based on board support for a new building unless board members let her know differently.

D. ADJOURNMENT

Motion by Ruch, seconded by Hennen, to adjourn the meeting. Motion carried unanimously with all members present voting yes. (6-0). Meeting adjourned at 8:16pm.

Date

Amy Hennen, Clerk
Spring Lake Park Schools
Independent School District 16