



SPRING LAKE PARK SCHOOL DISTRICT 16

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 – 6:45 p.m.

REGULAR SCHOOL BOARD MEETING

District Services Center
Tuesday, August 11, 2015
7:00 p.m.

(or immediately following 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, 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) Spring Lake Park High School
- 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 _____, seconded by _____, to approve the following items of the consent agenda:

1. Minutes of the:
 - June 9, 2015 Regular School Board Meeting
 - June 23, 2015 School Board Work Session

D-1a
D-1b

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

D-3

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
 Dr. Hope Rahn
 Director of Learning and Innovation
- Athletics and Activities Student Passes
Colleen Pederson
 Directory of Community Education

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

- Monthly Financial Report
Ms. Amy Schultz E-2
 Director of Business Services

3. Other

4. Superintendent's Report

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.

F. ACTION ITEMS

1. First Reading of Revised Policies

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

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

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

Motion by _____, seconded by _____, 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

3. Acknowledgment of Gifts F-3

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

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 F-4

Motion by _____, seconded by _____, 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.

Roll Call:

G. 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.

H. CLOSED SESSION

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

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

F. ACTION ITEMS, CONTINUED

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

Motion by _____, seconded by _____ 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.

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

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

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

Motion by _____, seconded by _____, 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.

I. ADJOURNMENT

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

ATTACHMENT D-1a

MINUTES OF THE SCHOOL BOARD REGULAR MEETING
School Board, Independent School District 16
Spring Lake Park, MN
Tuesday, June 9, 2015

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice Chairperson Ruch called the meeting to order at 7:00pm.
The following School Board members were present: Jodi Ruch, Amy Hennen, Jim Amundson, Marilynn Forsberg, Kelly Delfs, along with Superintendent Jeff Ronneberg and Student Council School Board Representatives ElleAnne Matthews and Sierra Reiland.
School Board members absent: John Stroebel, Colleen Vranish.

B. AGENDA APPROVAL

Motion by Hennen, seconded by Amundson, to approve the agenda with the following change(s):
a. addition of addendum to agenda for updates to consent agenda item D3. Personnel Items
Motion carried unanimously with all members present voting yes.

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, June 23, 2015 School Board Work Session/Meeting 6:00 p.m.

D. CONSENT AGENDA

Motion by Forsberg, seconded by Delfs, to approve the following items of the consent agenda:
1. Minutes of the: May 12, 2015 School Board Regular Meeting and May 26, 2015 School Board Work Session
2. Bills Paid for April 2015, in the following amounts:

BILLS PAID	
April 2015	
Fund	Total Payments
General	\$ 2,410,116.90
Food Service	182,228.98
Community Education	101,554.80
Building Construction	-
Debt Service	-
Trust and Agency	1,250.00
OPEB Debt Services	-
OPEB Trust Account	-
TOTAL	\$ 2,695,150.68

3. Personnel Items

I. EMPLOYMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Start Date</u>	<u>New or Replace</u>
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II. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Abigail Clay	WWI	Teacher	Resignation as of June 8, 2015
Kristin Crocker	DSC	Unaffiliated I	Resignation as of June 30, 2015
Julie Dowd	Early ED	Preschool Teacher	Resignation as of May 29, 2015
Jennifer Edlund	WWI	Healthcare Specialist	Resignation as of May 15, 2015
Sara Frazier	SLPHS	Paraprofessional	Resignation as of May 5, 2015
Jessica Friedman	WWI	Healthcare Specialist	Resignation as of June 8, 2015
Kerry Grau	NP	Teacher	Resignation as of June 8, 2015
Spencer Hagen	NP	Teacher	Resignation as of June 8, 2015
Caitlin Jones	NP	Paraprofessional	Resignation as of June 5, 2015
Lauren Kunzer	WWMS	Teacher	Resignation as of June 8, 2015
Jonathan Laudert	SLPHS	Teacher	Retirement as of June 8, 2015
Lori O'Dowd	DSC	Clerical	Resignation as of June 12, 2015
Donald Olson	SLPHS	Teacher	Retirement as of June 8, 2015
Michelle Patterson	WWMS	Teacher	Resignation as of June 8, 2015
Brittany Perry	DSC	Teacher	Resignation as of June 8, 2015
Denise Pontrelli (Waalén)	DSC	Administrator	Resignation as of June 30, 2015
Adrienne Schneider	WWMS	Teacher	Resignation as of June 8, 2015
Maria Serrano	WCSI	Teacher	Resignation as of June 8, 2015
Tina Sierra	WCSI	Teacher	Resignation as of June 8, 2015
Brian Streitz	WWMS	Teacher	Resignation as of June 8, 2015
Marissa Walz	WWMS	Nutrition Services	Resignation as of May 22, 2015
Xao Xiong	NP	Paraprofessional	Resignation as of May 29, 2015

III. STAFF LEAVE REQUESTS

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Dates</u>
Stacy Bevet	Early Ed	Community Services	September 17, 2015 until December 7, 2015
Jessica Danley	WWI	Teacher	August 31, 2015 until October 23, 2015
Kristina Hendrickson	NP	Child Care Professional	June 1, 2015 until August 24, 2015
Rebekah Moll	SLPHS	Teacher	July 1, 2015 until June 30, 2016
Elizabeth-Anne Rowe	WWMS	Teacher	August 31, 2015 until November 20, 2015

IV. POSITION ELIMINATED

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Pamela Booker	DSC	Unaffiliated I	Position eliminated as of June 30, 2015

V. PARAPROFESSIONAL LAYOFF

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Anderson, Aleksander	DSC	Paraprofessional	Laid off as of June 8, 2015
Batres Guevara, Victor	PT	Paraprofessional	Laid off as of June 8, 2015
Crain, Michelle	NP	Paraprofessional	Laid off as of June 8, 2015
Grange, Andrea	PT	Paraprofessional	Laid off as of June 8, 2015
Graves, Madison	NP	Paraprofessional	Laid off as of June 8, 2015
Nicholas, Rani	NP	Paraprofessional	Laid off as of June 8, 2015
Perfetti, Gina	Early Ed	Paraprofessional	Laid off as of June 8, 2015
Rivard, Dayna	NP	Paraprofessional	Laid off as of June 8, 2015
Williams, Marni	NP	Paraprofessional	Laid off as of June 8, 2015

E. DISCUSSION, REPORTS, INFORMATION ITEMS

1. **Student Learning and Development:** Improving student learning and realizing high achievement for all learners is our ultimate purpose and measure of success.

School Improvement and Innovation Update – Park Terrace Elementary - Ms. Kim Fehringer, Principal; Mr. Curtis Horton, Continuous Improvement and Innovation Coach (CIIC), and Ms. Diane Clements (CIIC). Park Terrace school improvement and innovation update provided an overview of the 2014-2015 district and building leverage goal, improvement projects, accomplishments, and next actions, highlighting areas of K-5 reading framework, behavior and classroom management, teacher learning and evaluation initiative, parent academy (PIQE), and professional learning communities. Board comments followed. Dr. Ronneberg referred to the great progress of the teaching, learning, and evaluation process.

Athletics and Activities 2014-15 Update - Mr. Matt St. Martin, Athletics & Activities Director, shared 2014-2015 athletics and activities highlights including: Fall, Winter, Spring Athletic Season accomplishments and highlights; co-curricular activities and accomplishments; athletics/activities study wrap up; and a look ahead to 2015-16. Member Amundson commented on the great transition to the new athletic conference.

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

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

Budget Planning: FY16 Proposed Budget - Ms. Amy Schultz, Director of Business Services, reviewed the 2015-16 proposed budget, calendar of events for budget planning and development, overview of

influences and assumptions, enrollment trends, levy resources, and projects identified in the 10-year facilities plan. The 2015-16 proposed budget reflects desired results identified in a guiding change document where resources are aligned with strategic and district operations plans, focused on improving student learning results.

3. Superintendent's Report - Dr. Jeff Ronneberg, Superintendent of Schools mentioned that the June 1 Branding Open House took place. About 80 people attended to look at the logo prototypes. Feedback is currently being summarized. He also gave a heartfelt thank you to all staff for their work this year.

F. ACTION ITEMS

1. Approval of 2015-2016 Proposed Budget

Motion by Hennen, seconded by Amundson, to approve the proposed 2015-2016 budget as presented.

	Revenue Budget 2015 - 2016	Expenditure Budget 2015 - 2016
General Fund	\$59,338,842	\$58,504,336
Food Service Fund	\$ 2,600,000	\$ 2,600,000
Community Fund	\$ 2,800,000	\$ 2,800,000
Debt Service Fund	\$ 9,552,452	\$51,011,965
OPEB Debt Service Fund	\$ 687,914	\$ 651,270
Trust and Agency Fund	\$ 50,000	\$ 50,000
Total All Funds	\$75,029,208	\$115,617,571

Motion carried unanimously with all members present voting yes.

2. Proposed Lunch Price Increase

Motion by Delfs, seconded by Forsberg, to approve the following proposed lunch prices as recommended by the administration effective at the beginning of the 2015-16 school year:

- Elementary Lunch - \$2.45
- Middle School Lunch - \$2.65
- High School Lunch - \$2.65

Motion carried unanimously with all members present voting yes.

3. Designation of Identified Official with Authority to Authorize User Access to MDE Secure Websites for Spring Lake Park Schools.

Motion by Forsberg, seconded by Hennen, to authorize Dr. Hope Rahn, Director of Learning and Innovation, as the Identified Official with Authority for Spring Lake Park Schools. Dr. Rahn has the legal authority to authorize persons to access MDE secure websites for Spring Lake Park Schools.

Motion carried unanimously with all members present voting yes.

4. Membership in the Minnesota State High School League for the 2015-16 School Year

Motion by Delfs, seconded by Amundson, to complete the resolution for 2015-16 membership in the Minnesota State High School League and forward a copy of said resolution to the Executive Director of the Minnesota State High School League.

Motion carried unanimously with all members present voting yes.

5. Designation of School Board Meetings for the 2015-2016 School Year

Motion by Hennen, seconded by Forsberg, to designate the second Tuesday of the month for the Regular School Board Meeting (7:00pm, with communication to the Board and Administration starting at 6:45pm) and the fourth Tuesday of the month for School Board Work Sessions (6:00pm) for the 2015-2016 school year (unless otherwise noted) at the District Services Center, 1415 81st Ave NE, Spring Lake Park, MN:

August 11	Regular Meeting
August 25	Work Session
September 8	Regular Meeting
September 22	Work Session
October 6	Regular Meeting
October 27	Work Session
November 10	Regular Meeting
November 25	Board Retreat
December 15	Regular Meeting
January 12	Regular Meeting
January 26	Work Session
February 9	Regular Meeting
February 23	Work Session
March 8	Regular Meeting
March 29	Work Session
April 12	Regular Meeting
April 28 May 6	Board Retreat
May 10	Regular Meeting
May 24	Work Session
June 14	Regular Meeting
June 28	Work Session

Motion carried unanimously with all members present voting yes.

6. Approval of 2015-16 Annual QComp Memorandum of Understanding (MOU)

Motion by Forsberg, seconded by Delfs, to approve the QComp Memorandum of Understanding.

Motion carried unanimously with all members present voting yes.

7. Acknowledgment of Gifts

Motion by Forsberg, seconded by Hennen, to acknowledge gifts to the district, as shown in attachment F-7, and to extend the School Board's thanks and appreciation.

Spring Lake Park Schools ISD 16
Donation summary for June 9, 2015 Regular Board Meeting

Monetary Donations

Description	Value	Donor	Purpose/To
Monetary	\$ 1,305.00	Wrestling Booster Club	Athletics - Bus Cost Fargo tournament
Monetary	\$ 123.50	Lighthouse School PTO	Lighthouse - Field trip
Monetary	\$ 600.00	Lighthouse School PTO	Lighthouse - Field Trip Bus Cost
Monetary	\$ 6.90	Wells Fargo Community Support - Linette Howell	Northpoint Elementary
Monetary	\$ 500.00	Wellstone Legacy Award-MN School Counselors Assn	Panther Pantry
Monetary	\$ 125.00	Wells Fargo Community Support - Michael Burnham	Park Terrace Elementary
Monetary	\$ 646.90	Box Tops for Education	Westwood Intermediate School
Monetary	\$ 99.00	Wells Fargo Community Support- Douglas DeBoer and Sherry Deshaw-DeBoer	Westwood Intermediate School – A. Olson's Classroom- 5B
Monetary	\$ 300.00	Westwood Intermediate School PTO	Westwood Intermediate School – Team 5B Poetry Presentation
Monetary	\$ 25.00	Wells Fargo Community Support - Patricia Jacobsen	Westwood Middle School
Monetary	\$ 60.00	Wells Fargo Community Support - Michael Herrera-Markwald	Woodcrest Spanish Immersion
Total	\$ 3,791.30		

Non-Monetary Donations

Item	Value	Donor	Purpose/To
GS Cookies	Unknown	Girl Scout Troop #13576	Panther Pantry
Paper Hanging file folders	Unknown	Josh Hodney	District-wide staff use

Motion carried unanimously with all members present voting yes.

8. Resolution Relating to Termination and Non-renewal of Probationary Teaching Contracts
Motion by Delfs, seconded by Forsberg, to approve the following resolution:

NOW THEREFORE BE IT RESOLVED, by the School Board of Independent School District 16, that pursuant to M.S. 122A40, the teaching contracts of the following probationary teachers in Independent School District 16, are hereby terminated at the close of the 2014-2015 school year.

BE IT FURTHER RESOLVED that written notice shall be sent to the following teachers regarding termination of pay and fringe benefits as provided by law:

Name	Location	FTE	Position
Wendy Johnson	Northpoint Elementary	1.0	Grade 1 Teacher
Jamie Hildebrand	Park Terrace Elementary	1.0	Grade 1 Teacher

Roll Call: Ayes: Amundson, Forsberg, Delfs, Hennen, Ruch; Nays: None

Resolution was duly adopted.

G. BOARD FORUM AND REPORTS

Member Forsberg shared that the AMSD website has updates regarding the current legislative session as well as EMID. Student representative Kim Vu shared that she will be studying at the U of M Twin Cities next school year. Student representative ElleAnne Matthews shared that she has been voted in as Student Council Vice-president for the 2015-16 school year and she will return as a Student Representative to the Board as well. Vice-Chairperson Ruch thanked both Kim and ElleAnne for their time with the board and presented Kim with *Oh The Places You'll Go*, by Dr. Seuss and gave ElleAnne a thank you card. Pictures were taken.

Vice-Chairperson Ruch commented that there have been many recent opportunities to be involved including the community facilities design team, Tower Days Parade, and graduation. Forsberg commented that it was very special to see a cross section of the community during the parade.

H. CLOSED SESSION

Motion by Forsberg, seconded by Amundson, to enter in to Closed Session to discuss employee negotiations. Motion carried unanimously with all members present voting yes. Entered in to Closed Session at 8:37pm.

Motion by Amundson, seconded by Forsberg, to reconvene the meeting. Motion carried unanimously with all members present voting yes. Meeting reconvened at 8:50pm.

F. ACTION ITEMS, con't

9. Approval of Principal Employees' Contract for the Years 2014-2016

Motion by Amundson, seconded by Hennen, to approve the Principal Employees' Contract for the years 2014-2016 as recommended by the Board's Negotiating Committee and the Administration.

Motion carried unanimously with all members present voting yes.

I. ADJOURNMENT

Motion by Delfs, seconded by Forsberg, to adjourn the meeting. Motion carried unanimously with all members present voting yes. Meeting adjourned at 8:51pm.

Date

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

ATTACHMENT D-1b

MINUTES OF THE SCHOOL BOARD WORK SESSION and MEETING School Board, Independent School District 16 Spring Lake Park, MN Tuesday, June 23, 2015

A. CALL TO ORDER

Vice-Chairperson Ruch called the meeting to order at 6:02pm.

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

School Board member late arrival: Kelly Delfs at 6:06pm; John Stroebel at 6:30pm.

B. AGENDA APPROVAL

Motion by Forsberg, seconded by Vranish, to approve the agenda as presented. Motion carried unanimously with all members present voting yes. (5-0)

C. CONSENT AGENDA

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

1. Routine Organizational Matters

Routine Organizational Matters for 2015-2016

The School Board of Independent School District 16 authorizes the following for the school year 2015-2016:

- A. That the following be the approved School Board Reimbursements:
1. The financial stipend paid to the Chairperson, Clerk and Treasurer be set at \$5,400.00, and that paid to the Vice-Chairperson and Directors at \$5,000.00.
 2. Each School Board member will be provided the option to participate in the District's group term life insurance program, and that the premium for selected options be deducted from the Board member's annual financial stipend.
 3. Expenses incurred by Board members, in accordance with the District's policies for which payment vouchers are submitted to the District's business office, reviewed by the School Board treasurer, reported to and approved by the School Board, and paid by the District.
 4. Worker's compensation coverage will be provided to School Board members for work directly related to School Board business.
- B. That the School District continue membership in the following organizations or associations for the 2015-2016 school year:
1. Minnesota School Boards Association (MSBA)
 2. Metropolitan Educational Cooperative Service Unit (Metro ECSU)
 3. Association of Metropolitan School Districts (AMSD)
- C. That for fiscal year 2015-2016, consistent with M.S. 123B.11, 123B.02, 471.38, and 471.425, the Superintendent, Director of Business Services, or designee, be hereby vested with the authority and responsibility to make routine payments in advance of Board approval.

- D. That Minnesota School District Liquid asset Fund plus US Bank and Wells Fargo, First Horizon and Merchant Processing Center Transfirst (credit card receipts), Elavon, and Village Bank, N.A. as the official cash depositories for the fiscal year 2015-2016, and:
1. The School Board and the Chairperson, Clerk, and Treasurer hereby authorize the school district depository banks to honor checks, drafts, warrants, warrant-checks and other orders on public funds bearing facsimile signatures of any of said officers and to charge the same to the account upon which drawn fully as though those instruments bore the manually written signatures of any of said officers, in accordance with M.S. 47.41.
 2. The School Board of said district approves the use of such facsimile signatures and hereby determines to insure the school district with an insurance company authorized to do business within the state in the amount of up to \$100,000.00 blanket employee faithful performance bond forgery insurance against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures, an officer of said school district shall not be personally liable for loss resulting from the use of any facsimile signature unless said loss occurs by reason of that officer's wrongful act, in accordance with M.S. 47.42.
 3. The clerk is hereby authorized and directed to furnish the school district depositories with copies of this approval and the school district officers and said depositories are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures thereafter.
 4. The School Board authorizes the Superintendent of Schools and the Superintendent's Executive Assistant to utilize facsimile signature stamps covering the Chairperson and the Clerk signatures, in accordance with M.S. 123b.02 covering general powers.
- E. That the Superintendent or designee, as assigned by the Superintendent, is authorized to make electronic fund transfers and report all such transfers to the School Board in a separate report included with the District's Monthly Financial Report.
- F. Designation of Authorized Personnel
1. That the Director of Business Services and Finance Manager are authorized with full power to give Minnesota School District Liquid Asset Fund Plus written direction to:
 - a. Open and close accounts
 - b. Request changes to wire redemption instruction, and other account information
 - c. Effectuate the purchase and redemption of Fund Shares of the Entity
 2. That the following personnel with full power are authorized to give Wells Fargo, N.A. written direction to access all safe deposit boxes (for storage of education records, as required by law) in the District's name: Director of Business Services; and Spring Lake Park High School representative as appointed by the high school principal.
- G. That the firm of Kennedy & Graven is designated as the School District's attorney and legal advisor to the Superintendent of Schools and to further authorize the Superintendent or designee to consult with other legal counsel as necessary to best serve the needs of the School District.
- H. That Ehlers Investment Partners be designated as the School District's financial advisor.
- I. That the firm of Malloy, Montague, Karnowski, Radosevich, & CO., P.A., certified public accountants, be

designated as the School District’s accounting firm and accounting advisor to the Superintendent of School sand to have said firm conduct the District’s annual audit and assist in the preparation of the District’s Annual Financial Report.

- J. That the following investment brokers(and their custodians) be designated as the official brokers for investment purposes for the fiscal year 2015-2016: US Bank Minneapolis and Minnesota School district Liquid Asset Fund Plus; PMA Financial Network, Inc/LaSalle National Bank, Village Bank, N.A., Wells Fargo; RBC Wealth Management.
- K. That for fiscal year 2015-2016, the Director of Business Services, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118A. Consistent with this delegation of responsibility for conducting the investment of excess funds, the Director of Business Services is hereby authorized to sign the following investment documents and deputy treasurer: Collateral Assignment Forms and Collateral Release Forms.
- L. That the board may authorize its Superintendent or Director of Business Services to lease, purchase, and contract for goods and services within the budget approved by the board.
- M. That the Board Treasurer, Chairperson, and Clerk mechanically sign the District’s checks.
- N. That Blaine/Spring Lake Park Life be designated as the District’s official newspaper for the 2015-2016 school year.
- O. That the District’s per diem maximum amount for 2015-2016 be established at \$50.00 for staff and Board members when traveling on official school business.

2. Personnel Items

I. TERMINATIONS/RESIGNATIONS/NON-RENEWAL OF CONTRACT

<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Michael Bury	SLPHS	Teacher	Resignation as of June 16, 2015
Kristina Goetze	NP	Teacher	Resignation as of June 8, 2015
Cheryl Gustafson	SLPHS	Teacher	Resignation as of June 8, 2015
Eva Maher	WWMS	Teacher	Resignation as of June 8, 2015
Karisa Marquardt	NP	Teacher	Resignation as of June 8, 2015
Meghan McCarthy	NP	Teacher	Resignation as of June 8, 2015
Jolynn McIntyre	NP	Teacher	Resignation as of June 8, 2015
Alison O’Brien	PT	Teacher	Resignation as of June 8, 2015

Motion carried unanimously with all members present voting yes. (5-0)

D. DISCUSSION ITEMS

1. Facilities Update – Cuningham Group

Heidi Neumueller, Cuningham Group, gave a review of the Community Facilities Design Team work, including the team’s vision statement, facility principals, topics of meetings #4 and #5, and parameters

for facility design options. Based on the parameters, the most common ground from the team was reconfiguring to K-4, 5-8, 9-12, K-5 Spanish immersion, with the building of an additional K-4 school. Cost analysis and feasibility research will take place this summer, then shared with the Community Design team at meeting #6 this fall.

Ms. Neumueller also recapped the work done by teachers and students at the recent Innovation Days that took place at Spring Lake Park High School, Westwood Middle School, Westwood Intermediate School, Park Terrace, and Northpoint, sharing the suggestions and big ideas around creating innovative and flexible learning spaces to increase student engagement and learning.

Board questions and discussion centered around clarification of the suggestions and ideas, spaces being reviewed at each site, athletic spaces (current and suggested), budget, 10-year master facilities plan, timeline, and early education. The budget for this project falls within the 2015-16 budget that the board recently approved.

Innovation Days discussion will take place at Woodcrest Spanish Immersion this fall.

2. District Operational Plan

- 2014-15 Review – Superintendent Ronneberg shared a summary of the key achievement points and milestones accomplished in 2014-15 school year for the three Board Priorities: Phase II Facilities Study, College Readiness, and Innovative and Customized Learning, as well as projects within the strategic anchors: Engaged, Enthusiastic Learners; Effective Operations; and Communication and Connections.

Superintendent Ronneberg pointed out one project in particular for discussion – cost of student and adult admission to various athletic/activity events, including athletic passes. Superintendent Ronneberg shared options with the board and requested feedback. Board discussion centered around impact of free/cost-reduced passes for select age groups of students and families, season-pass vs all-year pass, potential effect on attendance at events, family supervision of younger students at events, use of high school student id, free/reduced lunch guidelines, process development that doesn't overburden staff, communication and connection with families, gate receipts. Superintendent Ronneberg will bring feedback to Matt St. Martin, Athletic Director, to work on development of a process that can be implemented well.

- 2015-16 Update – Superintendent Ronneberg gave a quick update as the Board has heard many times about the projects within the 2015-16 District Operational Plan (DOP). The review included the key deliverables, the 'why', achievement points, and timeline of the two board priorities for 2015-16, along with a summary of the other projects within the DOP. A full presentation of the DOP will take place at the August School Board Regular Meeting.

Superintendent Ronneberg pointed out one project in particular in the 2015-16 DOP for discussion – Branding. He reminded the board that on June 1 the community was invited to come in and give feedback on the first round of branding update options. One option had more positive feedback than the other two. Based on the feedback, the designer was asked to update the favored option as well as look at the current panther logo to see if that can be updated to look more like a panther. No panther ones to bring back to the board at this meeting. Mr. Bob Noyed, Director of Communications, mentioned that tonight's focus is on the district look as a whole rather than the high school logo look and shared the recent updates by the designer to the SLP logo. The Board reviewed three updated options to the SLP district logo and discussion led them to support option #2 which is similar to what we

currently have for SLP but with more distinction, the addition of a red line, and increased emphasis on the cities of Blaine, Spring Lake Park, and Fridley. Further font refinements may be made.

3. School Board Elections

Mr. Bob Noyed shared the updated *Serving on the School Board* handout which will be available soon on the district website as well as given to each potential candidate when they file with Anoka County. The filing period is July 28, 2015 through August 11, 2015 at 5:00pm. The handout is similar to past years with just a few updates. Superintendent Ronneberg asked Board members to contact him if they have any feedback on the handout.

4. Solar Gardens

Ms. Amy Schultz, Director of Business Services, gave a brief review of the opportunity to participate in a solar energy cost savings program offered through a partnership with Xcel Energy. Ms. Schultz and Superintendent Ronneberg have the authority to sign a contract for this program, but request a verification of Board support since the contract is a 25 year commitment. There are two options – fixed rate and indexed rate. Based on discussion, the Board supports moving forward with the fixed rate option.

5. Other – no items this evening.

E. CLOSED SESSION

Motion by Ruch, seconded by Forsberg, to enter in to Closed Session to discuss superintendent evaluation. Motion carried unanimously with all members voting yes. (7-0) Entered in to Closed Session at 8:40pm.

Motion by Forsberg, seconded by Delfs, to reconvene the meeting. Motion carried unanimously with all members voting yes. (7-0) Meeting reconvened at 8:58pm.

F. ADJOURNMENT

Motion by Ruch, seconded by Forsberg, to adjourn the meeting. Motion carried unanimously with all members voting yes. (7-0) Meeting adjourned at 8:59pm.

Date

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

ATTACHMENT D-3

Spring Lake Park Schools

District 16



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

DATE: August 5, 2015
TO: Dr. Jeff Ronneberg, Superintendent
FROM: Ryan Stromberg, Director of Human Resources and Organizational Development
RE: Personnel Agenda Items for the August 11, 2015 School Board Meeting

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 Platzler	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

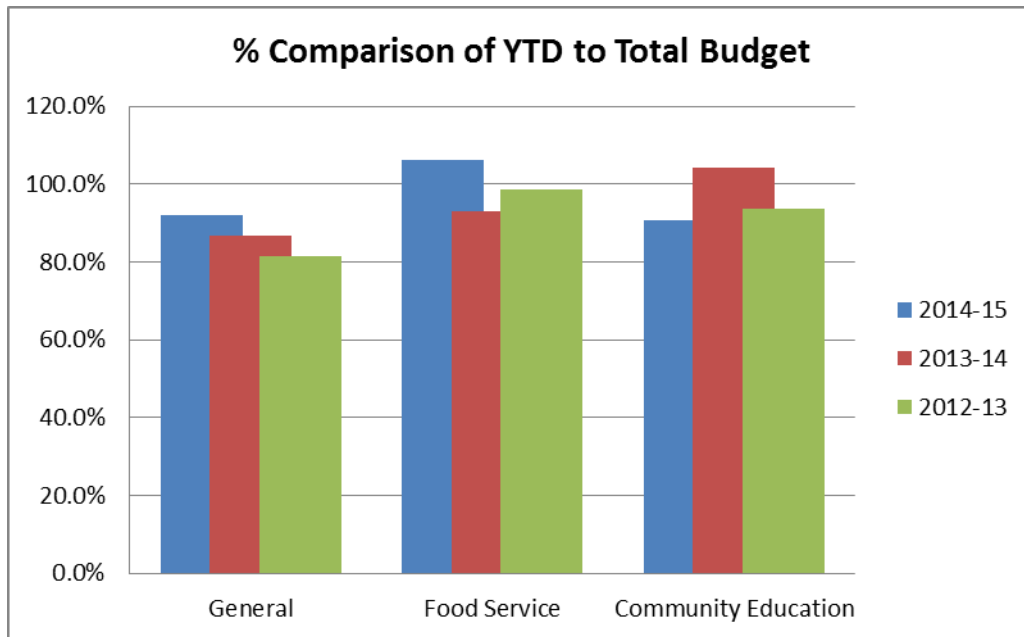
<u>Name</u>	<u>Location</u>	<u>Employee Group</u>	<u>Notes</u>
Julia Castillo	WWMS	Teacher	Resignation as of June 8, 2015
Julia Corneil-Smith	SLPHS	Teacher	Resignation as of June 12, 2015
Natalia Dlouhy	WWI	Paraprofessional	Resignation as of June 10, 2015
Donald Fineran	SLPHS	Teacher	Retirement as of 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

ATTACHMENT E-2

TREASURER'S REPORT				
May 2015				
Fund	Beginning Balance	Receipts	Disbursements	Ending Balance
General	\$ 21,410,520	\$ 7,771,069	\$ 5,200,639	\$ 23,980,950
Food Service	\$ 657,042	\$ 420,232	\$ 280,119	\$ 797,155
Community Education	\$ 577,569	\$ 370,762	\$ 308,227	\$ 640,104
Building Construction	\$ 11,401	\$ -	\$ -	\$ 11,401
Debt Service	\$ 43,239,549	\$ 2,001,011	\$ -	\$ 45,240,560
Trust and Agency	\$ 94,996	\$ 1,535	\$ -	\$ 96,531
OPEB Debt Services	\$ 132,291	\$ 89,616	\$ -	\$ 221,907
OPEB Trust Account	\$ 5,927,124	\$ -	\$ -	\$ 5,927,124
TOTAL	\$ 72,050,493	\$ 10,654,225	\$ 5,788,985	\$ 76,915,733

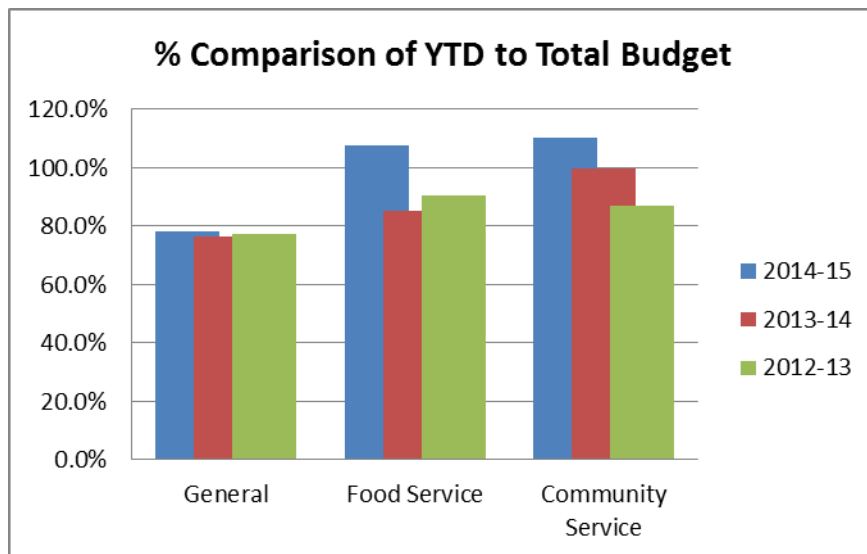
ATTACHMENT E-2, con't

STATEMENT OF REVENUES						
For the month ended May 31, 2015						
Fund	Month- To-Date	Year- To-Date	Budget	YTD as % of Budget		
				2014-15	2013-14	2012-13
General	\$ 6,819,636	\$ 53,405,349	\$ 58,036,837	92.0%	86.6%	81.4%
Food Service	398,290	2,357,732	2,219,500	106.2%	93.1%	98.7%
Community Education	308,959	2,437,950	2,690,000	90.6%	104.2%	93.7%
Debt Service	2,001,011	48,961,145	50,491,900	97.0%	78.8%	76.7%
Trust and Agency	1,535	65,485	100,000	65.5%	56.9%	54.6%
OPEB Debt Service	89,616	131,866	421,012	31.3%	78.3%	76.1%
Total All Funds	\$ 9,619,047	\$ 107,359,527	\$ 113,959,249	94.2%	86.4%	81.8%



ATTACHMENT E-2, con.t

STATEMENT OF EXPENDITURES						
For the month ended May 31, 2015						
Fund	Month- To-Date	Year- To-Date	Budget	YTD as % of Budget		
				2014-15	2013-14	2012-13
General						
Compensation	\$ 3,919,532	\$ 31,329,074	\$ 40,273,398	77.8%	75.5%	75.7%
Purchased Services	962,431	7,853,367	11,030,953	71.2%	82.7%	79.3%
Supplies & Materials	105,834	1,602,540	1,647,962	97.2%	78.4%	46.4%
Capital Expenditures	192,930	3,959,732	4,441,871	89.1%	70.7%	121.3%
Other Expenses	1,203	100,959	133,401	75.7%	90.5%	124.7%
Health and Safety	9,505	216,602	194,678	111.3%	122.7%	61.7%
Total General Fund	5,191,435	45,062,274	57,722,263	78.1%	76.3%	77.1%
Food Service						
Food Service	262,363	2,390,003	2,219,500	107.7%	85.1%	90.5%
Community Service						
Community Service	277,469	2,968,157	2,690,000	110.3%	99.9%	86.8%
Debt Service						
Debt Service	-	9,440,160	9,193,300	102.7%	100.0%	94.7%
Trust and Agency						
Trust and Agency	-	50,535	100,000	50.5%	47.3%	68.7%
OPEB Debt Service						
OPEB Debt Service	-	147,110	394,720	37.3%	99.8%	91.9%
Total All Funds	\$ 5,731,267	\$ 60,058,239	\$ 72,319,783	83.0%	80.6%	82.2%



ATTACHMENT F-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; 1st Revision Reading August 11, 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

- ~~IV.~~ A. The name of the school district shall be Spring Lake Park Schools ~~District~~.
- 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 F-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; 1st Revision Reading August 11, 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 **FERPA 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.
- EF. 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.
- FG. 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.
- GH. 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.
- HI. 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.
- IJ. 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.

JK. 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.

KL. 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.

LM. 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.

MN. 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.

NO. 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.

OP. 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.

- ~~PQ.~~ 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.
- ~~QR.~~ 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.
- ~~RS.~~ 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. ~~If you have any questions, contact [him/her].~~

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

~~Staff can contact the school district human resource department for A an employee authorization form is included as an addendum to this policy.~~

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.37 (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)

FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

TO: [School District]

RE: Personnel Records of [name]

(Date of Birth and/or Social Security Number)

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, subd. 4 and Minn. Rules 1205.1400, subp. 4, to release to _____, their representatives or employees, all information pertaining to [*describe*] _____

maintained by the employer school district, with the following exceptions: _____

The information is needed for the purpose of [*specify*] _____

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

Dated: _____

Signature of Employee

~~ATTENTION PUBLIC FACILITIES: Minnesota Statutes Section 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.~~

ATTACHMENT F-1c

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

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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; 1st Revision Reading August 11, 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. ~~Student and parent home address and phone numbers may only be released as directory information for Spring Lake Park School District election purposes, or other purposes approved by the School Board.~~ 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, super-visory, 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 know-ledge 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 mem-bers 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 epidemi-ological 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 written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

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

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 photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.

2. 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 disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 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. ~~Student and parent home address and phone numbers may only be released as directory information for Spring Lake Park School District election purposes, or other purposes approved by the School Board.~~ 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-3

**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		

ATTACHMENT F-4

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



SPRING LAKE PARK SCHOOL DISTRICT 16

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

ACTION ITEMS

8. Approval of Solar Gardens Contract

Motion by _____, seconded by _____, 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.