

OFFICIAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 1/8/2020 7:00 PM | Meeting called to order by Superintendent Ed Harris

In Attendance

Pursuant to due call and notice thereof, the regular meeting of the School Board of Independent School District No. 227, Olmsted, Fillmore and Winona Counties was held on Wednesday January 8, 2020 at the High School Forum Room.

Roll call was taken with these members present: Jeffers, Isensee, Backer, Priebe, McMahon, & Lowrey. All present said the Pledge of Allegiance.

Approval of Agenda

Superintendent Harris asked for a motion to approve the agenda with this addition:

9. Consent Items

g. Approve the following new hire: Tom Moody/JH Football

Priebe/Isensee motion to approve with the addition. Motion carried 6-0

Organizational Meeting

Superintendent Harris called for nominations for Board Chair. McMahon nominated Jeffers. Superintendent Harris called twice more for nominations, hearing none a vote was taken to elect Amy Jeffers as Board Chair. Motion carried 6-0.

Chair Jeffers called for nominations for Board Vice Chair. Backer nominated Isensee. Jeffers called for nominations twice more, hearing none a vote was to taken to elect Lanny Isensee as Board Vice Chair. Motion carried 6-0.

Chair Jeffers called for nominations for Board Clerk. Isensee nominated Backer. Jeffers called for nominations twice more, hearing none a vote was to taken to elect Scott Backer as Board Clerk. Motion carried 6-0.

Chair Jeffers called for nominations for Board Treasurer. McMahon nominated Priebe. Jeffers called for nominations twice more, hearing none a vote was to taken to elect Katie Priebe as Board Treasurer. Motion carried 6-0.

Board committee assignments were discussed and these changes were made:

Isensee asked to be off Community Education; Lowrey agreed to fill the vacancy.

Employee Contracts and Legislative Liaison committees each had a vacancy due to vacancy due to end of Tuohy's term. Lowrey agreed to fill each vacancy.

The rest of the committees remain as is for 2020. The complete list is attached.

Superintended Harris then asked the board to move a couple of monthly meetings due to conflicts. The May monthly meeting will be held on May 4, 2020 and the July monthly meeting will be July 8, 2020. Both meetings are at 7pm in the HS Forum Room.

Approval of Claims & Accounts

Priebe recommended approval of Claims and Accounts as presented. Isensee/Backer motion to approve.

Motion carried 6-0

Reports

McMahon/Backer – Employee Contracts: Negotiations are going well. They will meet with the teachers Friday morning to continue their talks.

Isensee/Backer – Facilities & Finance: Funds for the new shed will come from reserved construction funds. This shed is to replace the one that was removed for construction of the new pool. Site plans are in the works for parking lots at both buildings.

Backer used this time to thank all involved in the SLAM Open House last month. We have received great press coverage and it was widely attended by our state legislators and local businesses. The students did an excellent with their presentations.

Stephanie Bradt/Katie Ihrke – Student Senate Representatives: They are prepping for Snow Week coming up this Feb 10-14 with a Snow Ball Dance on Feb 15. The hope is that we'll have more snow then than we do now but not as much as last year.

Luann Klevan – Community Education Director: Valleyland is in need of more adult employees. Preschool is growing and planning classes for next school year. ECFE is holding classes two night a week now. She is looking to collaborate with the community for a new adult enrichment class. The Community Education committee will meet this spring to continue updating their Youth Development Plan. A complete copy of her report is attached.

Shane McBroom – Elementary Principal: The Books for Bikes program was another success. Three of our 5th grade students won a Christmas Card drawing contest. NWEA winter benchmark testing is under way. A complete copy of his report is attached.

Randy Paulson – High School Principal: Several activity clubs that are not part of the MSHSL will now be included in our Down/Off list academic requirements. Delta hosted an awesome school wide assemble the Friday before winter break. Smart watches are now treated the same a cell phone in the classroom. Students presented school projects at the Care Center. Beatrice Martin and Brady Woltz are our Triple AAA recipients this year. A complete copy of his report is attached.

Ed Harris - Superintendent: Welcomed new board member Rick Lowrey. He and Rick are planning to attend MSBA leadership conference next week. After reviewing the outcomes from the Dec 11 Special Meeting it was agreed to meet again on Jan 22 to continue the budget discussion. The front wall was completed one Jan 2 with the exception of needing some caulking. The new shed proposal will be presented to the board later this year. Mr. Harris reminded those present that the shed project will be funded from what is left from the construction project, not the general fund. He finished his reports by reviewing the 1st and 2nd policy readings with the board. A complete copy of his report is attached.

Approval of Consent Items

Backer/McMahon motion to approve the Consent Items:

- a. Approve 12/04/2019 Meeting Minutes
- b. Approve 12/11/2019 Special Meeting Minutes
- c. Approve Snowball Dance DJ: DJ Tony Lee
- d. Approve the following resignation: Sara Sturgis/7th Grade Softball
- e. Approve the following job posting: Jr High Softball Coach
- f. Approve the following Spring Coaches
 - i. Baseball: Tom Bance/B Squad; Zach Slowiak/8th Grade; Jason Voeltz/7th Grade
 - ii. Softball: Kirk Affeldt/B Squad; Brianna Harmering/8th Grade

- iii. Track & Field Assistants: Damien Nickelsen, Scott Schmaltz, Barb Storsveen, Niki DeBuhr, Brian Nolan, Jennifer Bradt
- g. Approve the following new hire: Tom Moody/JH Football

Motion carried 6-0

1st Reading of District Policies

Jeffers noted that the following district policies are before the board for their first reading. She asked the board to refer any questions they might have to Mr. Harris.

- a. 510 School Activities
- b. 516 Student Medication
- c. 534 Unpaid Meal Charges
- d. 798 Donations for Negative Student Food Service Accounts

2nd Reading of District Policies

Isensee/Priebe motion to approve the following policies:

- a. 423 Employee-Student Relationships
- b. 424 License Status
- c. 722 Public Data Requests

Motion carried 6-0

Action Items

- a. McMahon/Priebe motion to approve annual \$15,000 CCTV payment. Motion carried 6-0
- b. Board member Scott Backer introduced and motioned for adoption

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR
REDUCTIONS IN PROGRAMS AND POSITIONS AND RESONS THREREFOR

Lowrey seconded the motion for adoption and upon vote being taken, the following members voted in favor: Jeffers, Isensee, Lowrey, Priebe, McMahon and Backer. The following voted against: NONE

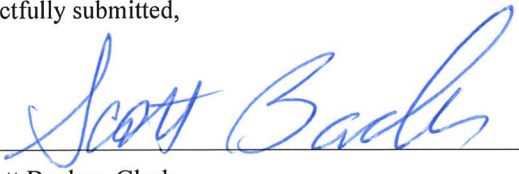
Whereupon said resolution was declared duly passed and adopted. Motion carried 6-0

A complete copy of this resolution is attached.

Adjournment

Isensee/Priebe motion to adjourn at 7:43pm. Motion carried 6-0

Respectfully submitted,

/s/ 

Scott Backer, Clerk

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SB Organization

Academic Banquet is Wednesday, May 6. Move meeting to May 4.
Other first Wednesday conflicts? 4th of July week?

Superintendent Report

Welcome Rick Lowrey!

Rick and I will be attending the MSBA Leadership Conference next week for Phase 1 and 2 training.

December 11 Special Meeting Discussion and Outcomes

- Review of decision to cut the budget and go to referendum
- Review of budget reductions from last spring and summer
- Review of November election and potential next steps
- Review of current financial and enrollment projections
- Discussion of potential "what if" next steps involving further budget cuts and elections
- Discussion of school district marketing and program development
- Agreement: A follow up meeting to this should be scheduled soon after the first of the year

Budget

The Board and administration need to set another budget workshop date to discuss next steps. Sometime in January would be good.

Facilities

The work on the front wall was completed on January 2. The new lockers in the girls locker room were installed on December 14. These costs were planned for within the construction fund.

The last significant expenditure related to the high school construction project will be the rebuilding of the outside storage shed which was taken down during the pool construction. Money for this has been reserved from the construction fund. This project will be proposed to the Board for this coming summer. Once this is complete, the construction fund should be ready to be closed out.

1st Reading of District Policies

510 School Activities

Item F under section 3 is new. We already follow this.

516 Student Medication

Adds sunscreen to specific exceptions. See item 9 under section 3(J).

534 Unpaid Meal Charges

Adds a section prohibiting the withholding of graduation ceremony participation or other commencement activities due to unpaid meal charges. We have never withheld a student from participating. Something has always been able to be worked out.

798 Donations for Negative Student Food Service Accounts

The development of this local policy was inspired by a generous donation of \$1,600 by the Chatfield Pioneer Presbyterian Church. It is wise to have a policy/process to determine student need. Policy 798 is based on an example from Heron Lake-Okabena ISD 330. MSBA does not have a policy of this nature.

2nd Reading of District Policies

423 Employee - Student Relationships

No changes.

424 License Status

No changes.

722 Public Data Requests

New Policy

Consent Items

No comments. These are standard business items.

Action Items

12a Annual approval: \$15,000 CCTV Payment

Self explanatory.

12b Resolution Directing Superintendent to Recommend Budget Reductions

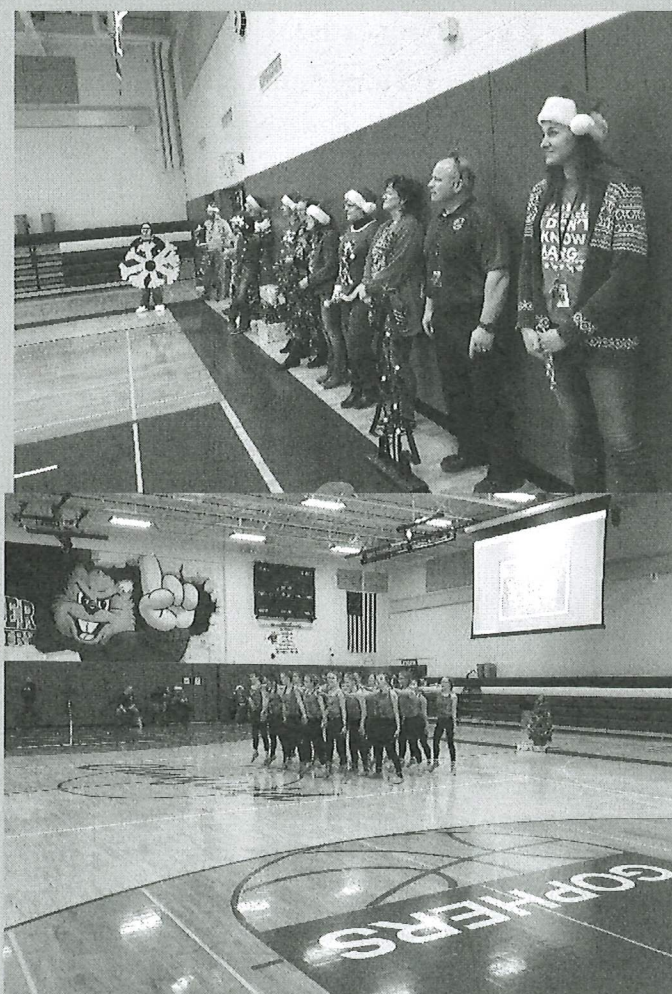
If you recall, the resolution presented in December was in the wrong tense. This is the correct version. So, basically a correction.



Expanding the "Down and Off" Academic Requirements update:

An update: At the beginning of the second semester, besides the MSHSL sports and activities, we will expand the list to include FFA, History Day, MHS, Rube Goldberg, and Art Club.

Delta Holiday Assembly:



Friday afternoon, the last day of school before Christmas break, our Delta group held a school-wide assembly. They kicked off the assembly by showing a video of Chatfield's graduates in the military who were unable to come home for Christmas. Then a good time was had by all playing musical chairs, singing Christmas carols, and staff Lip Sync Battles. Mr. Baum and Mr. Johnson blew the roof off the house with their version of "Santa Baby"! Thank you Delta for all the festive activities during the week!

SMART WATCHES:



Update regarding Smart Watches: The implementation of treating Smart Watches the same as cell phones because they are so similar in nature to cell phones went very smoothly. I haven't had to address any questions or concerns regarding this change. Please let me know if you have heard anything. I think the staff has appreciated us being proactive in addressing this new technology. Thank you.

Chosen Valley Care Center Visit:



Just before break a group of students went to the Chosen Valley Care Center for our annual holiday service project. The students researched holiday traditions around the world and shared their projects with the residents. They also read poetry, handed out treats and cards that they made, and practiced their public

speaking and conversation skills. It was another successful trip! Thank you to the students, Geri Ann Schmeckpeper-Hanson and Matt Mauseh for the planning and organizing of this activity.

Congratulations Triple A Winners:



Congratulations to Beatrice Martin and Brady Woltz! They are the Chatfield AAA (Academics, Athletics and the performing Arts) award recipients for 2020.

Beatrice Martin

3.82 GPA

Participated in Speech and Fall and Spring plays

Band plays the saxophone

Participated in Cross country, dance, gymnastics and track

Brady Woltz

3.85 GPA

Choir and Band and plays the saxophone

Participated in cross country and track

Wonderful Holiday Concert:

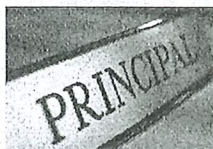
Congratulations to the Middle School and Varsity Choirs, and Mr. Simpson for their excellent performance on the 16th of December. The Jazz Band members and Mrs. Schleusner also helped get us all into the holiday spirit.

Updates from Dan Schindler:

Over the holiday break Dance did not have any meets.

Wrestlers participated in a LaCrosse tournament and had many wrestlers place. Congratulations to Seth Goetzinger for his 100th win as a wrestler at Chatfield.

Boys and Girls basketball participated in the Winona tournament. Girls won both their games and boys split winning one and losing one.



Please call or e-mail me if you have any questions. I am looking forward to seeing everyone Wednesday night.

Randy Paulson rpaulson@chatfield.k12.mn.us

CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD

January 8, 2020



Mason's Books for Bikes Winners:

Gavin, Taylor, Ruby, Jackson, Boone, Lauryn, and Charlotte were all grateful for the bikes they won through the Books for Bikes. Thank you to the local Mason's for providing the bikes for prizes! Keep reading.



People's Energy Coop – Christmas Card Winners

This year, the People's Energy Coop provided an opportunity for 5th graders to design their Christmas Card. The winners in 5th grade with the best design included Lexi, Ethan, and Savannah! Well done.



NWEA Winter Benchmarks:

Our students are participating in the Winter Benchmarks in NWEA starting this week. Our students and staff put in a lot of work to get through these. We find our students do very well on them and they help us in identifying areas of improvement for our students.

Elks Hoop Shoot:

Just before Break our students in grades 2-6 had the opportunity in phy ed to test their skills with free throw shooting. Thank you to our volunteers who helped!

Upcoming Dates

1/13	Gifted and Talented
1/14	School Spelling Bee (HS Gymnasium)
1/15	First Grade Field Trip to St. Marys Hospital
1/15	DLT Meeting
1/15	Student Support Team—Academic
1/16	Elementary Staff Meeting
1/16	ADSIS Leadership Team Meeting
1/20	First Aide/CPR Training (City Hall)
1/20	Cultural Competency Training
1/21	First Aide/CPR Training (City Hall)
1/20-21	Teacher Training/Workshop—No school
1/27	Math Wizards (Dover-Eyota)
1/29	Student Support Team--Academic



COMMUNITY EDUCATION
School Board Report
Jan. 10, 2019

Valleyland

- We are looking for more adult employees for before and after school.

Preschool

- We have added 3 students in January. Another will most likely begin by February.
- In the next few weeks we will be determining which classes will be offered for the 2020-21 school year. We do not anticipate any changes at this time. Information will be distributed the beginning of March.

ECFE

- The Tuesday evening class has been a good addition to ECFE. We are able to increase numbers without over-filling the Thursday evening class – which decreases the quality of the class.

Adult Enrichment

- Zumba continues to be a successful class
- We will be contacting local business regarding a collaborative effort to “Showcase Chatfield” by offering classes on site in the business – to bring people through their doors, learn more about their business, and an opportunity for a fun hands-on or informative class.

Youth Enrichment

- This spring the CE advisory council will be updating the Youth Development Plan.
- After school classes are going well. Offerings have included theater, arts & crafts, nature, and STEM classes.
- CE is working with two 6th grade students who will be offering a free class focusing on recycling materials as part of their Genius Hour Project.

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR
REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE

WHEREAS, the financial condition of the school district dictates that the school board must consider reducing expenditures, and

WHEREAS, reductions in expenditures may include discontinuance/curtailment of positions and discontinuance/curtailment of programs, and

WHEREAS, a determination may need to be made as to which teachers' contract are to be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions.

BE IT RESOLVED, by the School Board of ISD 227 as follows: That the School Board hereby directs the Superintendent of Schools and administration to consider expenditures and make recommendations to the school board regarding the discontinuance of programs, curtailment of programs, discontinuance of positions and/or curtailment of positions.

/s/



Scott Backer, School District Clerk
Chatfield Schools, District #227
January 8, 2020

Adopted: _____

MSBA/MASA Model Policy 423

Orig. 1999

Revised: _____

Rev. 2009

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School

Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part ~~8700.7500~~ 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References:

MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 507 (Corporal Punishment)

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Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: _____

Rev. ~~2003~~ 2018

424 LICENSE STATUS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota ~~Department of Education~~ Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will

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

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 722
Orig. 2017

Revised: _____

722 PUBLIC DATA REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. 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 an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 - 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 - 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

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

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)

INDEPENDENT SCHOOL DISTRICT NO. 227
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED: INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ ** **Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

