



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

SCHOOL BOARD Regular Meeting

Monday, December 13, 2021

6:00 PM

MEETING AGENDA

*The mission of Eden Prairie Schools is to inspire each student to learn continuously so they are empowered
To reach personal fulfillment and contribute purposefully to our ever-changing world.*

1. Convene: 6:00 PM (Roll Call)

School Board:

Steven Bartz, Aaron Casper, Debjyoti "DD" Dwivedy, Francesca Pagan-Umar, Kim Ross, Adam Seidel, Charles "C.J." Strehl

2. Pledge of Allegiance

3. Seating of New School Board Appointment

Oath of Office:

I swear/affirm that I will support the Constitution of the United States and of this State, and that I will discharge faithfully the duties of the office of School Board Member of Independent School District No. 272 to the best of my judgment and ability.

4. Agenda Review and Approval: 6:03 PM (Action)

Approval of the agenda for the Monday, December 13, 2021 meeting of the School Board of Independent School District 272, Eden Prairie Schools.

Motion _____ Seconded _____

5. Approval of Previous Minutes: 6:04 PM (Action)

Approval of the UNOFFICIAL Minutes of the School Board Regular Business Meetings on November 22, 2021.

Motion _____ Seconded _____

6. Truth in Taxation Hearing: 6:05 PM

A. 2022 Presentation

7. Public Comment: 6:35 PM (Information)

8. Announcements: 6:45 PM (Information)

9. Spotlight on Success: 6:50 PM (Information)

Eden Lake Elementary - Implementation of Caring Schools Community

10. Board Work: 7:00 PM (Action)

A. Decision Preparation

B. Required Board Action (Action)

1) Approval of Final Fiscal Year (FY) 2022-23 Levy (Action)

Motion _____ Seconded _____

a. Executive Summary of Pay 2022 Levy

b. Pay 22 Final Levy Certification

2) School Board FY 2020-21 Treasurer's Report (Action)

Motion _____ Seconded _____

C. Policy Monitoring (Action)

1) EL 2.5 Financial Planning and Budgeting

OI Motion _____ Seconded _____

Evidence Motion _____ Seconded _____

a. EL 2.5.1 Risks incurring those situations or conditions described as unacceptable in the School Board policy "Financial Condition and Activities."

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

b. EL 2.5.2 Neglects to present, no later than the third quarter of the current fiscal year, the assumptions, any material reinvestment of unbudgeted revenues or savings, and a timeline for the next annual budget.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

c. EL 2.5.3 Allows the fiscal year-end unassigned general fund balance to fall below 8% of expenditures.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

d. EL 2.5.4 Does not collect appropriate input from various sources.

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

2) EL 2.0 Global Executive Constraint

58

OI Motion _____ **Seconded** _____

Evidence Motion _____ **Seconded** _____

D. Record of Board Self-Evaluation **(Action)**

1) 2020-21 Record of Board Policy Monitoring - Governance Policies *(No Updates)*

60

2) Record of Board Policy Monitoring - Ends and Executive Limitation **(Action)**

69

Motion _____ **Seconded** _____

3) 2021-22 Record of Board Policy Monitoring - Ends (1.1 - 1.6) - *(No Updates)*

72

11. Superintendent Consent Agenda: 7:35 PM (Action)

Management items the Board would not act upon in Policy Governance, but require Board approval from outside entities.

Motion _____ **Seconded** _____

A. Monthly Reports

1) Resolution of Acceptance of Donations

74

2) Human Resources Report

75

3) Business Services Reports

a. Board Business

78

B. Summary Update of General District Policies Changes - See Appendix "A" for listing of Individual Policies

79

1) District Policy 102 - Equal Educational Opportunity

2) District Policy 406 Public and Private Personnel Data

3) District Policy 413 Harassment and Violence

a. District Policy 413-F Harassment-Violence Report Form

4) District Policy 501 School Weapons Policy

5) District Policy 503 Student Attendance

6) District Policy 515-F Public Notice & Juvenile Justice System Request for Information

7) District Policy 524 Internet Acceptable Use and safety Policy

8) District Policy 534 - School Meal Policy

12. Board Education & Required Reporting: 7:40 PM (Information)

13. Superintendent's Incidental Information Report: 7:50 PM (Information)

Incidental Information is considered as "nice to know" information regarding district business. Monitoring and decision-making information are handled elsewhere on the agenda. These items are not open for debate, but rather for awareness and understanding. (Supports EL 2.9 in general and 2.9.6 specifically)

A. Responsive Student Supports	81
B. COVID Update	
14. Board Action on Committee Reports & Minutes: <u>8:10 PM</u> (Action)	
A. Board Development Committee	
B. Community Linkage Committee (Action)	
1) Committee Report Outline	92
Motion _____ Seconded _____	
a. School Board "Meet & Greet" Debrief	
2) Inspiring New Article - 2nd DRAFT	94
Motion _____ Seconded _____	
C. Negotiations Committee	
D. Policy Committee	
15. Other Board Updates (AMSD, ECSU, ISD 287, MSHSL): <u>8:30 PM</u> (Information)	
A. AMSD (Association of Metropolitan Schools) - Aaron Casper, Kim Ross	
B. ISD 287 (Intermediate School District 287) - Adam Seidel	
C. ECSU (Metropolitan Educational Cooperative Service Unit) - Kim Ross	
D. MSHSL (Minnesota State High School League) - Debjyoti Dwivedy	
16. Board Work Plan: <u>8:35 PM</u> (Action)	
A. Work Plan Change Document (Action)	95
Motion _____ Seconded _____	
B. 2020-21 Board Annual Work Plan	96
17. <u>Closed Session</u>: Review of FY 2019-20 Superintendent Annual Review (Minn. Stat. 13D.05, Subd.3): <u>8:45 PM</u> (Action)	
<i>Pursuant to MN Statute 13D.05, Subd.3(a): A public body may close a meeting to evaluate the performance of an individual who is subject to its authority.</i>	
Motion by _____, Seconded by _____ to move into Closed Session at _____ p.m.	
Motion by _____, Seconded by _____ to move out of Closed Session and the resume regular Business Meeting at _____ p.m.	
18. Adjournment (Action)	
Motion _____ Seconded _____ to adjourn at _____ PM	
19. Appendix "A" - District Policies	
A. District Policy 102 - Equal Educational Opportunity	108
B. District Policy 406 Public and Private Personnel Data	110
C. District Policy 413 Harassment and Violence	121
1) District Policy 413-F Harassment-Violence Report Form	132
D. District Policy 501 School Weapons Policy	134
E. District Policy 503 Student Attendance	139
F. District Policy 515-F Public Notice & Juvenile Justice System Request for Information	148
G. District Policy 524 Internet Acceptable Use and safety Policy	157
H. District Policy 534 - School Meal Policy	167

INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS
UNOFFICIAL MINUTES OF THE NOVEMBER 22, 2021
SCHOOL BOARD MEETING

A Regular Meeting of the Independent School District 272, Eden Prairie Schools, was held on November 22, 2021 in the Eden Prairie District Administrative Offices, 8100 School Road, Eden Prairie, MN 55344.

1. Convene: 6:00 PM (Roll Call)

Present: Steven Bartz, Aaron Casper, Kim Ross, Adam Seidel

Not Present: Debjyoti "DD"Dwivedy, Charles "CJ" Strehl

Present: Superintendent Josh Swanson

2. Pledge of Allegiance

3. Oath of Office - New School Board Member Steve Bartz

4. Agenda Review and Approval – Motion by K. Ross, **Seconded** by A. Casper to approve the agenda for the Monday, November 22, 2021 School Board of Independent School District 272, Eden Prairie Schools – Passed 4-0

5. Approval of Previous Minutes – Motion by A. Seidel, **Seconded** by A. Casper to approve the UNOFFICIAL Minutes of the School Board Regular Business Meeting on October 25, 2021, the Special Business Meeting on November 8, 2021, and the Workshop Notes on November 8, 2021 – Passed 4-0

6. Public Comment – None to Report

7. Announcements 6:10 PM (Information)

- EPHS volleyball won third place at the Class 4A State Volleyball tournament in dramatic fashion as the Eagles defeated Rogers in five sets.
- Caroline Larsen, EPHS sophomore, won the swimming state title in the 500 freestyle and 100 breaststroke. Congratulations, Caroline!
- EPHS Cross Country was invited to the [Nike Heartland Cross Country race](#) in Sioux Falls. The Nike Heartland Regional race for Minnesota athletes is **held in Sioux Falls South Dakota**. It is a great event for athletes that are looking to cap off the season with one last race to either showcase how much they improved during the season, or to use it as an opportunity to strive to qualify for Nationals!
- Three EPHS seniors are representing Eden Prairie as the [2022 Coca-Cola Scholarship Semifinalists](#) – Bradley Frisch, Iesh Gujral, Abirami Rajasekaran.
 - Only 1,617 Semifinalists were chosen among 68,000+ applicants this year because of their outstanding leadership, academic achievements, and dedication to their community. The three seniors now go onto the second round of their application. Stay tuned!
- Community Education partnered with Every Meal, an organization dedicated to fighting child hunger, and has distributed over **582** bags of groceries in one month to Eden Prairie Schools families. Thank you Community Education for your continued work on ensuring our families are supported both inside and outside of the school.
- Congratulations to our Boys High School Football Team who made it to the Semi-finals of the State Tournament, and unfortunately, that's where their trip ended, but overall they had a great and successful season up to this point.
- Cedar Ridge Elementary was recently featured in a [news article](#) about their successes with Positive Behavior Interventions and Supports (PBIS) and restorative practices. PBIS helps to support student's emotional and mental health by engaging them in a positive school environment. We're proud of the work all of our schools are doing to support student health.
- The Eden Prairie Chamber of Commerce selected 21 EPHS students as honorary members of the Chamber. The students are seeking connections and career opportunities as part of the Future Leader Members + Student Intern Program. More details can be found on the [EP Chamber of Commerce Instagram page](#).
- Congratulations to our students and staff at the High School and Middle School as it was a busy weekend for both theatres. There was a musical at the High School, and a fall play at CMS, both competing for audiences. The students did a fantastic job with their theatre performances at both schools.

8. Spotlight on Success – Eden Prairie High School (EPHS) - Focusing on Each: New Student Clubs

9. Board Education & Required Reporting

- A. Fiscal Year (FY) 2020-21 Audited Financial Presentation Information
 - 1) FY 2020-21 Executive Summary - Annual Financial Audit
 - 2) Audited Financial Presentation
 - 3) Annual Comprehensive Financial Report (See Appendix "A")
 - 4) Management Report (See Appendix "A")
 - 5) Special Purpose Audit Reports (See Appendix "A")

10. Board Work

- A. Required Board Action
- B. Policy Monitoring
 - 1) Executive Limitations - EL 2.9 Communication and Support to the School Board - *The Superintendent shall not* cause or allow the School Board to be uninformed or unsupported in its work
 - OI Motion** by A. Casper, **Seconded** by K. Ross, that by exception, EL 2.9.1 through EL 2.9.10 are reasonable – Passed 4-0
 - Evidence Motion** by K. Ross, **Seconded** by S. Bartz, that by exception, the Evidence supports the OI for EL 2.9.1 through EL 2.9.10 – Passed 4-0
 - a. EL 2.9.11 *The Superintendent shall not:* Send letters or surveys under the School Board's name or on behalf of the School Board without School Board approval.
 - OI Motion** by A. Casper, **Seconded** by K. Ross that the Operational Interpretation (OI) is reasonable – Passed 4-0
 - Evidence Motion** by A. Casper, **Seconded** by A. Seidel that the Evidence *does not* support the Operational Interpretation (OI) – Passed 4-0
 - b. **OI Motion** by A. Seidel, **Seconded** by A. Casper, that the over-arching Operational Interpretation (OI) for EL 2.9 is reasonable – Passed 4-0
 - Evidence Motion** by A. Seidel, **Seconded** by A. Casper that the over-arching Evidence supports the Operational Interpretation for EL 2.9 with the exception of EL 2.9.11 – Passed 4-0
- C. Record of Board Self-Evaluation
 - 1) 2020-21 Record of Board Policy Monitoring - Governance Policies
 - Motion** by K. Ross, **Seconded** by A. Casper to approve as presented – Passed 4-0
 - 2) 2020-21 Record of Board Policy Monitoring - Ends and Executive Limitations
 - Motion** A. Casper, **Seconded** by K. Ross to approve as presented – Passed 4-0
 - 3) 2021-22 Record of Board Policy Monitoring - Ends (1.1 - 1.6) - *No Updates*

11. Superintendent Consent Agenda – Motion by K. Ross, **Seconded** by A. Casper to approve the Consent Agenda as presented – Passed 4-0

- A. Monthly Reports
 - 1) Resolution of Acceptance of Donations
 - 2) Human Resources Report
 - 3) Business Services Reports
 - a. Board Business
 - b. Financial Report - Monthly Revenue/Expenditure Report
- B. Minnesota State High School League (MSHSL Grant Application)
- C. Building Services Contract

12. Superintendent's Incidental Information

- A. Community & Engagement Tools
 - 1) Let's Talk
 - 2) Thought Exchange
- B. COVID Update

13. Board Action on Committee Reports & Minutes

- A. Board Development Committee
- B. Community Linkage Committee
 - 1) CLC Meeting Minutes from 10/27/21 & 11/15/21 Meetings – **Motion** by K. Ross, **Seconded** by A. Casper to approve Minutes as presented – Passed 4-0

- 2) Article for Inspiring News - Review
- 3) Measuring What Matters
 - a. Third Grade Reading Metrics
Motion by K. Ross, **Seconded** A. Seidel to approve as presented – Passed 4-0
 - b. Graduation Rate Metrics as presented
Motion by K. Ross, **Seconded** A. Seidel to approve as presented – Passed 4-0
 - c. “Measuring What Matters” – New Board Reporting for EP Residents
Motion by A. Seidel, **Seconded** by A. Casper to approve the Measuring What Matters introduction as presented for both the initial email announcement, as well as any additional website or any other descriptive introduction use – Passed 4-0
 - d. EPSD Website Mockup – Measuring What Matters (Handling MWM on the EP District Website)
Motion by A. Seidel, **Seconded** by A. Casper to approve the implementation on the website as Presented – Passed 4-0
- C. Negotiations Committee
- D. Policy Committee
- 14. **Other Board Updates (AMSD, ECSU, ISD 287, MSHSL)**
 - A. AMSD (Association of Metropolitan School) – Update to Board
 - B. ISD 287 (Intermediate School District 287) – Update to Board
 - C. ECSU (Metropolitan Educational Cooperative Service Unit) – N/A
 - D. MSHSL (Minnesota State High School League) – N/A
- 15. **Board Work Plan**
 - A. Work Plan Changes Document – **Motion** by A. Casper, **Seconded** by S. Bartz to approve as presented – Passed 4-0
 - B. 2020-21 Board Annual Work Plan
- 16. **Adjournment** – **Motion** by A. Casper, **Seconded** by K. Ross to adjourn at 7:53 PM – Passed 4-0
- 17. **Appendix "A" - Fiscal Year 2019-20 Audited Financial Presentation Information**
 - A. Annual Comprehensive Financial Report
 - B. Management Report
 - C. Special Purpose Audit Reports

Adam Seidel – Board Chair



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

Public Hearing for Taxes Payable in 2022

8

DECEMBER 13, 2021

PRESENTED BY:

JASON MUTZENBERGER,

EXECUTIVE DIRECTOR OF
BUSINESS SERVICES

Minnesota State Law Requires:

A Public Meeting...

- Between November 24th & December 28th
- After 6:00 PM
- May be part of regularly scheduled meeting
- May adopt final levy at same meeting
- Must allow for public comments

...and Presentation of:

- Current year budget
- Prior year actual revenue & expenditures
- Proposed property tax levy including % increase
- Specific purposes & reasons taxes are being increased

Hearing Agenda

- 1. Background Information on School Funding**
- 2. District's Budget**
- 3. District's Proposed Tax Levy for Taxes Payable in 2022**
- 4. Public Comments**

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1“**UNIFORM SYSTEM OF PUBLIC SCHOOLS.** The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

11



As a result...

Funding is Highly Regulated

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Maximum authorized property tax levy (districts can levy less but not more than amount authorized by state, unless approved by voters)

12

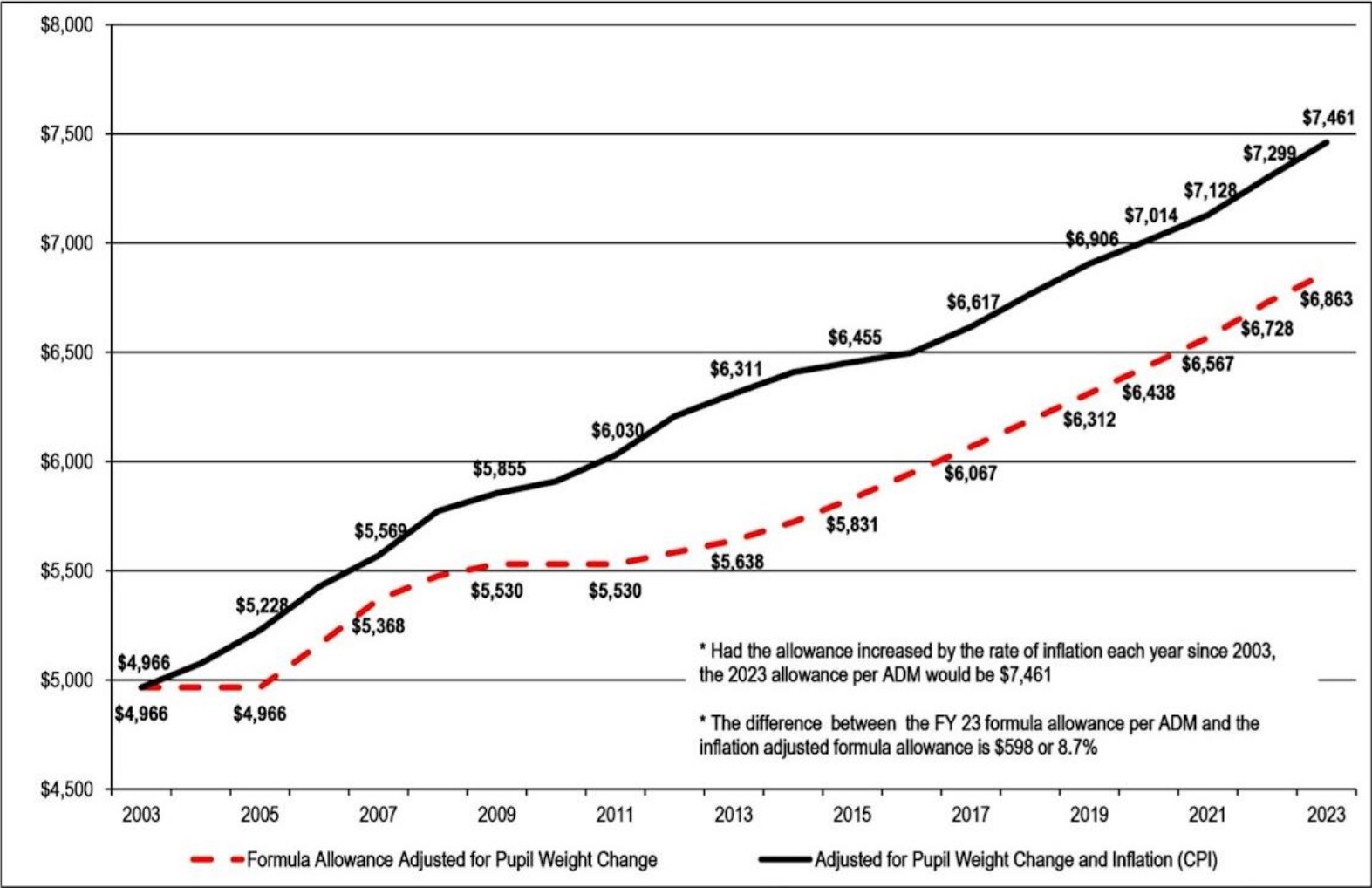
State also authorizes school board to submit referendums for operating and capital needs to voters for approval

Challenge: State Set Basic General Education Formula Lags Inflation

- Since FY03, state General Education Revenue formula has not kept pace with inflation
- For FY22 & FY23, Legislature approved an increase of 2.45% and 2.00% respectively
- Per-pupil allowance for FY23 of \$6,863 would need to increase by another \$598 (8.7%) to have kept pace with inflation since FY03

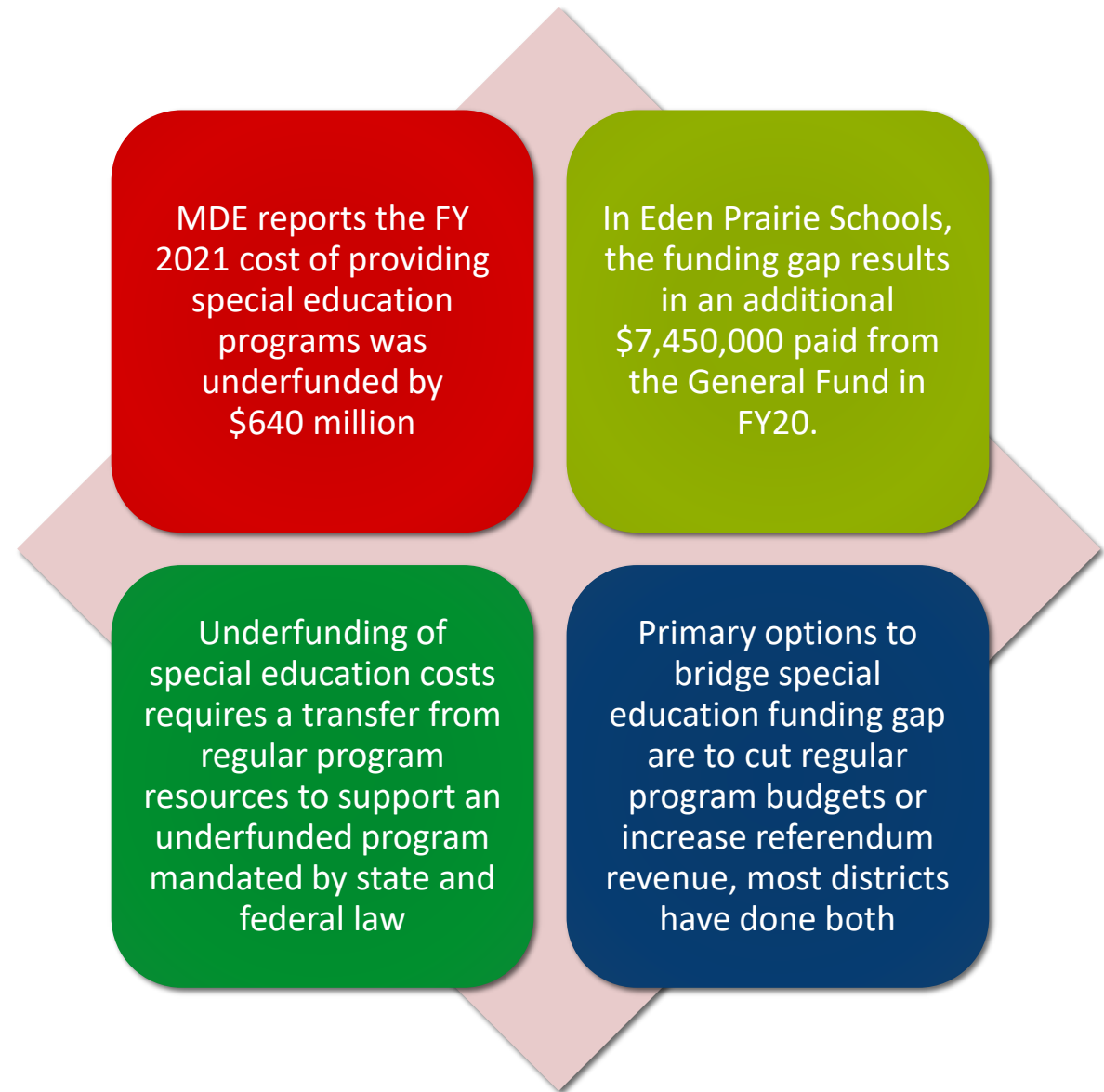
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Education Formula Lags Inflation



Source: MDE Inflation Estimates, July 2021

Underfunding of Special Education



Result: Growing Dependence on Referendum Revenue

- In 1992-93, 65% of districts had operating referendum revenue averaging \$332 per pupil
- For FY21, all Minnesota districts have referendum revenue and/or local optional revenue levy authority averaging \$1,459 per pupil (EP \$1,643)

16



Change in Tax Levy Does not Determine Change in Budget

1

Tax levy is based on many state-determined formulas plus voter approved referendums

2

Some increases in tax levies are revenue neutral, offset by reductions in state aid

3

Expenditure budget is limited by state-set revenue formulas, voter-approved levies, and fund balance

4

An increase in school taxes does not always correlate to an equal increase in budget

17

School District Levy Cycle Differs from City/County Levy Cycle

City/County:

- Budget Year same as calendar year
- 2022 taxes provide revenue for 2022 calendar year budget

Schools:

- Budget year begins July 1st and coincides with school year
- 2022 taxes provide revenue for 2022-23 school year
- Budget will be adopted in June 2022

18



Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information and prior year actual financial results be presented at this hearing. The Fiscal 2022-23 budget will be set in June 2022.

All school district budgets are divided into separate funds, based on purposes of revenue, as required by law

Our District's Funds:

- General (Includes: Capital, Tech Levy, Transportation)
- Food Service
- Community Service
- Building Construction (LTFM, Designing Pathways)
- Debt Service
- Other Post Employment Benefit (OPEB) Trust
- Internal Service (Self Funded Medical and Dental)



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

District Revenues and Expenditures Budget for Fiscal Year (FY) 2021 and FY 2022

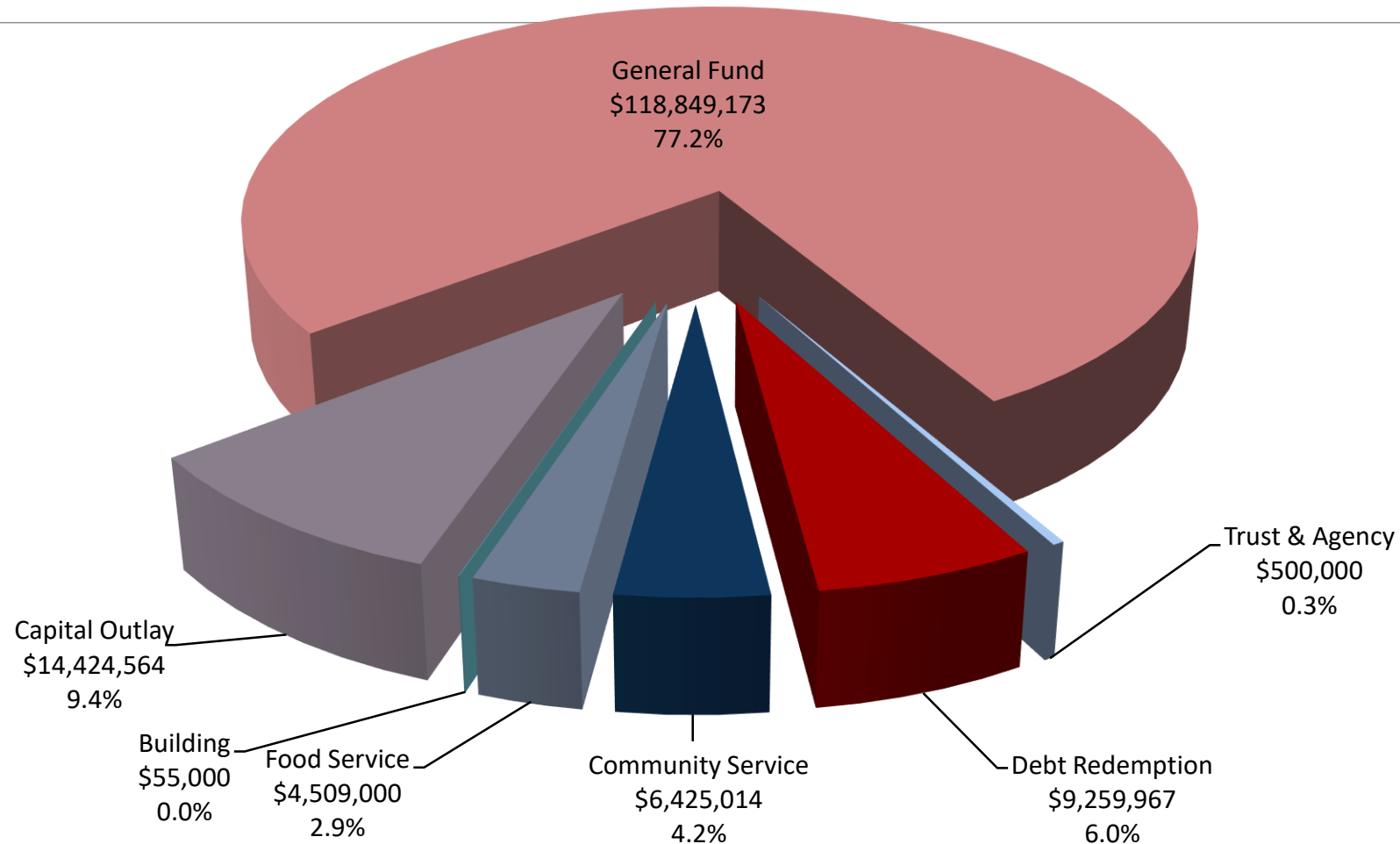
ED-00110-44

General Information: Minnesota Statutes, section 123B.10, requires that every school board shall publish the subject data of this report.

District Name:	Eden Prairie Schools					District Number:	272
Fund	FY 2021 Beginning Fund Balances	FY 2021 Actual Revenues and Transfers In	FY 2021 Actual Expenditures and Transfers Out	June 30, 2021 Actual Fund Balances	FY 2022 Budget Revenues and Transfers In	FY 2022 Budget Expenditures and Transfers Out	June 30, 2022 Projected Fund Balances
General Fund/Restricted	\$ 1,461,779	\$ 24,978,999	\$ 24,242,186	\$ 2,198,592	\$ 22,159,787	\$ 24,804,716	\$ (446,337)
General Fund/Other	\$ 22,035,534	\$ 113,056,179	\$ 105,540,619	\$ 29,551,094	\$ 111,113,950	\$ 109,534,059	\$ 31,130,985
Food Service Fund	\$ 292,653	\$ 3,609,674	\$ 3,630,558	\$ 271,769	\$ 4,509,000	\$ 4,370,399	\$ 410,370
Community Service Fund	\$ (138,198)	\$ 6,157,172	\$ 5,928,845	\$ 90,129	\$ 6,425,014	\$ 5,972,055	\$ 543,088
Building Construction Fund	\$ 38,765,065	\$ 11,211,180	\$ 34,885,868	\$ 15,090,377	\$ 55,000	\$ 24,210,613	\$ (9,065,236)
Debt Service Fund	\$ 1,421,251	\$ 27,396,220	\$ 26,663,616	\$ 2,153,856	\$ 9,259,967	\$ 9,585,711	\$ 1,828,112
Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Service Fund	\$ 6,757,113			\$ 7,880,634			\$ 8,865,634
* OPEB Revocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPEB Irrevocable Trust Fund	\$ 16,836,197	\$ 3,458,794	\$ 1,042,563	\$ 19,252,428	\$ 500,000	\$ 500,000	\$ 19,252,428
OPEB Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - All Funds	\$ 87,431,394	\$ 189,868,218	\$ 201,934,255	\$ 76,488,879	\$ 154,022,718	\$ 178,977,553	\$ 52,519,044
Long-Term Debt			Current Statutory Operating Debt per Minnesota Statutes, section 123B.81				
Outstanding July 1, 2020	\$ 95,585,000		Amount of General Fund Deficit, if any, in excess of 2.5% of expenditures 06/30/2021			\$ -	
Plus: New Issues	\$ 26,285,000						
Less: Redemeed Issues	\$ 23,205,000		Cost per student - Average Daily Membership (ADM) 06/30/2021				
Outstanding June 30, 2021	\$ 98,665,000						
Short-Term Debt			Total Operating Expenditures			\$ 124,067,854.38	
Certificates of Indebtedness	None		FY 2021 Total ADM Served + Tuitioned Out ADM + Adjusted Extended ADM			8,559.50	
Other Short-Term Indebtedness	None		FY 2021 Operating Cost per ADM			\$ 14,494.75	
The complete budget may be inspected upon request to the superintendent.							

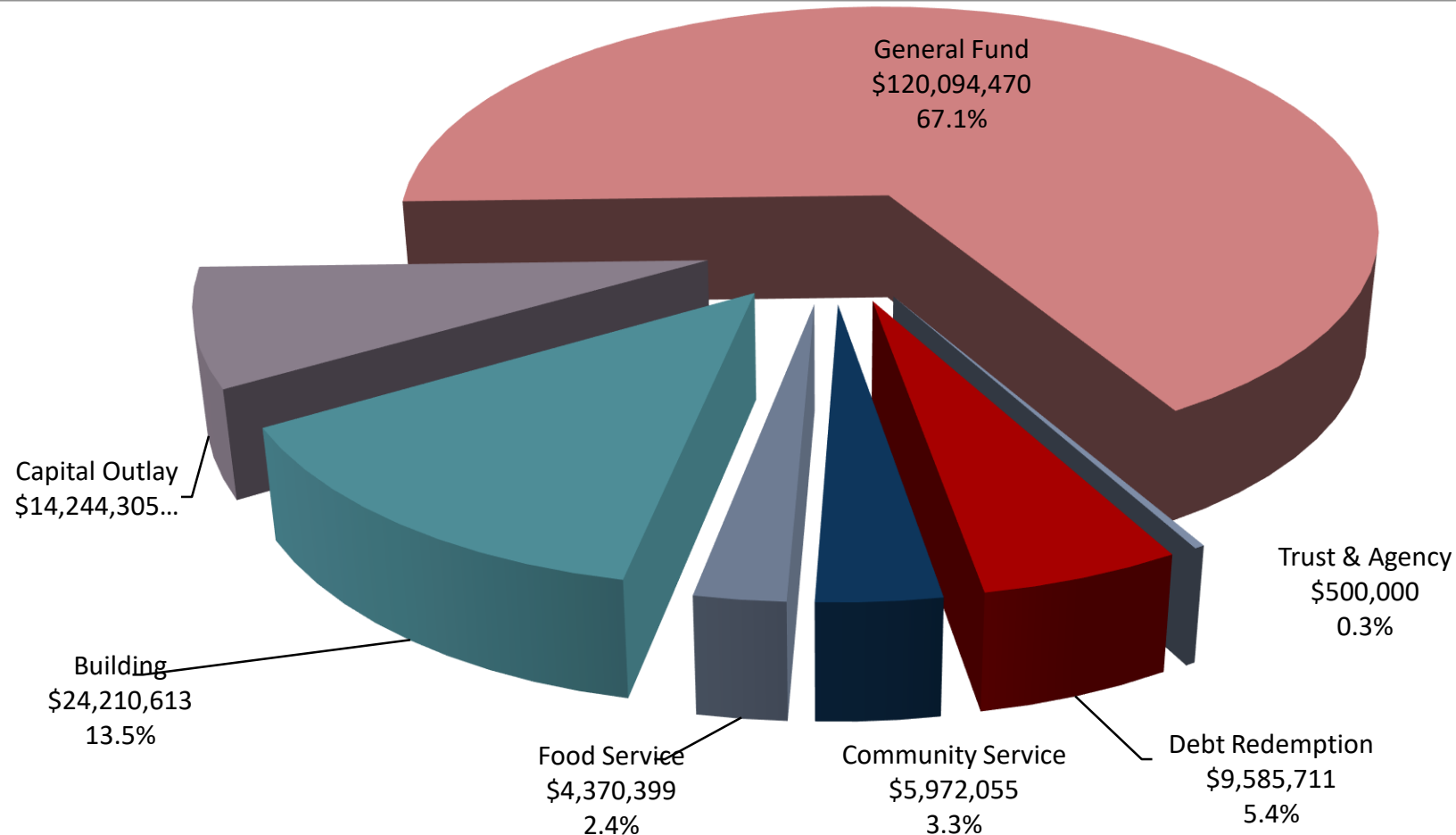
Revenues - All Funds

FY 22 Budget Total - \$154,022,718



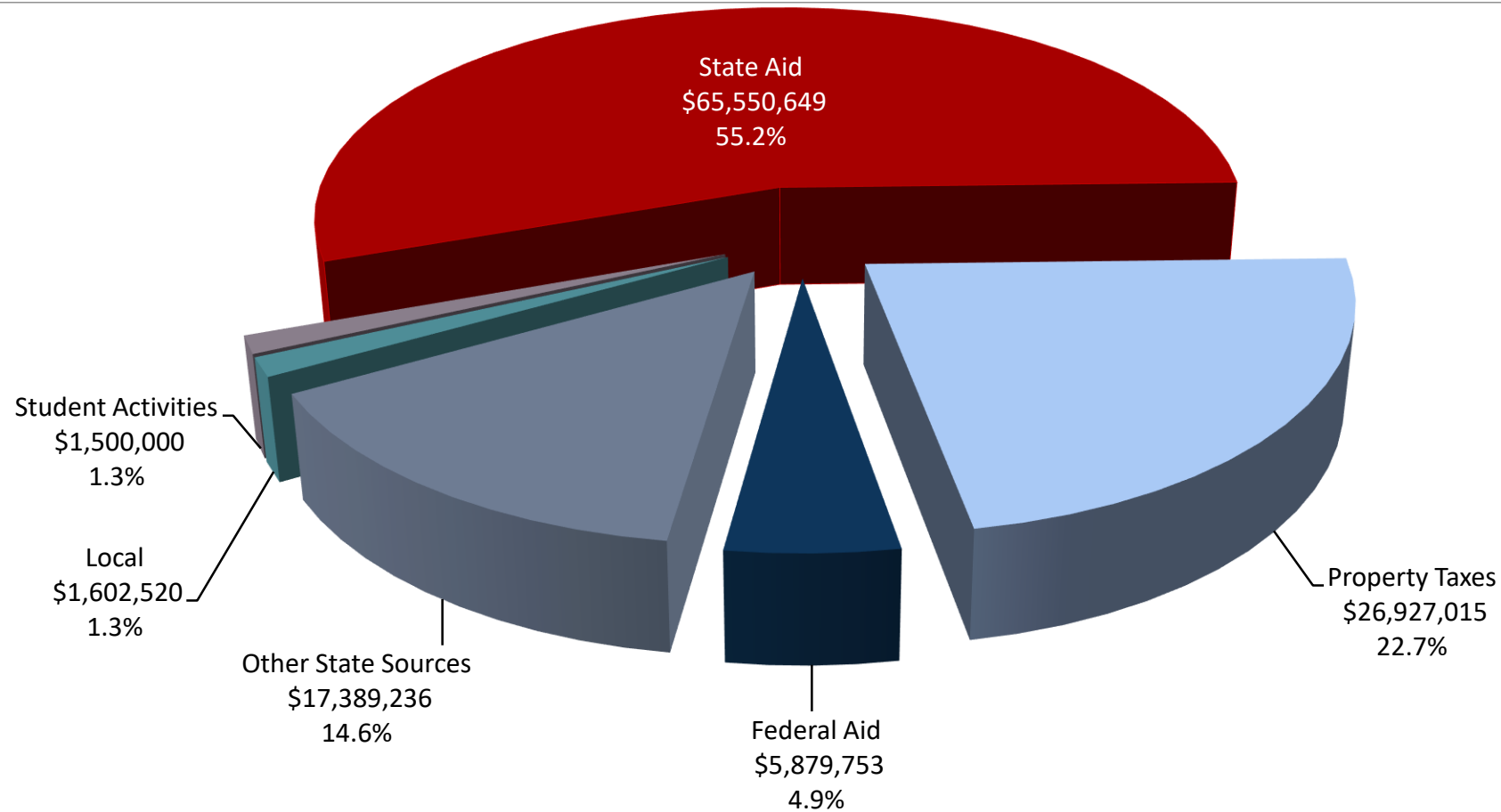
Expenditures - All Funds

FY 22 Budget Total - \$178,977,553



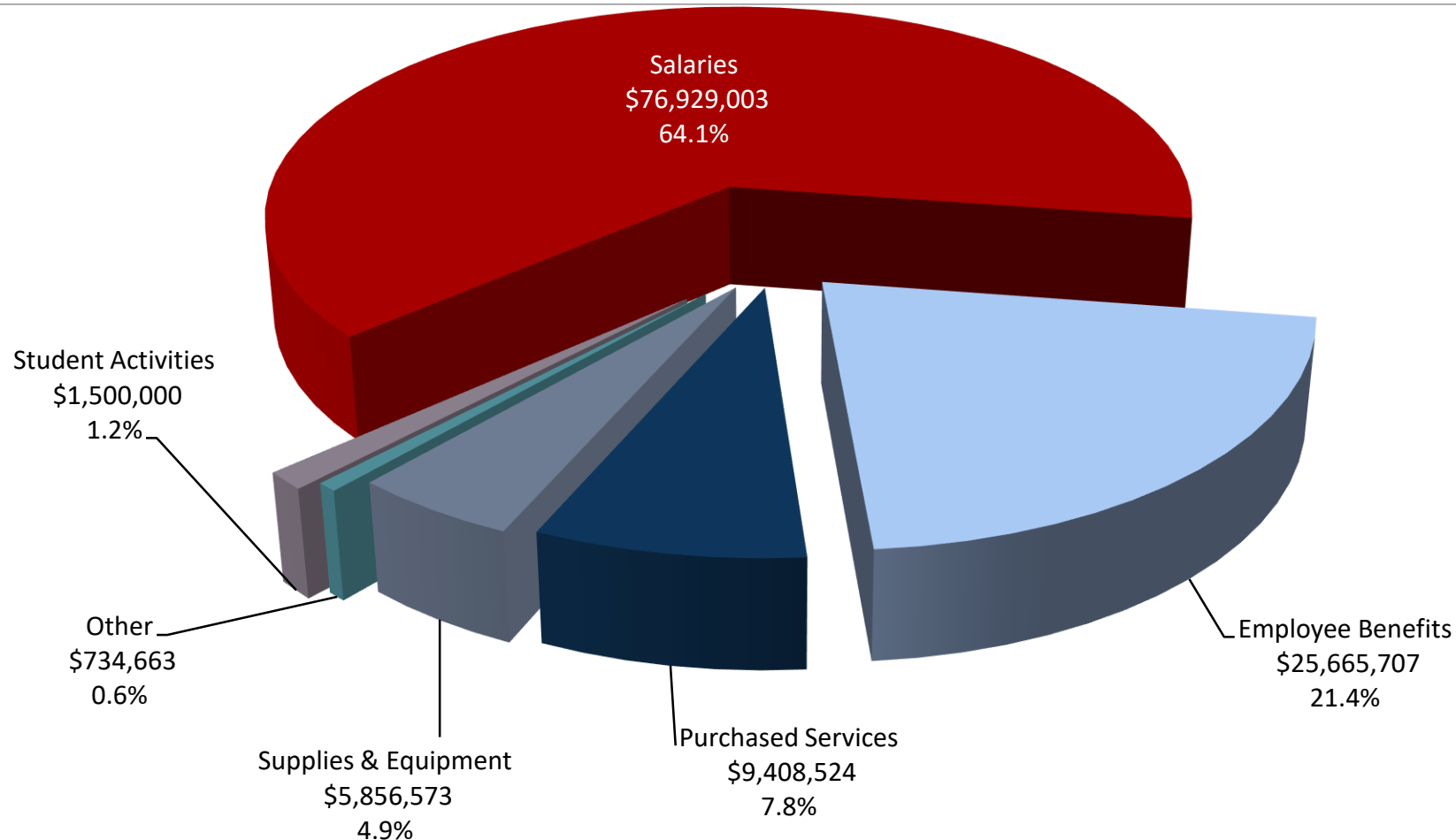
General Fund Revenues

FY 22 Budget - \$118,849,173



General Fund Expenditures

FY 22 Budget - \$120,094,470



Payable 2022 Property Tax Levy

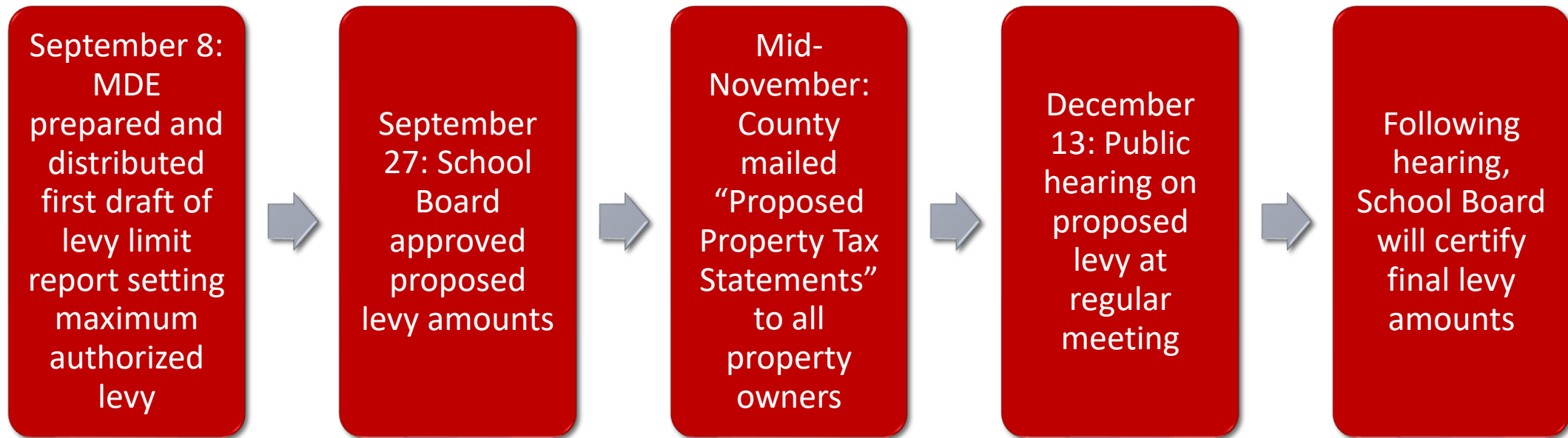
Determination of levy

Comparison of 2021 to 2022 levies

Specific reasons for changes in tax
levy

Impact on taxpayers

Schedule of Events of District's 2021 (Payable 2022) Tax Levy



Just a Note...

- The operating referendum of 2014 impacted tax statements issued for calendar year 2015
- 2022 will mark the 8th year of the operating referendum



Property Tax Background

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions

28



School District Property Taxes

- Each school district may levy taxes in over 40 different categories
- “Levy limits” (maximum levy amounts) for each category are set by
 - State law
 - Voter approval
- Minnesota Department of Education (MDE) calculates detailed levy limits for each district

29



Taxing Jurisdictions

- School District + 2.23%
- City of Eden Prairie + 4.70%
- Hennepin County 3.50%³⁰

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property in District (Increase of \$326,531,810)
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors

Overview of Levy Changes

Fund	Pay 21	Pay 22	\$ Change	% Change
General	\$38,924,070	\$41,029,870	+ \$2,105,699	+ 5.41%
Community Education	1,146,362	1,210,950	+ 64,588	+ 5.63
Debt Service	9,239,967	8,168,625	- 1,071,342	- 11.59
Total	\$49,310,400	\$50,409,445	+ \$ 1,099,046	+ 2.23%

32

Explanation of Levy Changes

General Fund	
Category:	Operating Referendum & Local Optional Revenue
Change:	+ \$1,288,509
Use of Funds:	General operating expenses
Reasons for decrease:	
	Revenues in these categories are based on estimated number of students
	Includes a Consumer Price Index (CPI) inflationary increase of 4.92%

33

Explanation of Levy Changes

General Fund	
Category:	Re-Employment Levy
Change:	+ \$216,625
Use of Funds:	To pay for unemployment expenses
Reasons for increase:	
	Projected unemployment cost increases due to staff layoffs during the pandemic

34

Explanation of Levy Changes

General Fund	
Category:	Long Term Facility Maintenance (LTFM)
Change:	+ \$301,154
Use of Funds:	Deferred capital and maintenance, approved health and safety, increased accessibility to school facilities.
Reasons for increase:	
	Increase in pay-as-you go
	Consideration for district-wide debt financing plan
	Decrease in debt service bond payments

35

Explanation of Levy Changes

General Fund	
Category:	Building/Lease Levy
Change:	+ \$217,719
Use of Funds:	Lease payment obligations
Reasons for increase:	
	Expanded transitional special education program space (City Center)
	Increased costs for athletics use of space (ice, pool, ski, courses)

36

Explanation of Levy Changes

General Fund	
Category:	Capital Projects (Technology Levy)
Change:	+ \$304,939
Use of Funds:	Technology expenses
Reasons for increase:	
	The capital projects levy is based on anticipated net tax capacity (ANTC), the tax base continues to increase

37

Explanation of Levy Changes

General Fund	
Category:	Debt Service
Change:	- \$1,071,342
Use of Funds:	To make principal and interest payments on debt
Reasons for increase:	
	The district refunded (refinanced) multiple long-term facilities maintenance debt issues during 2020, saving the taxpayers money in calendar 2022.

38

Overview of Levy Changes

Fund	Pay 21	Pay 22	\$ Change	% Change
Voter Approved	\$ 24,807,563	\$ 26,290,786	+ \$1,483,223	+ 5.98%
Other	<u>24,502,837</u>	<u>24,118,660</u>	- <u>384,177</u>	- <u>1.57%</u>
Total	\$ 49,310,400	\$ 50,409,445	+ \$1,099,045	+ 2.23%

39



Four Year School Levy Comparison

- Following are a table and graphs showing examples of changes in school district portion of property taxes from 2019 to 2022
- All examples are based on a 4.6% increase in property value over this four-year period
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Amounts for 2022 are preliminary estimates, based on best available data – final amounts could change slightly
- Estimates were prepared by Ehlers (District's municipal financial advisors)

40



Eden Prairie Schools, ISD 272

Estimated Changes in School Property Taxes, 2019 to 2022
Based on 4.6% Cumulative Changes in Property Value from 2019 to 2022 Taxes

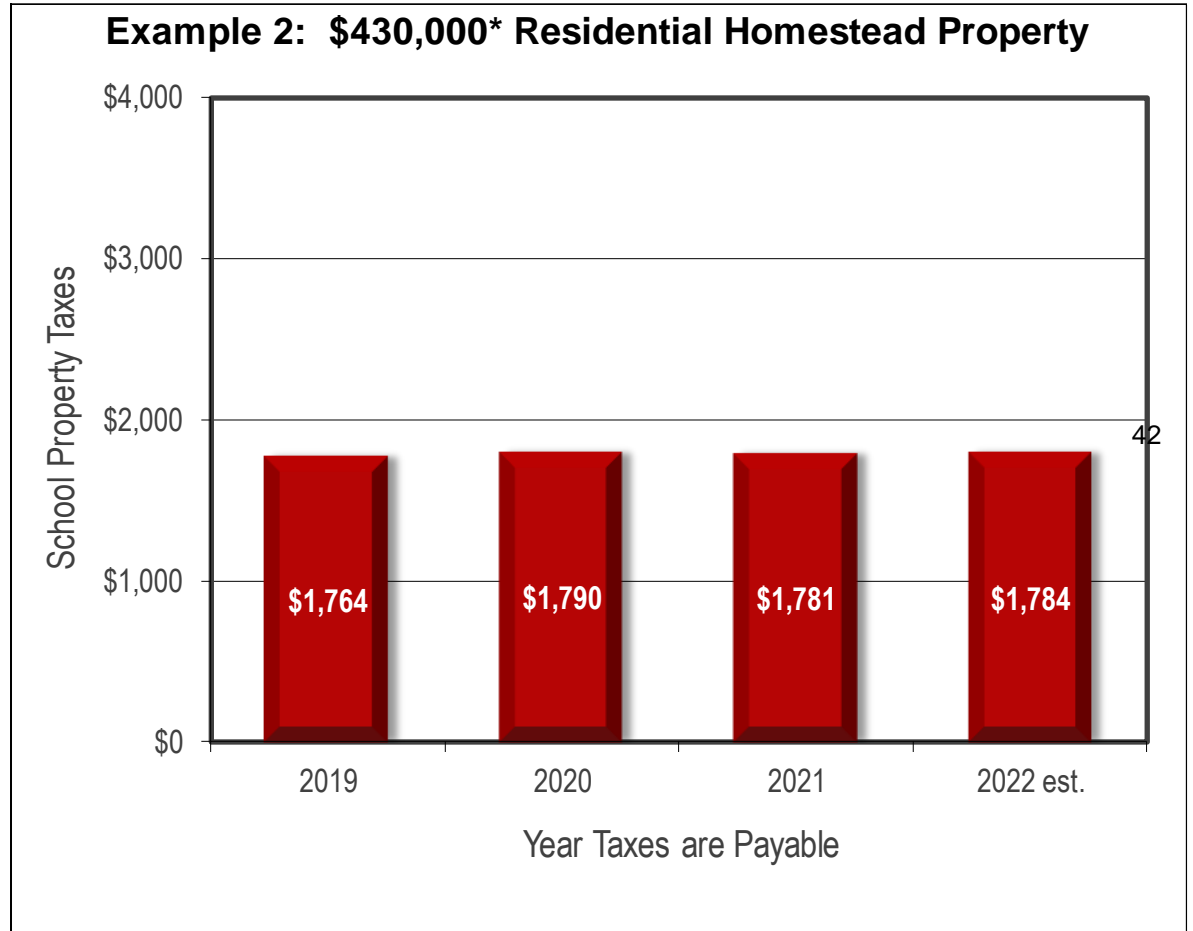
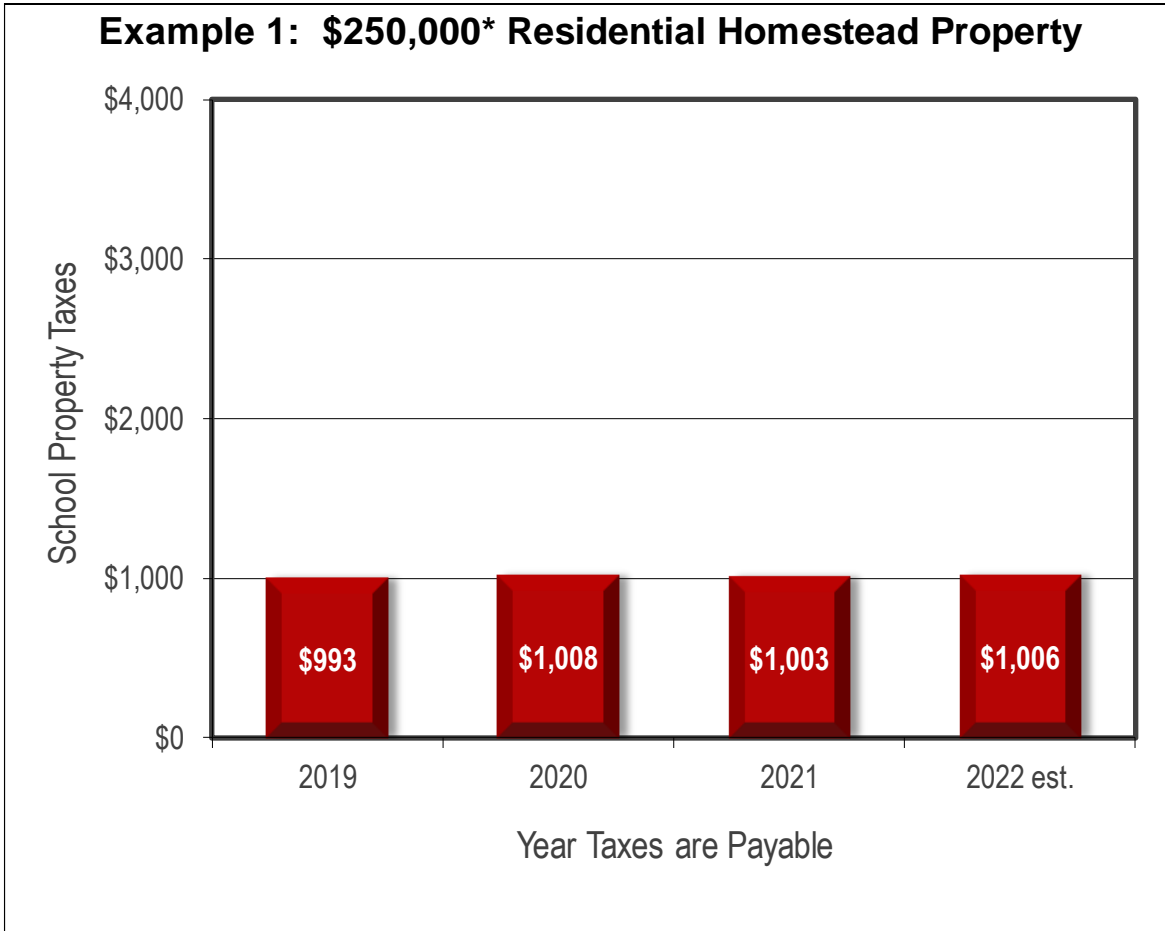
Type of Property	Estimated Market Value for 2019 Taxes	Actual Taxes Payable in 2019	Estimated Market Value for 2020 Taxes	Actual Taxes Payable in 2020	Estimated Market Value for 2021 Taxes	Actual Taxes Payable in 2021	Estimated Market Value for 2022 Taxes	Estimated Taxes Payable in 2022	Change in Taxes 2019 to 2022	Change in Taxes 2021 to 2022
Residential Homestead	\$239,097	\$993	\$245,074	\$1,008	\$247,525	\$1,003	\$250,000	\$1,006	\$13	\$3
	286,916	1,207	294,089	1,226	297,030	1,220	300,000	1,223	16	3
	334,735	1,422	343,104	1,443	346,535	1,437	350,000	1,440	18	3
	382,555	1,636	392,118	1,661	396,040	1,653	400,000	1,657	21	4
	411,246	1,764	421,527	1,790	425,743	1,781	430,000	1,784	20	3
	478,193	2,052	490,148	2,082	495,050	2,071	500,000	2,074	22	4
	526,013	2,271	539,163	2,311	544,554	2,302	550,000	2,308	37	6
	621,651	2,731	637,192	2,780	643,564	2,770	650,000	2,775	44	5
	717,290	3,191	735,222	3,249	742,574	3,238	750,000	3,242	51	4
	812,928	3,651	833,252	3,718	841,584	3,706	850,000	3,709	58	3

- General Notes**
- 1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
 - 2. Estimates of taxes payable in 2022 are preliminary, based on the best data available.
 - 3. For all examples of properties, taxes are based on changes in estimated market value of 2.5% from 2019 to 2020 taxes, 1.0% from 2020 to 2021, and 1.0% from 2021 to 2022.

Eden Prairie Schools, ISD 272

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 4.6% Cumulative Changes in Property Value from 2019 to 2022 Taxes



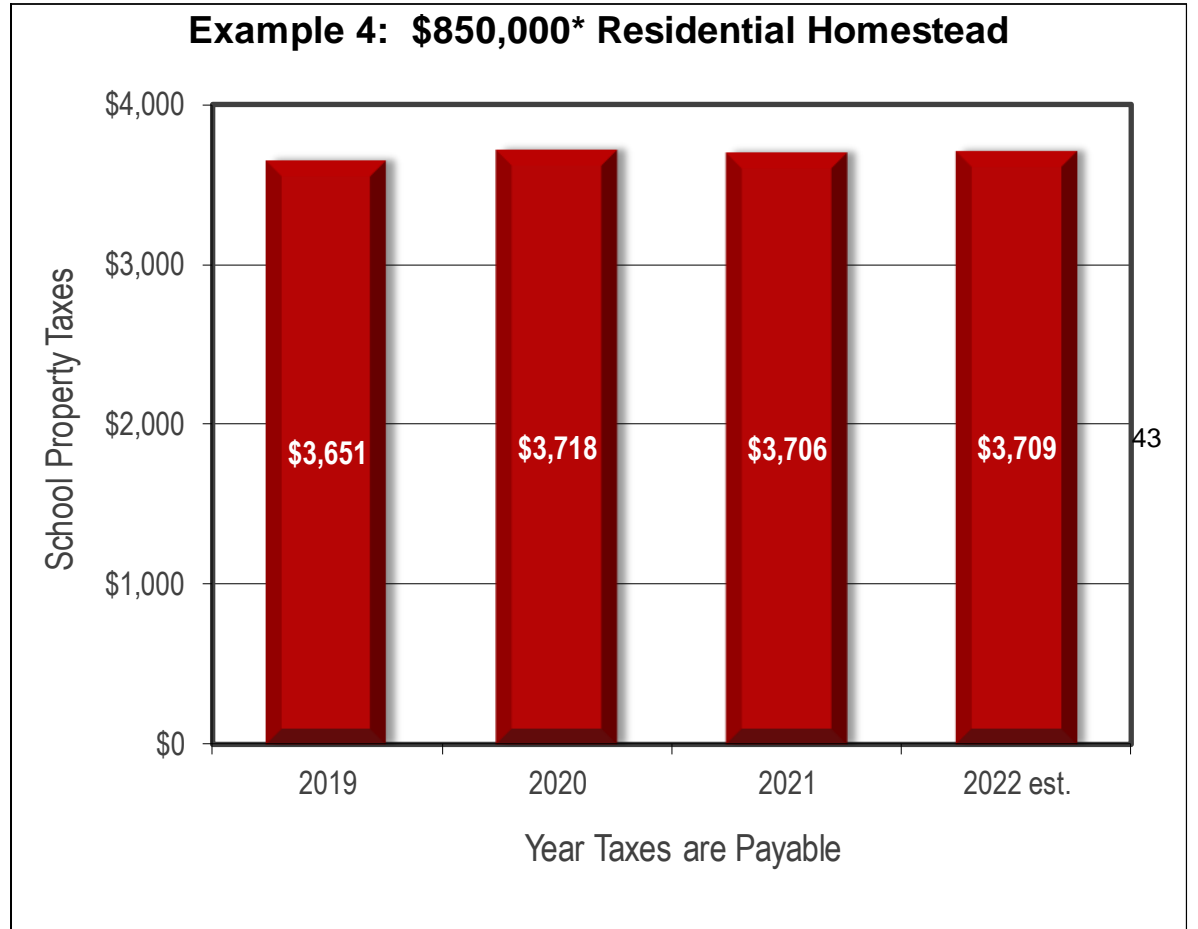
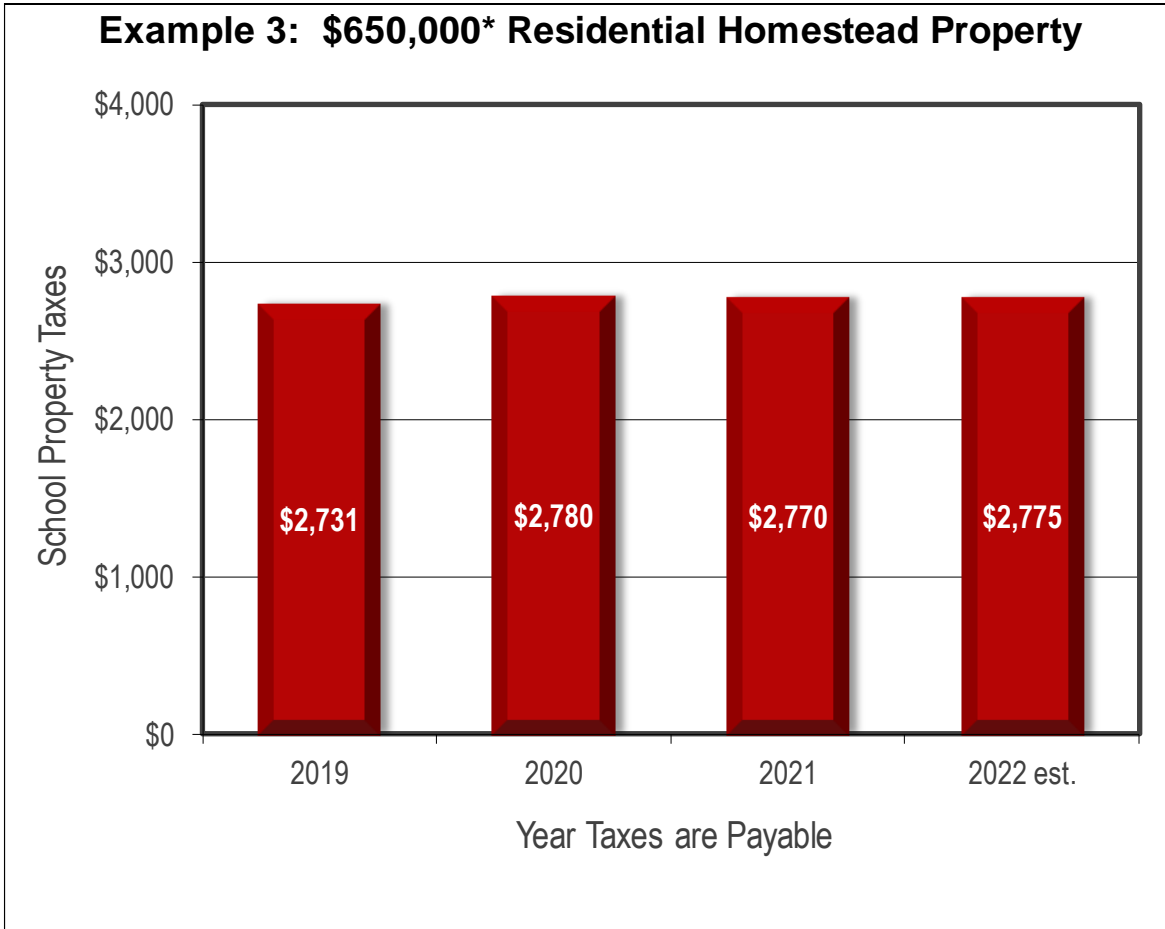
* Estimated market value for taxes payable in 2022. Taxes are calculated based on changes in market value of 2.5% from 2019 to 2020 taxes, 1.0% from 2020 to 2021, and 1.0% from 2021 to 2022.



Eden Prairie Schools, ISD 272

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 4.6% Cumulative Changes in Property Value from 2019 to 2022 Taxes

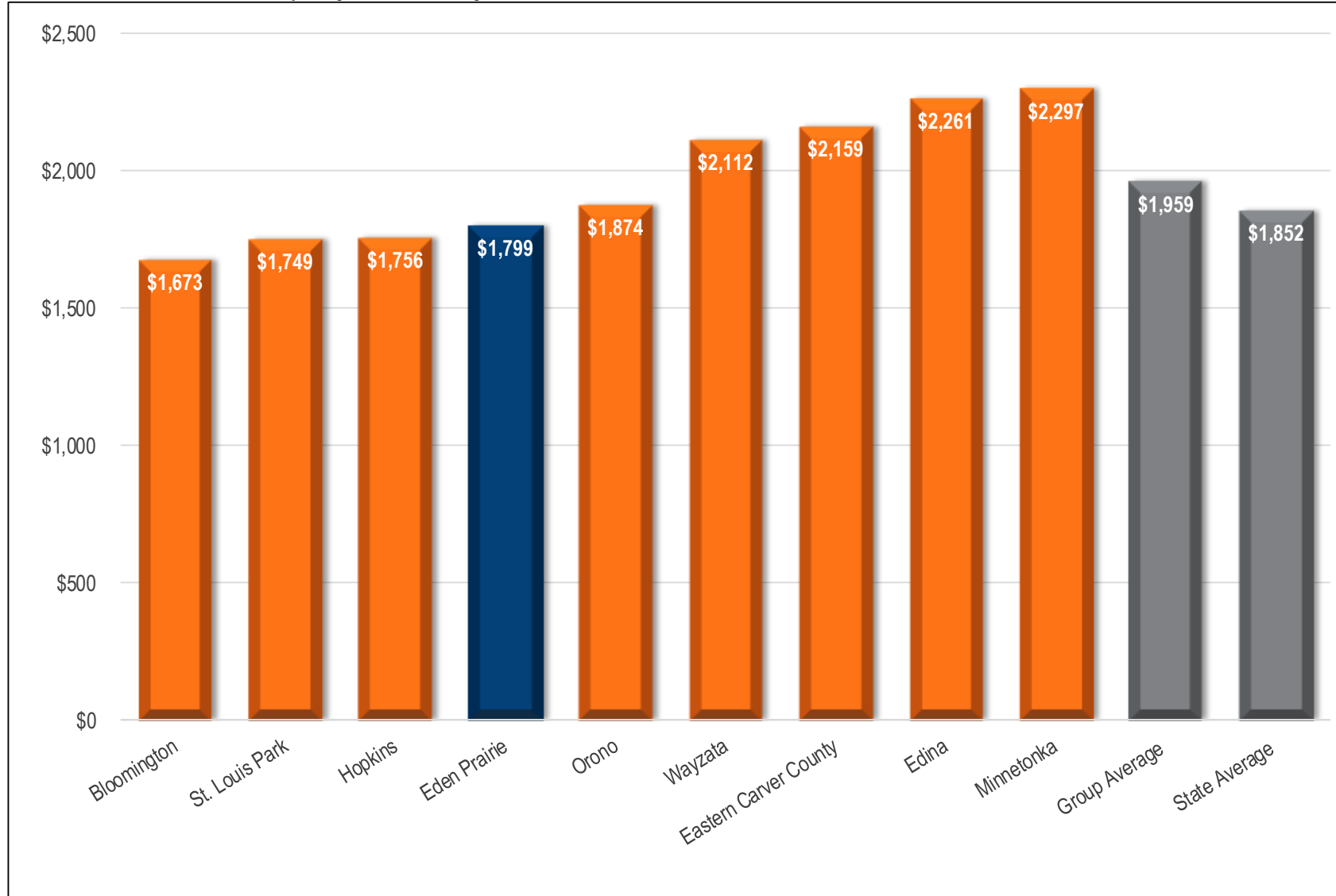


* Estimated market value for taxes payable in 2022. Taxes are calculated based on changes in market value of 2.5% from 2019 to 2020 taxes, 1.0% from 2020 to 2021, and 1.0% from 2021 to 2022.



Eden Prairie School District

Total School Property Taxes, Payable 2021, on a Home with an Estimated Market Value of \$430,000



Source: Pay 2021 School Tax Report

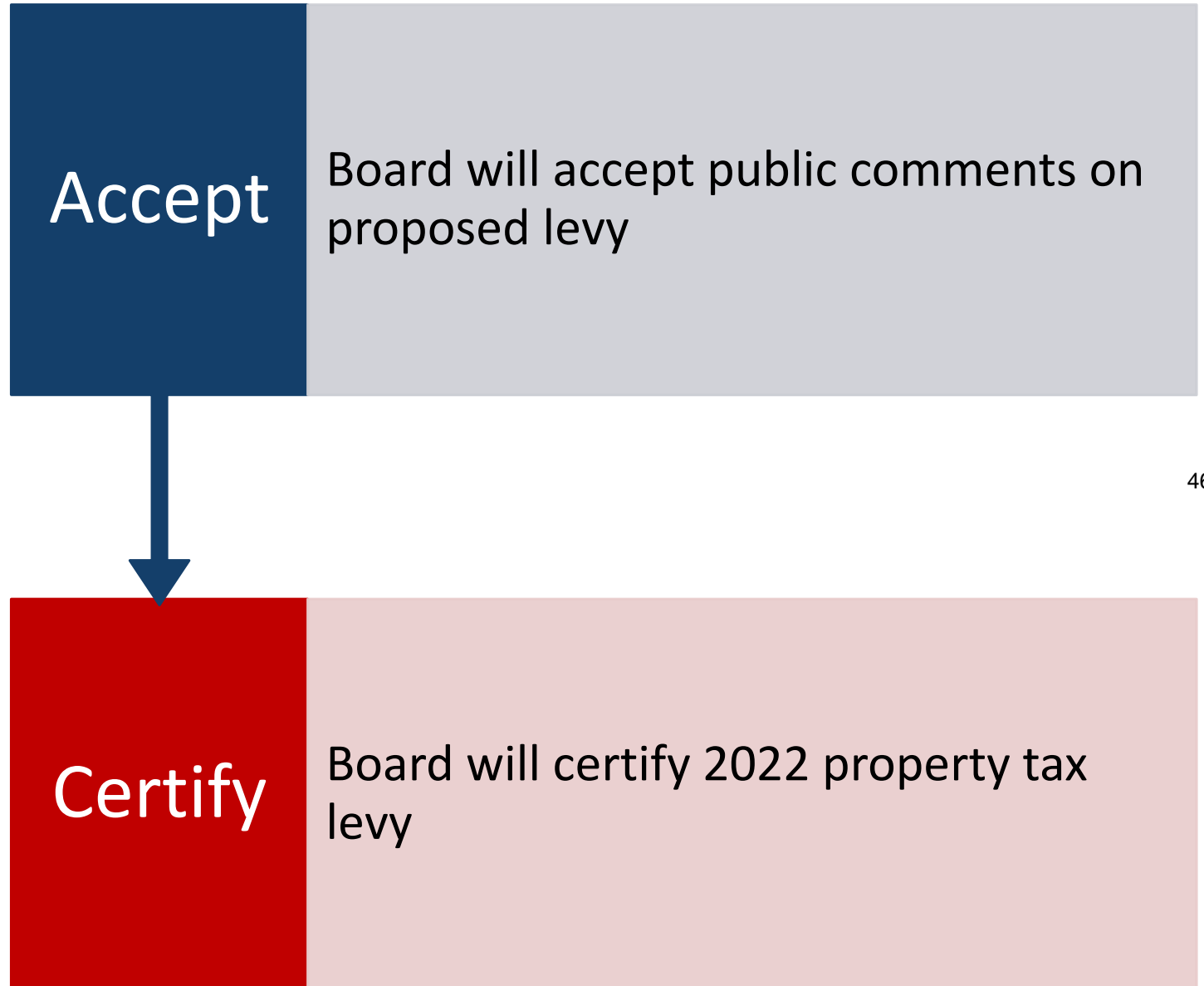
Eden Prairie School District

Pay 2021 Voter Approved Levies (Debt, Capital Projects and Operating Referendum) Per Pupil



Source: Pay 2021 School Tax Report
Pupil: MDE Estimated FY 2022 Enrollment

Next Steps





EDEN PRAIRIE SCHOOLS

Inspiring each student every day

Public
Comments



December 13, 2021

To: Dr. Josh Swanson, Superintendent
From: Jason Mutzenberger, Executive Director of Business Services
Re: Pay 2022 Levy

We present for school board approval the final levy for taxes payable in 2022. We are requesting the school board to direct Eden Prairie Schools to levy a specific dollar amount of \$50,409,445.16.

Some items of note for the final levy for taxes payable in 2022:

1. The calculation of the final levy represents an increase of 2.23% or \$1,099,046 over the prior year.
2. An Eden Prairie home valued at \$430,000 will see on average a school property tax increase of \$3 per year, assuming a 1% increase in home market value.
3. This is the 8th year of the November 2014 election to renew and increase the operating levy.
4. An inflationary increase of 4.92% in the referendum revenue is driving the tax increase.
5. Abatements in the Debt Service Fund will not be levied, saving the taxpayers \$97,999.

We recommend the School Board of Independent School District No. 272 approve a final levy for taxes payable in 2022 in the amount of \$50,409,445.16.

Eden Prairie Schools
Final Levy Certification Payable 2022

	Categories	2020 Pay 21 FY 22	2021 Pay 22 FY 23	Dollar Change	Comments
1	GENERAL FUND				
2	Equity	\$ 786,690	\$ 824,536	\$ 37,846	Increasing enrollment
3	Achievement & Integration	467,681	494,463	26,782	Increasing enrollment
4	Alternative Teacher Compensation	840,298	781,911	(58,387)	Similar to last year, large prior year adjustment
5	Referendum	22,151,939	23,440,449	1,288,509	4.92% inflation increase (CPI)
6	Transition	53,942	55,317	1,376	Similar to last year
7	Re-employment Ins.	61,897	278,523	216,625	Anticipated unemployment increases due to the pandemic staff layoffs
8	Safe Schools	492,871	505,788	12,917	Similar to prior years
9	Career Technical	466,501	470,060	3,559	35% of estimated expenditures, increased investments into CTE prgm
10	Abatement/Other Adjustments	401,088	(9,275)	(410,363)	Significant negative property tax abatements this year
11	Building/ Lease	820,930	1,038,650	217,719	Expanded transitional special education space, increased costs
12	Operating Capital	1,193,885	1,356,908	163,023	Increased levy due to aging buildings
13	Capital Projects	7,599,850	7,904,789	304,939	Technology levy, increase in adjusted net tax capacity
14	Long Term Facility Maintenance (LTFM)	3,586,499	3,887,752	301,254	Pay-as-you-go increased over prior year & negative adjustments carried forward
15	LEVY TOTAL	\$ 38,924,070	\$ 41,029,870	\$ 2,105,799	5.41%
16	COMMUNITY EDUCATION FUND				
17	Basic Levy	\$ 451,675	\$ 429,837	\$ (21,838)	\$5.42 times 2020 EP population plus youth service and after school revenue
18	Early Child & Family	327,503	328,342	839	Slightly smaller population
19	Home Visiting	10,050	10,233	183	0-4 year old
20	Disabled Adults	6,365	6,365	-	50% of approved expenditures
21	School-Aged Care	343,986	436,539	92,553	Funding for students with disabilities, increasing expenses
22	Abatement Adjustment	6,784	(366)	(7,149)	Abatement activity
23	LEVY TOTAL	\$ 1,146,362	\$ 1,210,950	\$ 64,588	5.63%
24	DEBT SERVICE FUND				
25	Debt Levy	\$ 2,167,725	\$ 2,235,975	\$ 68,250	Scheduled principal & interest payments
26	Alternative Facilities (LTFM) Bond	7,614,832	6,380,490	(1,234,342)	Scheduled principal & interest payments, Bond refunding last year
27	Debt Excess	(542,590)	(447,840)	94,750	Calculated using fund balance & projected costs
28	Abatement Adjustment	-	-	-	We do not levy for abatement activity in debt service (\$97,999)
29	DEBT SERVICE LEVY TOTAL	\$ 9,239,967	\$ 8,168,625	\$ (1,071,342)	-11.59%
30	LEVY GRAND TOTAL	\$ 49,310,400	\$ 50,409,445.16	\$ 1,099,046	2.23%

**2020-21 Eden Prairie School Board
Year-End Treasurer Report**

Budget Category	Description	Fiscal Year 2017-18 Expenses	Fiscal Year 2018-19 Expenses	Fiscal Year 2019-20 Expenses	Approved 2020-21 Budget	Fiscal Year 2020-21 Expenses	Underspend (Overspend)	Approved 2021-22 Budget
109	Board Member Compensation	34,850.00	36,100.00	35,006.66	36,300.00	35,900.00	400.00	36,300.00
210	FICA (Fed Ins Contrib Act)	1,111.69	2,761.74	1,918.53	1,497.00	1,497.08	(0.08)	1,500.00
214	PERA (Pub Emp Ret Assoc)	1,162.56	1,135.12	1,125.08	1,161.00	1,007.56	153.44	1,300.00
305	Service Fees/Consulting	2,695.44	3,859.35	15,743.69	15,000.00	2,680.05	12,319.95	16,500.00
329	Postage	-	15.40	14.35	-	16.50	(16.50)	-
366	Travel/Conferences	3,890.00	2,115.00	1,687.52	5,750.00	4,945.00	805.00	4,000.00
398	Chargeback (Printing)	2,083.17	393.11	70.00	250.00	1,307.02	(1,057.02)	750.00
401	General Supplies	243.65	284.92	545.21	750.00	749.35	0.65	500.00
490	Food Cost	702.79	456.58	11.24	500.00	316.17	183.83	500.00
820	Memberships/Dues	16,067.00	16,353.00	16,547.00	16,650.00	16,545.00	105.00	16,650.00
	Totals	62,806.30	63,474.22	72,669.28	77,858.00	64,963.73	12,894.27	78,000.00

Notes:

Jean Morrison consulting services for board DISC training May 2021 was not invoiced until Q4-2021
Dr. Trudy Arriaga cultural proficiency board training occurred August 2021

Eden Prairie School District 272
Superintendent Monitoring Report

Policy Name: EL 2.5 Financial Planning and Budgeting	Monitoring Time Frame: July 1, 2019 - June 30, 2020 July 1, 2020 - June 30, 2021	Policy Monitoring Column FOR BOARD USE ONLY Compliance rating: <ul style="list-style-type: none"> OI is/is not reasonable Data does/does not provide adequate evidence of compliance <i>Include specific evidence for rating conclusion and recommendations.</i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: December 14, 2020 December 13, 2021	
		Board member name:
<u>Global Constraint:</u> The Superintendent shall not cause or allow financial planning and budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the School Board's Ends priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.		(enter rating and reasoning when appropriate) <div style="text-align: right;">51</div>
<u>Operational Interpretation:</u> <ol style="list-style-type: none"> 1. The Board's Ends policy was created to address the question of "what good" the organization creates as a result of our work. The Ends priorities provide the framework upon which the Superintendent bases action. Board expectations are communicated to the Superintendent via the Ends policy, and the Superintendent is empowered to implement the "Means" to accomplish the "Ends." The strategic plan is a five-year plan to accomplish the means. Failing to substantially address or change the specific ideals set forth in Board Policy would result in a material deviation from the Ends. 2. A <i>multi-year plan</i> projects expected revenue and expenditure across a three to five-year period. School district budgets are largely based upon projections of revenue and anticipated expenditures. It is appropriate to review multi-year financial projections and strategic plan in order to anticipate the opportunities and barriers presented in future budgets. 		
<u>Justification:</u> <ol style="list-style-type: none"> 1. There is no requirement in statute, but best practice based on World's Best Workforce and school finance practices would suggest aligning budget resources to strategic high yield instructional strategies and maintaining projections to provide for future planning is prudent practice. 2. The State adopts its budget on a biennium schedule. That drives a large portion of our general fund resources. Predicting what the legislative body might do beyond a 5 year time span is not a practice that is dependable. Although a rolling 3-5 year prediction is not always accurate; it is a commonly accepted practice within the field as it typically provides a reasonable outlook. 		

<p>3. Board expectations are communicated to the Superintendent via the Ends policy, and the Superintendent is empowered to implement the “Means” to accomplish the “Ends.” The strategic plan is a five-year plan to accomplish the means. Failing to substantially address or change the specific ideals set forth in Board Policy would result in a material deviation from the Ends.</p> <p>4. School district budgets are largely based upon projections of revenue and anticipated expenditures. It is appropriate to review multi-year financial projections and strategic plan in order to anticipate the opportunities and barriers presented in future budgets.</p>	
<p><u>Measurement Plan:</u></p> <ol style="list-style-type: none"> 1. Compliance with this policy shall be evidenced by the School Board Ends Monitoring Reports results including specific budget limitations during any required reports subsequent to evidence being found as not making reasonable progress. 2. A multi-year plan showing projected revenues and expenditures shall be a component of annual budget planning and execution. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. Ends policy monitoring reports have not disclosed budget allocations or financial resources as a barrier to reaching the Ends during the monitoring period. Resources during the pandemic were directly steered to support the outcomes of the Ends during the Pandemic through the budget process approved by the board which with a few examples being: extra supports for students through EP Online, building substitutes, paraprofessional support for students online, managing class sizes to increase support and keep students in school, implement increased layers of COVID mitigation strategies to ensure as much in-person learning as possible, while also moving choice programs and other strategic initiatives forward to ensure long term success toward achieving the ends. 2. The district used a multi-year financing plan provided by our financial advisor, Ehlers & Associates, during 2019-20 2020-21. The district business office also creates a multi-year financial projection model which is studied by the Superintendent’s Cabinet and the Citizen’s Finance Advisory Committee. The summarized financial projections from the plan are disclosed in the Informational Overview section of the 2020-21 2021-22 Annual Budget Book and was presented to the school board in January 2020 2021. 	52
<p><u>Statement of Assertion:</u></p> <p>Report is Reasonable and Evidence support the Operational Interpretation</p>	

2.5.1 Furthermore, there will be no financial plan that: Risks incurring those situations or conditions described as unacceptable in the School Board policy “Financial Condition and Activities.”	
<u>Operational Interpretation:</u> I interpret this policy to mean that the proposed budget for the upcoming fiscal year meets the reasonable requirements as interpreted in EL.2.6 Financial Condition and Activities.	
<u>Justification:</u> Executive Limitations Policy 2.6 Financial Conditions and Activities delineates School Board determined restrictions of selected financial activities in order to protect the District from adverse financial risk, as well as involve the School Board in certain decision-making processes that they have determined to be “their work.”	
<u>Measurement Plan:</u> Compliance with this policy shall be evidenced by School Board approval of the School District Budget.	
<u>Evidence:</u> The district budget was presented to the School Board at its May 18, 2020 May 24, 2021 meeting and was approved by the School Board at its June 22, 2020 June 28, 2021 meeting.	53
<u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation	
2.5.2 Neglects to present, no later than the third quarter of the current fiscal year, the assumptions, any material reinvestment of unbudgeted revenues or savings, and a timeline for the next annual budget.	
<u>Operational Interpretation:</u> <ol style="list-style-type: none"> 1. I interpret this policy to mean that no later than the third quarter of the fiscal year (January – March) the Administration will present and enact “Budget Assumptions,” any material reinvestment of unbudgeted revenues or savings, and a timeline for action when building the next annual budget. 2. An <i>assumption</i> is a “thing that is accepted as true or certain to happen without proof.” When creating a budget, <i>assumptions</i> are expectations that provide a starting point for the process. <i>Assumptions</i> are most often relative to revenue and expenditure forecasts. They also can be expressed as managerial decisions, anticipated legislative actions, and changes to student enrollment. 3. <i>To fully disclose and make clear</i> the budget must reflect the conditions and expectations in which it was created and also anticipate those that may be in effect during its implementation. 4. A published <i>timeline</i> of discrete actions to be performed provides a framework for budget work to be completed and also provides transparency to the process. 	

<p><u>Justification:</u></p> <p>The district budget must adhere to financial realities. In order to conform with the “means” and “ends” expressed via the Policy Governance structure, it is important to promote understanding of the budgeting process as well as the tenets or “assumptions” used to create the annual financial plan or budget for the District.</p>	
<p><u>Measurement Plan:</u></p> <p>Compliance to this policy shall be evidenced by:</p> <ol style="list-style-type: none"> 1. Presentation to the Board of the assumptions, material reinvestment of unbudgeted revenues or savings, and timeline by the third quarter of the fiscal year. 2. School Board approval of the School District Budget. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The 2020-21 2021-22 budget timeline and 2020-21 2021-22 budget assumptions were presented to the School Board at its January 27, 2020 January 25, 2021 meeting and finalized at its March 23, 2020 March 22, 2021 Board meeting. 2. The district budget was presented to the School Board at its May 18, 2020 May 24, 2021 meeting and was approved by the School Board at its June 22, 2020 June 28, 2021 meeting. 	54
<p><u>Statement of Assertion:</u></p> <p>Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.5.3 Furthermore, there will be no financial plan that: Allows the year-end unassigned general fund balance to fall below 8% of expenditures.</p>	
<p><u>Operational Interpretation:</u></p> <p>I interpret this to mean that upon the completion of the annual financial audit, the general fund shall demonstrate a minimum of 8% of annual expenditures within the unassigned portion of the district’s fund balance.</p>	
<p><u>Justification:</u></p> <ol style="list-style-type: none"> 1. External independent auditors generally recommend a minimum fund balance equaling one month of expenditures, or approximately two payroll periods. 2. A comparison of neighboring district fund balance policies and recommendations places 8% in a reasonable or comparable range. 3. The State of Minnesota requires school districts to undergo a financial audit each fiscal year. 	

<p><u>Measurement Plan:</u></p> <p>Compliance shall be demonstrated by:</p> <ol style="list-style-type: none"> 1. The projected general fund balance presented as part of the annual budget process demonstrates a balance of >8% of projected expenditures, and 2. The external audit confirms the general fund balance of >8% of reported expenditures at the conclusion of the fiscal year audited. 	
<p><u>Evidence:</u></p> <ol style="list-style-type: none"> 1. The 2019-20 2020-21 mid-year budget update projected an unassigned General Fund balance of 15.8% 14.7% (greater than 8%) for the fiscal year ending June 30, 2020 2021. 2. The Executive Audit Summary presented by the auditing firm of MMKR & Co, P.A at the November 23, 2020 November 22, 2021 meeting of the School Board confirmed a June 30, 2020 2021 year-end unassigned fund balance of 13.2% 14.2% (greater than 8%). This calculation of unassigned fund balance percentage includes, in the denominator, expenditures for operating capital. For consistency purposes, the district excludes operating capital expenditures from its internal calculation of unassigned fund balance, which remains in a restricted and self-contained fund. The district's internal calculation of unassigned fund balance was of 16.1% 16.3%. was also presented at the November 23, 2020 meeting of the school board. 	55
<p><u>Statement of Assertion:</u></p> <p>Report is Reasonable and Evidence support the Operational Interpretation</p>	
<p>2.5.4 Furthermore, there will be no financial plan that: Does not collect appropriate input from various sources.</p>	
<p><u>Operational Interpretation:</u></p> <ol style="list-style-type: none"> 1. I interpret this policy to mean that as the annual budget is developed, the Administration collects input from reputable sources as a function of the budget development process. Those sources could be either external or internal to the District. External <i>sources</i> may consist of, but are not limited to, the federal government, the Minnesota Department of Education, Minnesota Statute and Rule, local community advisory committees, and parents (as defined in EL 2.3). District employees are considered internal sources. <p>Public schools are local governmental entities, and therefore function as representatives of the community, state, and nation. The “public good” requires a budget process that is relatively transparent and seeks input from its customers and employees...each of whom have varying interests and values. With that said, it is important to note that the professionals hired by the District are highly trained and knowledgeable in their occupational craft.</p>	

<ol style="list-style-type: none"> The term <i>appropriate</i> in this context refers to being “suitable or proper” to the circumstance. <i>The Superintendent must weigh all of these factors when recommending a budget for approval. While all points of view and corresponding input may not find their way into the recommended budget, it is still important to acknowledge that various positions and recommendations brought forth were considered for inclusion.</i> Collection of <i>input</i> for the purposes of informing budget development must come from reputable sources with knowledge of the process and needs of the District. Generally, <i>appropriate input</i> is regarded as “advisory” in nature. <i>The Superintendent is ultimately responsible for the budget, and therefore retains the authority to determine the appropriate level of input collected during the budget development process.</i> 	
<p><u>Justification:</u></p> <ol style="list-style-type: none"> Public schools are local governmental entities, and therefore function as representatives of the community, state, and nation. The “public good” requires a budget process that is relatively transparent and seeks input from its customers and employees...each of whom have varying interests and values. With that said, it is important to note that the professionals hired by the District are highly trained and knowledgeable in their occupational craft. The Superintendent must weigh all of these factors when recommending a budget for approval. While all points of view and corresponding input may not find their way into the recommended budget, it is still important to acknowledge that various positions and recommendations brought forth were considered for inclusion. The Superintendent is ultimately responsible for the budget, and therefore retains the authority to determine the appropriate level of input collected during the budget development process. 	56
<p><u>Measurement Plan:</u></p> <p>The Superintendent shall note and recognize the contributions of internal and external sources as part of the annual budget adoption process in the annual Budget Book.</p>	
<p><u>Evidence:</u></p> <p>The Introductory Section of the 2019-20 2020-21 Budget Book included the following information regarding the collection of input:</p> <p>Collecting Input</p> <p><i>School Board Executive Limitation 2.5.4 states that “There will be no financial plan that does not collect appropriate input from various sources”. The process to build the proposed 2019-20 2020-21 budget included the following input opportunities:</i></p> <ol style="list-style-type: none"> <i><u>School Board</u> – The first official action that begins the process of budget development was the approval of the payable 2019 2020 tax levy, which occurred on December 10, 2018 December 9, 2019. This levy includes approximately 23.1% 22.7% of General Fund revenue. The board also provided guidance and input to the budget development process as follows:</i> 	

<ul style="list-style-type: none"> • January 7, 2019 January 6, 2020 – Board workshop on 5-year financial model • January 28, 2019 January 27, 2020 – Review budget timeline, discuss preliminary 2019-20 2020-21 budget assumptions, 2018-19 2019-20 Mid-year budget approval, and approval of capital bus purchases • March 25, 2019 March 23, 2020 – Approved final 2019-20 2020-21 budget assumptions, review proposed 2019-20 2020-21 preliminary capital budget • April 22, 2019 April 27, 2020 – Review proposed 2019-20 2020-21 School Board budget • April 22, 2019 April 27, 2020 – Approved 2019-20 2020-21 preliminary capital budget • May 20, 2019 – 2019-20 first reading of adopted budget and approval of the 2019-2020 School Board budget <ol style="list-style-type: none"> 2. <u>Finance Advisory Committee</u> – This committee of community members and staff reviews the assumptions included in the financial projection model. These assumptions and committee discussion provide important input into the budget development process. 3. <u>Principals</u> – This group of leaders is essential to the budget development process. They provide input and shared decision making for budget adjustments, staffing and program needs. 4. <u>Community</u> – The district website, email list and publications contained continuous updates regarding the budget development process including timeline, assumptions, and proposed adjustments. Community feedback is an essential part of assessing the final budget recommendation. 5. <u>Superintendent's Cabinet</u> – This group meets weekly. Some part of the budget development process, including discussion of staff and community feedback, is on the agenda each week. 	57
<p><u>Statement of Assertion:</u> Report is Reasonable and Evidence support the Operational Interpretation</p>	
Board member's summarizing comments:	

Eden Prairie School District 272
Superintendent Monitoring Report

Policy Name: EL 2.0 Global Executive Constraint	Monitoring Time Frame: July 1, 2019 to June 30, 2020 July 1, 2020 to June 30, 2021	Policy Monitoring Column FOR BOARD USE ONLY Compliance rating: <ul style="list-style-type: none"> • OI is/is not reasonable • Evidence supports/does not support the OI <i>Include specific evidence for rating conclusion and recommendations.</i>
Policy Quadrant: Executive Limitations	Date of School Board Monitoring: December 14, 2020 December 13, 2021	
		Board member name:
<u>Global Constraint:</u> The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, unethical, imprudent, or in violation of commonly accepted business and professional practices.		(enter rating and reasoning when appropriate) <div style="text-align: right;">58</div>
Operational Interpretation: I interpret this policy to mean that I will not cause or allow any conduct that is not ethical or lawful within the reasonable and legal scope of District control. The provisions in Executive Limitations policies 2.1 to 2.9 have demonstrated that I have not allowed any practice, activity, decision, or organizational circumstance that is unlawful, unethical, imprudent, or in violation of commonly accepted business and professional practices.		
Justification: The provisions in Executive Limitations policies 2.1 to 2.9 have demonstrated that I have not allowed any practice, activity, decision, or organizational circumstance that is unlawful, unethical, imprudent, or in violation of commonly accepted business and professional practices.		
Measurement Plan: Compliance with all provisions of Executive Limitations 2.1 to 2.9		
Evidence: I have presented supporting data throughout the Executive Limitations policies 2.1 to 2.9.		
Statement of Assertion: Report is Reasonable and Evidence support the Operational Interpretation with the exception of EL 2.9.11		

Board Member’s summarizing comments:

**Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data**

The purpose of this document is to demonstrate to the owners that the Board is accountable to our
Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
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BOARD-MANAGEMENT DELEGATION (BMD) POLICIES					
3.0 Single Point of Connection	09.27.21	Yes			60 Yes
3.0 Single Point of Connection	11.23.20	No	Board acknowledges that Director Stoltz was in violation during Board Meeting held on Aug 24, 2020.	Director Stoltz to bring forward a public statement regard violation for consideration for entry into the public record at the Dec 14, 2020 Board Meeting.	Public Statement Completed 12/14/20
3.1 Unity of Control	09.27.21	Yes			Yes
3.1.1	09.27.21	Yes			Yes
3.1.2	09.27.21	Yes			Yes
3.1.3	09.27.21	Yes			Yes
3.2 Delegation to the Superintendent	09.27.21	Yes			Yes
3.2.1	09.27.21	Yes			Yes
3.2.2	09.27.21	Yes			Yes
3.2.3	09.27.21	Yes			Yes
3.2.4	09.27.21	Yes			Yes

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
3.2.3	11.23.20	No	Board acknowledges that Director Stoltz was in violation during Board Meeting held on Aug 24, 2020.	Director Stoltz to bring forward a public statement regard violation for consideration for entry into the public record at the Dec 14, 2020 Board Meeting.	Public Statement Completed 12/14/20
3.3 Superintendent Accountability and Performance	09.27.21	Yes			Yes
3.3.1	09.27.21	Yes			Yes
3.3.2	09.27.21	Yes			Yes
3.3.3	09.27.21	Yes			Yes
3.3.4	09.27.21	Yes			Yes
3.3.5	09.27.21	Yes			Yes
4.0 Global Governance Commitment	10.25.21	Yes			Yes
4.0.1	10.25.21	Yes			Yes
4.0.2	10.25.21	Yes			Yes
4.1 Governing Style	10.25.21	Yes			Yes
4.1.1	10.25.21	Yes			Yes

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

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Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.1.2	10.25.21	Yes			Yes
4.1.3	10.25.21	Yes			Yes
4.1.4	10.25.21	Yes			Yes
4.1.5	10.25.21	Yes			Yes
4.1.6	10.25.21	Yes			Yes
4.2					
School Board Job Products	10.25.21	Yes			Yes
4.2.1	10.25.21	Yes			Yes
4.2.2	10.25.21	Yes			Yes
4.2.2 - A	10.25.21	Yes			Yes
4.2.2 - B	10.25.21	Yes			Yes
4.2.2 - C	10.25.21	Yes			Yes
4.2.2 - D	10.25.21	Yes			Yes
4.2.3	10.25.21	Yes			Yes
4.3					
Annual Work Plan	10.25.21	Yes			Yes
4.3.1	10.25.21	Yes			Yes
4.3.2	10.25.21	Yes			Yes
4.3.3	10.25.21	Yes			Yes

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our
Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.4 Officer Roles	09.27.21	Yes			Yes
4.4.1	09.27.21	Yes			Yes
4.4.1.1	09.27.21	Yes			Yes
4.4.1.2	09.27.21	Yes			Yes
4.4.1.3	09.27.21	Yes			Yes
4.4.1.4	09.27.21	Yes			Yes
4.4.1.5	09.27.21	Yes			Yes
4.4.1.6	09.27.21	Yes			Yes
4.4.1.7	09.27.21	Yes			Yes
4.4.1.8	09.27.21	Yes			Yes
4.4.1.9	09.27.21	Yes			Yes
4.4.2	09.27.21	Yes			Yes
4.4.3	09.27.21	Yes			Yes
4.4.4	09.27.21	Yes			Yes
4.5 School Board Members' Code of Conduct	09.27.21	Yes			Yes
4.5.1	09.27.21	Yes			Yes
4.5.2	09.27.21	Yes			Yes
4.5.2.1	09.27.21	Yes			Yes
4.5.2.2	09.27.21	Yes			Yes

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our
Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.5.2.3	09.27.21	Yes			Yes
4.5.3	09.27.21	Yes			Yes
4.5.3.1	09.27.21	Yes			Yes
4.5.3.2	09.27.21	Yes			Yes
4.5.4	09.27.21	Yes			Yes
4.5.5	09.27.21	Yes			Yes
4.5.6	09.27.21	Yes			Yes
4.5.7	09.27.21	Yes			Yes
4.5.8	09.27.21	Yes			Yes
4.5.8.1	09.27.21	Yes			Yes
4.5.8.2	09.27.21	Yes			Yes
4.5.8.3	09.27.21	Yes			Yes
4.5.8.4	09.27.21	Yes			Yes
4.5.8.5	09.27.21	Yes			Yes
4.5.8.6	09.27.21	Yes			Yes
4.5.8.7	09.27.21	Yes			Yes
4.5					
School Board Members' Code of Conduct	03.22.21	Yes	Board Director Stoltz' actions after the Board Meeting on Aug 24, 2020 were not ethical or businesslike and did not display appropriate decorum. Her actions led to significant risk of the Board committing a legal violation. Significant	Director Stoltz will be required by the Board to retake the Phase 1 and Phase 2 training as described in policy 4.5.8.2 and 4.5.8.3 by the end of January 2021 and the	-MSBA Phase 1 Completed 12/8/20
4.5.1	03.22.21	Yes			
4.5.2	03.22.21	Yes			

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our
Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.5.2.1	03.22.21	Yes	violations occurred on policies 4.5.1, 4.5.3, 4.5.4, 4.5.6, and 4.5.7. Director’s Stoltz’s actions caused division among the Board that have taken and will continue to take significant action to address.	Introduction to Policy Governance Course as described in 4.5.8.1 at a date to be determined in early 2021. Director Stoltz will also be removed from her appointment to the Board Development Committee. Director Stoltz will bring forward a public statement regarding these violations for consideration for entry into the public record at the December 14, 2020 Board meeting.	-MSBA Phase 2 Completed 12/17/20 -Public Statement Completed 12/14/20 -Intro to Policy Governance Training Completed 1/17/21
4.5.2.2	03.22.21	Yes			
4.5.2.3	03.22.21	Yes			
4.5.3	03.22.21	Yes			
4.5.3.1	03.22.21	Yes			
4.5.3.2	03.22.21	Yes			
4.5.4	03.22.21	Yes			
4.5.5	03.22.21	Yes			
4.5.6	03.22.21	Yes			
4.5.7	03.22.21	Yes			
4.5.8	03.22.21	Yes			
4.5.8.1	03.22.21	Yes			
4.5.8.2	03.22.21	Yes			
4.5.8.3	03.22.21	Yes			
4.5.8.4	03.22.21	Yes			
4.5.8.5	03.22.21	Yes			
4.5.8.6	03.22.21	Yes			
4.5.8.7	03.22.21	Yes			
4.6 Process for Addressing School Board Member Violations	09.27.21	Yes			Yes

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our
Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.6.1	09.27.21	Yes			Yes
4.6.2	09.27.21	Yes			Yes
4.6.3	09.27.21	Yes			Yes
4.6.4	09.27.21	Yes			Yes
4.6.4.1	09.27.21	Yes			Yes
4.6.4.2	09.27.21	Yes			Yes
4.6.4.2	11.09.20	No		Director Stoltz will be required by the Board to retake the Phase 1 and Phase 2 training as described in policy 4.5.8.2 and 4.5.8.3 by the end of January 2021 and the Introduction to Policy Governance Course as described in 4.5.8.1 at a date to be determined in early 2021. Director Stoltz will also be removed from her appointment to the Board Development Committee. Director Stoltz will bring forward a public statement regarding these violations for consideration for entry into the public record at the December 14, 2020 Board meeting.	-MSBA Phase 1 Completed 12/8/20 -MSBA Phase 2 Completed 12/17/29 -Public Statement Completed 12/14/20 -Intro to Policy Governance Training Completed 1/17/21

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our
Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
					67
4.7 School Board Committee Principles	09.27.21	Yes			Yes
4.7.1	09.27.21	Yes			Yes
4.7.2	09.27.21	Yes			Yes
4.7.3	09.27.21	Yes			Yes
4.7.4	09.27.21	Yes			Yes
4.8 School Board Committee Structure	09.27.21	Yes			Yes
4.8.1	09.27.21	Yes			Yes
4.8.2	09.27.21	Yes			Yes
4.8.3	09.27.21	Yes			Yes
4.8.4	09.27.21	Yes			Yes
4.9 Governance Investment	10.25.21	Yes			Yes
4.9.1	10.25.21	Yes			Yes
4.9.1.1	10.25.21	Yes			Yes
4.9.1.2	10.25.21	Yes			Yes

Record of Board Self-Evaluation
Governance Policies
(July 1, 2020 – June 30, 2021)
Monitoring July 1, 2020 – June 30, 2021 School Year Data

The purpose of this document is to demonstrate to the owners that the Board is accountable to our
Board Management Delegation and Governance Process policies.

Policy	Date of Self-Evaluation	Board Behavior Fully Compliant? Y/N	Board behavior needing improvement or opportunity for continuous improvement	Commitment Made/Action Taken	Completed
4.9.1.3	10.25.21	Yes			Yes
4.9.2	10.25.21	Yes			Yes
4.9.3	10.25.21	Yes			Yes
4.10 Operation of the School Board Governing Rules	09.27.21	Yes			Yes
4.10.1	09.27.21	Yes			Yes
4.10.1.1	09.27.21	Yes			Yes
4.10.1.2	09.27.21	Yes			Yes
4.10.1.3	09.27.21	Yes			Yes
4.10 Operation of the School Board Governing Rules	Nov 9, 2020	No	Board acknowledges that Director Stoltz was in violation during Board Meeting held on Aug 24, 2020.	Director Stoltz to bring forward a public statement regard violation for consideration for entry into the public record at the Dec 14, 2020 Board Meeting	Public Statement Completed 12/14/20
4.10.1	Nov 9, 2020	No			
4.10.1.1	Nov 9, 2020	No			
4.10.1.2	Nov 9, 2020	No			
4.10.1.3	Nov 9, 2020	No			

**Record of Board Policy Monitoring
Ends and Executive Limitations
July 1, 2020 – June 30, 2021**

Monitoring 2020-2021 School Year Data

The purpose of this document is to demonstrate to the owners that the board holds the superintendent accountable to our Ends and ELs.

Policy	School Year	Operational Interpretation – Reasonable or not?		Evidence – demonstrates expected progress?		Date to bring back the district’s plan to demonstrate expected progress in the future	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
ENDS							
1.1 Each student graduates and is academically prepared to progress to multiple opportunities after high school	2020-21	Yes 06/22/20	Yes 06/22/20	Yes 10/25/21	Yes 10/25/21		Yes 10/25/2169
1.1.1 Each student is reading at grade level by the end of third grade	2020-21	Yes 06/22/20	Yes 06/22/20	No 10/25/21	No 10/25/21	Update: Feb. 28, 2022	No
1.1.2 Each student achieves individual growth expectations and proficiency annually in, but not limited to, Language Arts, Math and Science	2020-21	Yes 06/22/20	Yes 06/22/20	No 10/25/21	No 10/25/21	Update: Mar. 28, 2022	No

1.1.3 Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements	2020-21	Yes 06/22/20	Yes 06/22/20	Yes 10/25/21	Yes 10/25/21		Yes 10/25/21
1.2 Each student demonstrates the 21 st century skills needed to succeed in the global economy	2020-21	Yes 06/22/20	Yes 06/22/20	Yes 10/25/21	Yes 10/25/21		Yes 10/25/21 70
1.3 Each student demonstrates the knowledge that citizens and residents of the United States need to contribute positively to society	2020-21	Yes 06/22/20	Yes 06/22/20	Yes 10/25/21	Yes 10/25/21		Yes 10/25/21

Policy	Date	Operational Interpretation – Reasonable or not?		Evidence – supports Operational Interpretation or not?		Date to re-monitor if either the OI is Not Reasonable or if Evidence doesn’t support OI	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
EXECUTIVE LIMITATIONS							
EL 2.0 Global Executive Constraint	12/13/21						
EL 2.1 Emergency Superintendent Succession	08/23/21	Yes	Yes	Yes	Yes	Yes	Yes
EL 2.2 Treatment of Students	08/23/21	Yes	Yes	Yes	Yes	Yes	Yes
EL 2.3 Treatment of Parents	09/27/21	Yes	Yes	Yes	Yes	Yes	Yes
EL 2.4 Treatment of Staff	10/25/21	Yes	Yes	Yes	Yes	Yes	Yes ⁷¹
EL 2.5 Financial Planning and Budgeting	12/13/21						
EL 2.6 Financial Management and Operations	09/27/21	Yes	Yes	Yes	Yes	Yes	Yes
EL 2.7 Asset Protection	08/23/21	Yes	Yes	Yes	Yes	Yes	Yes
EL 2.8 Compensation and Benefits	10/25/21	Yes	Yes	Yes	Yes	Yes	Yes
EL 2.9 Communication and Support to the School Board	11/22/21	Yes	Yes	Yes	Yes (with the exception of EL 2.9.11)	TBD	No

**Record of Board Policy Monitoring
Ends and Executive Limitations
July 1, 2021 – June 30, 2022**

Monitoring 2021-2022 School Year Data

The purpose of this document is to demonstrate to the owners that the board holds the superintendent accountable to our Ends and ELs.

Policy	School Year	Operational Interpretation – Reasonable or not?		Evidence – demonstrates expected progress?		Date to bring back the district’s plan to demonstrate expected progress in the future	Completed
		Superintendent Assertion	Board Finding	Superintendent Assertion	Board Finding		
ENDS							
1.1 Each student graduates and is academically prepared to progress to multiple opportunities after high school	2021-22	Yes 6/28/21	Yes 6/28/21				
	2022-23						72
1.2 Each student is reading at grade level by the end of third grade	2021-22	Yes 6/28/21	Yes 6/28/21				
	2022-23						
1.3 Each student achieves individual growth expectations and proficiency annually in, but not limited to, Language Arts, Math and Science	2021-22	Yes 6/28/21	Yes 6/28/21				
	2022-23						

1.4 Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements	2021-22	Yes 6/28/21	Yes 6/28/21				
	2022-23						
1.5 Each student demonstrates the 21 st century skills needed to succeed in the global economy	2021-22	Yes 6/28/21	Yes 6/28/21				
	2022-23						
1.6 Each student demonstrates the knowledge that citizens and residents of the United States need to contribute positively to society	2021-22	Yes 6/28/21	Yes 6/28/21				
	2022-23						

73

Resolution of Acceptance of Donations

BE IT RESOLVED by the School Board of Independent School District No. 272 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors:

Oak Point Elementary:

- Donation of \$185.98 – The Blackbaud Giving Fund (By Its Agent, Your Cause), Charleston, SC – grant made on behalf of C.H. Robinson and its donor, specifically Patrick Nolan. The donation was made for the Lantern Stroll fund raiser sponsored by the Oak Point Elementary PTO.

SUPERINTENDENT CONSENT AGENDA

A. Semi-Monthly Reports

HUMAN RESOURCES

1. Human Resources – Cabinet

a. Resignation/Retirements

Ament, Michelle – Senior Director of Personalized Learning, Administrative Services Center, effective 12/13/2021.

2. Human Resources – Administrative/Supervisory/technical (AST)

a. New Hires

Ongie, Michael – Instructional Excellence Coordinator, Administrative Services Center, 8 hours/day, 5 days/week, 260 days/year, effective 11/29/2021.

b. Resignation/Retirements

Brazil, Joseph – Director of Technology, Administrative Services Center, effective 12/17/2021.

3. Human Resources – Eden Prairie Supervisors & Specialists (EPSS)

a. New Hires

Becker, Grace – Marketing & Communications Coordinator, Administrative Services Center, 8 hours/day, 5 days/week, 260 days/year, effective 12/6/2021.

4. Human Resources – Licensed Staff

a. New Hires

Bouffleur, Lindsey – Permanent Building Substitute, Eden Lake Elementary, effective 12/13/2021 through 5/27/2022.

McPherson, James – Permanent Building Substitute, Eden Prairie High School, effective 11/17/2021 through 5/27/2022.

Meek, Gretchen – Psychologist, 0.5 FTE, EP Online, effective 11/22/2021.

Martin, Mira – Speech-Language Pathologist, 1.0 FTE, Early Childhood Special Education, effective 11/17/2021.

Miller, Samantha – Early Childhood Special Education Teacher (Ages 3-5), Early Childhood Special Education, effective 12/20/2021.

Ritter, Lauren – Grade 3, 1.0 FTE, Forest Hills Elementary, effective 10/6/2021 through 12/17/2021.

Wynia, Giselle – Permanent Building Substitute, Cedar Ridge Elementary, effective 12/06/2021 through 5/27/2022.

5. Human Resources – Classified Staff

a. New Hires

BUILDING SERVICES

Morgan, David – Day Custodian, Prairie View Elementary, 8 hours/day, 5 days/week, 260 days/year, effective 11/29/2021.

CLASS

Abshir, Shafie – Technology Support Specialist, Technology, 8 hours/day, 5 days/week, 260 days/year, effective 11/23/2021.

Guimont, Jon – Technology Support Specialist, Technology, 8 hours/day, 5 days/week, 260 days/year, effective 11/22/2021.

Hamoude, Michelle – Office Professional - Counselors, Central Middle School, 7 hours/day, 5 days/week, 191 days/year, effective 11/29/2021.

FOOD SERVICE

Amundson, Melania – Food Service Assistant I, Central Middle School, 4 hours/day, 5 days/week, 177 days/year, effective 12/1/2021.

Marshall, Jennifer – Food Service Assistant I – Cashier, Eden Prairie High School, 4.5 hours/day, 5 days/week, 177 days/year, effective 12/1/2021.

McMahon, Anne – Food Service Assistant I, Eden Prairie High School, 3.5 hours/day, 5 days/week, 177 days/year, effective 11/22/2021.

MSEA

Adan, Rahma – Little Eagles Preschool Paraprofessional, Community Education, 3 hours/day, 4 days/week, 143 days/year, effective 12/2/2021.

August, Jenny – Early Childhood Special Education Professional, Community Education, 3.42 hours/day, 4 days/week, 156 days/year, effective 11/29/2021.

Bharath Kumar, Shalini – Permanent Building Paraprofessional Substitute, Prairie View Elementary, 6 hours/day, 5 days/week, 178 days/year, effective 12/6/2021 through 6/9/2022.

Byrnes, Taylor – Little Eagles Preschool Paraprofessional, Community Education, 3 hours/day, 4 days/week, 143 days/year, effective 12/6/2021.

Idris, Mohamed – Avid Tutor, Central Middle School, 7 hours/day, 2 days/week, 51 days/year, effective 12/1/2021.

Khan, Marjon – Permanent Building Paraprofessional Substitute, Forest Hills Elementary, 6 hours/day, 5 days/week, 178 days/year, effective 11/23/2021 through 6/9/2022.

Kristenson, Michaela – Special Education Paraprofessional, Forest Hills Elementary, 5 hours/day, 5 days/week, 178 days/year, effective 11/29/2021.

Page, Amber – Eagle Zone Special Education Paraprofessional, Community Education, 6 hours/day, 5 days/week, 178 days/year, effective 12/6/2021.

Reiter, Marcelyn – Early Childhood Special Education Paraprofessional, Community Education, 5.33 hours/day, 5 days/week, 178 days/year, effective 11/17/2021.

Rodriguez, Rosa – Permanent Building Paraprofessional Substitute, Eagle Heights Spanish Immersion, 6 hours/day, 5 days/week, 178 days/year, effective 11/22/2021 through 6/9/2022.

Schumacher, Caroline – Permanent Building Paraprofessional Substitute, Eden Lake Elementary, 6 hours/day, 5 days/week, 178 days/year, effective 12/6/2021 through 6/9/2022.

Stodgell, Maureen – Student Supervisor, Central Middle School, 7.5 hours/day, 5 days/week, 172 days/year, effective 12/06/2021.

TRANSPORTATION

Holmquist, Connie – Bus Driver, Transportation, 5.05 hours/day, 5 days/week, 178 days/year, effective 11/18/2021.

Klaseus, Corine – Bus Driver, Transportation, 4.98 hours/day, 5 days/week, 178 days/year, effective 11/18/2021.

Kurtz, Dan – Bus Driver, Transportation, 5.36 hours/day, 5 days/week, 178 days/year, effective 11/15/2021.

b. Resignation/Retirements

CLASS

Johnson, Essence – Student Supervisor, Central Middle School, effective 11/23/2021.

Lucas, James – Technology Support Specialist, Administrative Services Center, effective 11/29/2021.

FOOD SERVICE

Crowe, JoLynn – Food Service Assistant I, Prairie View Elementary, effective 12/22/2021.

Swezey, Michael – Food Service Assistant I, Central Middle School, effective 12/2/2021.

MSEA

Gjervold, Debbie – Special Education Paraprofessional, Oak Point Elementary, effective 11/30/2021.

Reilly, Natasha – Paraprofessional, EP Online, effective 12/17/2021.

Board Business -

General Consent Agenda

Approval of Payments, all funds November 2021

Check #411252-411509	\$1,233,126.22
Electronic Disbursements	\$7,764,418.69
TOTAL	\$8,997,544.91

Acknowledgment of Electronic Transfers October 2021

INVEST DATE	FROM	TO	INTEREST RATE	MATURITY DATE	PRINCIPAL
10/25/2021	PMA Financial	MNTrust	.030%	11/24/2021	\$2,000,049.32
10/25/2021	PMA Financial	MNTrust	.030%	11/24/2021	\$2,000,049.32
10/25/2021	PMA Financial	MNTrust	.030%	11/24/2021	\$5,5000,135.62
12/10/2020	PMA Financial	MNTrust	.104%	12/10/2021	\$249,959.13
12/10/2020	PMA Financial	MNTrust	.092%	12/10/2021	\$249,930.90

Memorandum

To: Eden Prairie School Board

From: Dr. Josh Swanson


Date: December 13, 2021

Regarding: District Policies

On an annual basis District Policies are reviewed. Under policy governance this is the responsibility of the Superintendent but requires Board approval. That process has been completed and several policies updated based on: changes in statute, a review of the Minnesota School Board Association model policies, and recommendations by our legal counsel. After a thorough review, my recommendation is that the board approve the policies as presented. I have included a summary of the changes to each policy on the table below and the full policies are available for your review within Appendix A of the board packet.

Policy	Mandatory	Name	Notes for the Board
102	No	Equal Educational Opportunity	Added language to specifically address Section 504 and Title IX and revised language to clarify the policy
406	No	Public and Private Personnel Data	Language changes to reflect current state organizations, adjustments in statute, clarity regarding data sets, and readability
413	Yes	Harassment and Violence	Adjustments to keep the policy aligned with State law
413F	Yes	Harassment-Violence Report Form	Changes to maintain alignment with policy language
501	Yes	School Weapons Policy	Modifications to adjust definitions and reporting requirements to align with statute and requirements
503	No	Student Attendance	Language adjustments and notification around accommodations for religious observance

Policy	Mandatory	Name	Notes for the Board
534	No	School Meal Policy (renamed)	Alignment of policy language to our current practices and state statute



Tiered Supports for Students

Dec. 13, 2021



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

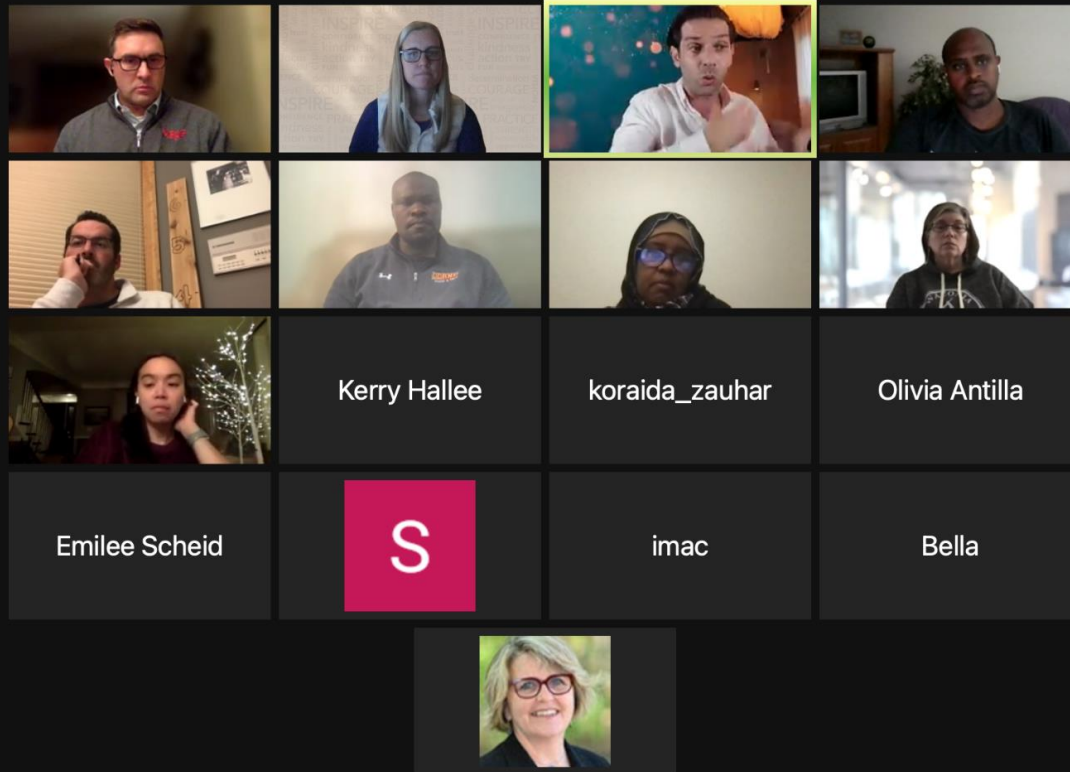
ESSER Community Input

What is ESSER?

September **ThoughtExchange** Themes

- Air circulation & ventilation
- Outdoor spaces
- Family supports
- Accelerate learning
- Student mental health

Family Engagement Design





For all

For some

For few

For all

Caring School
Community

Mental health
information
campaign

Culturally
responsive
communication

Facilities and
outdoor space

For some

Washburn
& EPS staff
collaboration

For few



For some

Individual tutoring:
Power Reading

EmpowerU:
Build social-emotional
awareness with
mentor

Caring School
Skill Groups



For few

Greater access to
Washburn therapists

Power Reading

Staff will support growth in literacy skills, supporting confidence and engagement across the academic areas.

- Individualized, daily reading practice with an adult
- Instructional Strategy is selected to precisely match the student need for modeling and practice of reading skills
- Skills include phonics/decoding, reading fluency, and reading comprehension
- Progress is closely monitored to ensure responsive adjustments to the instructional plan
- Positions are posted for all elementary sites
- Supports access to Collaborative Literacy



Collaborative for Academic, Social, and Emotional Learning (CASEL)

Self Awareness

Self Management

Responsible Decision Making

Relationship Skills

Social Awareness

SEL: Curricular Resources

- **Caring School Community:** intentionally build Social Emotional Skills in elementary classrooms
 - Tightly aligned with our Literacy Curriculum and CASEL
 - Daily morning circle; reflective & restorative class meetings
 - Build specific social-emotional and interpersonal skills
- **EmpowerU:** a new resource for secondary
 - Students focus on social emotional learning with building mentor
 - Focus on emotional regulation, confidence building and community connection

Expanding access:

Mental Health Across the Tiers

- School-Based Mental Health: A Collaboration
- Collaboration with Washburn Therapists
 - More professional development for our staff
 - Greater access for our student and families⁹¹
- Build awareness to support mental wellness and psychological safety for all

Eden Prairie School Board Community Linkage Committee Report

Meet & Greet:

Received minimal feedback on interests, so we have put together a short-term plan for Jan-March. Each event requires two board members:

1/8/2022: 7pm Girls Hockey vs Edina EPCC

Board Member #1 _____

Board Member #2 _____

1/14/2022: 7pm Boys Basketball vs Hopkins EPHS

Board Member #1 _____

Board Member #2 _____

1/22/2022: Boys Hockey, EPCC vs Minnetonka 7pm

Board Member #1 _____

Board Member #2 _____

2/7/2022: District-wide Band Concert 6:15pm and 8pm EPHS

Board Member #1 _____

Board Member #2 _____

Remember to enter comments/themes into our feedback/comment tracking database.

Options for March-April

- Feb-April: Elementary School Carnivals TBD
- Robots: TBD
- Senior Center
- School Sponsored standing community committees

Listen & Learn Event:

CMS PAC

Format: Similar to June event- Welcome, District Overview, Small-group discussion (break-out groups)

Some agreement on week of 3/7/2021, no feedback on specific day or time.

Propose: Tuesday 3/8/2022 @7pm-830pm....Maybe tours of CMS from 630pm-7pm?

Measuring What Matters: Next two metrics

Please consider the following options:

Financial:

Financial Metric: Tax burden per average resident (School Board), General fund stability (E.L. 2.5.3)

Reasoning: Critical metrics that the public holds us accountable to through elections/residency in EP. Additionally, fund stability provides discipline and allows for long-term planning.

Executive Limitations:

Overall 2.0, with focus on- Treatment of Students/Parents (E.L 2.2 and 2.3): Include key survey metrics that would be consistent over surveys to provide historical context. Evaluate other metrics in 2.2 or 2.3 that would be relevant.

Reasoning: Use the Morris/Leatherman Survey of the EPS experience to demonstrate high value and consistent experience (perspectives I-II-III slides). Provides parents and residents an independent snapshot into EPS.

Next Board Meeting:

CLC will review the 2021 CLC Work Plan approved at the beginning of the year for progress, open items, and 2022 priorities.

Winter 2022 Inspiring News Article

Second Draft – 12/13/21

Responding to Adversity

Since the beginning of 2020, many in our community have faced challenges and experienced loss. We have all been reminded that how we respond to adversity matters a great deal. The Eden Prairie School Board is incredibly grateful for and proud of how our community has and continues to respond to adversity.

- School district staff has shown incredible creativity, flexibility, and, above all, unwavering dedication to students and families.
- Students have focused on their education and shown care and concern for their peers.
- Community members have supported each other in countless ways.

The achievement of our students demonstrates the impact of our collective response to adversity. The 2020-2021 goal for our third-grade students to be reading at grade level, which was set before the pandemic and assumed an in-person learning model, was missed by a mere 2.8 percentage points. The goal set for graduation rates was *exceeded* by 1.3 percentage points. In addition, the progress made over the last four years to reduce the gap in graduation rates between subgroups of students is truly commendable. In the coming weeks, watch for the new “Measuring What Matters” communications from the School Board. We’ll be sharing examples of how we monitor the results achieved by students and the operations of the district.

Yet and still, the challenges presented by the pandemic remain. Food service and other district departments aren’t always getting what they ordered. Staff members are pitching in daily to support and cover for each other. Teachers are working to identify gaps in students’ learning that exist as a function of non-traditional learning models during the past year. Eden Prairie School District staff has gone above and beyond for almost two years and the end is still not clearly in sight. Delivering a quality education is no small task but it’s never been more difficult than it is right now. Please say thanks to Eden Prairie Schools’ staff when you can.

Because Eden Prairie is a place where people care about their neighbors and extend grace in difficult times, we have not experienced the conflict and division that is happening in other communities. That is something of which we can all be very proud. As we all navigate the challenges of a “new normal,” let’s continue to respond to adversity with creativity and flexibility and continue to support and care for each other. Thank you Eden Prairie!

Eden Prairie School Board
2021–22 WORK PLAN CHANGES
“Proposed” Changes for the
December 13, 2021

Date of Meeting/Workshop	Changes Requested
Placeholder – General Board Work	
<ul style="list-style-type: none"> • Technology Use & Screen Time • Distance Learning-Hybrid Impact • Positive Behavior Intervention & Support (PBIS) 	
Placeholder – Policy Review	

Eden Prairie School Board
2021–22 WORK PLAN CHANGES
“Proposed” Changes

Date of Meeting/Workshop	Changes Requested
Monday, January 3, 2022 – Organization Meeting	
Monday, January 3, 2022 – Workshop	
Monday, January 24, 2022	- EL 2.9.11 – Required Reporting
Monday, February 14, 2022 – Workshop	
Monday, February 28, 2022	
Monday, March 14, 2022 – Workshop	
Monday, March 28, 2022	
Monday, April 11, 2022 – Workshop	
Wednesday, April 20, 2022 – Workshop Training	
Monday, April 25, 2022	
Monday, May 9, 2022 – Workshop	
Monday, May 23, 2022	
Monday, June 13, 2022 – Workshop	
Monday, June 27, 2022	
Placeholder – General Board Work	
Placeholder – Policy Review	

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<p>*****2021*****</p> <p>Board Meeting Mon, Jul 26, 2021 7:30 AM</p>			Resolution Calling the Eden Prairie School District Election	Finalize DRAFT - Inspiring News Article	<ul style="list-style-type: none"> •Monthly Reports •TASSEL Student Handbook •Student Handbooks: <ul style="list-style-type: none"> —High School —Middle School —Elementary Schools (Summary Detail Included) – (Included in June 28, 2021 Mtg.) 		96
Board Workshop Sat, Aug 21, 2021 9:00 AM							Tools of Cultural Proficiency
Board Meeting Mon, Aug 23, 2021 6:00 PM	<ul style="list-style-type: none"> •EL 2.1 Emergency Supt. Succession •EL 2.2 Treatment of Students •EL 2.7 Asset Protection 		Record of Board Self-Evaluation	2021-22 School Site Visits	Monthly Reports	<ul style="list-style-type: none"> •Debrief DISC Training (Moved to 9/13/21) •Morris Leatherman Presentation – Parent Survey 	
Post Meeting Board Workshop Mon, Aug 23, 2021							School Board Mtg. Self-Assessment
Board Workshop Mon, Sep 13, 2021 6:00 PM							<ul style="list-style-type: none"> •ADMIN Proposals for FY 2021-22 Workshops •2020-21 Financial Update

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							<ul style="list-style-type: none"> •NEW Policy Development Discussion (Ends & EL Policies) •School Board Webpage Update Overview •Debrief DISC Training •Board Vacancy Conversation •Community Linkage Items: <ul style="list-style-type: none"> - Listen & Learn Feedback - Meet & Greet Events/Dates - Third Grade Reading Metrics Example - Metrics Communication Template •Policy Monitoring: All BMD Policies – BMD 3.0 – 3.3 •Policy Monitoring: GP's: 4.4, 4.5, 4.6, 4.7, 4.8, & 4.10 •Confirm agenda for next Board Workshop

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Meeting Mon, Sep 27, 2021 6:00 PM	<ul style="list-style-type: none"> •EL 2.3 Treatment of Parents •EL 2.6 Financial Management & Operations <hr/> <ul style="list-style-type: none"> •All BMD Policies •BMD 3.0 Single Point of Connection •BMD 3.1 Unity of Control •BMD 3.2 Delegation to the Superintendent •BMD 3.3 Superintendent Accountability & Performance <hr/> <ul style="list-style-type: none"> •GP 4.4 Officer Roles •GP 4.5 School Board Members Code of Conduct •GP 4.6 Process for Addressing School Board Member Violations •GP 4.7 School Board Committee Principles •GP 4.8 School Board Committee Structure •GP 4.10 Operation of the School Board Governing Rules 		<ul style="list-style-type: none"> •Resolution to Appoint Election Judges •Approval of Preliminary FY 2022-23 Levy -Tax Levy Comparison - Tax Levy Presentation Pay 22 <hr/> <ul style="list-style-type: none"> •Record of Board Self-Evaluation 		Monthly Reports	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> • FY 2020-2021 Year-end Preliminary Financial Report •FY 2021-2022 Preliminary Enrollment Report •COVID-19 Update 	98

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings
Board Workshops
Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Post Meeting Board Workshop Mon, Sep 27, 2021							School Board Mtg. Self-Assessment
Board Workshop Mon, Oct 11, 2021 6:00 PM							<ul style="list-style-type: none"> •Administration: Setting Stage for FY 2022-23 Budget Guidelines •Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9 •Metric of the Month Update •Confirm agenda for next Board Workshop
Board Meeting Mon, Oct 25, 2021 6:00 PM	<ul style="list-style-type: none"> •Ends 1.1, 1.2, 1.3 Evidence (FY 2020-21) •EL 2.4 Treatment of Staff •EL 2.8 Compensation and Benefits <hr/> <ul style="list-style-type: none"> •GP 4.0 Global Governance Commitment •GP 4.1 Governing Style •GP 4.2 School Board Job Products •GP 4.3 Annual Work Plan •GP 4.9 Governance Investment 		Record of Board Self-Evaluation		Monthly Reports	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> •Enrollment Report as of 10/1/2021 •World's Best Workforce Report •FY 2020-2021 Achievement Integration Summary Report 	

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Post Meeting Board Workshop Mon, Oct 25, 2021							• School Board Mtg. Self-Assessment
Board Special Meeting Mon, Nov 8, 2021 6:00 PM			<ul style="list-style-type: none"> • Canvass Election Results • Vote on School Board Candidate Appointment 				100
Board Workshop Mon, Nov 8, 2021 6:15 PM							<ul style="list-style-type: none"> • Welcome Newly Elected & Appointed School Board Members • “New Policy Introductions” • Review of Treasurer’s Annual Report • Discussion: Board Monitoring Process and Communication • Community Linkage: <ul style="list-style-type: none"> - Identify topics for the Inspiring News • Operating Levy Conversation • Measurement that Matters – Draft

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							<ul style="list-style-type: none"> Staff Appreciation Message - Discussion Confirm agenda for next Board Workshop 101
Board Workshop Mon, Nov 15, 2021 6:00 PM							Tools of Cultural Proficiency
Board Meeting Mon, Nov 22, 2021 6:00 PM	EL 2.9 Communication and Support to the School Board		Oath of Office <hr/> Record of Board Self-Evaluation	Inspire News Topic – DRAFT Presented	Monthly Reports	FY 2020-21 Audited Financial Presentation	
Post Meeting Board Workshop Mon, Nov 22, 2021							<ul style="list-style-type: none"> School Board Mtg. Self-Assessment
Board Meeting Mon, Dec 13, 2021 6:00 PM	<ul style="list-style-type: none"> EL 2.5 Financial Planning and Budgeting EL 2.0 Global Executive Constraint 		<ul style="list-style-type: none"> Approval of Final FY 2022-23 Levy School Board Treasurer's Report Seating of new School Board Appointment <u>Closed Session:</u> Review of FY 2019-20 Superintendent Annual Review -Minn. Stat. 13D.05, Subd. 3 <hr/> <ul style="list-style-type: none"> Record of Board Self-Evaluation 	Inspire News Article (DRAFT) Approval	Monthly Reports	Truth in Taxation Hearing	

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Post Meeting Board Workshop Mon, Dec 13, 2021							• School Board Mtg. Self-Assessment

<p>*****2022*****</p> <p>Annual Organizational Meeting Mon, Jan 3, 2022 6:00 PM</p>			<ul style="list-style-type: none"> • 2022 Annual Organizational Mtg. <ul style="list-style-type: none"> - Election of Officers - School Board Compensation - School Board Calendar • Resolution for Combined Polling Places for the General Elections • School Board Meeting Calendar: Jan 1, 2022 through Jun 30, 2022 • Appointment of Intermediate District 287 Representative 		<ul style="list-style-type: none"> • 2022 Annual School District Organizational Items: <ul style="list-style-type: none"> - School District Newspaper - School District Depository/Financial Institutions - Money Wire Transfers - Early Claims Payment - School District Legal Counsel - School District Responsible Authority - Deputy Clerk & Deputy Treasurer - Facsimile Signature Authorization - Authorization to Sign Contracts - Local Education Agency (LEA) Representative - MDE Designation of Identified Official with Authority (IOWA) 		102
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EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Jan 3, 2022 6:15 PM Convene following the Annual Organizational Meeting							<ul style="list-style-type: none"> • 2022 Committees & Outside Organization Discussion • Budget: 5-Year Financial Forecast • Levy's & Schedule • Confirm agenda for next Board Workshop
Board Meeting Mon, Jan 24, 2022 6:00 PM		<ul style="list-style-type: none"> • FY 2022-23 Final School Calendar (Draft) • FY 2023-24 Preliminary School Calendar (Draft) • FY 2022-23 Budget Timelines – First Reading • FY 2022-23 Budget Assumptions – First Reading 	<ul style="list-style-type: none"> • FY 2021-22 Mid-Year Budget Approval • <u>Closed Session:</u> Safety & Security Update (MN Statue 13D.05, Subd. 3(d)) • Record of Board Self-Evaluation 	2022 School Board Committee & Outside Organization Assignments	<ul style="list-style-type: none"> • Monthly Reports • FY 2022-23 Bus Purchase • Pay Equity Reporting 	<ul style="list-style-type: none"> • EL 2.9.11 Required Reporting • Assessment 101: Reading, Understanding, and Using Large Data Sets 	
Post Meeting Board Workshop Mon, Jan 24, 2022							School Board Meeting Self-Assessment
Board Workshop Mon, Feb 14, 2022 6:00 PM							<ul style="list-style-type: none"> • Finance 101 • Confirm agenda for next Board Workshop
Board Meeting Mon, Feb 28, 2022 6:00 PM			Record of Board Self-Evaluation		<ul style="list-style-type: none"> • Monthly Reports • Approval of FY 2022-23 School Calendar 	Ends 1.1.1 Update	

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
					<ul style="list-style-type: none"> • Approval of Preliminary FY 2023-24 School Calendar • American Indian Education Resolution 		
Post Meeting Board Workshop Mon, Feb 28, 2022							School Board Meeting Self-Assessment
Board Workshop Mon, Mar 14, 2022 6:00 PM							<ul style="list-style-type: none"> • Communications • Define Policy under Policy Governance: Ends, EL's, GP's and BMD's • Policy Workshop: Discuss Potential Policy Changes • Confirm agenda for next Board Workshop
Board Meeting Mon, Mar 28, 2022 6:00 PM		<ul style="list-style-type: none"> • FY 2022-23 Capital Budget – First Reading 	<ul style="list-style-type: none"> • Final FY 2022-23 Budget Assumptions • <u>Closed Session:</u> <i>Negotiation Strategy (MN Statue 13D.03, Subd.1</i> <hr/> <ul style="list-style-type: none"> • Record of Board Self-Evaluation 	Identify Topic for Inspiring News Article	<ul style="list-style-type: none"> • Monthly Reports • Achievement & Integration Budget • Resolution to Release Probationary Teachers 	Ends 1.1.2 Update	
Post Meeting Board Workshop Mon, Mar 28, 2022							School Board Meeting Self-Assessment

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Apr 11, 2022 6:00 PM							<ul style="list-style-type: none"> •Agenda Items: Sample Agenda & Discussion of Agenda Elements •Source of Agenda Items: Board Request for Information; Superintendent Information; Agenda Timeline •FY 2022-2023 Annual Work Plan Calendar Discussion •Review DRAFT of Inspiring News Article •Discussion/Review all items in Placeholder area on "Work Plan Changes Document" •FY 2022-2023 School Board Meeting Calendar Discussion •FY 2022-2023 School Board Budget Discussion •Mechanics of Monitoring

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							• Confirm agenda for next Board Workshop
Board Workshop Wed, Apr 20, 2022 4:00 PM							Tools of Cultural Proficiency - Final 106
Board Meeting Mon, Apr 25, 2022 6:00 PM		<ul style="list-style-type: none"> FY 2022-23 School Board Work Plan – First Reading FY 2022-23 School Board Budget – First Reading 	<ul style="list-style-type: none"> Approval of FY 2022-23 Capital Budget Approval of FY 2022-23 School Board Meeting Calendar <u>Closed Session:</u> Negotiation Strategy (MN Statue 13D.03, Subd.1) <hr/> <ul style="list-style-type: none"> Record of Board Self-Evaluation 	Approve Inspiring News Article DRAFT	Monthly Reports		
Post Meeting Board Workshop Mon, Apr 25, 2022							School Board Meeting Self-Assessment
Board Workshop Mon, May 9, 2022 6:00 PM							<ul style="list-style-type: none"> Strategic Plan Confirm agenda for next Board Workshop
Board Meeting Mon, May 23, 2022 6:00 PM		FY 2022-23 Budget – First Reading	<ul style="list-style-type: none"> Approval of FY 2022-23 School Board Work Plan 		<ul style="list-style-type: none"> Monthly Reports Approval of FY 2022-23 School Meal Prices 		

EDEN PRAIRIE SCHOOL BOARD
2021-2022 ANNUAL WORK PLAN

Board Meetings

Board Workshops

Other Meetings

December 13, 2021

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
			<ul style="list-style-type: none"> •Approval of FY 2022-23 School Board Budget 				
Post Meeting Board Workshop Mon, May 23, 2022			<ul style="list-style-type: none"> •Record of Board Self-Evaluation 				<ul style="list-style-type: none"> •School Board Meeting Self-Assessment
Board Workshop Mon, June 13, 2022 6:00 PM							<ul style="list-style-type: none"> •General Fund Budget Q&A •All Ends OI's •Confirm agenda for next Board Workshop
Board Meeting Mon, June 27, 2022 6:00 PM	All Ends OI's (FY 2022-23)		<ul style="list-style-type: none"> •Approval of FY 2022-23 Adopted Budget •ISD 287 10-Year Facilities Maintenance Resolution 		<ul style="list-style-type: none"> •Monthly Reports •EPS 10-Year Facilities Maintenance Plan •Q-Comp Annual Report •Annual Review of District Mandated Policies •Summary Update of General District Policies •Approval of Updated District Policies •MSHSL Resolution for Membership 		
Post Meeting Board Workshop Mon, Jun 27, 2022							<ul style="list-style-type: none"> •School Board Meeting Self-Assessment

107

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression or age. The school district also makes reasonable accommodations for ~~disabled~~ students **with disabilities**.
- B. The school district prohibits the harassment **and discrimination** of any individual **based on any of the protected classifications** ~~for any of the categories listed above~~. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence **(413)**.
- C. **The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).**
- D. **The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).**
- E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- F. Every school district employee shall be responsible for complying with this policy conscientiously.

- G.** Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Adopted: 8/14/2012

Revised: 8/26/2019; 12/13/2021

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data **is not public and is ~~available~~-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the reasonable authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject. ~~and to school district staff who need it to conduct the business of the school district.~~**
- C. “Confidential” means the data **is-are not public and are not ~~available~~-accessible** to the subject.
- D. “Parking space leasing data” means the following government data on an **application applicant** for, or **lease lessee** of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, volunteers **or independent contractors** for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted **by an employee** 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 ~~as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a health care provider by~~ electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer; ~~and records regarding a person who has been deceased for more than fifty (50) years.~~
- H. “Public officials” means business managers, human resource directors, athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals ~~and in a charter school, individuals employed in comparable positions.~~

IV. PUBLIC PERSONNEL DATA

- A. The following information on ~~current and former~~ employees, ~~including~~ volunteers and independent contractors ~~of the school district~~, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s ~~S~~social ~~S~~security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;

8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes § 13.43, Subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;

23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment ~~or to an advisory board/~~
~~commission by the school district~~ is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when ~~applicants are considered by the school board to be they become~~ finalists for ~~an employment position~~ public employment.
- D. ~~Applicants for appointment to a public body.~~
1. ~~Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:~~
 - a. ~~name;~~
 - b. ~~city of residence, except when the appointment has a residency requirement that required that 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 multi member agency pursuant to Minnesota Statutes, section 15.0597, and;
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.

~~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.~~

EDEN PRAIRIE SCHOOL ISD 272
DISTRICT POLICY 406
PUBLIC AND PRIVATE PERSONNEL DATA

- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes § 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes § 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending, or;
 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

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

~~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 not listed in Section IV are private and will ~~only be shared 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 with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.

- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority ~~school-district~~ determines ~~it-is~~ the dissemination is necessary for the labor organization to conduct ~~its-business~~ elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ~~or-when~~ ordered or authorized by the Commissioner of the ~~Bureau of Mediation Services~~ BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if ~~the~~ its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statutes § section 253B.07, subdivision 1; or
 3. A court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime ~~committed by an employee~~.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~ does not have access to data that would identify the complainant or other witnesses if the ~~school-district~~ responsible authority determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or

2. subject the complainant or witness to harassment.

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

- L. The school district ~~shall must make any~~ report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the ~~state board of education~~ Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, § section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, § section 122A.20, subdivision 2.
- M. Private personnel data shall be disclosed to the ~~d~~Department of Employment and ~~e~~Economic security Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, , data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of ~~informing~~ providing information to a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of ~~the a~~ child in accordance with MDE Screening Guidelines, ~~when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

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

- P. ~~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. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- Q. Protected ~~H~~health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private ~~unless otherwise provided by law~~ and will not be disclosed except as permitted or required by law. ~~To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district ~~to ensure that an employee can be reached and shared with another government entity~~ in the event of an emergency or other disruption ~~affecting to ensure~~ continuity of school district operations and may be shared with another ~~for the school district or~~ government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or a 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 other person for prevailing wage purposes.

- S.T.** When a **continuing contract** teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual **abuse** offenses involving a child as set forth in **Minnesota Statutes, section 122A.40, subdivision 13(b)**, or when the Commissioner of the **Minnesota Department of Education** {MDE} makes a final determination of child maltreatment involving a teacher **under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35**, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under **Minnesota Statutes § section 13.41, subdivision 5**, and must provide the **Minnesota Professional Educator Licensing and Standards Board PELSB** and the licensing division at MDE with the necessary and relevant information to enable **the Minnesota Professional Educator Licensing and Standards Board PELSB** and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under **Minnesota Statutes § section 123B.03**, a school board or other school hiring authority must contact **the Minnesota Professional Educator Licensing and Standards Board PELSB** and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated Thomas May, Executive Director of Human Resources (952-975-7102) as the authority responsible for personnel data. If you have any questions, contact him.

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

Adopted: 8/14/2012

Revised: 10/28/2019; 12/13/2021

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, ~~(including gender identity or expression)~~, or disability (**Protected Class**).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability~~ **Protected Class**. The school district prohibits any form of harassment or violence on the basis of **Protected Class** ~~race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression), or disability~~.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's **Protected Class** ~~race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression), or disability~~, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's **Protected Class** ~~race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression), or disability~~.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's **Protected Class** ~~race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression), or disability~~, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel ~~who is~~ found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression), or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. **"Immediately" means as soon as possible but in no event no longer than 24 hours.**

C.D. Protected Classifications; Definitions

1. “Disability” means, ~~with respect to an individual any condition or characteristic that renders a person a disabled person. A disabled person is any person~~ who:
 - a. ~~has~~ a physical; sensory; or mental impairment which materially limits one or more major life activities ~~of such an individual~~;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment ~~or discrimination~~ on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment ~~or discrimination~~ on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

~~D.E.~~ “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of an individual(s) covered by this policy who is the target or victim of acts of harassment or violence.

~~E.F.~~ Sexual Harassment; Definition

1. Sexual harassment ~~includes consists of~~ unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender or sexual orientation, (including gender identity or expression).

F-G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which that~~ involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, ~~§section~~ 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G-H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of protected class individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation,~~

(including gender identity or expression), or disability an Individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression), or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts as soon as possible to an appropriate school district official designated by this policy. A person may report conduct ~~which~~ that may constitute harassment or violence anonymously.

However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker as soon as possible. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to intervene in the harassment or violence and shall inform the building report taker as soon as possible. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to intervene in harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer as soon as possible, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District, the school board hereby designates Executive Director of Human Resources as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses, positive behavioral interventions, and/or disciplinary action up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in remedial responses and/or disciplinary action up to and including termination of employment.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights shall undertake or authorize an investigation of reports or complaints alleging harassment or violence prohibited by this policy. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present information and a response to allegations during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer or designee shall report the outcome of the investigation to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be made directly with the school board. The outcome of the investigation shall document a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, 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. Disciplinary consequences will be aimed at deterring violations and to appropriately correct prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the **targets or victims and alleged perpetrators of harassment or violence**, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary and/or remedial consequences will be aimed at stopping harassment or violence, deterring violations, and appropriately disciplining the individual(s) who engaged in the harassment or violence. Remedial and/or disciplinary action shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights ~~or another state or federal agency~~, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under ~~Minnesota Law. the Maltreatment of Minors Act, Minn. Stat. §626.556.~~ If so, the duties of mandatory reporting ~~apply~~ under Minnesota Statutes Chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action, ~~as it deems appropriate,~~ to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- ~~E~~.D. The school district will develop a method of disseminating and discussing this policy with students and employees.
- ~~D~~.E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations toward students. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness, and/or sexual abuse prevention.
- ~~E~~.F. This policy shall be reviewed at least annually for compliance with state and federal law.

Adopted: 4/14/12

Revised: 8/26/19; 12/13/21



INDEPENDENT SCHOOL DISTRICT NO. 272
DISTRICT POLICY 413-F
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 272 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, {including gender identity or expression}, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, age, marital status, familial status, status with regard to public assistance, sexual orientation, {including gender identity or expression}, or disability by any pupil, teacher, administrator, or other school personnel, which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ ~~gender~~ \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation **including gender identity and expression** \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.



Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present:

This complaint is filed based on my honest belief that _____
has harassed or has been violent to me or to another person or group. The information I have
provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Revised: 12/13/21

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS**A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the

jurisdiction of the school district.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minnesota: Statutes, Section § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, Sections 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students, nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, § section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/ USE/ DISTRIBUTION

A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum

consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.**

Adopted: 8/14/2012

Revised: 11/25/2019; 12/13/2021

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY**A. Responsibilities****1. Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain Accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to

provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- A. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility for knowing the procedures governing attendance and to apply these procedures uniformly to all students. The administrator assures maintenance of accurate records on student attendance, and the preparation of a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- B. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, § section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures are approved administratively and the attendance procedures will be included in student handbooks.

1. Excused Absences

- a. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.

- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) Family vacation (limited to 5 days per year) handled as excused absences and students will be permitted to complete make-up work
- (14) Religious observance

b. Excused Absence Procedures

- (1) In order for an absence to be excused, a parent needs to call the school attendance line prior to, or the day of the absence. The parent needs to state when the child will be absent and explain the reason for the absence.
- (2) Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (3) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for missed assignments.

However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure attendance at school daily.

2. Unexcused Absences

A. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family without prior notice and exceeding 5 days.
- (6) Any other absence not included under the attendance procedures set out in this policy.

B.—Unexcused Absence Procedures

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn~~esota~~utes, ~~§§~~ sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

- (3) School district staff will work with the parent/guardian, student and the Hennepin County Attorney's office be@school process, the Hennepin County Attorney's office will follow with necessary legal action to ensure attendance at school.
- (4) If unexcused absences continue after following the be@school process, the Hennepin County Attorney's office will follow with necessary legal action to ensure attendance at school.
- (5) Along with following the Hennepin County Attorney's be@school programs, the student or his or her parent/guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent/guardian to request such a conference.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at the start of school or the start of class. Failure to do so constitutes tardiness.
2. Tardiness Information: The procedures for reporting tardiness, as well as additional information, is found in the student handbooks.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs:

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school- sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.
6. Students who will miss school regularly due to enrichment activities must seek prior approval in order for those absences to be excused. Families to whom this applies may contact the building principal for further information.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year through the Student Handbook. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

IV. REQUIRED REPORTING

A. Continuing Truant

~~Minnesota: Statutes-§ section~~ 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of ~~Minnesota: Statutes-§ section~~ 120A.22 and is absent from instruction in a school, as defined in ~~Minnesota: Statutes-§ section~~ 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three or more class periods on three (3) days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing “truant,” Minn~~esota~~: Stat~~utes~~. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student’s parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child’s absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn~~esota~~: Stat~~utes~~. § section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn~~esota~~: Stat~~utes~~. § section 120A.34.
4. That this notification serves as the notification required by Minn~~esota~~: Stat~~utes~~. § section 120A.34;
5. That alternative educational programs and services may be available in the child’s enrolling or resident district.
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student’s truancy.
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child’s driving privilege pursuant to Minn~~esota~~: Stat~~ute~~. § section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn~~esota~~esota: Stat~~ute~~ute: Ch~~apter~~apter: 260A.

V. ONLINE LEARNING ATTENDANCE**A. Attendance**

1. Attendance in online courses will be defined as active engagement in weekly coursework that makes progress toward completing all course requirements.
 - a. The following expectations define active engagement and making progress:
 - i. Students will complete 85% of the assigned work each week.
 - ii. Students will make progress at a rate that ensures that they will complete the course by the course end date.
 - iii. Students will spend, on average, ten (10) to fifteen (15) hours per week engaged in coursework. The minimum expectation is seven (7) hours per week.
 - b. Students will complete work that is their own, in accordance with Eden Prairie High Schools Handbook: Academic Integrity Policy.
 - i. Students that violate this policy will not receive credit or attendance for the submitted work.
2. Students will review, revise and resubmit work that has been returned to the student when it does not meet the assignment requirements.

3. Students will engage in timely and appropriate communication with the course instructor. This could be done in a variety of forms: email, messaging through the LMS, phone calls, visiting during office hours, other forms determined by the course instructor that has been clearly listed in a syllabus. Students will be held to the same communication requirements as the course instructor.
4. Students who are unable to login during the course week will need a parent or guardian to contact the course instructor to make them aware of illness or other personal or family emergencies.

B. Truancy

1. Students will be considered truant from school in accordance to the Truancy Policy listed in Section IV: Required Reporting.

Adopted: 6/25/2013

Revised: 11/25/2019; 12/13/21

**PUBLIC NOTICE
DISTRICT POLICY 515-F**

Independent School District No. 272 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. 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 or other 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 or other 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 20 U.S.C. § 7917, part of the federal ~~No Child Left Behind~~ Every Student Succeeds Act [and data regarding a student’s history of violent behavior,] 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

- “Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place 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. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

- 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. 272 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 the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (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 ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL, BY OCTOBER 1st OF 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 ARE NOT TO BE RELEASED TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT;**
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.**

INDEPENDENT SCHOOL DISTRICT NO. 272
EDEN PRAIRIE, MINNESOTA

Dated: _____

Chair: _____



JUVENILE JUSTICE SYSTEM REQUEST FOR INFORMATION

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(a)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution
_____ Child protection assessment/investigation
_____ Investigation/filing of CHIPS or delinquency petition

RESPONSE TO REQUEST:

The school must provide the following information on request:

INFORMATION REQUESTED: *(mark all that apply)* **RESPONSE PROVIDED:** *(yes / no)*

_____	Student's full name	_____
_____	Home address	_____
_____	Telephone number	_____
_____	Date of birth	_____
_____	Student's school schedule	_____
_____	Attendance record	_____



_____ Photographs, if any; and _____

_____ Parents' names, home addresses, and _____
telephone numbers

A record of the written request and of the release must be maintained in the student's file.

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title



JUVENILE JUSTICE SYSTEM REQUEST FOR INFORMATION

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution
_____ Child protection assessment/investigation
_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST:

(Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: *(mark all that apply)* **RESPONSE PROVIDED:** *(yes / no)*

Indicate whether you have data that document the student's:

_____ Use of a controlled substance, alcohol, or tobacco _____
_____ Assaultive or threatening conduct as defined in _____
Minn. Stat. § 13.32, Subd. 8



_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY**V. UNACCEPTABLE USES**

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks.
 7. Users must keep all account information on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY

school security devices. situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents **may** have the right at any time to investigate or review the contents of their child's files and e-mail files **in accordance with the school district's Protection and Privacy of Pupil Records Policy**. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY

review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Resources Use Agreement form for students must be read and signed by the user, the parent or guardian. The Electronic Resources Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district media devices, services, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to electronic resources.
- B. This notification shall include the following:
 - 1. Notification that electronic resource use is subject to compliance with school district policies.

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY

2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district media devices, services, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed electronic resources.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased through electronic resources that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the electronic resources is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Electronic Resources Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
 - 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

INTERNET AND ELECTRONIC RESOURCES ACCEPTABLE USE AND SAFETY POLICY

- C. The school district Internet and Electronic Resources policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Adopted 8/14/2012

Revised: 8/26/2019; 6/28/21; 12/13/21

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. **The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student.** The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than 2 meals in grades K-8 and 1 meal in grades 9-12 to this account. When an account reaches this limit, a student shall not be allowed to charge a la carte items until the negative account balance is paid. Families may add money to students' accounts (e.g., electronic payment options on the district web site, pay at the school office, or cashier during meal times).
- B. If the school district receives school lunch aid under **Minnesota Statutes section-§ 124D.111**, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. **A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.**
- D. **A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.**
- E. **Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.**
- ƆF.** The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be at a reduced rate and be charged to the student's account or otherwise charged to the student.

- DG.** When a student has a negative account balance, the student will not be allowed to charge snack items or a la carte items.
- EH.** If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission and/or phone call is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A.** The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero. ~~A meal will not be taken away from a student with an overdrawn account.~~
- B.** Families will be notified of an outstanding negative balance once the negative balance reaches 2 meals in grades K-8 and 1 meal in grades 9-12. Families will be notified by an automated system, phone call, email or letter sent home.
- C.** Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, ~~including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.~~

IV. UNPAID MEAL CHARGES

- A.** The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B.** The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C.** Negative balances of more than 2 meals in grades K-8 and 1 meal in grades 9-12, not paid prior to the end of the school year, may be turned over to the superintendent or superintendent's designee for collection. ~~In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt.~~ Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district ~~may~~will post ~~theis~~ policy on the school district's website, in addition to providing the required written notification described above.

Adopted: 6/26/2017

Revised: 11/25/2019; 06/22/2020; 12/13/2021