



Governing Board Meeting

February 4, 2026

6:00 p.m.

The Mission of the Wright Technical Center is "To partner with member school districts and industry to prepare students for careers, post-secondary education and lifelong learning."

AGENDA

- 1.0 Call to Order
- 2.0 Roll Call
- 3.0 Pledge of Allegiance
- 4.0 Agenda Approval
- 5.0 Annual Organization
 - 5.1 Election of Officers
 - 5.1.1 Chairperson
 - 5.1.2 Vice Chairperson
 - 5.1.3 Clerk
 - 5.1.4 Treasurer
 - 5.2 Appointment of Committees
 - 5.2.1 Executive - (This committee also assumes the role of Executive Director Evaluation)
 - 5.2.2 Meet & Confer
 - 5.2.3 Buildings & Grounds
 - 5.2.4 Negotiations
 - 5.2.5 Relicensure
 - 5.2.6 Finance & Budget
 - 5.3 Board Compensation Rates
 - 5.3.1 Meetings
 - 5.3.1.1 Meetings under 4 hours
 - 5.3.1.2 Meetings over 4 hours
 - 5.3.1.3 Chair
 - 5.3.1.4 Clerk
 - 5.3.1.5 Treasurer
 - 5.3.2 Mileage Reimbursement
 - Beginning on Jan. 1, 2026, the standard mileage rates for the use will be:
72.5 cents (\$0.725) per mile driven for business.
 - 5.4 Official Designations
 - 5.4.1 Depositories
 - 5.4.2 Meeting Dates
 - 5.4.3 Meeting Time

5.4.4 Notification Methods

5.4.5 Legal Counsel

5.4.6 Official District Publication

5.5 Signature Authorizations

5.5.1 Electronic Fund Transfers

5.5.2 All Other Accounts

5.6 Safe Keeping Investment Securities - The director and financial administrator are authorized to make investments in Federally insured/secured accounts which will yield the greatest interest rates and approve Old National and National Bank of Commerce - formerly Riverwood Bank pledged collateral as required by MN Statute 118A.03 followed by discussion and vote.

6.0 Approval of Consent Items - Action required

6.1 Approval of Minutes - January 6th Regular Meeting

6.2 Bills for Payment

6.3 Acceptance of Donations Received

6.3.1 Anonymous donation received through [GiveMN.org](https://www.givemn.org) - \$930.70

6.3.2 Donation received from Community Giving for WTCEO Program - \$500

6.4 Approval of Employment Agreement with Tyler Koch, Lead Maintenance/Custodian

6.5 Approval of Health Sciences HOSA Overnight Field Trip to St. Cloud, MN

Background: 6.1 & 6.2 - Approval of the minutes from previous meetings and bills. 6.3- Acceptance of donations received in January. 6.4 - Approve employment agreement with Tyler Koch. 6.5 Approve overnight field trip.

Recommendation: Approve the consent agenda as presented.

7.0 Financial Report - Anh Glewwe

7.1 Approval of the financial report

8.0 Administrative Reports

8.1 Principals Report - Mr. Karson

8.2 Directors Report - Mr. Nutter

9.0 New Business - Action required

9.1 Approval of the first readings of the policies:

A. Policy 524 - INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

B. Policy 531 - THE PLEDGE OF ALLEGIANCE

C. Policy 601 - SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

D. Policy 620 - CREDIT FOR LEARNING

E. Policy 709 - STUDENT TRANSPORTATION SAFETY POLICY

F. Policy 722 - PUBLIC DATA AND DATA SUBJECT REQUESTS

Background: Required review of policies in alignment with MSBA recommendations and MN statutory requirements. Changes/additions are reflected in strikethroughs and red text.

Recommendation: Approve the consent agenda as presented.

10.0 Adjournment

Next meeting - March 3, 2026 @ 6:00 PM

Please call or email if you have questions or cannot make the meeting.

2026 Organizational Meeting Authorizations

5.1

<u>2025 Board Officers</u>	<u>2026 Board Officers</u>
Chair: Mealey	Chair:
Vice Chair: Sixberry	Vice Chair:
Clerk: Steffens	Clerk:
Treasurer: Curtis	Treasurer:

5.2

<u>2025 Committee Appointments</u>	<u>2026 Committee Appointments</u>
Executive: Steffens, Sixberry, Curtis, Mealey	Executive:
Meet and Confer: Sansavere	Meet and Confer:
Facilities: Gierke, Paumen, Mulvihill	Facilities:
Finance / Negotiations: Mealey, Sansavere, Sixberry	Finance / Negotiations:
Relicensure: Sixberry	Relicensure:
	Director Evaluation: Executive Committee

5.3

<u>2025 Board Compensation Rates</u>	<u>2026 Board Compensation Rates</u>
Meetings under 4 hours: \$60	Meetings under 4 hours: \$
Meetings over 4 hours: \$90	Meetings over 4 hours: \$
Chair: \$70	Chair: \$
Clerk: \$60	Clerk: \$
Treasurer: \$60	Treasurer: \$

<u>2025 Mileage Reimbursement –Federal rate</u>	<u>2026 Mileage Reimbursement –Federal rate</u>
2025 Federal Rate \$.70/mile	2026 Federal Rate \$.725/mile

5.4

<u>2025 Official Designations</u>	<u>2026 Official Designations</u>
Depositories: Old National, National Bank of Commerce - Formerly Riverwood Bank Minnesota School District Liquid Asset Fund (MSDLAF+)	Depositories: Old National, National Bank of Commerce - Formerly Riverwood Bank Minnesota School District Liquid Asset Fund (MSDLAF+)
Meeting Dates: First Tuesday of every month in the BoardRoom at Wright Technical Center	Meeting Dates: First Tuesday of every month Meetings in the Boardroom at Wright Technical Center.
Meeting Time: 6:00 P.M.	Meeting Time:
Notification Methods: District Office, Website	Notification Methods: District Office, Website
Legal Counsel: Knutson, Flynn and Deans, PA	Legal Counsel: Knutson, Flynn and Deans, PA
Official District Publications: Howard Lake Herald Journal	Official District Publications: Howard Lake Herald Journal

5.5

5.6

<u>2025 Signature Authorizations</u>	<u>2026 Signature Authorizations</u>
Electronic Fund Transfers – Brian Koslofsky, Director & Anh Glewwe, Business Manager	Electronic Fund Transfers – Brian Nutter, Executive Director & Anh Glewwe, Business Manager
Accounts Payable/Finance Assistant: Lisa Stine	Accounts Payable/Finance Assistant: Lisa Stine
Executive Director: Brian Koslofsky	Executive Director: Brian Nutter
Chair: Mealey	Chair: TBD
Clerk: Steffens	Clerk: TBD
Treasurer: Curtis	Treasurer: TBD
All Other Accounts: Brian Koslofsky, Executive Director & Anh Glewwe, Business Manager	All Other Accounts: Brian Nutter, Executive Director & Anh Glewwe, Business Manager

WTC Committees

Executive: The Executive Committee consists of board members that will act as advisors to the Director between Governing Board meetings. The Executive Committee shall govern the business of the district in the absence of the Governing Board. All interim actions of the Executive Committee shall be reviewed by the Governing Board who shall be vested with the authority to repeal and/or overrule Executive Committee action. The Executive Committee determines how and what is included in the Executive Directors performance evaluation.

Finance/Negotiations: The Finance/Negotiations Committee consists of board members who will review the district finance prior to preliminary and budget revisions and review requests for increases in member district allocations. The Committee meetings are usually scheduled an hour prior to the regular board meetings 2-3 times per year with the exception of the negotiations. Negotiations have taken place between the hours of 4:00-6:00 P.M. on board meeting days or as determined by the committee. Currently the FOT is in the process of negotiating. Contracts to be settled this year are the 2022-2024 Support Staff and Principal contracts.

Facilities: The Facility Committee consists of board members that review facility needs and makes recommendations and assists administration with prioritizing expenditures.

Relicensure: The Relicensure Committee consists of board member/s and works with the principal and faculty appointed to review teacher licensure requirements. The committee usually meets 2-3 times per year at agreed upon times usually after 2:30 P.M.

Meet & Confer: The Meet & Confer Committee consists of board member/s and works with the executive director, principal and faculty appointed to review concerns that faculty/staff would like to see addressed. The committee usually meets 2-3 times per year at agreed upon time usually after 2:30 P.M.



Wright Technical Center

1405 3rd Ave. NE • Buffalo, MN 55313

Phone: 763-682-4112
www.wtc.k12.mn.us

2026-2027 Proposed Meeting Dates

Unless otherwise noted, all meetings will be held at 6:00pm on the first Tuesday of each month.

March 3, 2026 @ 6:00pm

April 7, 2026 @ 6:00pm

May 5, 2026 @ 6:00pm

June 2, 2026 @ 6:00pm

July 7, 2026 @ 6:00pm

August 4, 2026 @ 6:00pm

September 1, 2026 @ 6:00pm

October 6, 2026 @ 6:00pm

*November 4, 2026 @ 6:00pm

December 1, 2026 @ 6:00pm

January 5, 2027 @ 6:00pm

February 2, 2027 @ 6:00pm

*Meeting moved to the first Wednesday of the month.



Dates with Meeting Restrictions 2026-2027

January 1, 2026	New Year's Day Holiday	No school, no meetings
January 19, 2026	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 3, 2026	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
February 16, 2026	Presidents' Day *	No meetings
March 10, 2026	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 25, 2026	Memorial Day	No school, no meetings
June 19, 2026	Juneteenth ^	No school, no meetings
July 3, 2026	Independence Day Observed	No school, no meetings
August 11, 2026	Primary Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 7, 2026	Labor Day	No school, no meetings
September 17, 2026	Constitution Day ^^	Schools must an educational program
October 12, 2026	Indigenous Peoples Day (Optional Holiday) ^^^	No meetings if this is a school district holiday
November 3, 2026	Election Day	No meetings or activities 6:00 p.m. – 8:00 p.m.
November 11, 2026	Veterans Day	No meetings
November 26, 2026	Thanksgiving Day	No school, no meetings
November 27, 2026	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday



December 25, 2026	Christmas Day	No school, no meetings
January 1, 2027	New Year's Day Holiday	No school, no meetings
January 18, 2027	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 15, 2027	Presidents' Day *	No meetings
March 9, 2027	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 31, 2027	Memorial Day	No school, no meetings
June 18, 2027	Juneteenth Observed ^	No school, no meetings

*** Minnesota State Holidays**

[Minnesota Statutes Section 645.44](#) list dates that are "holidays" under state law. Minnesota's political subdivisions have the option of determining whether Indigenous Peoples Day or the Friday after Thanksgiving shall be holidays. Where it is determined that either day is not a holiday, public business may be conducted.

If the date is determined to be a school day, it must be reflected in the teacher's contract. If Martin Luther King's birthday, Presidents Day, Veterans Day is determined to be a school day, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, see [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*).

When the following holidays fall on a **Saturday**, the holiday is observed on the preceding **Friday**; when the following holidays fall on a **Sunday**, the holiday is observed on the following **Monday**:

New Year's Day (January 1)
Juneteenth (June 19)
Independence Day (July 4)

Veterans Day (November 11)
Christmas Day (December 25)

Juneteenth ^

On Juneteenth (June 19), "public schools may offer instruction and programs on the occasion." For more information, see [Minnesota Statutes 10.55](#) (*Juneteenth*). The Minnesota Department of Education takes the position that school may not be offered on this holiday. MSBA continues to work with MDE to determine the "instruction and programs on the occasion" that may be offered.

Constitution Day (September 17) ^^

September 17 is Constitution Day and Citizenship Day (Constitution Day). This day commemorates the September 17, 1787, signing of the United States Constitution. Under federal law ([36 U.S.C. 106](#)), each school that receives federal funds shall hold an educational program on the United States Constitution on September 17.

Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students on September 17 (if it falls on a weekend; it should be held in the previous or next week). The federal Department of Education has additional information



and resources available on its [website](#).

Indigenous Peoples Day ^^^

In 2023, the Minnesota legislature replaced Christopher Columbus Day (the second Monday in October) with Indigenous Peoples Day. All references to “Christopher Columbus Day” or “Columbus Day” are to be changed to “Indigenous Peoples Day” in Minnesota Statutes and Minnesota Rules. Thus, the conditions set forth in [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*) continue to apply on this date.



WRIGHT TECHNICAL CENTER School District 966

The meeting of the Governing Board of Wright Technical Center, School District 966, was held on Tuesday January 6, 2026 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Alternate Schaust, Steffens, Mealey, Curtis.

Others Present: Brian Nutter-Executive Director, Shaun Karson-Principal, Anh Glewwe-Business Manager (Virtual), Russell Pearson-American Federation of Teachers (Virtual).

Members Absent: Borrell.

Members Virtual: Sansevere, Paumen, Sixberry.

The meeting was called to order by Member Mealey at 6:00 p.m. followed by the Pledge of Allegiance.

Agenda Review

On motion by Member Curtis, second by Member Steffens, to approve the agenda with amendments moving the resignation of the lead custodian to the consent agenda as item 5.3, and adding the approval of the SRO contract to new business as item 8.3. Member vote by roll-call: Curtis - aye, Schaust - aye, Steffens - aye, Sansavere - aye, Paumen - aye, Sixberry - aye, Mealey - aye. Motion carried unanimously by roll-call vote.

Consent Agenda

On motion by Member Steffens, second by Member Schaust, the consent agenda was approved as amended during the agenda review, to include the lead custodian resignation. 5.1 December 2nd regular meeting minutes, 5.2 Bills for payment, 5.3 Resignation of Lead custodian. Member vote by roll-call: Curtis - aye, Schaust - aye, Steffens - aye, Sansavere - aye, Paumen - aye, Sixberry - aye, Mealey - aye. Motion carried unanimously by roll-call vote.

Financial Report

Business Manager Glewwe reported on the current finances. On motion by Member Curtis, second by Member Schaust, the financial report was approved as presented. Members voting aye: Curtis, Schaust, Steffens, Sansavere, Paumen, Sixberry, Mealey. Members voting nay: none. Motion was approved unanimously by roll-call vote.

Business Manager Glewwe presented the FY26 revised budget. On motion by Member Curtis, second by Member Sansevere, a proposed revised budget was approved as presented. Member vote by roll-call: Curtis - aye, Schaust - aye, Steffens - aye, Sansavere - aye, Paumen - aye, Sixberry - aye, Mealey - aye. Motion was approved unanimously by roll-call vote.

Principal and Director's Report

Principal Karson discussed meetings and events happening at Wright Technical Center, including high school tours and presentations, provided enrollment updates, status updates of the student-built home, and recent field trips. Director Nutter reported on meetings and events attended and upcoming, receipt of two grants, and provided operations and staffing updates.

New Business

Motion by Member Sixberry, second by Member Curtis, to approve the final reading of policies 102 Equal Education Opportunity, 214 Out of State Travel by School Board Members, 401 Equal Employment Opportunity, 402 Disability Nondiscrimination, 417 Chemical Use and Abuse, 418 Drug Free Workplace, 419 Tobacco Free Environment, as presented, followed by discussion and vote. Member vote by roll-call: Curtis - aye, Schaust - aye, Steffens - aye, Sansavere - aye, Paumen - aye, Sixberry - aye, Mealey - aye. Motion carried by unanimous roll-call vote.

Motion by Member Curtis, second by Member Sixberry, to approve the Resolution in Support of Legislation for Wright Technical Center Capital Improvements, as presented, followed by discussion and vote. Member vote by roll-call: Curtis - aye, Schaust - aye, Steffens - aye, Sansavere - aye, Paumen - aye, Sixberry - aye, Mealey - aye. Motion carried by unanimous roll-call vote.

Motion by Member Curtis, second by Member Schaust, to approve the contract for an on-site SRO, as presented, followed by discussion and vote. Member vote by roll-call: Curtis - aye, Schaust - aye, Steffens - aye, Sansavere - aye, Paumen - aye, Sixberry - aye, Mealey - aye. Motion carried by unanimous roll-call vote.

On motion by Member Steffens, second by Member Curtis, for adjournment. Member vote by roll-call: Curtis - aye, Schaust - aye, Steffens - aye, Sansavere - aye, Paumen - aye, Sixberry - aye, Mealey - aye. Motion was approved unanimously by roll-call vote. Meeting was adjourned at 6:29 P.M.



Wright Technical Center

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Donation Form

Date: January 26, 2026

Name: Anonymous

Address:

City, State, Zip:

Donation: \$930.70 donation made anonymously through GiveMN.org

We appreciate your interest in the Wright Technical Center's programs.

A handwritten signature in black ink, appearing to read 'Brian Nutter', is written over a horizontal line.

Brian Nutter
Executive Director



Wright Technical Center

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Phone: 763-682-4112
www.wtc.k12.mn.us

Donation Form

Date: January 28th, 2026

Name: Community Giving

Address: 101 7th Ave S.

City, State, Zip: St. Cloud, MN 56301

Donation: \$500 General Support/Grant Recommended by Sherri Koslofsky.

We appreciate your interest in the Wright Technical Center's programs.

Brian Nutter
Executive Director



Wright Technical Center

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EMPLOYMENT AGREEMENT

With
Tyler Koch

JOB TITLE: Lead Maintenance/Custodian

REPORTS TO: Executive Director and Principal

JOB SUMMARY

- Plans, coordinates, oversees and supervises the work of employees engaged in the cleaning and maintenance of the school district facilities.
- Meets and confers regularly with custodial staff and administration.
- Directs the ordering, procurement and delivery of custodial products, chemicals and supplies.
- Ensures that sufficient and appropriate custodial staff is available.
- Sweeps, vacuums, buffs, mops, strips, waxes, and dust mops assigned areas.
- Removes trash from rooms and buildings and puts it in containers and dumpsters.
- Cleans toilets, including mirrors, wash basins, urinals, commodes, slop sinks, etc.; fills tissue, towel and soap dispensers; disinfects as needed.
- Dust furniture, walls, window sills and other woodwork.
- Wash windows, walls and woodwork.
- Move furniture as required; set up and organize rooms for activities.
- Secure windows and classroom doors daily and check alarms.
- Repair equipment, classroom materials, light bulbs, paper towel and bathroom assemblies.
- Maintains the exterior grounds:
 - Mowing & trimming of grass
 - Removes snow from doorways, sidewalks and alleyways. Place ice melt when/where needed.

TERMS OF EMPLOYMENT

- 40 Hours/week
 - Monday - Friday = 6:00 am to 2:00 pm, other hours as agreed to by employee & administration
- Wage during 2025-2026: \$23.28 per hour
- Other fringe benefits: per terms and conditions of employment

EVALUATION

Performance of this job will be evaluated by the principal and executive director.

IN WITNESS THEREOF I have subscribed my signature this 28 day of Jan. 2026.

Lead Maintenance/Custodian

Tyler Koch
Tyler Koch

IN WITNESS THEREOF we have subscribed our signatures this ____ day of ____ 2026.

INDEPENDENT SCHOOL DISTRICT NO. 966

Chair _____

Clerk _____

FORM #606
Reviewed 4/2/24

GOVERNING BOARD OVERNIGHT FIELD TRIP APPROVAL FORM

Please answer the following questions:

1. Instructor: _____ Cheryl Morrisette _____
 - a. Other Adults Accompanying: _____ None _____
2. Program: _____ Health Science Technology _____
3. Name of the event: _____ HOSA State Leadership Conference _____
4. Location: _____ Hotel: Best Western Plus Kelly Inn _____ Event: St. Cloud Civic Center _____
5. Date of Trip: _____ March 9th, 10th & 11th _____ Number of School Days Missed: 3 days
6. Number of students participating: Female _____ 12 _____ Male _____ 0 _____
7. Grade level of the students participating: _____ Junior & Seniors _____
8. Objective of trip: _____ HOSA State Leadership Competition _____
9. Cost per student: _____ \$300 _____ : Fees raised through fundraising _____ Goal \$3,240 _____
 - a. Trip funded by:
 - i. School Account: _____ \$0 _____
 - ii. Individual Student: _____ may need up to \$50 for meals/snack _____
10. Mode of transportation: _____ Bus _____ Students will drive themselves _____ no, must take bus _____
11. ATTACH A COPY OF THE FIELD TRIP ITINERARY



Wright Technical Center

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STUDENT FIELD TRIP AUTHORIZATION

Student Name _____ High School _____

WTC Program: Health Science Technology **Dates of Event:** March 9th, 10th, & 11th

Destination: Best Western Plus Kelly Inn 100 4th Avenue S, Saint Cloud, MN 56301

Departure by Bus: Wright Technical Center on March 9th at 10 am

Return/Pickup by Bus: Wright Technical Center on Wednesday, March 11th at 2:30 pm for pickup

Objective of Field Trip: HOSA State Leadership Conference at St. Cloud Convention Center

Emergency Phone Number: WTC Main Office - 763-682-4112

Transportation: Students are required to provide their own transportation to/from WTC, WTC will transport to event via Vision Transportation Buffalo

Students may need to provide their own meals/snacks as they are not provided by HOSA.

Vehicle Type _____ License Plate _____
.....

PARENT/GUARDIAN PERMISSION & EMERGENCY INFORMATION

As a parent/guardian, I give permission for my daughter/son to participate in the above field trip event. I understand the arrangements for this trip and will not hold Wright Technical Center, Independent School District 966, its staff or Governing Board responsible beyond the normal provisions for supervision and reasonable care for my daughter/son. In the event of an accident or illness requiring medical treatment occurring while in attendance at this field trip, I the undersigned parent/guardian hereby authorize the chaperone to procure suitable medical treatment for my daughter/son. I will provide for the payment of these costs. I expect the chaperone to notify me by telephone if medical services are necessary.

Signature of Parent/Guardian _____ Date _____

Emergency Contact Phone Number _____
.....

STUDENT AGREEMENT

I, _____, will conduct myself in a responsible manner and respect all the people and equipment I come in contact with. I will follow all directions given by my chaperone. I understand and will dress appropriately for this trip.

Signature of Student _____ Date _____

HOME HIGH SCHOOL PRINCIPAL'S PERMISSION

The above named student has my permission to attend this field trip through WTC.

Signature of Principal _____ Date _____



FINANCIAL SUMMARY – January 2026



Feb 4th 2026 Board Meeting

1. Business Office Report

2. Financial Report

a. Main Revenues

January 2026 - FY2026

- Wright Academy billing – \$50,409 (Middle school - \$2,513, High school - \$47,670)
- Special Education Aid - \$31,096

December 2025 – FY2026

- FY26 Quarter 3 Assessment Invoices - \$576,031
- Wright Academy billing – \$50,409 (Middle school - \$2,513, High school - \$47,896)
- FY26 Quarter 2 Student Support Personnel Aid - \$22,146
- 25-26 Transition Disabled 1st Trimester Billing - \$7,111 (non-member), \$32,536 (member)
- General Education Aid - \$8,077
- Special Education Aid - \$21,292
- Capital Improvement - \$4,285

b. Main Expenditures

January 2026 – FY2026

- Payroll & Benefits - \$244,216
- Admin Services Contract: cmERDC - \$3,284
- FY25 Audit Fee remaining balance - \$4,800
- Network consultant - \$2,877
- Electricity - \$8,455, Water & Sewer - \$792
- LTFM: Electrical - \$2,448, Mechanical systems - \$2,530
- Gas - \$6,581
- Property Insurance - \$7,001

December 2025 – FY2026

- Payroll & Benefits - \$250,763
- Network consultant - \$2,016
- Electricity - \$8,253, Water & Sewer - \$774
- LTFM: Site project - \$2,482

- Property Insurance - \$14,002 (Dec 2025 & Jan 2026)
- Maintenance supplies - \$2,659



Wright Technical Center
Revenue Report
January 31, 2026



Budgeted YTD percentage is 58%

YTD Rev. less Exp. \$ 373,104		FY26 Revised Budget	FY26 Monthly Budget	Dec 2025	Jan 2026	FY26 Year to Date	% YTD	Remaining Balance
01- General Fund								
021	Tuition from MN Schools	3,094,414	257,868	670,145	50,183	2,001,020	65%	1,093,393.56
092	Interest Earnings	500	42	45	0	281	56%	219.40
093	Rent	17,067	1,422	1,756	1,756	10,538	62%	6,529.32
096	Gifts & Bequest	30,000	2,500	0	0	0	0%	30,000.00
098	Misc. Rev- Cornerstone Maint.	46,166	3,847	0	0	27,083	59%	19,083.16
099	Misc Rev- Local Source	25,500	2,125	5,202	931	28,923	113%	(3,423.11)
211	General Education Aid	136,339	11,362	8,077	0	64,827	48%	71,512.32
300	Misc State Aid	87,326	7,277	22,146	0	44,293	51%	43,033.48
360	Special Education Aid	240,000	20,000	21,292	31,097	121,580	51%	118,420.03
400	Fed Aid/MN CFL (ESSER, GEER, Summer)	0	0	0	0	0	0%	-
621	Sale-Mater.purch/Resale2Pupils	120,000	10,000	0	0	12,500	10%	107,500.00
625	Insurance Recovery	0	0	0	0	0	0%	-
General Fund Total		\$ 3,797,312	\$ 316,443	\$ 728,664	\$ 83,967	\$ 2,311,044	61%	1,486,268.16
07-Debt Services								
021	LTFM Bond Levy	\$ 80,121	\$ 6,677	\$ -	\$ -	46,470	58%	33,650.82
		\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 46,470.18	58%	33,650.82
08-Scholarships						0		
092	Interest Earnings	0	0	0	0	0	0%	-
096	Gifts & Bequest	2,000	167	0	500	500	25%	1,500.00
Scholarships Total		\$ 2,000	\$ 167	\$ -	\$ 500.00	\$ 500.00	25%	1,500.00
12-Student Activities								
050	Fees from Students or Patrons	0	0	0	0	0	0%	-
060	SPO Revenue	0	0	36	212	301	0%	(300.99)
619	Fundraiser Expenses	0	0	0	(80)	(70)	0%	69.99
620	Fundraiser Revenue	0	0	166	1,886	5,625	0%	(5,624.50)
621	Sale-Mater.purch/Resale2Pupils	0	0	311	1,192	6,964	0%	(6,963.73)
Student Activities Total		\$ -	\$ -	\$ 513	\$ 3,210	\$ 12,819	0%	(12,819.23)
13-Carl Perkins								
400	Fed Aid/MN CFL	622,522	51,877	28,077	87,246	228,729	37%	393,792.53
Carl Perkins Total		\$ 622,522	\$ 51,877	\$ 28,077	\$ 87,246	\$ 228,729	37%	393,792.53
18-Custodial Fund SWETC								
99	Misc Rev - Local Source	\$ 53,328	\$ 4,444	\$ 4,444	\$ -	26,664	50%	26,664.00
		\$ 53,328	\$ 4,444	\$ 4,444	\$ -	\$ 26,664	50%	26,664.00
Total All Sources		\$ 4,555,283	\$ 372,930	\$ 761,697	\$ 174,923	\$ 2,626,227	58%	1,895,405.46



Wright Technical Center Expenditure Report January 31, 2026



Budgeted YTD percentage is 58%

	FY26 Revised Budget	FY26 Monthly Budget	Dec 2025	Jan 2026	FY26 Year To Date	% YTD	Remaining Balance
01-General Fund							
100 Salaries & Wages	2,183,024	181,919	183,719	178,002	1,082,874	50%	1,100,149
200 Employee Benefits	810,655	67,555	67,045	66,215	394,200	49%	416,455
300 Purchased Services	559,142	46,595	36,303	42,576	385,214	69%	173,928
400 Supplies & Materials	237,987	19,832	3,533	10,946	108,966	46%	129,021
500 Capital Expenditures	46,000	3,833	100	12	41,128	89%	4,872
700 Interest on loan			47	0	47		
800 Other Expenditures	3,500	292	204	0	3,224	92%	276
General Fund Total	\$ 3,840,308	\$ 320,026	\$ 290,952	\$ 297,750	\$ 2,015,653	52%	1,824,655
07-Debt Service							
700 Debt Service	80,121	6,677	-	-	4,953	6%	75,168
	\$ 80,121	\$ 6,677	\$ -	\$ -	\$ 4,953	6%	75,168
08-Scholarships							
800 Other Expenditures	2,000	167			0	0%	2,000
Scholarships Total	\$ 2,000	\$ 167	\$ -	\$ -	\$ -	0%	2,000
12-Student Activities							
300 Purchased Services			0	0	0		
400 Supplies & Materials	0	0	4,339	1,800	19,892	0%	(19,892)
Student Activities Total	\$ -	\$ -	\$ 4,339	\$ 1,800	\$ 19,892	0%	(19,892)
13-Carl Perkins							
100 Salaries & Wages	54,600	4,550	0	0	0	0%	54,600
200 Employee Benefits	0	0	0	0	0	0%	0
300 Purchased Services	358,571	29,881	20,765	33,412	64,116	18%	294,455
400 Supplies & Materials	95,021	7,918	315	5,727	48,692	51%	46,329
500 Capital Expenditures	114,360	9,530	28,018	7,184	86,485	76%	27,875
Carl Perkins Total	\$ 622,552	\$ 51,879	\$ 49,098	\$ 46,323	\$ 199,293	32%	423,259
18-Custodial Fund - SWETC	\$ 53,328	\$ 4,444	\$ -	\$ -	13,332	25%	39,996
Custodial Fund Total	\$ 53,328	\$ 4,444	\$ -	\$ -	\$ 13,332	25%	39,996
Total All Funds	\$ 4,598,309	\$ 383,192	\$ 344,389	\$ 345,874	\$ 2,253,123	49%	2,345,185

WTC CASH FLOW Trend												
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan	Feb	March	April	May	June
2017-2018	1,174,457	1,292,831	1,186,456	1,029,753	998,374	823,080	902,561	1,063,750	1,062,611	1,087,424	933,580	704,108
2018-2019	792,503	1,154,266	875,546	1,342,886	818,197	549,995	530,710	508,106	318,500	267,523	367,534	93,314
2019-2020	181,770	461,362	348,666	212,723	296,286	143,359	229,710	199,504	244,270	176,819	264,732	20,486
2020-2021	240,300	315,133	249,655	360,127	413,909	360,928	351,359	250,669	344,303	254,407	231,538	136,964
2021-2022	299,422	323,129	302,307	218,998	361,225	136,343	130,696	175,647	202,633	141,405	167,840	47,025
2022-2023	212,851	108,811	130,517	102,289	61,081	60,503	170,702	91,914	91,792	66,650	97,681	155,955
2023-2024	103,283	72,734	97,384	256,754	-4,950	131,119	358,730	297,863	221,796	538,512	355,809	132,810
2024-2025	576,311	373,219	112,394	451,804	423,338	657,409	602,088	389,286	322,288	625,126	435,389	62,423
2025-2026	516,464	278,750	213,462	301,868	108,072	511,869	400,422					

WRIGHT TECHNICAL CENTER ISD 966				
CASH FLOW REVIEW - FEBRUARY 2026				
	Old National Bank		National Bank of Commerce	Note
Bank balance as of 1/30/26	\$ 35,408.35		\$ 344,254.24	
Outstanding checks & wires			\$ (8,931.78)	
Est. Feb 2026 Payroll			\$ (252,000.00)	
Est. Feb 2026 Bills			\$ (47,818.00)	
LTFM Bond Payment			\$ (75,065.85)	Due 2/1/26
Est. Feb 2026 Perkins Reimbursement			\$ 24,120.00	
Est. Wright Academy Billing for Jan 2026			\$ 55,000.00	
Est. Feb 2026 State Aids			\$ 31,096.88	
FY26 Q3 Student Support Personnel Aid			\$ 22,146.00	
Feb 2026 Aged Open Invoice			\$ 14,219.06	
Estimated End of February 2026 Balance	\$ 35,408.35		\$ 107,020.55	

Early Billing of Q4 Assessment Invoices at end of February

\$

576,031.02 For April - June 2026

Wright Technical Center

Aged Open Invoice Report

Aging Date 01/30/26

Co	Grp	Code	Customer	Inv No	Type	Terms	Inv Date	Current	31 - 60	61 - 90	91 - 120	121 - 150	151 +	Total
0966	1	1013	BECKER SCHOOLS #726	5932	Invoice	RECEIPT 09/25/2025		0.00	0.00	0.00	0.00	882.10	0.00	882.10
					Customer Total			\$0.00	\$0.00	\$0.00	\$0.00	\$882.10	\$0.00	\$882.10
0966	1	1196	MAWSECO-CORNERSTONES	6026	Invoice	RECEIPT 01/19/2026		892.00	0.00	0.00	0.00	0.00	0.00	892.00
					Customer Total			\$892.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$892.00
0966	1	1018	MONTICELLO SCHOOLS #882	6022	Invoice	RECEIPT 01/09/2026		4,514.40	0.00	0.00	0.00	0.00	0.00	4,514.40
					Customer Total			\$4,514.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,514.40
0966	1	1020	ST MICHAEL/ALBERTVILLE SCH#	6024	Invoice	RECEIPT 01/09/2026		7,032.96	0.00	0.00	0.00	0.00	0.00	7,032.96
					Customer Total			\$7,032.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,032.96
0966	1	1039	WATERTOWN/MAYER SCH #111	6025	Invoice	RECEIPT 01/09/2026		897.60	0.00	0.00	0.00	0.00	0.00	897.60
					Customer Total			\$897.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$897.60
					Report Total			13,336.96	0.00	0.00	0.00	882.10	0.00	14,219.06



Principal's Report – February 4th, 2026

Mr. Shaun Karson



General Information

- **Meetings & Events:**
 - Resources Training & Solutions (1/20) - Session 5
 - New Perkins leader Meeting (1/26)
 - MASSP Winter Conference (1/28 & 1/29)
 - Great Rivers Perkins CLNA Meeting (2/6)
 - State Perkins Meeting (2/26)

Wright Tech

- **Enrollment 2025-2026 = 515**
- **10th Grade Tours & Presentations**
 - HLWW - 96 Students toured on (12/12)
 - Maple Lake - 56 students toured on (1/15)
 - Big Lake - 57 students toured on (1/21)
 - STMA - 48 students toured on (1/22)
 - Delano - 65 students toured on (1/27)
 - Monticello - 48 Students signed up to tour on (2/6) - Rescheduled from (1/23)
- **Program Highlights & Updates**
 - **HEOM** - IUOE 49 Hinkley Training Facility (2/20)
 - **Welding** - Ridgewater Welding Competition - 8 Students (2/6)
 - **Health Science** - HOSA SState Conference (3/9 -3/11)

Wright Academy

- **Enrollment = 89 Students Day School**
 - **High School** = 85 Students (+11 since start of January & 3 referrals)
 - 1 Graduate in January (7 Total)
 - **Middle Level** = 4 Students (1 Referral)
- **Student Support & Engagement**
 - **Field Trips**
 - ~~Guthrie Theater - (1/28) - Cancelled~~
 - Sea Life MOA (2/13)
 - **Student Advisory** - Daily from 9:00-9:25, focusing on social-emotional learning/mental health, (SSR) Silent Sustained Reading, and relationship building
 - February's Theme - Mental Health Awareness

The **WRIGHT** path for High School



Executive Director's Report – February 4th, 2026

Brian Nutter

1. General Information

a. Meetings and Events

- i. MASA Region VI PD and Business Meeting (1/12)
- ii. St. Mary's Catholic Church House Meeting (1/13)
- iii. MSBA Leadership Conference (1/15)
- iv. WCEDP Annual Meeting (1/16)
- v. WA Continuous Improvement Session 5 (1/20)
- vi. WTC Presentation at Delano School Board Meeting (1/26)
- vii. WTC Superintendent's Advisory Committee Meeting (1/28)
- viii. Wright County Economic Development Authority Meeting (TBD)
- ix. Minnesota Maritime Manufacturing Summit (2/12)
- x. MnACTE and MACTA Conference (2/13)
- xi. Local 49 - IUOOE - Hinckley Training Center Site Visit (2/20)
- xii. WTC Presentation at Annandale School Board Meeting (2/23)

b. Staffing Updates

- i. Lead Maintenance/Custodian Hired
- ii. Two staff members taking MN Paid Leave

c. Programming Updates

- i. Construction - Student built house is progressing as expected. Framing inspection conducted January 20. Customer meeting held on January 13 to begin selection of finishes and other items the customer will need to make choices. Plumbing and electrical rough-ins are nearly complete, and a final framing and mechanical inspection will be completed soon.
- ii. Early Childhood and Elementary Careers (ECEC) - the first concurrent enrollment course will begin on February 9. Our post-secondary partner is Hennepin Technical College, and the first college course is CDEV 1000 - Introduction to Early Childhood Education.

2. Budget/Finance

- a. Refer to Finance Reports and Revised FY25-26 Budget; Agenda item 6.1
- b. Grant funds for the Introduction to Education Concurrent Enrollment grant will be accessible to WTC in the next 2-3 weeks. This will help offset some of our administrative costs between now and June 30th.
- c. Update on budget savings - wages and benefits for employees on leave, wages and benefits for vacant positions, cancellation of planned professional development that cannot be covered via Perkins funding.

3. Facilities/Operations

- a. Lead Maintenance/Custodian getting acquainted with facility and needs
- b. Currently no pressing facility needs - HVAC preventative maintenance was performed in January under the HVAC PM contract - this was an expected expense



Adopted: September 6, 2023

Updated: 11/17/25

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

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

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.

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.
 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.

- 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, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.
- 7. Users must keep all account information and passwords 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. 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 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 school security devices. 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

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 email 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 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 Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

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 diskettes, tapes, hard drives, 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 Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, 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 Internet accounts.
 - 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 over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet 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.

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 Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

XVI. 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.
- C. The school district Internet 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.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance)

Procedures and Process)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District
Property by Nonschool Persons)



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Adopted: December 3, 2019

Updated: 11/17/25

531: THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References: None



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601: SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota ~~Graduation Standards~~. **Academic Standards and federal law and are aligned with comprehensive achievement and civic readiness.**

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish learner results toward which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. **“Antiracist” means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.**
- C. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. **“Comprehensive Achievement and Civic Readiness” means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; have all students graduate from high school; and prepare students to be lifelong learners.**
- E. **“Culturally sustaining” means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.**
- F. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- G. **“Ethnic studies” as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.**

- H. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- I. "Institutional racism" means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.
- J. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements **including applied and experiential learning**.
- K. “Performance measures” are measures to determine school district and school site progress in striving for comprehensive achievement and civic readiness and must include at least the following:
 - 1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2. student performance on the Minnesota Comprehensive Assessments;
 - 3. high school graduation rates; and
 - 4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with striving for comprehensive achievement and civic readiness and includes the following:
 - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.35, subdivision 3, paragraph (b)(2);

[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 addresses this requirement.]
 - 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section 120B.15 and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to comprehensive achievement and civic readiness;

[Note: MSBA/MASA Model Policy 618 addresses this requirement.]
 - 3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, subdivision 3, students’ access to effective teachers who are members of populations underrepresented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes, section 120B.35, subdivision 3(b)(2), and teacher

evaluations under Minnesota Statutes, section 122A.40, subdivision 8, or 122A.41, subdivision 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
 6. education effectiveness practices that
 - a. integrate high-quality instruction, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;
 - b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;
 - c. provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and
 7. an annual budget for continuing to implement the school district plan; and
 8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.
- B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.
- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to the school district's Literacy and the Read Act Policy.

IV. ~~STUDENT PERFORMANCE GOALS~~

~~_____ A. All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include the following:~~

- ~~1. reading, writing, speaking, listening and viewing in the English language;~~
- ~~2. mathematical and scientific concepts;~~
- ~~_____ 3. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);~~
- ~~4. creative and critical thinking, decision making and study skills;~~
- ~~_____ 5. work readiness skills;~~
- ~~_____ 6. global and cultural understanding.~~

~~_____ B. _____ Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:~~

- ~~_____ 1. _____ live as a responsible, productive citizen and consumer within local, state, national and global political, social, and economic systems;~~
- ~~_____ 2. _____ bring many perspectives, including historical, to contemporary issues;~~
- ~~_____ 3. _____ develop an appreciation and respect for democratic institutions;~~
- ~~_____ 4. _____ communicate and relate effectively in languages and with cultures other than the student's own;~~
- ~~_____ 5. _____ practice stewardship of the land, natural resources and environment;~~
- ~~_____ 6. _____ use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.~~

~~_____ A. _____ Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, and movement.~~

~~_____ D. _____ School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:~~

- ~~_____ 1. _____ establishing and achieving personal and career goals;~~
- ~~_____ 2. _____ adapting to change;~~
- ~~_____ 3. _____ leading a healthy and fulfilling life, both physically and mentally;~~
- ~~_____ 4. _____ living a life that will contribute to the well-being of society;~~
- ~~_____ 5. _____ becoming a self-directed learner;~~
- ~~_____ 6. _____ exercising ethical behavior.~~

601-2

~~_____ E. _____ Students will be given the opportunity to acquire human relations skills necessary to:~~

- ~~_____ 1. _____ appreciate, understand, and accept human diversity and interdependence;~~
- ~~_____ 2. _____ address human problems through team effort;~~
- ~~_____ 3. _____ resolve conflicts with and among others;~~
- ~~_____ 4. _____ function constructively within a family unit;~~
- ~~_____ 5. _____ promote a multicultural, gender-fair, disability-sensitive society~~

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process **for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness**)
Minn. Stat. § 120B.12 (**Reading Proficiently no Later than the End of Grade 3**) (**Read Act Goal and Interventions**)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class;
Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment
Referral)
20 U.S.C. § 5801, *et seq.* (National Education Goals)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and
Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)


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620: CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.
- ~~B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.~~
- ~~C. "Commissioner" means the Commissioner of MDE.~~
- ~~D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.~~
- ~~G. "Online learning" is a form of digital learning delivered by an approved online learning provider.~~
- ~~H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.~~

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided

elective credit applied toward graduation requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

- 3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.

- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

~~VII.~~**VIII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

IX. WEIGHTED GRADES

- A. The school district does not offer weighted grades

~~IX.~~**X. PROCESS FOR AWARDING CREDIT**

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.

- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References:

- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
- Minn. Stat. § 120B.021 (Required Academic Standards)
- Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness))
- Minn. Stat. § 120B.14 (Advanced Academic Credit)
- Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
- Minn. Stat. § 123B.445 (Nonpublic Education Council)
- Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
- Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
- Minn. Stat. § 124D.094 (Online Instruction Act)**
- Minn. Stat. § 124D.095 (Online Learning Option)
- Minn. Rules Parts ~~3501.0640-3501.0655~~ **3501.0660** (Academic Standards for Language Arts)
- Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
- Minn. Rules Parts ~~3501.0800-3501.0815~~ **3501.0820** (Academic Standards for the Arts)
- Minn. Rules Parts ~~3501.0900-3501.0955~~ **3501.0900-3501.0960** (Academic Standards in Science)
- Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
- Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
- Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
- Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)**

Cross References:

- MSBA/MASA Model Policy 104 (School District Mission Statement)
- MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
- MSBA/MASA Model Policy 613 (Graduation Requirements)
- MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
- MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
- MSBA/MASA Model Policy 616 (School District System Accountability)
- MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
- MSBA/MASA Model Policy 624 (Online Learning Options)



Initial introduction: October 31, 2025

709: STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The School district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing;
 - g. and school bus evacuation and other emergency procedures
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo

school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - i. pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - ii. bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - iii. electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.

2. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1. Secondary (grades 7-12)

1st offense: warning

2nd offense: five (5) school-day suspension from riding the bus

3rd offense: ten (10) school-day suspension from riding the bus

4th offense: twenty (20) school-day suspension from riding the bus/meeting with parent

5th offense: suspended from riding the bus for the remainder of the school year

2. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

3. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

4. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

5. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

6. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible for:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;

5. Have their children to the bus stop five (5) minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER TRAINING

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL PROGRAMS

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The *Minnesota Model School Bus Driver Training Program* is available online through the Minnesota Department of Public Safety State Patrol web page listed under Resources below.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the *Minnesota Model School Bus Driver Training Program*.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, “school bus” also includes type III vehicles

when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher

A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

b. First aid kit and body fluids cleanup kit

A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
- a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
- b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
1. safe operation of a type III vehicle;
 2. understanding student behavior, including issues relating to students with disabilities;
 3. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 4. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 5. handling emergency situations;
 6. proper use of seat belts and child safety restraints;
 7. performance of pre-trip vehicle inspections;
 8. safe loading and unloading of students, including, but not limited to:
 - a. utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street

- loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - b. refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - c. avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - d. placing the type III vehicle in “park” during loading and unloading;
 - e. escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - 9. compliance with Paragraph V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of

pornography to a minor) may not operate a type III vehicle.

- i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

- 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s *Guideline for the Safe Transportation of Pre-school Age Children in*

School Buses, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.

- g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
- 3. A school bus operated under this section must bear a current certificate of inspection.
- 4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:

- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
- Minn. Stat. § 123B.03 (Background Check)
- Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
- Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
- Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
- Minn. Stat. § 123B.90 (School Bus Safety Training)
- Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
- Minn. Stat. § 123B.935 (Active Transportation Safety Training)
- Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
- Minn. Stat. Ch. 169 (Traffic Regulations)
- Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
- Minn. Stat. § 169.02 (Scope)
- Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
- Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
- Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
- Minn. Stat. § 169.454 (Type III Vehicle Standards)
- Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
- Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
- Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
- Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
- Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
- Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
- Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
- Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
- Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
- Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
- Minn. Stat. Ch. 245C (Human Services Background Studies)
- Minn. Stat. § 609.02 (Definitions)
- Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
- 49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
- 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
- 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
- 49 C.F.R. § 383.5 (Transportation Definitions)
- 49 C.F.R. § 383.51 (Disqualification of Drivers)
- 49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:

- MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 707 (Transportation of Public Students)
- MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
- MSBA/MASA Model Policy 710 (Extracurricular Transportation)



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722: PUBLIC DATA AND DATA SUBJECT REQUESTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

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

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

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

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

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

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

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

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

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

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

~~Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.~~

Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

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

1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

- H. The determination of the responsible authority may be appealed **by a data subject** pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the **Commissioner of the Minnesota Department of Administration (“Commissioner”)** ~~commissioner~~ shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the **Commissioner’s** ~~commissioner of administration’s~~ order issued under Minnesota Statutes chapter 14, or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject’s parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:
 - a. **One hundred (100)** or fewer pages of black and white, letter or legal sized paper copies will be charged at **twenty-five (25)** cents for a one-sided copy or **fifty (50)** cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

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

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Executive Director
1405 3rd Ave NE
Buffalo, MN 55313
763-684-2200

Data Practices Compliance Official:

Executive Director
1405 3rd Ave NE
Buffalo, MN 55313
763-684-2200

Data Practices Designee(s):

Executive Director
1405 3rd Ave NE
Buffalo, MN 55313
763-684-2200

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

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

Resources:

MN Department of Administration: [Actual Cost](#)
MN Department of Administration: [Copy Cost](#)
MN Department of Administration: [Education Data](#)