

School Board Meeting Agenda

Tuesday, November 17, 2020

5:00 pm

Conducted Remotely Via Google Hangouts Meeting

Board Members Present Remotely: Josh MacLachlan,, David Massey, Tennille Warren, Katie Siewert, Rachael McNamara, Amy Charpentier

Others Present: Nate Winter - CLA (Ex Officio), AAHS TPS Representatives: David Gunderman (Ex Officio),

Agenda

- 1. Call to Order:**
- 2. Conflict of Interest Check:**
- 3. Approval of November 17, 2020 Agenda:**
- 4. Approval of October 20, 2020 Minutes:**
- 5. Approval of October 27, 2020 Special Meeting Minutes:**
- 6. Public Comments:**
- 7. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)**
 - a. Approval of September 2020 Financial Report
 - b. Approval of September 2020 Disbursements
- 8. Ex Officio Report: (Mallery Hammers)**
- 9. Student Data Report – Katie Siewert**
- 10. Strategic Items**
 - a. Board Training: MSHSL Video
 - b. Updates from building lease task force (David Massey)
 - c. Review of evaluation of school’s safe learning plan from OW
 - d. Review of ELP approved by OW
- 11. Action Items**
 - a. Approval of Policy 512 - Student Educational Data Policy

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- b. Approval of Policy 513 - Protection and Privacy of Student Records

12. Adjourn

School Board Meeting Agenda

Tuesday, October 20, 2020

5:00 pm

Conducted Remotely Via Google Hangouts Meeting

Board Members Present Remotely Josh MacLachlan,, David Massey, Tennille Warren, Katie Siewert, Rachael McNamara

Others Present: Nate Winter - CLA (Ex Officio), AAHS TPS Representatives: Mallery Hammers (Ex Officio),

Absent: Amy Charpentier

Agenda

1. Call to Order:

- a. Josh MacLachlan calls meeting to order at 5:00PM

2. Conflict of Interest Check:

- a. None to report.

3. Approval of October 20, 2020 Agenda:

- a. Josh MacLachlan motions to approve the October 20, 2020 agenda, Kaite Siewart seconds.
- b. Discussion:
 - i. No discussion
- c. Motion passes with following votes:
 - i. Josh MacLachlan - Aye
 - ii. Tenille Warren - Aye
 - iii. David Massey - Aye
 - iv. Katie Siewert - Aye
 - v. Rachael McNamara- Aye

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4. Approval of September 22, 2020 Minutes:

- a. Josh MacLachlan motions to approve the September 22, 2020 Minutes, Tenille Warren seconds.
- b. Discussion:
 - i. Nothing to note.
- c. Motion passes with following votes:
 - i. Josh MacLachlan - Aye
 - ii. Tenille Warren - Aye
 - iii. David Massey - Aye
 - iv. Katie Siewert - Aye
 - v. Rachael McNamara- Aye

5. Public Comments:

- a. Kaitlin Simmet, representing landlord, present to observe
- b. Nalani McCoutchen, representing OW, present to observe

6. Financial Report: (Josh MacLachlan - Treasurer, Nate Winter - CLA)

- a. Approval of September 2020 Financial Report
 - i. Josh MacLachlan motions to approve September 2020 financial report, Rachael McNamara seconds.
 - ii. Discussion:
 - 1. Enrollment
 - Current Approved Budget: 99
 - Current School Enrollment: 88
 - Current Average ADM: 88
 - Variance: -11
 - Will require budget revision if ADM does not improve in coming months

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- 2. 25% through year
 - Revenues: 25%
 - Expenditures: 17%
- iii. Motion passes with following votes:
 - 1. Josh MacLachlan - Aye
 - 2. Tenille Warren - Aye
 - 3. David Massey - Aye
 - 4. Katie Siewert - Aye
 - 5. Rachael McNamara- Aye

b. Approval of September 2020 Disbursements

- i. Katie Siewert motions to approve September 2020 disbursements, Rachael McNamara seconds.
- ii. Discussion:
 - 1. Rachael McNamara asks about Verizon Purchases
 - Josh - Hotspots for students who need internet access
- iii. Motion passes with following votes:
 - 1. Josh MacLachlan - Aye
 - 2. Tenille Warren - Aye
 - 3. David Massey - Aye
 - 4. Katie Siewert - Aye
 - 5. Rachael McNamara- Aye

7. Ex Officio Report: (Mallery Hammers)

- a. Update on Virtual Learning Roadmap
 - i. Stage 1 recommended
 - 1. Parent Survey
 - 2. County Coordinator

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- 15-24 year olds are major group in county
 - 3. School not ready for face-to-face
 - 4. Several cases have been reported in AAHS students and families.
 - 5. Comments:
 - Rachael Asks: Is virtual learning a factor that is affecting ADM?
 - i. Josh: almost certainly
 - b. TPS:
 - i. Cultural liaison position being considered for a current paraprofessional
 - c. Personnel
 - i. Receptionist resigned
 - ii. Considering when/how to hire a new receptionist. Current staff can cover now but moving into stage 2 and beyond will require for h
 - d. Restorative Justice/ SEL / Anti-Bias
 - e. Behavior: N/A
 - f. Nutrition:
 - i. Preparing for eventual return to in-person learning.
 - 1. Signage
 - 2. Cleaning supplies
 - g. Marketing:
 - i. Purchased masks, stickers, apparel
 - ii. pushing social media as much as possible
 - h. Enrollment:
 - i. Currently at 93
 - ii. ADM at 88.62
8. Student Data Report – Katie Siewert
- a. Without skipped measures from 2019-2020, current percentage of possible points is at 62%

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- b. Data items for next meeting:
 - i. Attendance data
 - ii. Lab report data
 - iii. Presentation data
 - iv. Reading and math probe data

9. Strategic Items

- a. Board Training from mncharterboard.com
 - i. Adopt Required Reports #1: WBWF Strategic Plan
 - 1. Rachael asks if
 - ii. Adopt Required Reports #2: WBWF Summary Report
 - 1.
 - iii. Adopt Required Reports #3 Annual Report
 - 1.
 - iv. Conduct a Board Election
 - 1. Reviewing training reminds members that voting will have to be done remotely
 - 2. Nalani is given floor and asked for guidance
- b. Review of Annual Report Draft
 - i. Draft is formatted well
 - ii. Two sections are incomplete. Josh requests more time to complete.
- c. Review of Plans for Board Election at November meeting
 - i. <https://www.fccpta.org/virtual-elections-in-the-age-of-coronavirus/>
 - ii. May have to do in-person or mail in ballots.
- d. Review of representation agreement with CushmanWakefield
 - i. Kaitlin is given the floor: can offer school ...
 - ii. Will put

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- e. TPS Learning Roadmap recommendations for Quarter 2 (if not covered in ex officio report)
 - i. no additional discussion

10. Action Items

- a. Set date of special meeting to approve final draft of annual report
 - i. Josh-Katie
 - ii. Discussion:
 - 1. a
 - 2.
 - 3. make sure to send materials well ahead of time .
 - iii. Motion passes with following votes:
 - 1. Josh MacLachlan - Aye
 - 2. Tenille Warren - Aye
 - 3. David Massey - Aye
 - 4. Katie Siewert - Aye
 - 5. Rachael McNamara- Aye
- b. Approval of MSHSL membership for AAHS (Ryan Bauer)
 - i. Josh-Tennile
 - ii. Discussion
 - 1. Must be board approved
 - 2. All board members must watch video
 - 3. Need designated school board member to vote with Ryan Bauer
 - 4. No money needed. Ryan Bauer in charge of fundraising.
 - 5. Board will view this as the first reading
 - 6. Need to consider title 9? Yes. Would need to offer any sports within our means and resources.
 - o Tennis

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- Track / cross country
- 7. Not time sensitive. Can go through 3 month review process.
- 8. Replace next month's board training with MSHSL video
- iii. Josh rescinds motion

11. Adjourn

- a. David Massey motions to adjourn at 6:27 pm

Special School Board Meeting Agenda & Minutes
Tuesday, October 27, 2020
5:00 pm
Conducted Remotely Via Google Hangouts Meeting

Board Members Present Remotely: Amy Charpentier, Josh MacLachlan, David Massey, Tennille Warren, Katie Siewert, Rachael McNamara

Others Present: Nate Winter - CLA (Ex Officio), AAHS TPS Representatives:

Agenda

1. Call to Order:

- a. Amy Charpentier calls meeting to order at 5:02 PM

2. Conflict of Interest Check:

- a. None to report

3. Approval of October 27, 2020 Agenda:

- a. Josh - Katie
- b. Discussion
 - i. No further discussion
- c. Motion passes with the following votes:
 - i. Amy Charpentier
 - ii. Tennille Warren
 - iii. Rachael McNamara
 - iv. Katie Siewert
 - v. Josh MacLachlan

4. Strategic Items:

- a. Plan for election at annual meeting.
 - i. Due to COVID-19 restrictions, voting will be conducted via google forms
 - ii. Form will collect email addresses and unique member email addresses will only be allowed to complete form once.
 - iii. Form will be sent to list of current members.
 - iv. School will post announcement on website with direction on how to access the form if a member does not receive an email.

- v. Before votes are counted, the list of email addresses for members who completed the survey will be referenced to the list of current members.
- vi. Email addresses (and associated votes) that do not match will be investigated and removed if found not to be from current voting members.

5. Action Items:

- a. Approval of FY20 Annual Report
 - i. Josh - Amy
 - ii. Discussion
 - 1. Will be adding data for staff satisfaction
 - 2. Katie noticed the comment (9.2). This has been addressed in the final draft.
 - iii. Motion passes with the following votes:
 - 1. Amy Charpentier
 - 2. Tenille Warren
 - 3. Rachael McNamara
 - 4. Katie Siewert
 - 5. Josh MacLachlan

6. Adjourn

- a. Katie motions to adjourn at 5:15PM



- October 2020 -
Financial Statements

Prepared By:
Nate Winter



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Academic Arts High School Executive Summary

To accompany the October 2020 financial statements, as presented to the School Board

** As of month-end, 33% of the year was complete

Enrollment

- Current Approved Budget: 99
- Current School Enrollment: 88
- Current Average ADM: 88
- Variance: -11

Statement of Activities

Cash at the end of October was \$390K, which is a \$14K increase from the prior month. The current year estimated state receivable that is owed to the School through month end was \$102K. The prior year state receivable owed to the School is being estimated as \$18K.

The beginning estimated fund balance for the year is \$390,558.

Schedule of Budget and Actual Revenue and Expenses

The % of Budget column is where the School was for the month of October:

- Revenues for the month were at 30% of budget:
 - Two IDEAS payments on the 15th and 30th. Holdback included.
- Expenditures for the month were at 26% of budget:
 - Normal monthly payments of rent, benefits, contracted services, and supplies went out
 - Federal SPED director, quarterly software fees

Other Items of Importance

- All beginning balances are currently being estimated for FY20. The audit fieldwork took place on October 1st and the balances will be updated once the audit report is sent.
- AAHS and CLA are in the process of updating the budget based off the updated child count and the CRF/CARES funding.
- The current year estimated state receivable was updated based off the 10/1 child count to ensure we are not over estimating the receivable.

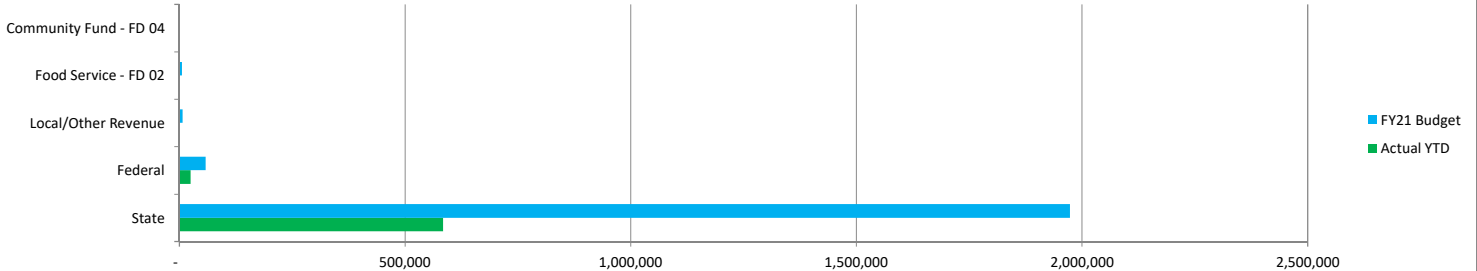
Academic Arts High School Financial Dashboard

October 2020 33% of School Year Complete

REVENUE

<u>Total Revenue this Month</u> \$200,943	<u>Total Revenue YTD</u> \$619,651	<u>Budgeted Revenue FY21</u> \$2,046,048	<u>% of Revenue Budget</u> 30%
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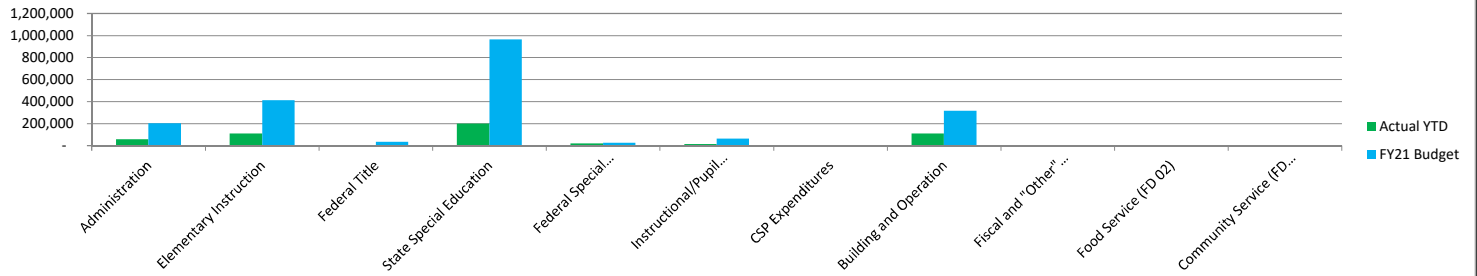
Revenue - Actual vs. Budget



EXPENSE

<u>Total Expense this Month</u> \$186,480	<u>Total Expense YTD</u> \$522,896	<u>Budgeted Expense FY21</u> \$2,027,201	<u>% of Expense Budget</u> 26%
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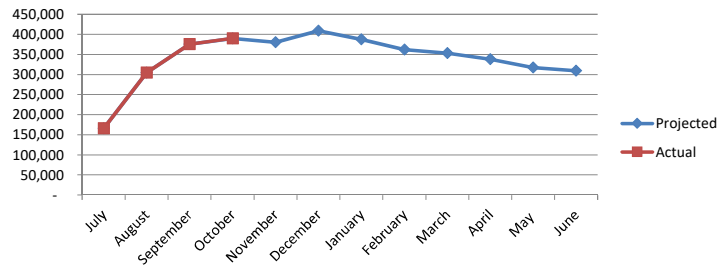
Expense - Actual vs. Budget



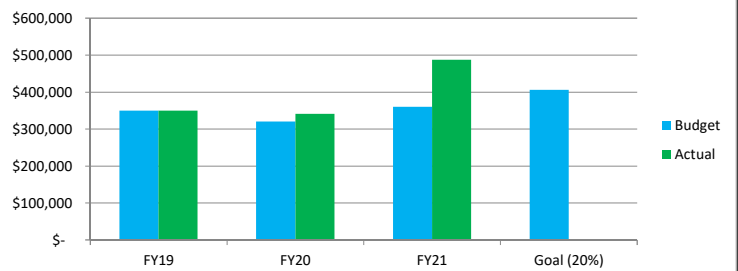
BALANCE SHEET

<u>Cash at End of Month</u> \$390,103	<u>Cash at End of Prior Month</u> \$375,640	<u>Beginning Fund Balance - FY21</u> \$390,558	<u>Budgeted Fund Balance - End of FY21</u> \$359,907
<u>Cash at Beginning of Year</u> \$172,882	<u>Projected Cash Balance- End of FY21</u> \$309,380	<u>Fund Balance at Month End</u> \$487,313	<u>Long-Term Fund Balance Goal (20%)</u> \$405,440

Cash Flow Projection



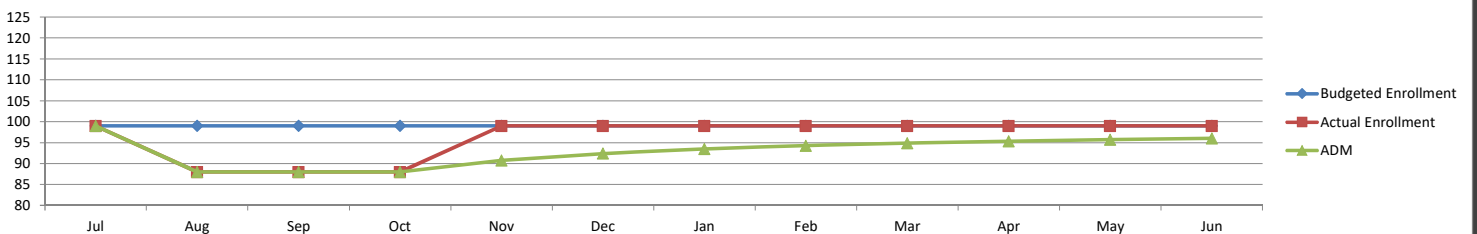
Fund Balance - Budget vs. Actual



ENROLLMENT

<u>Actual Enrollment at Month End</u> 88	<u>Budgeted Enrollment</u> 99	<u>Actual ADM - YTD</u> 88	<u>Actual vs. Budgeted Enrollment Variance</u> (11)
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Actual vs. Budgeted Enrollment



No assurance is provided on these financial statements and supplementary information. See selected information.

Academic Arts High School
Comparative Balance Sheet - All Funds
As of October 2020

	<i>Current</i>	<i>Prior</i>	<i>\$ Change</i>	<i>Audited</i>	<i>YTD \$ Change</i>
	<i>Month</i>	<i>Month</i>			
	10/31/2020	9/30/2020		6/30/2020	
ASSETS:					
Current Assets:					
Cash	390,103	375,640	14,463	172,882	217,221
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	17,774	98,680	(80,906)	-	17,774
Due from MDE - Current Year Estimate	102,288	131,240	(28,952)	306,505	(204,217)
Due from Federal	45,694	30,525	15,169	24,388	21,305
Prepays	420	342	78	20,451	(20,031)
Total Current Assets	556,278	636,427	(80,149)	524,226	32,052
Capital Assets:					
Buildings and Equipment	-	-	-	-	-
Less: Accumulated Depreciation	-	-	-	-	-
Total Net Capital Assets	-	-	-	-	-
TOTAL ASSETS	556,278	636,427	(80,149)	524,226	32,052
LIABILITIES:					
Current Liabilities:					
Salaries Payable	55,016	41,262	13,754	82,154	(27,137)
Accounts Payable	1,381	18,254	(16,873)	17,405	(16,024)
Payroll Liabilities	12,568	10,320	2,248	34,110	(21,542)
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	68,965	69,836	(871)	133,669	(64,704)
FUND BALANCE					
Beginning Fund Balance as of July 1, 2020	390,558	390,558	-	349,075	
Net Income, FY2021 to Date	96,755	176,033	(79,278)	41,483	55,272
Ending Fund Balance	487,313	566,591	(79,278)	390,558	96,755
TOTAL FUND BALANCE	487,313	566,591	(79,278)	390,558	96,755
TOTAL LIABILITIES AND FUND BALANCE	556,278	636,427	(80,149)	524,226	32,052

No assurance is provided on these financial statements and supplementary information. See selected information.

Academic Arts High School

Balance Sheet

As of October 2020

	ALL FUNDS	<i>General Fund</i>	<i>Food Service</i>	<i>Community Fund</i>	<i>Capital Assets</i>
	Total	FD 01	FD 02	FD 04	FD 98
ASSETS:					
Current Assets:					
Cash	390,103	391,066	(963)	-	-
Accounts Receivable	-	-	-	-	-
Due from MDE - Prior Year Receivable	17,774	17,774	-	-	-
Due from MDE - Current Year Estimate	102,288	102,288	-	-	-
	-	-	-	-	-
Due from Federal	45,694	44,731	963	-	-
Prepays	420	420	-	-	-
Total Current Assets	556,278	556,278	-	-	-
Capital Assets					
Buildings and Equipment					
(Less) Depreciation					
Total Net Capital Assets	-	-	-	-	-
TOTAL ASSETS	556,278	556,278	-	-	-
LIABILITIES:					
Current Liabilities:					
Salaries Payable	55,016	55,016	-	-	-
Accounts Payable	1,381	1,058	323	-	-
Payroll Liabilities	12,568	12,568	-	-	-
Other Liabilities	-	-	-	-	-
Unearned Revenue	-	-	-	-	-
Line of Credit	-	-	-	-	-
Total Current Liabilities	68,963	68,643	323	-	-
FUND BALANCE					
Beginning Fund Balance as of July 1, 2020	390,558	390,558	-	-	-
Net Income, FY 2021 to Date	96,755	97,078	(323)	-	-
Ending Fund Balance	487,313	487,635	(323)	-	-
Investment in Capital Assets	-	-	-	-	-
TOTAL LIABILITIES AND FUND BALANCE	556,278	556,278	-	-	-

No assurance is provided on these financial statements and supplementary information. See selected information.

Academic Arts High School
Income Statement - Variance
As of October 2020

33% of Fiscal Year 2020-2021 Complete

	YTD Actual	YTD Budget	YTD Variance	FY21 Original Budget	% of Budget
FUND 01					
DISTRICT REVENUE - GENERAL FUND					
Local & Other	6	2,467	(2,461)	7,400	0%
State - Gen. Ed. Aid	356,068	295,740	60,328	887,220	40%
State - Special Education	124,123	303,137	(179,014)	909,412	14%
State - Lease Aid	-	52,034	(52,034)	156,103	0%
State - Other	2,048	7,012	(4,964)	21,035	10%
<i>Estimated State Holdback Recognized</i>	<i>102,288</i>	-	-	-	N/A
PY Over/Under Accrual	-	-	-	-	N/A
Federal - CARES	-	-	-	-	N/A
Federal - CRF	9,745	-	9,745	-	N/A
Federal - Title	5,400	11,293	(5,893)	33,878	16%
Federal - Special Ed.	19,974	8,333	11,641	25,000	80%
TOTAL DISTRICT REVENUE - GENERAL FUND	619,651	680,016	(60,365)	2,040,048	30%
DISTRICT EXPENDITURES - GENERAL FUND					
Administration & District Support Services					
Salary & Benefits	24,753	31,472	(6,718)	94,415	26%
Purchased Services	23,114	25,000	(1,886)	75,000	31%
Supplies & Equipment	1,202	6,500	(5,298)	19,500	6%
Other Fees	6,851	4,420	2,431	13,260	52%
Total Administration & District Support Expenditures	55,920	67,392	(11,472)	202,175	28%
Instructional Expenditures					
Salary & Benefits	106,372	126,682	(20,310)	380,047	28%
Purchased Services	-	4,333	(4,333)	13,000	0%
Supplies & Equipment	3,140	6,167	(3,027)	18,500	17%
Other Fees	-	-	-	-	0%
Total Instructional Expenditures	109,512	137,182	(27,670)	411,547	27%
Federal Title					
Salary & Benefits	3,900	3,900	-	11,699	33%
Purchased Services	1,500	5,060	(3,560)	15,179	10%
Supplies & Equipment	-	-	-	7,000	0%
Other Fees	-	-	-	-	0%
Total Federal Title Expenditures	5,400	8,959	(3,560)	33,878	16%
State Special Education					
Salaries/Wages and Benefits	191,715	291,042	(99,327)	873,127	22%
Purchased Services	459	4,080	(3,621)	12,240	4%
Supplies & Equipment	356	1,440	(1,084)	4,320	8%
Transportation	6,535	25,000	(18,465)	75,000	9%
Other Fees	-	-	-	-	0%
Total State Special Education Expenditures	199,065	321,562	(122,497)	964,687	21%

No assurance is provided on these financial statements and supplementary information. See selected information.

	YTD Actual	YTD Budget	YTD Variance	FY21 Original Budget	% of Budget
Federal Special Education					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	18,029	5,000	13,029	15,000	120%
Supplies & Equipment	1,945	3,333	(1,388)	10,000	19%
Other Fees	-	-	-	-	0%
Total Federal Special Education Expenditures	19,974	8,333	11,641	25,000	80%
Instructional/Pupil Support					
Salary & Benefits	13,644	13,644	-	40,932	33%
Purchased Services	1,175	6,833	(5,658)	20,500	6%
Supplies & Equipment	-	-	-	-	0%
Other Fees	-	-	-	-	0%
Total Instructional Support Expenditures	14,819	20,477	(5,658)	61,432	24%
CARES/CRF Funding					
CARES	-	-	-	-	0%
CRF	9,745	-	9,745	-	0%
Total Instructional Support Expenditures	9,745	-	9,745	-	0%
Building & Operations					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	24,251	24,217	35	72,650	33%
Facilities Lease	76,396	78,111	(1,715)	234,333	33%
Supplies & Equipment	28	333	(306)	1,000	3%
Other Fees	7,463	6,767	697	8,500	88%
Total Building & Operations Expenditures	108,139	109,427	(1,289)	316,482	34%
Fiscal & Other Fixed Cost Programs					
Purchased Services	-	-	-	-	0%
<i>Transfers to Other Funds</i>	-	-	-	6,000	0%
Total Fiscal & Other Fixed Cost Programs Expend.	-	-	-	6,000	26%
TOTAL DISTRICT EXPENDITURES - GENERAL FUND	522,574	673,334	(150,760)	2,021,201	26%
GENERAL FUND (01) - NET INCOME	97,078	6,683	90,395	18,847	
FUND 02					
DISTRICT REVENUE - FOOD SERVICE FUND					
Local & Other	-	-	-	-	0%
State	-	-	-	-	0%
Federal	-	-	-	-	0%
<i>Transfers from Other Funds</i>	-	-	-	6,000	0%
TOTAL DISTRICT REVENUE - FOOD SERVICE FUND	-	-	-	6,000	0%
DISTRICT EXPENDITURES - FOOD SERVICE FUND					
Salaries/Wages and Benefits	-	-	-	-	0%
Purchased Services	323	2,000	(1,678)	6,000	5%
Supplies & Equipment	-	-	-	-	0%
TOTAL DISTRICT EXPENDITURES - FOOD SERVICE FUND	323	2,000	(1,678)	6,000	5%
FOOD SERVICE FUND (02) - NET INCOME	(323)	(2,000)	1,678	-	
TOTAL REVENUES - ALL FUNDS	619,651	680,016	(60,365)	2,046,048	30%
TOTAL EXPENDITURES - ALL FUNDS	522,896	675,334	(152,437)	2,027,201	26%
NET INCOME (LOSS) - ALL FUNDS	96,755	4,683	92,073	18,847	
<i>Beginning Fund Balance 7/1/2020</i>	<i>390,558</i>			<i>341,059</i>	
Ending Fund Balance	487,313			359,907	

No assurance is provided on these financial statements and supplementary information. See selected information.

**Academic Arts High School
October 2020 Payment Register**

District #	Payment #	Bank	Check #	Pay Type	Payment Date	Vendor #	Vendor	Curr	Amount	Financials
4119	8341	AB		WX	10/31/2020	1307	Walmart	USD	\$ 27.72	B/O Supplies & Equipment
4119	8342	AB		WX	10/31/2020	1313	Amazon	USD	\$ 23.90	Federal SPED S&E
4119	8343	AB		WX	10/31/2020	1313	Amazon	USD	\$ 119.99	Instructional S&E
4119	8344	AB		WX	10/31/2020	1368	Holiday Gas Station	USD	\$ 69.75	Admin Purchased Services
4119	8345	AB		WX	10/31/2020	1430	Apple online	USD	\$ 759.00	CRF Expense
4119	8346	AB		WX	10/31/2020	1430	Apple online	USD	\$ 3,196.00	CRF Expense
4119	8347	AB		WX	10/31/2020	1430	Apple online	USD	\$ 202.00	CRF Expense
4119	8348	AB		WX	10/31/2020	1430	Apple online	USD	\$ 799.00	CRF Expense
4119	8349	AB		WX	10/31/2020	1575	Southview Office CenterLLC	USD	\$ 25,161.90	B/O Lease & PS
4119	8350	AB		WX	10/31/2020	1579	Blick Art Materials	USD	\$ 538.81	Instructional S&E
4119	8351	AB		WX	10/31/2020	1760	Hobby Lobby	USD	\$ 21.49	Instructional S&E
4119	8352	AB		WX	10/31/2020	1775	Ford	USD	\$ 461.38	State SPED Transportation
4119	8353	AB		WX	10/31/2020	1775	Ford	USD	\$ 1,163.71	State SPED Transportation
4119	8354	AB		WX	10/31/2020	1775	Ford	USD	\$ 1,163.71	State SPED Transportation
4119	8355	AB		WX	10/31/2020	1775	Ford	USD	\$ 461.38	Payroll Liabilities
4119	8356	AB		WX	10/31/2020	1883	Alerus	USD	\$ 242.00	Payroll Liabilities
4119	8357	AB		WX	10/31/2020	1883	Alerus	USD	\$ 229.00	Payroll Liabilities
4119	8358	AB		WX	10/31/2020	1883	Alerus	USD	\$ 242.00	Payroll Liabilities
4119	8359	AB		WX	10/31/2020	1883	Alerus	USD	\$ 229.00	Payroll Liabilities
4119	8360	AB		WX	10/31/2020	1883	Alerus	USD	\$ 50.00	Admin Purchased Services
4119	8361	AB		WX	10/31/2020	1886	TRA	USD	\$ 4,455.35	Payroll Liabilities
4119	8362	AB		WX	10/31/2020	1886	TRA	USD	\$ 4,455.35	Payroll Liabilities
4119	8363	AB		WX	10/31/2020	1887	PERA	USD	\$ 2,426.24	Payroll Liabilities
4119	8364	AB		WX	10/31/2020	1887	PERA	USD	\$ 371.23	Payroll Liabilities
4119	8365	AB		WX	10/31/2020	1887	PERA	USD	\$ 2,797.93	Payroll Liabilities
4119	8366	AB		WX	10/31/2020	1888	IRS	USD	\$ 10,799.61	Payroll Liabilities
4119	8367	AB		WX	10/31/2020	1888	IRS	USD	\$ 10,147.30	Payroll Liabilities
4119	8368	AB		WX	10/31/2020	1889	MN Dept of Revenue	USD	\$ 1,618.66	Payroll Liabilities
4119	8369	AB		WX	10/31/2020	1889	MN Dept of Revenue	USD	\$ 1,740.22	Payroll Liabilities
4119	8370	AB		WX	10/31/2020	1889	MN Dept of Revenue	USD	\$ 13.92	Payroll Liabilities
4119	8371	AB		WX	10/31/2020	1916	Verizon Wireless	USD	\$ 70.00	Instructional S&E
4119	8372	AB		WX	10/31/2020	1920	CE You! LLC	USD	\$ 99.00	I/PS Purchased Services
4119	8374	AB		WX	10/31/2020	1888	IRS	USD	\$ 451.70	Payroll Liabilities
4119	8373	AB	1727	CH	10/13/2020	1564	DVS Renewal	USD	\$ 356.25	State SPED S&E
4119	8281	AB	6531	CH	10/2/2020	1014	Century Link	USD	\$ 327.19	Admin Purchased Services
4119	8283	AB	6532	CH	10/2/2020	1146	cmERDC	USD	\$ 525.00	Admin Purchased Services
4119	8283	AB	6532	CH	10/2/2020	1146	cmERDC	USD	\$ 1,187.50	Admin Purchased Services
4119	8286	AB	6533	CH	10/2/2020	1849	Comcast Business	USD	\$ 154.76	Admin Purchased Services
4119	8282	AB	6534	CH	10/2/2020	1015	DESIGNS FOR LEARNING	USD	\$ 42.50	Admin Purchased Services
4119	8282	AB	6534	CH	10/2/2020	1015	DESIGNS FOR LEARNING	USD	\$ 233.75	State SPED PS
4119	8288	AB	6535	CH	10/2/2020	1913	Navigate Care Consulting	USD	\$ 80.00	State SPED PS
4119	8285	AB	6536	CH	10/2/2020	1533	Tamera Pulver	USD	\$ 15,000.00	Federal SPED PS
4119	8287	AB	6537	CH	10/2/2020	1891	The Lincoln National Life Insurance Company	USD	\$ 500.54	Payroll Liabilities

No assurance is provided on these financial statements and supplementary information. See selected information.

4119	8284	AB	6538	CH	10/2/2020	1473	US Bancorp Equipment Finance	USD	\$	202.79	I/PS Purchased Services
4119	8329	AB	6539	CH	10/20/2020	1297	Abdo, Eick, & Meyers, LLP	USD	\$	8,000.00	Admin Purchased Services
4119	8334	AB	6540	CH	10/20/2020	1917	Ericka Jones	USD	\$	1,500.00	Title IV Purchased Services
4119	8331	AB	6541	CH	10/20/2020	1642	Metro Sales	USD	\$	282.41	I/PS Purchased Services
4119	8332	AB	6542	CH	10/20/2020	1879	MN PEIP - C/O MMB Fiscal Services	USD	\$	12,287.81	Payroll Liabilities
4119	8333	AB	6543	CH	10/20/2020	1913	Navigate Care Consulting	USD	\$	400.00	CRF Expense
4119	8330	AB	6544	CH	10/20/2020	1493	Premium Water Inc	USD	\$	29.50	Admin Purchased Services
4119	8330	AB	6544	CH	10/20/2020	1493	Premium Water Inc	USD	\$	29.50	Admin Purchased Services
4119	8328	AB	6545	CH	10/20/2020	1031	QUILL CORPORATION	USD	\$	121.97	Admin S&E
4119	8335	AB	6546	CH	10/26/2020	1015	DESIGNS FOR LEARNING	USD	\$	21.25	Admin Purchased Services
4119	8336	AB	6547	CH	10/26/2020	1368	Holiday Gas Station	USD	\$	34.67	State SPED S&E
4119	8337	AB	6548	CH	10/26/2020	1891	The Lincoln National Life Insurance Company	USD	\$	548.76	Payroll Liabilities
Total:										\$ 116,474.40	

No assurance is provided on these financial statements and supplementary information. See selected information.

Academic Arts High School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1677	4119	AB	CR102C													
10.15.20	IDEAS Payment		1852	Credit	A	10/15/20		Wire	1	C1	Misc					
						4119	R 01 005 000	740	360	000	FY21 State Special Ed Aid				60,073.85	0.00
														Receipt Total:	\$60,073.85	\$0.00
														Deposit Total:	\$60,073.85	\$0.00
1678	4119	AB	CR102C													
10.30.20	IDEAS Payment		1853	Credit	A	10/30/20		Wire	1	C1	Misc					
						4119	B 01 121 000				FY20 General Education Aid				25,588.43	0.00
						4119	B 01 121 000				FY20 Special Education Aid				53,804.60	0.00
						4119	B 01 121 000				FY20 Lease Aid				1,513.56	0.00
						4119	R 01 005 000	000	211	000	FY21 General Education Aid				56,623.48	0.00
						4119	R 01 005 000	740	360	000	FY21 State Special Ed Aid				3,339.10	0.00
														Receipt Total:	\$140,869.17	\$0.00
														Deposit Total:	\$140,869.17	\$0.00
														Report Total:	\$200,943.02	\$0.00

No assurance is provided on these financial statements and supplementary information. See selected information.

Academic Arts High School
Historical and Forecasted Financial Statements
Selected Information
For the Four Months Ended October 31st, 2020 and Year Ending June 30th, 2021

The school presents governmental fund financial statements using the current financial resources measurement focus and the modified accrual basis of accounting. As required by state statute, the school operates as a nonprofit corporation under Minnesota Statutes §317A. However, state law also requires that the school comply with Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) which mandates the use of a governmental fund accounting structure.

The accompanying historical financial statements and forecasted financial statements include the following departures from accounting principles generally accepted in the United States of America and the guidelines for presentation of a forecast established by the AICPA:

- The historical and forecasted financial statements omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America.
- The financial statements are not a complete presentation of governmental fund financial statements in accordance with the above standards.

The effects of these departures have not been determined.

Summary of Significant Assumptions

These financial forecasts present, to the best of management's knowledge and belief, the School's expected financial position, results of operations, and cash projection for the forecast periods. Accordingly, the forecasts reflect its judgment as of April 21, 2020 the date of these forecasts, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecasts. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

Balance Sheet & Cash Projection Assumptions

1 Due from MDE	90 Days
2 Payables are expected to be paid at net	120 Days
3 Payroll Payables are expected to be paid at net	30 Days

Statement of Operations Assumptions

1 Revenue is expect to grow at a rate of	9%
2 Salaries, benefits, and taxes are expected to increase by	9%
3 All other expenses are expected to increase	7%

No assurance is provided.

20-21 November
Board Meeting (Highlights and To Do)
Date: 11/17/2020
Ex Officio: Sam Kvilhaug

School Events

- N/A
-

Committee Updates

TPS:

Personel: Officially offered the Cultural Liaison position and it was accepted.

Behavior: N/A

Finance: Expected revenues being manually updated based on 10/1 student count, not budgeted ADM of 99

Nutrition:

Marketing: We are investing in social media campaigns, and print material in order to boost awareness and attendance for our school. We have also launched an apparel website, where we have started to turn a profit on (\$150).

Enrollment: Currently at 91 students

Curriculum: Utilizing Padlet to increase student/teacher interaction. Starting "AHA" days on Wednesdays to address mental health concerns for students and staff. Allocating unused CRF funds among classroom budgets.

Sped:

Tiger Team: Planning 2021 virtual retreat w/ tps. Meeting with Regional Centers for Excellence (RCE) weekly. Planning to redo budget by 12/7.

Restorative/SEL/Anti Bias:

Assignments from Board (to be brought back to TPS):

- 1.
-

Osprey Wilds Environmental Learning Center Safe Learning Plans Review and Feedback

School: Academic Arts High School

Date Reviewed: 09.22.2020

Date Board Reviewed:

MDE expects all schools and districts in Minnesota to develop three different plans for the FY21 school year to address the expected changing public health needs regarding COVID-19. These plans should address how each school will conduct business on a scale from all students present in buildings to all students engaging in distance learning. This review is intended to provide feedback to schools regarding the plans posted on their website, and includes required changes that Osprey Wilds has determined is necessary to comply with the Governor’s Executive Order, EO 20-82: Paragraph 16 which states that districts and charter schools must comply with Public Health Guidelines, applicable MDE guidance, and this Executive Order. Endnote references point to specific requirements contained in these documents.

Minnesota defines educational equity as the condition of justness, fairness and inclusion in our systems of education so that all students have access to the opportunities to learn and develop to their fullest potential. As an authorizer, Osprey Wilds expects that in review of each school’s Safe Learning Plan, it will be evident how the school used equity as a lens through which their plans have been developed.

Overall System	Evident		Evidence / Page Number(s)
	Yes	No	
Does the school identify the COVID-19 program coordinator for each school building? ⁱ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school provide an operational plan overview for each Learning Model? ⁱⁱ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid Roadmap Details document
Does the school explain the procedures that will be used to move from one learning model to another? ⁱⁱⁱ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school explain how learning model shifts will be communicated to the school community? ⁱⁱⁱ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ParentSquare AAHS Back to School 2020 online and elsewhere
All three learning mode plans posted on school website, with identification of the initial learning mode chosen by the school. ⁱⁱ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Date Viewed: 9/22/2020
Health and Safety Requirements	Evident		Evidence / Page Number(s)
	Yes	No	
Does the school describe how social distancing will be ensured in all areas of the school? This should include description of flow patterns on entry and exit of the school, as well as during the school day as well as how students/staff/parents will be able to understand and follow these flow patterns (i.e. signage, floor markings, etc.) ^{iv}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to School graphic/doc on website and Covid Roadmap Details doc
Does the school describe how it will restrict nonessential visitors, volunteers, and activities involving external groups or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to School graphic/doc on

organizations? ⁱⁱ			website
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Does the school describe how food and beverage distribution will be managed to comply with social distancing and low touch requirements? ⁱⁱ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roadmap Details Stages 1-4
Does the school explain their face covering requirements? ^v	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to School graphic/doc on website
Does the school explain how the school will teach and enforce these requirements throughout the school and on transportation vehicles? ⁱⁱⁱ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school explain their process for protecting vulnerable populations of staff? This should include a process for staff to self-identify as high risk for illness due to Covid-19 and explain the plan to address requests for alternative learning arrangements or work assignments. ^{iv}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school explain their process for protecting vulnerable populations of students? This should include detailing how all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 Plans) for accommodating students with special health care needs are evaluated and updated to decrease their risk of exposure to Covid-19. ^{vi}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to school graphic/doc on website and p.9 on Virtual Learning Plan
Does the school explain their process for protecting vulnerable populations of families? This should include a process for families to self-identify as high risk for illness due to Covid-19 and explain the plan to address requests for alternative learning arrangements. ^{iv}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to School graphic/doc on website
Does the school explain their process for acquiring appropriate supplies of cleaning and sanitizing products? ^{vi}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school explain how cleaning and sanitizing products will be strategically placed in areas they will be frequently used? ^{vi}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school explain the hand hygiene practices that will be implemented throughout the school day? ^{vi}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school explain the daily schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day? This should include identifying staff that will be responsible for handling antimicrobial products. ^{vii}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid Roadmap Details document
Does the school clearly articulate the plan for monitoring and excluding students and staff for illness? This should include how they will conduct daily screening (both at school and before they board a transportation vehicle), how they will address staff/students that do not pass the screening but have already reported to school or are waiting at the bus stop, and the school's plan for requiring staff and students to stay home. ^{viii, vii}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General info on Roadmap Details document, but does not include plans for transportation
Does the school address the plan for cleaning/disinfecting transportation vehicles? ^{ix}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school address how it will provide information on how to access resources for mental health and wellness to the entire school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virtual Learning Plan p.6

community? ^x			
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Academic Considerations	Evident		Evidence / Page Number(s)
	Yes	No	
Does the school explain how the hybrid learning model differs from the other two and how this model achieves the reduced capacity requirements? ^{xi}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid Roadmap document
Does the school explain how instruction will be conducted in all three learning models? Specifically:			
(1) when in-person, is instruction being altered to reduce movement and circulation...if so, how? ^{xii}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid Roadmap Details document
(2) when hybrid, how is instruction being provided in the in-person and the remote formats, and how will that work together? ^{xi} And	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid Roadmap Details and Return to School graphic/doc on website
(3) when in distance learning, how is instruction being provided? ^{xi}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virtual Learning plan p.2
Does the school describe if, and how, instruction for students opting for distance learning when the school is in-person or hybrid differs from when the whole school is in distance learning? This should address how this option is equitable. ^{xiii}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Return to School graphic/doc on website
Does the school describe how students will be supported in learning the systems used in each learning model? ^{xi}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virtual Learning Plan p.7-8
Does the school address their plan for addressing learning loss created by disruptions in FY20 and anticipated in FY21? ^{xiv}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the school detail attendance procedures and how they differ based on the learning model? This should include the plan for reducing chronic truancy. ^{xv}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pg. 5-6 does not include plan for reducing chronic truancy
Does the school detail the plan for administering locally administered assessments as well as how these will be used to guide student instruction? ^{xvi}	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Written as questions, p.8 of Virtual Learning Plan
Does the school discuss its grading plan? ^{xvii}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Back to School Document online
Does the school explain its process for providing support to English Language Learners, Students Receiving Special Education Services, and Students Experiencing Homelessness? ^{xi}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virtual Learning Plan pp.9-12
Staff Support	Evident		Evidence / Page Number(s)
	Yes	No	
Does the school address its plan for professional development and training to ensure all staff are prepared to implement with fidelity the new operating procedures, learning tasks and support activities? ^{xviii}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virtual learning plan p.7

Required actions:

For each of the areas where no evidence of the required information was found, please point out where the information is located, or revise the document to add the necessary content to the Safe Learning Plan/s. Currently there are 12 components where the information is either unclear, incomplete, or missing.

Revision due date:

January 15, 2021

Additional comments and recommendations:

AAHS provided many different plans with specific information and beautiful graphics. It is possible that details were missed between the different documents that are posted on the website. Please let us know if we missed details or information that you believe meets the expectations laid out in the guidance referenced in the footnotes below.

Although marked as compliant, a couple of components in your Learning Plan documents were nominal. Consider adding more detail to:

- the plan for professional development and training to ensure all staff are prepared...
- the grading plan

ⁱ MDH 2020-2021 Planning Guide for Schools, p. 4.

ⁱⁱ Governors Executive Order, EO-82, Paragraph 4 and 22.

ⁱⁱⁱ MDE 2020-2021 Planning Guidance for Minnesota Public Schools, p. 6.

^{iv} MDH 2020-2021 Planning Guide for Schools, p. 4-5.

^v MDH 2020-2021 Planning Guide for Schools, p. 9.

^{vi} MDH 2020-2021 Planning Guide for Schools, p. 11.

^{vii} MDH 2020-2021 Planning Guide for Schools, p. 12.

^{viii} MDH 2020-2021 Planning Guide for Schools, p. 14-17.

^{ix} MDH 2020-2021 Planning Guide for Schools, p. 18 and MDE 2020-2021 Planning Guidance for Minnesota Public Schools, p. 18.

^x MDH 2020-2021 Planning Guide for Schools, p. 19 and MDE 2020-2021 Planning Guidance for Schools, p. 102.

^{xi} MDH 2020-2021 Planning Guide for Schools, p. 2.

^{xii} Governors Executive Order, EO-82, Paragraph 22.

^{xiii} Safe Learning Plan for 2020-2021, p. 17; and, Governors Executive Order 20-82; and, 2020-2021 MDE Planning Guidance for Minnesota Public Schools p.6.

^{xiv} MDE 2020-2021 Planning Guidance for Minnesota Public Schools, p.54.

^{xv} MDE 2020-2021 Planning Guidance for Minnesota Public Schools, p. 55.

^{xvi} Osprey Wilds requirement

^{xvii} MDE 2020-2021 Planning Guidance for Minnesota Public Schools, p.65-66.

^{xviii} MDE 2020-2021 Planning Guidance for Minnesota Public Schools, p. 110-111.

EE Performance Indicator 1: Awareness

Students at Academic Arts High School have the awareness, or are increasing their awareness, of the relationship between the environment and human life.

Objective 1: Students will be able to identify all 7 LNT principles.

Evaluation Method 1: Students will take a quarterly quiz identifying the 7 LNT principles. 80% of students with two or more (4 possible) completed quizzes to compare will be able to identify all 7 LNT principles by the quarter 4 quiz.

Objective 2: Students will be able to identify one human activity contributing to climate change (e.g. carbon dioxide, burning fossil fuels, cattle farming, etc.)

Evaluation Method: Students will take a quarterly quiz identifying the 7 LNT principles. This quiz will include questions about human activity and climate change. 80% of students with two or more (4 possible) completed quizzes to compare will be able to identify at least one human activity contributing to climate change by the quarter 4 quiz.

EE Performance Indicator 2: Knowledge

Students at Academic Arts High School have the knowledge, or are increasing their knowledge, of human and natural systems and processes.

Objective 1: Students will be able to articulate how each of the 7 LNT principles affect various environments.

Evaluation Method 1: Students will take a quarterly quiz applying the 7 LNT principles to different situations. 80% of students with two or more (4 possible) completed quizzes to compare will be able to correctly identify and articulate how all 7 LNT principles affect relevant environments by the quarter 4 quiz.

Objective 2: Students will be able to identify one way in which climate change affects humans.

Evaluation Method 2: Students will take a quarterly quiz identifying the 7 LNT principles. This quiz will include questions about human activity and climate change. 80% of students with two or more

(4 possible) completed quizzes to compare will be able to identify at least one way in which climate change affects humans by the quarter 4 quiz.

EE Performance Indicator 3: Attitudes

Students at Academic Arts High School have an attitude, or are increasing their attitude of, appreciation and concern for the environment.

Objective: Students who participate in overnight outdoor experiences will demonstrate appreciation and concern for the environment

Evaluation Method: Students will complete journaling prompts for all overnight experiences. 80% of students will indicate at least one area of appreciation or concern or show an increase when responding to the following journal prompts:

- Pre/Post trip example question: “On a scale of 1-10, how well do you connect to the natural world (or the specific place that the students are going).”

VARIANT FOR DISTANCE LEARNING DUE TO COVID-19 RESTRICTIONS*

Objective: Students who participate in qualifying “AHA Day” experiences will demonstrate appreciation and concern for the environment.

Evaluation Method: Students will complete journaling prompts OR complete surveys for all qualifying** experiences. 80% of students will indicate at least one area of appreciation or concern or show an increase when responding to the following journal prompts / Survey question:

- Pre/Post trip example question: “On a scale of 1-5, how much do you agree with the statement: *‘My AHA Day experience increased my appreciation or concern for the environment?’*”

* Data set will consist of all valid students from respective learning models throughout the year.

**Qualifying experiences include those in natural spaces or suggestions from staff specifically designed for this metric.

EE Performance Indicator 4: Skills

Students at Academic Arts High School have or are increasing their problem solving and critical thinking skills as it relates to the environment and human life.

Objective: Students will propose, as part of class projects, a solution to a real-world environmental problem.

Evaluation Method: 80% of students who complete a class activity (assignment, discussion, project deliverable, etc.) requiring a proposal for a solution to a real-world environmental problem will earn

at least 80% on the specific project or assignment rubric.

EXAMPLE: A “Build Your Own Society” project in a Social Studies class may have a small assignment in development of the final product or part of the final product that requires the student to propose a solution to a real world environmental problem. In this example, we would be referencing the rubric for that specific part, not necessarily the final project grade.

EE Performance Indicator 5: Action

Students at Academic Arts High School demonstrate the capacity, or are increasing their capacity, to work individually and collectively toward sustaining a healthy natural environment.

Objective: Students will educate and advocate to the greater community about their views on issues relevant to the natural environment.

Evaluation Method: 80% of students who complete a project that features or includes a reflection of their views (knowledge and/or attitudes) on an environmental issue will present these views to members of the greater community by presenting at exhibition day or exhibiting their project and reflection in a public forum (e.g. Padlet, Blog, etc.) or both.

EXAMPLE: A “3D Environmental Art” class may have students create art inspired by nature. If, as part of the final project, students are required to reflect on their views on an environmental issue as part of the artist statement, students who complete this class project (i.e. pass the class) would be included in the data set for this evaluation method.

512 - Student Educational Data Policy

Academic Arts High School

Original Creation Date: May 2020

Last Approved By: Academic Arts High School Board of Directors

Last Approved Date:

Year Reviewed: 2019-2020

PURPOSE

The purpose of this policy is to define education data, to identify various protections afforded to such data, and to establish procedures required by state and federal law.

POLICY STATEMENT

It is the policy of Academic Arts High School to fully comply with state and federal laws regarding the classification, maintenance and use of education data. Education data is governed by state law, Minn. Stat. §13.32. Education data is also governed by federal law, the Family Educational Rights and Privacy Act (FERPA) and its regulations in 34 CFR, Part 99.

DEFINITIONS AND GENERAL PROVISIONS

- A. Education Data. "Education data" means data on students maintained by the school, or by a person acting for the school, which relates to a student.

- B. Eligible Student. "Eligible Student" means a student who has reached 18 years of age or is attending an institution of postsecondary education.
- C. Private Education Data. Unless there is a specific exception providing otherwise, education data is generally classified as "private" under state and federal law. With certain exceptions, (e.g., directory information, health and safety emergencies), education data may only be accessed by the student who is the subject of the data or the student's parent when appropriate and school officials with a legitimate educational interest as determined by the educational agency in accordance with applicable law.
- D. School Official. "School officials" who have access to student education records are those individuals at Academic Arts High School who need to know the contents of a student's education record in order to provide education services to the student. School officials will be allowed access to private education data without the consent of the parent or student if they have a legitimate "need to know".
- E. Directory Information. "Directory information" means education data that is available to anyone in the public. Academic Arts High School will notify parents each year which education data is designated as "directory information." Parents have the right to opt-out of including any of their students' data as directory information.
- F. Parent. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. Academic Arts High School school officials may presume the parent has the authority to exercise the rights provided herein unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.
- G. Responsible Authority. "Responsible Authority" means the person (Superintendent, Executive Director, or Designee) appointed by the Academic Arts High School Board who is ultimately responsible for the collection, use, and dissemination of all Academic Arts High School's data, and for all of the school's data practices decisions. The Responsible Authority must ensure compliance with all of the requirements, duties, and obligations of the Minnesota Government Data Practices Act and accompanying rules.

STATEMENT OF RIGHTS

- A. Rights of Parents and Students. Parents and students have the following rights under this policy:
1. The right to inspect and review the student's education records;
 2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law;
 4. The right to refuse the release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the federal law and the regulations promulgated thereunder;
 6. The right to be informed about rights under the federal law; and
 7. The right to obtain a copy of this policy.
- B. Transfer of Rights to Students Over Eighteen (18). All rights and protections given parents under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. However, the parents of a student who is also a "dependent student" for federal tax purposes are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of applicable federal regulations.
- C. Right to Inspect and Review Educational Records Procedure
1. Authority to Inspect and Request Procedures
 - a. It is presumed that either parent of the student has authority to inspect or review the educational records of the student unless otherwise stated by law or Academic Arts High School has received evidence of a relevant legally

binding instrument or court order providing to the contrary.

- b. A request to inspect or review an educational record under Section IV(A)(1) of this policy shall meet all of the following requirements: (i) be written; (ii) identify the record or records as precisely as possible (iii) be signed and dated by the requestor; (vi) provide contact information for the requestor.
 - c. The Responsible Authority shall comply with the request for access to education records of the student within a reasonable time after receiving the request not exceeding ten (10) business days.
2. Records containing information on Multiple Students
 - a. If the educational records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about the particular student.
 3. Fees for Copies of Records
 - a. Academic Arts High School shall charge a reasonable fee for providing copies unless the fee effectively prevents a parent or eligible student from exercising their rights or the fee is part of the search for and/or the retrieval of the educational record. The amount of the fee shall be based on the following factors:
 - a. Costs of materials to provide copies;
 - b. Costs of labor to prepare copies
 - c. Any standard copying charges established by Minnesota Law.
 - d. Any special costs are necessary to produce copies from machine-based record-keeping systems including but not limited to computers, but excluding charges for separating public from private data.
 - e. Mailing costs.

D. Right to Amend Educational Record Procedure

1. Amendment Request and Response
 - a. A request to amend an educational record under Section IV(A)(2) of this policy shall meet all of the following requirements: (i) be written; (ii) identify the information

believed to be inaccurate, misleading, or in violation the privacy or other rights of the student (iii) state the reason for this belief; (iv) specify the correction desired for the record by the Responsible Authority; (v) be signed and dated by the requestor; (vi) provide contact information for the requestor.

- b. The Responsible Authority shall decide whether to amend the education records of the student in accordance with the request within a reasonable time after receiving the request.
- c. If the Responsible Authority decides to refuse the request to amend the educational records of the student, it shall inform the Parent or Eligible Student of the refusal and advice the Parent or Eligible Student of the right to request a hearing.

2. Hearing Request & Results

- a. If the Responsible Authority refuses to amend the educational record, Academic Arts High School shall, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
- b. If, as a result of the hearing, the Academic Arts High School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing
- c. If, as a result of the hearing, Academic Arts High School decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the school or both. This statement shall be maintained along with the contested part of the record for the life of the educational record, and disclosed whenever the related portion of the record is disclosed.

3. Hearing Conduct

- a. This hearing will be held within a reasonable time after Academic Arts High School receives the request, and the parent or eligible student will be given the date, time, and place of the hearing by the school reasonably in advance of the hearing.
- b. The hearing may be conducted by any individual including an official of Academic Arts High School who does not have a direct interest in the outcome of the hearing.
- c. The parent or eligible student will have a full and fair opportunity to present evidence relevant to the issues raised in the request for a hearing, and may, at their own expense, be assisted or represented by one or more individuals of their choosing including an attorney
- d. Academic Arts High School will make its decision in writing within a reasonable time after the hearing. The decision must be based solely upon the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

WHEN PRIOR INFORMED CONSENT TO RELEASE EDUCATION RECORDS IS NOT REQUIRED

- A. In certain circumstances, Academic Arts High School may release information from the education records of a student without the prior informed consent of the parent of the student if the disclosure is consistent with state and federal laws governing such release. These circumstances include:
 1. Pursuant to a valid subpoena or court order. However, Academic Arts High School must make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action unless the disclosure is in compliance with:
 - a. Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

- b. Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - c. An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
- 2. Pursuant to a statute specifically authorizing access to the private data;
- 3. The disclosure is to other school officials, including teachers, if the officials are determined to have legitimate educational interests.
- 4. The disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- 5. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
- 6. To appropriate school officials to the extent necessary to indicate the extent and content of remedial instruction, including the results of assessment testing and academic performance at a postsecondary institution during the previous academic year by a student who graduated from a Minnesota school district within two years before receiving the remedial instruction;
- 7. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
- 8. To the Commissioner of Education for purposes of an assessment or investigation of a report of alleged maltreatment of a student. Upon request by the Commissioner data that are relevant to a

report of maltreatment and are from the school's investigations of alleged maltreatment of a student must be disclosed to the commissioner, including, but not limited to, the following:

- a. Information regarding the student alleged to have been maltreated;
 - b. Information regarding student and employee witnesses;
 - c. Information regarding the alleged perpetrator; and
 - d. The corrective or protective action was taken, if any, by the school facility in response to a report of maltreatment by an employee or agent of the school or school district.
9. The disclosure is information that Academic Arts High School has designated as "directory information".

HEALTH AND SAFETY EMERGENCIES

Academic Arts High School may disclose personally identifiable information from an education record to appropriate parties, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, Academic Arts High School may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If Academic Arts High School determines that there is an articulable and significant threat to the health or safety of a student or other individuals, the school may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

RECEIPT OF RECORDS REGARDING JUVENILE ADJUDICATIONS; SHARING INFORMATION

- A. "Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.
- B. Access by Juvenile Justice System.
 1. Request. Authorities in the juvenile justice system may request data if such data concerns the juvenile justice system and the ability of the system to effectively serve, prior to adjudication, the

student whose records are released. The authorities to whom the data are released must first submit a written request for the data that certifies that the data will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student and the request and a record of the release are maintained in the student's file. All requests must also include an explanation of why access to the data is necessary to serve the student.

2. After a written request under B.1 has been made, Academic Arts High School must disclose the following education data to the juvenile justice system: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
3. After a request under B.1 has been made, the school may also disclose the existence of the following data about a student:
 - Use of a controlled substance, alcohol, or tobacco;
 - Assaultive or threatening conduct that could result in dismissal from school;
 - Possession or use of weapons or look-alike weapons;
 - Theft; or
 - Vandalism or other damage to property.
 - However, the school may not disclose the actual data or other information contained in the student's education record and the school must notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the school within ten days of receiving the certified notice that the parent or guardian objects to the disclosure, the school must not disclose the information. The school must inform the requesting member of the juvenile justice system of the objection. The school must respond to a data request within 14 days if no objection is received from the parent or guardian.
4. Notice to Parents. If Academic Arts High School receives a request to disclose information about a student to the juvenile justice system the school shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of

the request to disclose information before disclosing the information. If the student's parent or guardian notifies the school within ten days of receiving the certified notice that the parent or guardian objects to the disclosure, the school must not disclose the information. The school must inform the requesting member of the juvenile justice system of the objection.

C. Receipt of Records from Juvenile Justice System

****DISCUSSION NEEDED FOR THIS SECTION****

1. Disposition Orders.

- Filing. On receipt of a disposition order for a student, the administrative manager must transfer the order to the school's Teacher Powered School's (TPS) committee's enrollment lead who must place the order in the student's educational record.
- Notification. The administrative manager must immediately notify any counselor directly supervising the student, and any other teacher or administrator who directly supervises the student with a legitimate educational purpose. The school's TPS committee may also notify other district employees, substitutes, and volunteers who are in direct contact with the student with a legitimate educational purpose.
- A person with a legitimate educational purpose under this part is a person whom the school's TPS committee believes needs the data to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability.
- Notification contents. The notice given by the school's TPS committee when receiving a disposition order under this part must: (i) identify the student; (ii) outline the offense; and (iii) describe any conditions of probation requiring the school to provide information.
- Destruction. The disposition order must be destroyed from the educational record when the student graduates or at the end of the school year when the student reaches age 23, whichever is earlier.
- Private data. The order for disposition is considered private educational data and may only be disseminated to those

with a legitimate educational interest, the student, and the student's parents or otherwise required by law.

2. Probable Cause Notice.

- Filing. If a required probable cause notice for a student is given to the school, the school must then place the notice in the student's educational record.
- Notification. The school's TPS committee must immediately notify any teacher, counselor, or administrator directly supervising the student who has a legitimate educational purpose. The school's TPS committee may notify other district employees, substitutes, and volunteers who are in direct contact with the student who has a legitimate educational purpose.
- Notification contents. The notice given by the school's TPS committee when receiving a disposition order under this part must: (i) identify the student; and (ii) describe the alleged offense.
- Destruction. The notice must be destroyed after one year if the school does not receive an adjudicated order for disposition related to the probable cause notice.
- Private data. The data received under this part is considered private educational data and may only be disseminated to those with a legitimate educational interest, the student, and the student's parents or otherwise required by law.

3. Legitimate Educational Interest

- For the purposes of this part only, a person with a legitimate educational purpose is a person whom the school's TPS committee believes needs the data to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability.

DESIGNATION OF DIRECTORY INFORMATION AND RELEASE TO OUTSIDE ORGANIZATIONS

- A. Academic Arts High School has designated the following information as directory information:
 - 1. Student's Name;
 - 2. Dates of Attendance;
 - 3. Degrees and Awards received;
 - 4. Most recent Educational Agency or Institution attended;
 - 5. Participation in officially recognized activities and sports; and
 - 6. Weight and height of members of athletic teams
- B. Directory information may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
- C. If a parent does not want Academic Arts High School to disclose directory information from a child's education records without prior written consent, parents must notify the school by October 1st. To make this request, the parent should call (763) 712-4200.

RELEASE OF INFORMATION TO MILITARY RECRUITERS

- A. Academic Arts High School shall release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request. Academic Arts High School shall give parents and students notice of the right to refuse the release of this data to military recruiting officers. Notice may be given by any means reasonably likely to inform the parents and students of the right.
- B. Limits on Use of Information. Data released to military recruiting officers:
 - 1. May be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. Shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

WHEN PARENTS MAY BE DENIED ACCESS TO EDUCATION RECORDS

- A. Minor's Requests for Denial of Access. In order to deny parental access to education data regarding a minor student, that student must request that Academic Arts High School deny such access in writing, must set forth the reasons for denying access to the parent and must sign the request. Upon receipt of such request, the school will determine if honoring the request to deny the parent access would be in the best interest of the minor student. In making this determination, the school will consider the following factors:
1. Whether the minor student is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 2. Whether the personal situation of the minor student is such that denying parental access may protect the student from physical or emotional harm;
 3. Whether there are grounds for believing that the minor student's reasons for precluding parental access are reasonably accurate;
 4. Whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 5. Whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.
- B. Reports under the Maltreatment of Minors Reporting Act. Pursuant to Minn. Stat. §626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school.
- C. Conditions Related to the Release of Investigative Data. Data collected by the school as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as "confidential data" and shall not be provided to individuals not associated with the investigation. Parents or eligible students may

have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school students, school employees, and/or attorney data as defined in Minn. Stat. §13.393.

1. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.
- D. Release of Information Related to Chemical Abuse. To the extent that the school maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

- A. Responsible Authority. The responsible authority shall be responsible for the maintenance and security of student records.
- B. Record Security. The administrative manager of Academic Arts High School shall be the records manager of the school and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.
- C. Plan for Securing Student Records. The administrative manager shall submit to the responsible authority a written plan for securing students records annually each school year. The written plan shall contain the following information:
 1. A description of records maintained;
 2. Titles and addresses of person(s) responsible for the security of student records;
 3. Location of student records, by category, in the buildings;
 4. Means of securing student records; and
 5. Procedures for access and disclosure.
- D. Review of Written Plan for Securing Student Records. The responsible authority shall review the plans submitted pursuant to paragraph “C”

above for compliance with the law, this policy and the various administrative policies of the school. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall become a part of this policy.

- E. Record Keeping. The Responsible Authority shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - 1. The parties who have requested or received personally identifiable information from the education records of the student;
 - 2. The legitimate interests these parties had in requesting or obtaining the information; and
 - 3. The names of the state and local educational authorities and federal officials and agencies who may make further disclosures of personally identifiable information from the student's education records without consent.
- F. In the event that Academic Arts High School discloses personally identifiable information from an education record of a student pursuant to this policy, the record of disclosure required under this section shall also include:
 - 1. The names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - 2. The legitimate interests of this policy which each of the additional parties has in requesting or obtaining the information; and
 - 3. A copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in accordance with 34 C.F.R. §99.32 and to whom the school disclosed information from an education record.
- G. The school shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

Legal References:

Minn. Stat. §13.02 (Definitions)

Minn. Stat. §13.05 (Duties of Responsible Authority)

Minn. Stat. §13.32 (Educational Data)

Minn. Stat. §121A.75 (Receipt of Records; Sharing)

Minn. Stat. §260B.171 (Disposition Order & Peace Officer Records - Child)

20 U.S.C. 1232g(b)(1)(l) and (h) (Family Educational and Privacy Rights)

34 C.F.R. Part 99 (Family Education Rights and Privacy Act)

Minn. R. 1205.0500 (Access to Private Data on Minors)

513 – Protection and Privacy of Pupil Records

Academic Arts High School

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BACKGROUND

Academic Arts High School recognizes its responsibility regarding the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The following policy is adopted according to the requirements of 20 U.S.C. § 1232g, et seq. (Family Educational Rights and Privacy Act), 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and Minn. Rules, Parts 1205.0100 to 1205.2000.

DEFINITIONS

1. **Directory Information:** “Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s).

Directory information does not include:

- a. A student's social security number;
- b. A student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factors is known or possessed only by the authorized user;
- c. A student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. Personally identifiable data which references religion, race, color, social position, or nationality; or
- e. Data collected from nonpublic school students, other than those who receive shared time educational services, unless the student's parent or guardian gives written consent.

2. **Education Records:**

- a. **What constitutes "education records."** Education records mean those records which: (1) are directly related to a student; and (2) are maintained by the charter school or by a party acting for the charter school.
- b. **What does not constitute an education record.** The term, "education records," does not include:

i. Records of instructional personnel which:

- (1) are in the sole possession of the maker of the record; and
- (2) are not accessible or revealed to any other individual except a substitute teacher; and
- (3) are destroyed at the end of the school year.

ii. Records of a law enforcement unit of the charter school, provided education records maintained by the charter school are not disclosed to the unit, and the law enforcement records are:

- (1) maintained separately from education records;
- (2) maintained solely for law enforcement purposes; and
- (3) disclosed only to law enforcement officials of the same jurisdiction.

iii. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

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

iv. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

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

v. Records that only contain information about an individual after they are no longer a student at the school district and that are not directly related to the individual's attendance as a student.

3. **Eligible Student:** All rights and protections given parents under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

4. **Legitimate Educational Interest:** "Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, the discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to: (a) perform an administrative task required in the school or the employee's contract or job description approved by the Board, (b) perform an instructional or supervisory task directly related to a student's education, (c) perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid; or (d) perform a task directly related to responding to a request for data.

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

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

identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

7. **Responsible Authority:** Means the Executive Director or his or her designee.

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

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

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

11. **Data Practices Compliance Officials:** Means the enrollment lead and behavior lead, who are members of school's Teacher Powered Schools (TPS) committee. The data practices compliance officials are the designated employees to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

12. **General:** State laws provide that all data collected, created, received, or maintained by a school district are public unless classified by state or federal

law as not public, private or confidential. State law classifies all educational data on students other than directory information maintained by a school district as private data. These data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The charter school shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

- a. a specification of the records to be disclosed;
- b. the purpose or purposes of the disclosure;
- c. the party or class of parties to whom the disclosure may be made;
- d. the consequences of giving informed consent; and
- e. if appropriate, the termination date for the consent.

3. When a disclosure is made under this subdivision:

- a. if the parent or eligible student so requests, the charter school shall provide them with a copy of the records disclosed; and
- b. if the parent of a student who is not an eligible student so requests, the charter school shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

- a. identifies and authenticates a particular person as the source of the electronic consent; and
- b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

a. in plain language;

b. dated;

c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

d. specific as to the nature of the information the subject is authorizing to be disclosed;

e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district or charter school that are subject to third-party reimbursement.

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the charter school whom the charter school determines to have a legitimate educational interest in such records.

2. To a contractor, consultant, volunteer, or other parties to whom the charter school has outsourced institutional services or functions provided that the outside party:

- a. performs an institutional service or function for which the charter school would otherwise use employees;
- b. is under the direct control of the charter school with respect to the use and maintenance of education records, and
- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which a student possessed or used a dangerous weapon, and with proper annual notice, suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act. The records also shall include a copy of any probable cause notice or any disposition or a court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the charter school will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with of this policy.

4. To authorized state and federal officials as provided in federal and/or state statute.

5. In connection with financial aid for which a student has applied or received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

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

6. To accrediting organizations to carry out their accrediting functions.
7. To organizations conducting studies for educational purposes provided that the studies are conducted in a manner which will not permit the personal identification of students or parents by individuals other than official representatives of the organizations making the studies.
8. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes.
9. To comply with a judicial order or lawfully issued subpoena provided that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding.
10. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In deciding whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students.
11. To military recruiting officers and post-secondary educational institutions in accordance with applicable federal and state law.

12. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

13. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the charter school for students or former students.

14. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

a. The following information about a student must be disclosed: the student's full name, home address, phone number, date of birth, school schedule, attendance record, photographs, if any, and parents' names, home addresses and phone numbers; and

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

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

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

16. To the program director where the student attends if it is information from a peace officer's record of children received by the executive director under Minn. Stat. § 260B.171, Subd. 5. The program director must place the information in the student's education record. The program director also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the program director believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The program director may also notify other charter school employees, substitutes, and volunteers who are in direct contact with the student if the program director determines that these individuals need the information to work with the student in an appropriate manner, to avoid

being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the program director must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law. The program director must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

17. To school staff, notification of students with a history of violent behavior, under state law.

Certain records such as those containing child welfare reports pertaining to abused or battered children shall not be made available to parents. Reports made by the charter school under Minn. Stat. § 626.556 shall be accessible only to appropriate welfare and law enforcement agencies. The subject individual may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department as permitted by state law.

The charter school may deny access to parents to their student's education records upon written request of the student if it determines denying parental access would be in the best interests of the student, considering the factors stated in state and federal laws.

Students shall not be entitled to access to private data concerning financial records and statements of the student's parents.

PROCEDURE FOR OBTAINING NON DISCLOSURE OF DIRECTORY INFORMATION

Within thirty (30) days after annual public notice regarding directory information has been provided, the parent's or eligible student's written notice requesting nondisclosure of directory information shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by the student;
4. Parent's legal relationship to the student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

PROCEDURE FOR REFUSING RELEASE OF DATA TO MILITARY RECRUITMENT OFFICERS

To refuse the release of information to military recruiting officers, a parent or eligible student must notify the responsible authority, the appropriate program director, in writing, by October 1 of each school year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by the student;
5. Parent's legal relationship to the student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiters; and
7. Specific category or categories of information which are not to be released to the public, including military recruiters.

A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the school district's release of directory information to the rest of the public, including military recruiting officers. To make any directory information about a student private, the procedures in section 1 of these rules also must be followed. Accordingly, to

the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers.

Data released to military recruitment officers may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military, and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

WRITTEN CONSENT

The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided in charter school policy, or state or federal law. The written consent required by state and federal law must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

1. a specification of the records to be disclosed;
2. the purpose(s) of the disclosure;
3. the party or class of parties to whom the disclosure may be made;
4. The consequences of giving informed consent; and
5. if appropriate, the termination date for the consent.

REDISCLASURE

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the proper written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable

information under this section may use the information, but only for the purposes for which the disclosure was made.

REVIEW OF STORED DATA

The school district shall permit the parent of a student who is or has been in attendance in the school district to inspect and review the education records of the student. The school district shall comply with such a request immediately, if possible, or within ten working days of the date, the request is received, exclusive of Saturdays, Sundays and holidays.

1. The right to responses from school district officials to reasonable requests for explanations and interpretations of the records.
2. The right to obtain copies of the records from the school district where the failure of the school district to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records.

The right to inspect and review education records under the preceding paragraph includes:

Parents or eligible students wishing to inspect educational records shall submit to the school district a written request which identifies as precisely as possible the record or records to be inspected.

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

A record of review of education records pursuant to this section shall be recorded on a form attached to the student's file.

The parent or eligible student shall bear the cost of providing copies of records. The responsible authority may waive this fee in whole or in part if they determine that failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review those records. The school district reserves the right to make a charge for copies such as

transcripts it forwards to potential employers or post-secondary educational institutions for employment or admissions purposes.

REQUEST TO AMEND RECORDS: PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records: The parent or guardian of a student or an eligible student who believes that information contained in the education records is inaccurate, incomplete, misleading or violates the rights of a student may request that the charter school amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the charter school to make. The request shall be signed and dated by the requestor
2. The charter school shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the charter school decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

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

1. If, as a result of the hearing, the charter school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the charter school decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the school district or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:

a. be maintained by the charter school as part of the education records of the student so long as the school district maintains the record or contested portion thereof; and

b. if the charter school discloses the education records of the student or the contested portion thereof to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing:

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

D. Appeal

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

RECORD SECURITY

A. **Responsible Authority:** The responsible authority shall be responsible for the maintenance and security of student records.

1. Each program director, subject to the supervision and control of the executive director, shall be the record manager for his or her school program and shall have the responsibility for maintaining and securing the privacy of student records according to charter school policy.

B. **Plan for Securing Student Records:** Each program director shall submit to the executive director a written plan for securing student records. The plan shall include:

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

The Executive Director shall examine all plans and certify in writing that they comply with the law and with this policy. Any proposed changes in plans are subject to approval by the Executive Director.

C. **Record Keeping:** Each program director shall maintain a record of each request for personally identifiable information from the education records of a student. The record shall indicate:

1. The parties who have requested or received personally identifiable information from the education records of the student.
2. the legitimate interests these parties had in requesting or obtaining the information; and
3. the names of the state and local educational authorities and federal officials and agencies listed in this policy that may make further disclosures of

personally identifiable information from the student's education records without consent

The above does not apply to requests by or disclosures to a parent or student, with the written permission of a parent or eligible student, disclosures to appropriate school officials, or disclosures of directory information.

The record of requests and disclosures may be inspected by:

1. The parent of the student or the eligible student.
2. The school official or his or her assistant who is responsible for the custody of the records.
3. Persons authorized by law to audit the charter school's record-keeping procedures.

RIGHTS OF PARENTS AND STUDENTS

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

1. To inspect and review the student's education records;
2. To consent to disclosures of personally identifiable information contained in the student's education records, except where consent is not required for disclosure;
3. To request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
4. To refuse the release of the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. To file a complaint with the U.S. Department of Education for alleged violations of federal law;
6. To be informed about rights under the federal law; and
7. To obtain a copy of this policy at the office of the executive director.

All rights of parents under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. However, the parents of an eligible student, who is also a

dependent student, retain the right to gain access to the student's education records without first obtaining the student's consent.

The charter school shall respond to any request of a student, an eligible student, or the parent of an eligible student who is also a dependent student to inspect and review education records immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

Annual Notification of Rights: The charter school shall give parents of students in attendance and eligible students in currently in attendance annual notice in a manner reasonably likely to inform the parents and eligible students of their rights to inspect and review the student's education records and the procedure for inspecting and reviewing education records, and the right to seek amendment of the student's education records to ensure the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records.

Complaints about Non-Compliance: Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education. 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. A complaint filed under this section must contain specific allegations of fact giving reasonable cause to believe that a violation of federal law or rule has occurred.

Legal Reference:

Minn. Stat. § 13.32 Minnesota Government Data Practices Act

Minn. Stat. § 124E.03, subd. 5(a)(charter schools must comply with the Minnesota Government Data Practices Act)

20 U.S.C. § 1232g Family Educational Rights and Privacy Act

34 CFR Part 99 Code of Federal Regulations under FERPA

Rationale: *The purpose of this policy is to establish a well-defined system of maintaining and processing student records in conformity with state and federal rules and laws governing data privacy.*

