

Tuesday, November 15, 2022

7:00 pm WORK SESSION
Media Center SAMS/SAVHS
3303 33rd Ave NE
St. Anthony, MN 55418
Remote attendance: Pelican Bay Blvd, Naples, FL

Please [click here](#) to listen to the meeting.

WORK SESSION

Call to Order

Vice Chair Ben Phillip

Approval of Agenda

Vice Chair Ben Phillip

SAVHS Student Report

SAVHS Principal Norman Bell

The Minnesota State High School League (MSHSL) initiative "Together We Make a Difference" focuses on taking action to improve behavior at high school athletic events and activities.

Superintendent Report

Superintendent Dr. Renee Corneille

Each school board meeting, the superintendent will take time to reflect on the school district's achievements, events and stories of students and staff.

Approval of Minutes

Vice Chair Ben Phillip

The recommended motion is to approve the minutes from the November 1, 2022 Regular Meeting, as presented.

Amended Consent Agenda

Vice Chair Ben Phillip

The recommended motion is to approve the November 15, 2022 Amended Consent Agenda, as presented.

Discussion:

First Reading of Policy 203

School Board Member - Director Mageen Caines

This is the first reading of Policy 203 - Operation of the School Board - Governing Rules.

Discussion:

Second Reading of Policies 101, 104, 202, 203.6, 212, 306, 405, 406, 407 and 409

School Board Member - Director Mageen Caines

This is the second reading of policies:

- 101 - Legal Status of the School District
 - 104 - School District Vision/Mission Statement Operational Goals
 - 202 - School Board Officers
 - 203.6 - Consent Agenda
 - 212 - School Board Member Development
 - 306 - Administrator Code of Ethics
 - 405 - Veterans Preference
 - 406 - Public and Private Personnel Data
 - 407 - Employee Right to Know - Exposure to Hazardous Substances
 - 409 - Employee Publications, Instructional Materials, Inventions and Creations
-

Discussion:

January Organizational Meeting

Vice Chair Ben Phillip

The School Board is asked to approve a number of organizational items at the first meeting in January. The goal at this meeting is to determine which areas, if any, need further discussion and/or research for future meetings before the January 3, 2023 Organizational Meeting.

Discussion:

World's Best Work Force Goals

Superintendent Dr. Renee Corneille

The administration will discuss the draft World's Best Workforce goals for the 2022-2023 school year.

Discussion:

2023 SANB Legislative Platform

Board Chair Laura Oksnevad

One of the Minnesota Standards of School Board Leadership is Advocacy and Accountability. Included in this standard is the need to engage and build relationships with both public and private stakeholders as well as advocate on local, state and national levels. The school board will review, discuss and edit the needs addressed in the draft. A final legislative platform will be brought to the board for approval at the December 6th regular meeting.

Discussion:

Equity Review Update

Superintendent Dr. Renee Corneille

The ISD282 School Board has approved the use of the Center of Educational Leadership to conduct an Equity Review for the school district. The equity review will include 21 focus groups of district stakeholders: Staff, Students, and Families. Board Director Mageen Caines, Superintendent Corneille, and Communications

Coordinator Liz Anderson, will be meeting with two Design Teams to edit, add, change questions to ensure the questions match the district's learning objectives.

Discussion:

Review Superintendent Evaluation Tools

Board Chair Laura Oksnevad

The hiring and evaluation of a superintendent is one of a school board's most important responsibilities. The process and timeline for our annual superintendent evaluation includes a mid-year progress report and a year-end evaluation. School Board members will receive the current evaluation tool for note taking and discuss alternate tools to consider.

School Board Member Reports

Vice Chair Ben Phillip

Adjourn

Vice Chair Ben Phillip

Next Meeting(s):

Tuesday, January 31, 2023 – 6:00 pm – City Council Chambers - Joint Meeting with City of St. Anthony
Tuesday, February 7, 2023 – 7:00 pm City Council Chambers – Regular Meeting
Tuesday, February 21, 2023 – Media Center – Work Session

1 St. Anthony – New Brighton
2 Independent School District 282
3 3303 33rd Ave NE
4 St. Anthony, MN 55418

5
6 **REGULAR MEETING –Tuesday, November 1, 2022**

7
8 **MINUTES**

9
10
11 **Members Present:** Board Chair Laura Oksnevad; Vice Chair Ben Phillip;
12 Clerk Cassandra Palmer; Treasurer Mike Overman; Director Leah Slye; and Director Mageen
13 Caines

14
15 **Staff Present:** Superintendent Dr. Renee Corneille; Director of Student Services Hope
16 Fagerland; and Wellness Coordinator Lori Watzl-King

17
18 The Regular Meeting was called to order at 7:00 p.m. by Board Chair, Laura Oksnevad.

19
20 **APPROVAL OF THE AGENDA**

21
22 **A motion was made by Mageen Caines and seconded by Cassandra Palmer to approve**
23 **the November 1, 2022 Regular Meeting agenda, as presented.**
24 **The motion carries 6-0.**

25
26 **RECOGNITIONS**

27
28 **A motion was made by Cassandra Palmer and seconded by Leah Slye to recognize and**
29 **congratulate Lori Waltz-King, the District’s Wellness Coordinator, as the 2022 School**
30 **Nurse of the Year, recognized by the Minnesota Nurse Association, as presented.**
31 **The motion carries 6-0.**

32
33
34 **COMMUNICATION BREAK**

35
36 **SUPERINTENDENT REPORT**

37
38 Each school board meeting, the superintendent will take time to reflect on the school district's
39 achievements, events and stories of students and staff. This evening’s report included a recap
40 of the all staff professional development day; boys and girls soccer teams at state; boys and
41 girls cross-country participate in state meet; a thank you to the community for providing
42 substitute teaching help and para/clerical support; and noted progress in the relationship with
43 the transportation company.

44
45
46 **APPROVAL OF MINUTES**

47
48 **A motion was made by Ben Phillip and seconded by Mike Overman to approve the**
49 **Minutes from the October 18, 2022 Work Session, as presented.**
50 **The motion carries 6-0.**

51
52 **APPROVAL OF CONSENT AGENDA**
53

54 **A motion was made by Leah Slye and seconded by Mageen Caines to approve the**
55 **November 1, 2022 Consent Agenda, as presented. The motion carries 6-0.**
56

57 **ACTION**
58

59
60 **1. Final Reading of Policies 404, 416 and 418**
61

62 The was the final reading of Policies 404 - Employment Background Checks; 416 - Drug and
63 Alcohol Testing and 418 - Drug-Free Workplace / Drug-Free School.
64

65 **A motion was made by Ben Phillip and seconded by Mageen Caines to approve Policies**
66 **404, 416 and 418, as presented. The motion carries 6-0.**
67

68 **DISCUSSION**
69

70 **1. School Calendar Timeline**
71

72 Administration reviewed the school calendar process with the Board. The goal is to present two
73 school calendar years for approval by January or February of 2023.
74

75 **2. First Reading of Policies 101, 104, 202, 203.63, 212, 306, 405, 406, 407 and 409**
76

77 This is the first reading of policies: 101 - Legal Status of the School District; 104 - School District
78 Vision/Mission Statement Operational Goals; 202 - School Board Officers; 203.6 - Consent
79 Agenda; 212 - School Board Member Development; 306 - Administrator Code of Ethics; 405 -
80 Veterans Preference; 406 - Public and Private Personnel Data; 407 - Employee Right to Know -
81 Exposure to Hazardous Substances and 409 - Employee Publications, Instructional Materials,
82 Inventions and Creations. The Board will have a second reading of the same policies at the
83 November 15 work session.
84

85
86 **SCHOOL BOARD MEMBER REPORTS**
87

88 School Board members attended the following events and meetings: endowment foundation;
89 policy committee; support staff contract negotiations; AMSD; NE Metro 916 and the football
90 game.
91

92 **Adjourn**
93

94 The Regular Meeting of November 1, 2022 was adjourned at 8:17 p.m.
95 Signed: Cassandra Palmer - School Board Clerk
96 Attest: Kim Lannier
97

98

99

AMENDED - SCHOOL BOARD CONSENT AGENDA
November 15, 2022

PRESENTER(S): School Board Vice Chair

SCHOOL BOARD CHAIR'S RECOMMENDATION (in the form of a motion): "...to approve the **Amended** Consent Agenda.

1. Personnel

a. Leave(s)

| Last Name | First Name | Position | School | Date Effective |
|--------------|--------------|----------------------|----------------------------------|--------------------------------------|
| Steen | Cathy | Para educator | St. Anthony Middle School | October 31 – December 9, 2022 |

b. Hire(s)

| Last Name | First Name | Position | School | Date Effective |
|--------------------|---------------|-------------------------------------|-------------------|--|
| Yonjan Lama | Dimpal | Everyday Building Substitute | SAVHS/SAMS | November 9, 2022 – June 9, 2022 |

c. Resignation(s)

| Last Name | First Name | Position | School | Date Effective |
|-------------------|--------------|---------------------------------|--------------|--------------------------|
| Phan | Quyen | Assistant Principal | SAVHS | November 9, 2022 |
| Mingo | Amy | Para educator | SAVHS | October 12, 2022 |
| Sonnenberg | Erica | Administrative Assistant | SAVHS | November 25, 2022 |

2. Payment of Bills Checks Paid – November 4, 2022

| | |
|---------------------------------|---------------------|
| General Fund | \$171,865.07 |
| Food Service Fund | \$18,584.17 |
| Transportation Fund | \$1,609.08 |
| Community Service Fund | \$10,392.55 |
| Capital Expenditure Fund | \$68,456.38 |
| Agency Fund | \$ 3,500.00 |
| Trust Fund | \$5,200.14 |
| Student Activities | \$ 5,831.61 |

TOTAL: **\$285,439.00**

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled

February 5, 2019 MSBA/MASA
Model Policy 203
Orig. 1995 Rev. 2009, 2019

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order* where not inconsistent with A. and B., above.

Legal References:

Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers) Cross References:

101: LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.

B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.

C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

A. The school district is a separate legal entity.

B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.

C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References:

Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations) Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)

Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)

Huffmnan v. School Board, 230 Minn. 289, 41 N.W.2d 455

(1950) *State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

Cross References:

MSBA/MASA Model Policy 201 (Legal Status of School Board)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

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

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

MSBA/MASA Model Policy 705 (Investments)

MSBA/MASA Model Policy 706 (Acceptance of Gifts)

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA Service Manual, Chapter 3, Employee Negotiations

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: January 9, 2012
Revised: October 7, 2014
Revised: December 1, 2020

104 SCHOOL DISTRICT VISION/MISSION STATEMENT AND STRATEGIC DIRECTIONS-OPERATIONAL GOALS

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. VISION/MISSION STATEMENT AND SCHOOL BOARD OPERATIONAL GOALS

Vision

We are committed to the success of all learners. We will engage, inspire, challenge and support each learner through innovation and collaboration.

Mission

The mission of the St. Anthony-New Brighton School District is to educate, prepare and inspire a community of life-long learners in our small, caring environment.

Values

Academics, Accountable, Challenging, Character, Community, Creative, Diverse, Engaged, Equity, Global, Inclusive, Innovative,

Integrity, Relevant, Respect, Responsible, Supportive, and Welcoming.

Strategic Directions Objectives

Students – Staff – Community

We are guided by our strategic directions of high expectations matched with high support for students and staff, and strong communication and relationships with our families and community.

IV. REVIEW

The school board will review the school district's mission and vision every two years, especially when members of the board change.

The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References:

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)

Minn. Rule Parts 3501.0010-3501.0180

Minn. Rule Parts 3501.0200-3501.0270

Cross References

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may elect a vice-chair to serve in the temporary absence of the chair.

B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

A. The persons who perform the duties of clerk and treasurer need not be members of the school board.

B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed

by the school board, represent the school district in all actions, and perform all duties a chair usually performs.

2. The chair may request or delegate presiding duties to the Vice Chair.

3. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.

2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.

3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided

2. Within three days after an election, the clerk shall notify all persons elected of their election.

3. On or before September 15 of each year, the clerk shall:

a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.

b. make and transmit to the commissioner certified reports, showing:

(1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;

(2) length of school term and enrollment and attendance by grades; and

(3) other items of information as called for by the commissioner.

4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

1. The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.
2. The vice-chair shall have the option to preside over work sessions, regular sessions, or professional development at the request or direction of the chair.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:

- a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
- b. recommend to the school board employment and dismissal of teachers;
- c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
- d. superintend school grading practices and examinations for promotions;
- e. make reports required by the commissioner; and
- f. perform other duties prescribed by the school board.

Legal References:

Minn. Stat. § 123B.12 (Finance) Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References:

MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
SBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

February 5, 2019
MSBA/MASA Model Policy 203.6
Orig. 1997Rev. 1999, 2019

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion.

~~Should a consent agenda be used, an appropriate amount of review time will be allowed upon request, as long as the request is made prior to the vote on the consent agenda.~~

B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation.

Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.

C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda.

The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

D. Consent agenda items are approved en masse by one vote of the school board. ~~The consent agenda items shall be separately recorded in the minutes.~~

Legal References:

Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References:

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

A. New school board members will be provided the opportunity and will be expected encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.

B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.

C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.

D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References:

Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References:

MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

*Orig. 1995, Rev. 1995, 2002, 2017
Adopted December 19, 2017*

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.

6. Pursues appropriate measures to correct those laws, policies, and 306-2 regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References:

Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)

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

Cross References:

405 VETERAN'S PREFERENCE

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

I. PURPOSE

The purpose of this policy is to comply with ~~the Minnesota law mandating~~ Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ A. ~~The~~ school district's policy is to comply with ~~Minnesota law~~ the VPA regarding veteran's preference rights and ~~the mandating of~~ mandated preference points to veterans and spouses of deceased veterans or disabled veterans.

~~Veteran~~ B. ~~The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.~~

C. Veteran's preference points will be applied pursuant to applicable law as follows:

1. ~~There~~ 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, ~~a credit of five points provided that the veteran obtained a passing rating on the examination without the addition of the credit points.~~

~~There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of ten points~~ provided that the veteran obtained a passing rating on the examination without the addition of the credit points.

~~There~~ 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.

3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, ~~a credit of five points~~ provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

D. Eligibility for and application of veteran's preference ~~and~~ the definition of a veteran, and the definition of a disabled veteran for ~~purpose~~ purposes of ~~preference~~ this policy will be pursuant to ~~applicable law~~ the VPA.

E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.

~~It is the~~ F. ~~The~~ school district's policy is to use a 100-point hiring system to enable allocation of ~~veteran~~ veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

G. If the school district rejects a member of the finalist pool who has claimed veteran's

preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

~~rejection and file the notice with the school district's personnel officer.~~

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.

1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.

2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 ~~et seq.~~ (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity) ~~MSBA~~
~~Research Bulletin 94-6~~

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is ~~available~~not public and is accessible only to the following: the subject of the data~~and to,~~ as limited by any applicable state or federal law; individuals within the school district ~~staff~~whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who need it~~are~~ authorized by law to gain access to conduct the business~~that specific data; and entities or individuals given access by the express written direction of the school district~~data subject.

C. “Confidential” means the data ~~is~~are ~~not available~~public and are not accessible to the subject.

D. “Parking space leasing data” means the following government data on an ~~application~~applicant for, or ~~lease~~lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission.~~ Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

F. _____ “Finalist” means an individual who is selected to be interviewed by the school board for a position.

G. _____ “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted ~~in~~by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a ~~school district acting as a~~ health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by ~~FERPA and the Family Educational Rights and Privacy Act,~~ employment records held by a school district in its role as employer, ; and records regarding a person who has been deceased for more than fifty (50) years..

H. _____ “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

A. _____ The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:

1. _____ name;

2. _____ employee identification number, which may not be the employee’s ~~social security~~ Social Security number;

3. _____ actual gross salary;

4. _____ salary range;

5. _____ terms and conditions of employment relationship;

6. _____ contract fees;

7. _____ actual gross pension;

8. _____ the value and nature of employer-paid fringe benefits;

9. _____ the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

10. _____ job title;

11. _____ bargaining unit;

12. ___ job description;
13. ___ education and training background;
14. ___ previous work experience;
15. ___ date of first and last employment;
16. ___ the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. ___ the final disposition of any disciplinary action, as defined in ~~Minn. Stat.~~ §Minnesota Statutes, section 13.43, ~~Subdivision~~ 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. ___ the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. ___ work location;
20. ___ work telephone number;
21. ___ badge number;
22. ___ work-related continuing education;
23. ___ honors and awards received; and
24. ___ payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. ___ The following information on current and former applicants for employment ~~or to an advisory board/ commission~~ by the school district is public:

1. ___ veteran status;
2. ___ relevant test scores;

3. _____ rank on eligible list;
4. _____ job history;
5. _____ education and training; and
6. _____ work availability.

C. _____ Names of applicants are private data except when certified as eligible for appointment to a vacancy or when ~~they become~~ applicants are considered by the school board to be finalists for ~~an~~public employment-~~position~~.

D. _____ Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. _____ name;
 - b. _____ city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. _____ education and training;
 - d. _____ employment history;
 - e. _____ volunteer work;
 - f. _____ awards and honors;
 - g. _____ prior government service;
 - h. _____ any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. _____ veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. _____ residential address;
 - b. _____ either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. _____ first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

A. E. Regardless of whether there has been a final disposition as defined in ~~Minn. Stat.~~

§Minnesota Statutes, section 13.43, Subd. subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. §Minnesota Statutes, section 13.43, Subd. subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

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

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data with regard to data on individuals are private.

E. An individual's checking account number is private when submitted to a government entity.

F. Personnel data may be disseminated to labor organizations to the extent the ~~school district~~responsible authority determines ~~if~~the dissemination is necessary for the labor organization to conduct ~~its business or when elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A.~~ Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services (“BMS”) to the extent the dissemination is ordered or authorized by the Commissioner of the ~~Bureau of Mediation Services~~BMS.

G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district’s investigation of any complaint or charge against the employee.

H. The school district may, if ~~the~~its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

~~The~~1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

~~A pre-petition~~2. a prepetition screening team conducting an investigation of the employee under ~~Minn. Stat. §~~Minnesota Statutes, section 253B.07, ~~Subd. subdivision~~ 1; or

~~A~~3. a court, law enforcement agency, or prosecuting authority.

I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime committed by an employee.

J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~does not have access to data that would identify the complainant or other witnesses if the ~~school district~~responsible authority determines that the employee’s access to that data would:

1. threaten the personal safety of the complainant or a witness; or

2. subject the complainant or witness to harassment.

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

L. The school district ~~shall make any~~ must report to the ~~board of teaching~~ Minnesota Professional Educator Licensing and Standards Board (“PELSB”) or the ~~state board of education~~ Board of School Administrators (“BOSA”), whichever has jurisdiction over the teacher’s or administrator’s license, as required by ~~Minn. Stat. §Minnesota Statutes, section~~ 122A.20, ~~Subd.~~ subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over ~~a teacher’s~~ license, provide the licensing board with information about the teacher ~~or administrator~~ from the school district’s files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minn. Stat. §Minnesota Statutes, section~~ 122A.20, ~~Subd.~~ subdivision 2.

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

M. Private personnel data shall be disclosed to the ~~department~~ Department of ~~economic security~~ Employment and Economic Development for the purpose of administration of the unemployment insurance program under ~~Minn. Stat.~~ Minnesota Statutes, Ch. 268.

N. When a report of alleged maltreatment of a student in ~~an elementary, middle school, high school or charter~~ school is made to the Commissioner of ~~the Minnesota Department of Education (“MDE”) under Minnesota Statutes Chapter 260E~~, data that are relevant and collected by the school ~~facility~~ about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

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

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

- P. Data submitted by an employee making a suggestion to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

Health

- Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private unless otherwise provided and will not be disclosed except as permitted or required by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices

law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated Superintendent of Schools*[name and title, telephone]* as the authority responsible for personnel data. ~~if you have any~~

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~Minn. Stat. § 13.02 (Definitions)~~
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.41 (Licensing Data – Public Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Applicants for Employment)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subsubd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)

[Minn. Stat. § 123B.03 \(Background Check\)](#)
[Minn. Stat. § 123B.143, subd. 2 \(Disclose Past Buyouts\)](#)
[Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)
[Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)
[Minn. Stat. § 253B.07\(Judicial Commitment: Preliminary Procedures\)](#)
[Minn. Stat. Ch. 260E \(Reporting of Maltreatment of Minors\)](#)
[Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)
[Minn. R. Pt. 1205 \(Data Practices\)](#)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, [162](#) and 164 (HIPAA Regulations)

Cross References: [MSBA/MASA Model Policy 206 \(Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations\)](#) ~~[Policy 515 \(Protection and Privacy of Pupil Records\)](#)~~
~~[MSBA Service Manual, Chapter 13, School/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)~~
[MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)
[MSBA Law Bulletin “I” \(School Records – Privacy – Access to Data\)](#)

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minn. Stat. § 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

~~It is the~~The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

7

III. DEFINITIONS

A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.

B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:

1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or

2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

~~exposure, or contamination.~~

D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.

E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

F. _____ "Blood borne ~~pathogens~~ pathogen" means a _____ pathogenic ~~microorganisms~~ microorganism that ~~are~~ is present in human blood and can cause disease in humans. ~~These pathogens include~~ This definition includes, but ~~are~~ is not limited to, hepatitis B virus (HBV), ~~hepatitis C virus (HCV),~~ and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

A. _____ Any newly ~~-~~hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.

B. _____ Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
[MSBA/MASA Model Policy 807 \(Health and Safety Policy\)](#)

Adopted: November 3, 2009 Revised: November 1, 2022

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for five years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References:

Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 et seq. (Copyrights)

Cross References:

SANB's World's Best Workforce Goals

GOALS PROPOSED FOR 2022-2023

GOAL 1: All students will be ready for Kindergarten.

(State Defines Ready for Kindergarten as: Children are 5 years of age by September 1, who are immunized, and have completed early childhood screening.)

- Early Childhood Screening:
 - **75% of the children who have an early childhood screening (during the 22-23 school year) will be 3 and 4 years old.**
- Teaching Strategies Gold Assessment:
 - **100% of the students who attend preschool at St. Anthony Community Services and enter Kindergarten in September 2023, will be meeting expectations as measured by the Teaching Strategies Gold Assessment.**
- **Rationale:** The state defines "Kindergarten Ready" in very specific ways. SANB supports early childhood screening as it helps identify developmental needs at a young age, possibly preventing future concerns. SANB also values the academic and social aspects of the Teaching Strategies Gold Assessment.

GOAL 2: All students in third grade achieve grade-level literacy.

- NWEA MAP Spring Reading Assessment:
 - **The 2022-23 third grade class will earn an average RIT score of 202 on their Spring NWEA MAP Reading**
- **Rationale:** The score of 202 on NWEA MAP Reading in the spring of 3rd grade has been statistically tied to a college and career readiness score on the ACT in 11th grade. In the spring of 2022, SANB's third grade students scored an average of 201. COVID created school interruptions for our elementary students. We would recommend setting a college and career readiness score of 202 to ensure students are reading not only at grade level, but also for academic success.

GOAL 3: Close the achievement gaps among all groups.

- NWEA MAP Spring Reading Assessment:
 - **No achievement gap will exist between grades 3-6 students of color and white students on their average reading RIT score. This gap will not be closed by lowering one group's average, but rather raising the averages.**
- **Rationale:** Currently our students of color in grades 2-8 have an average 210 RIT reading score, compared to white students at a 214 average RIT score.

GOAL 4: All students will be career and college ready by graduation.

- **60% of the juniors taking the ACT in 2023 will earn at least a composite score of 22.**
- **Rationale:** Based on the data collected over the past 2 years, we are hoping to re-establish a baseline post-covid (see charts from 21-22 results).
- **CTE enrollment and 916 enrollment - looking into this - In Progress**
- **Rationale:** We should add a goal related to Career along with College (ACT).

GOAL 5: All students graduate.

- **100% of 2025 will graduate as measured by the 7-year graduation measurement.**
- **Rationale:** Minnesota calculates graduation rates on the following scales: 4-year, 5-year, 6-year, and 7-year. For some students, the seven-year graduation rate is the most appropriate. For example, the Individualized Education Programs (IEPs) for some students in special education call for the students to receive education through age 21. In those cases, the 7-year graduation rate allows schools, districts, and the state to reflect students' successful graduation in compliance with their IEPs. Both the 4-year and 7-year graduation rates are used for accountability purposes.

St. Anthony - New Brighton Schools

2023 Legislative Platform Ideas

Purpose of the Legislative Platform:

- Tell our story using student stories that articulate the message
 - Share the district's concerns and needs
 - Create a compelling argument about how we would spend the funds
-

Priorities

Ensuring Reliable & Sustainable Funding

1. Increase the general education basic formula by 5% and index to inflation
 - a. Allow local school boards authority to renew an existing levy without holding an election (same as cities and other municipalities)
 - b. Eliminate Special Education (SpEd) and English Language (EL) cross subsidies
 - i. In the 2021-22 school year, our district's cross subsidy for Special Education was \$1,555,000 and the English Language cross subsidy was \$255,000.
 - c. Expand use for Long-Term Facilities Maintenance to equip buildings to meet necessary requirements for health, safety & security through modifications to buildings, including remodeling and additions to existing space. This would save taxpayers money on building maintenance and not require bond referendums.
 - d. Increase the Safe Schools Levy and/or state aid to allow school districts and intermediate school districts to hire additional support staff to address the growing mental health needs of our students
2. Mandates:
 - a. Provide instructional flexibility and transformational learning
 - i. Maintain the day and hour requirements of a school calendar and extend flexibility to count the "hours of educational services" as "instructional hours."
 - ii. Define educational services as "equitable learning opportunities and services that prepare each student with the knowledge and skills to learn, engage civically and lead meaningful lives."
 - b. Allow school boards to publish school board meeting minutes on a district website to reduce expenses. Our school district spends \$800 each month to publish school board meeting information in a newspaper that doesn't reach all of our community members.
3. Equitable Access:
 - a. Fully fund nutritional programs, providing food security and increasing educational outcomes across the state. Eliminate the Educational Benefits application and innovate other ways to assess community need for additional educational funding.

- b. Close technology infrastructure gaps. Ensure all students have access to reliable internet service and devices to engage in learning.
 - c. Create incentives and alternatives to attract, develop and retain teachers and support staff, particularly teachers of color and teachers in shortage areas.
4. SANB Specific:
- a. Release SANB district OPEB funds.
 - b. Wellness Center Bonding opportunity

Edited priorities for print

Title: We are Ever Brighter

Subhead: St. Anthony - New Brighton Schools Legislative Priorities

St. Anthony - New Brighton (SANB) is cherished as a small, caring community steeped in a rich history of excellence at all levels. We believe in the brilliance of each student, knowing they have the capacity to thrive. The success of our students is our highest concern. The district receives support from federal and state aid, however, it has fallen short in recent years. When our schools lack access to appropriate funds, our programs focusing on equitable access suffer – food security, technology infrastructure gaps, incentives to attract and retain staff of color – just to name a few.

To continue supporting our wonderful, caring school community, we need your help.

Our district needs legislation that supports our students by:

Ensuring Reliable & Sustainable Funding

Many opportunities exist to expand and improve our building facilities, saving taxpayers money on building maintenance. It would not require bond referendums. Cross subsidies affect how we're able to pay for programming.

We request:

| | | |
|---|---|---|
| A 5% increase to the general education basic formula and index to inflation | To eliminate the Special Education (SpEd) and English Language (EL) cross subsidies to better support our students. | To be like our city and municipality partners and renew an existing levy without holding an election. |
|---|---|---|

Providing Equity Across Programs that Impact Students

Access to equitable programming is essential to SANB's mission. We are asking the state to increase the Safe Schools Levy to open funds to hire support staff that address the mental health needs of our students. As we prepare students for a world not yet fully known, a change in how we provide instructional flexibility and transformational learning is crucial. Changing the language to include educational services, which could include internships, will help prepare

them. Equitable access to food and technology is at the top of our list, as these programs will ensure our students are prepared for their school day. Recruiting and retaining staff of color is imperative to making sure all students feel seen and heard.

Allowing service funds to be released

St. Anthony - New Brighton Schools currently holds \$81,028 in a debt service fund called Other Post Employment Benefit that, if released, could be released to the general fund. Currently, any debt we owe blockades the release of those funds.

Creating a Wellness Center Bonding Opportunity

Wellness centers create community and a space for students, staff and community members to create long-lasting partnerships. The addition of a wellness center would benefit all members of our community and bring additional funds to support the work of our schools. We're requesting up to 8\$ million in bonding to help build the center.

The power of one voice to change everything [Julius Mims](#)

Each student at SANB has a purpose, voice and choice. Julius's commitment to providing a transformational learning environment exemplifies the reason why we need to change the state's definition of educational services to include a wider array of activities.

Thinking bigger requires more resources [Mudit Jha](#)

Mudit created his own website and uses student connections from all over the world to enhance his learning. It takes an updated and robust technological infrastructure to support his learning.

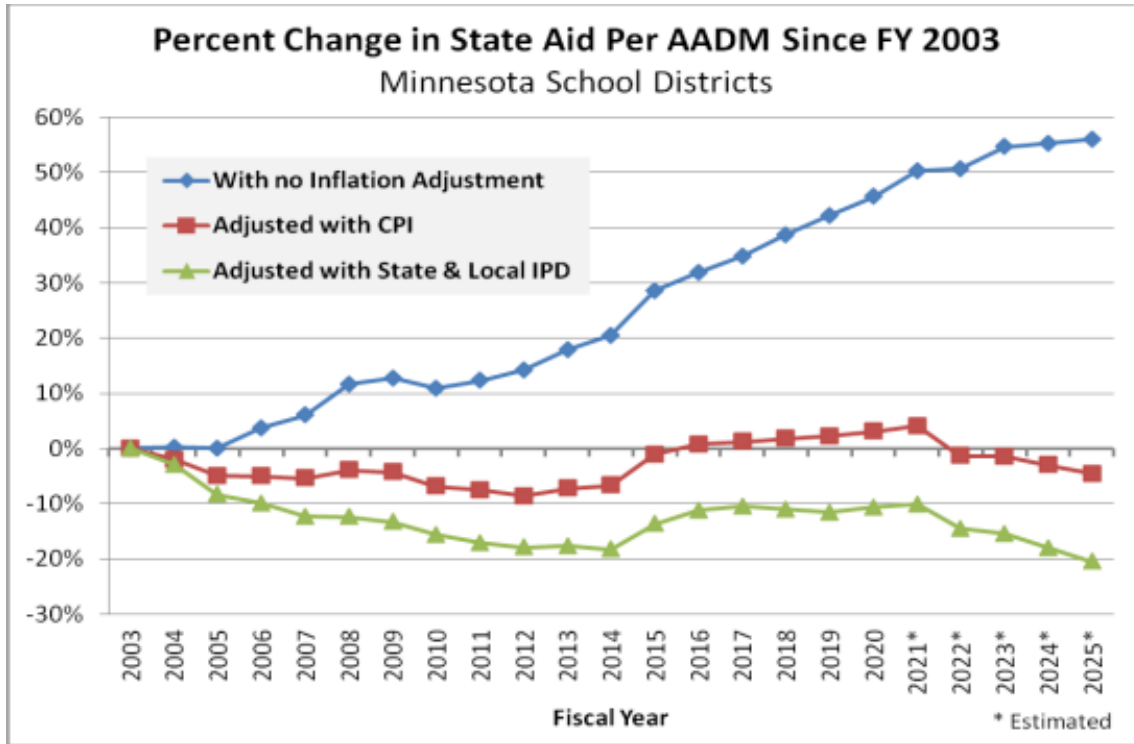
Engaging with children at heart level [Wes Elnagdy](#)

Our Community Services team transformed Wes's experience, going from glum to glee in a matter of days. Our incredible staff and facilities require funds to support their work. Eliminating cross subsidies, initiatives to improve building facilities would allow more funds to be available to our engaging youth.

Demographic Information

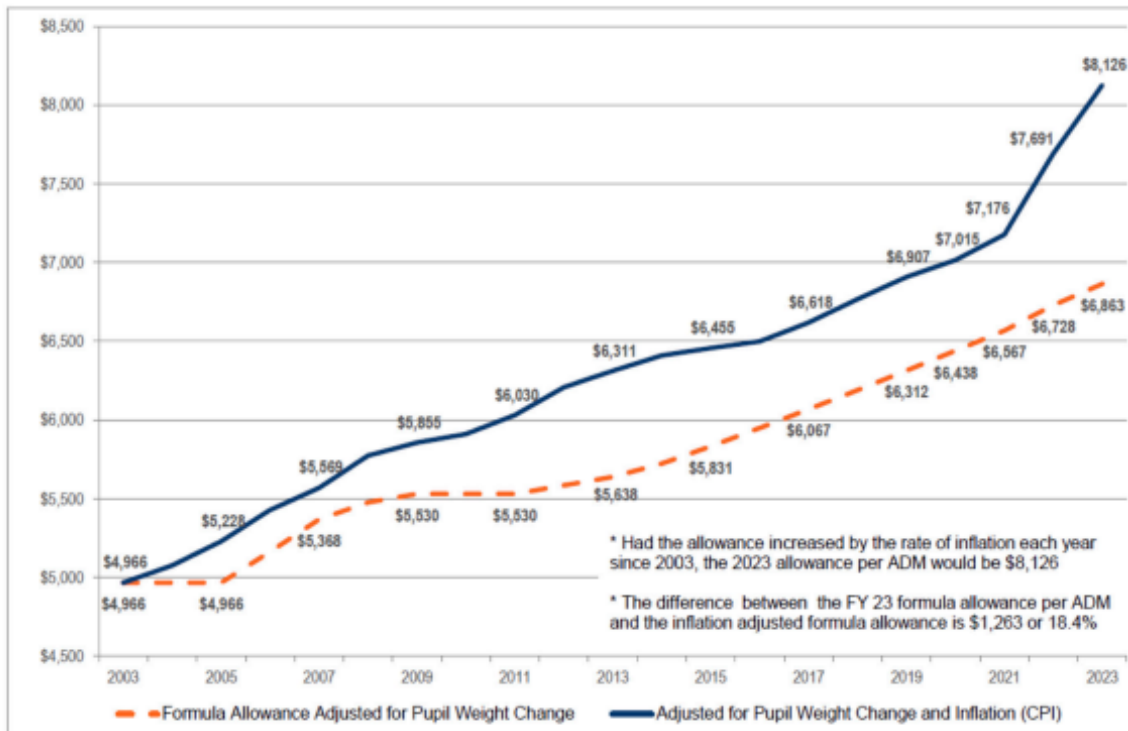
St. Anthony - New Brighton Schools is the smallest geographical sized district in Minnesota, with 1,800 students and 350 staff members. Spread across three buildings – Wilshire Park Elementary, St. Anthony Middle School & St. Anthony Village High School, as well as Community Services – the district is the central hub of all St. Anthony Village.

More demographic information being developed...



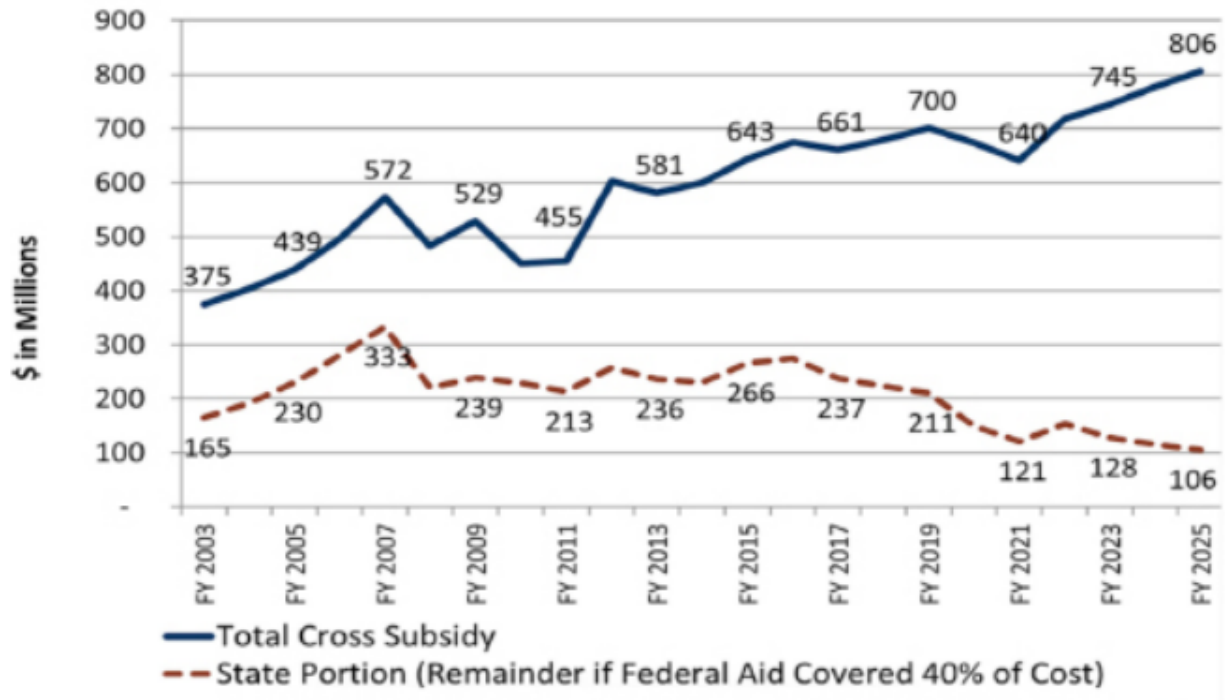
General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE June 2022 Inflation Estimates

Special Education Cross Subsidy



* The cross-subsidy is the amount by which special education expenditures exceed revenue provided by the federal and state governments. School districts cover this shortfall with general education revenue.

Source: FY2020 Special Education Cross-Subsidy Report, MN Dept. of Education

DR



LEGISLATIVE PLATFORM FOR 2023

The Minnesota School Boards Association (MSBA) is a statewide organization and a leading advocate for public education, serving 331 public school districts with 2,450 locally elected school board members. School boards lead and govern school districts small and large – from 76 students to 37,626 students – 866,438 statewide, which represents 16 percent of Minnesota’s total population. Our student demographic profile is 36 percent students of color, 32 percent qualify for free or reduced-priced meals, and 17 percent receiving special education services. Minnesota’s student population is growing in diversity, special education needs, and poverty. Our districts’ and students’ needs are growing.

MSBA’s mission is to support, promote, and advocate for local school boards so all students are valued and achieve their potential.





LEGISLATIVE PLATFORM FOR 2023

Minnesota's Legislature has a constitutional duty to provide a general and uniform system of public schools. Legislators play a critical role in appropriating funds and oversight to ensure every student benefits from an excellent public education.

The MSBA platform recognizes the 2023 Legislature will determine the operating budgets for the next two years for every school district in the state. For this budget year, critical choices must be made to stabilize and increase public education funding, especially as federal ESSER revenue ends. Education funding has many pieces. One critical piece is the per pupil formula, which currently is underfunded by \$1,263 per student due to inflation. The perpetual underfunding of special education is the second critical piece, which causes an additional underfunding of approximately \$765 million or \$833 per pupil to be subtracted from the general fund. The third, equalization, ensures the quality of a child's education will not vary according to property wealth of their community. These critical pieces impact all public school districts and are the cornerstone of MSBA's legislative platform:

- Increase the **basic education formula** by 5% each year; indexed to inflation to address:
 - Critical staffing shortages including teachers, paraprofessionals, counselors, social workers, nurses, and bus drivers
 - Mental health support and violence prevention
 - Interrupted learning and recovery efforts due to COVID
 - The disparity in academic achievement among student populations
- Fully fund the **special education cross-subsidy**:
 - Underfunding of special education reduces learning opportunities for all students
 - Solve the shortage of special education staff and training
- Increase equity of eroded **equalization** formulas:
 - Operating referendum
 - Local optional revenue (LOR)
 - Debt service formulas
 - Equalize and increase safe schools levy
- Tools to **transform and innovate** our schools:
 - Flexibility in how schools define "instructional hours"
 - Allow schools to be on-line learning providers without application
 - Increase career and technical opportunities and funding
 - Explore new funding eligibility mechanisms for free and reduced lunch
 - Build a statewide plan for computer science education and funding
- **Flexibility in funding** new and renovated facilities:
 - Transfer of revenue from Long-term Facilities Maintenance (LTFM) to Operating Capital
 - Flexibility in health and safety funding for renovation of buildings
 - Revise cannabinoid edible law to ban possession or use on school property and school events as well as restrict the sale of THC products within a certain distance from schools.
- **Empower** local decision making:
 - Allow local school boards to renew an existing operating referendum
 - Resist new, statewide unfunded mandates
 - Increase legal life limits on Type III vehicles
 - Allow a board to leave a school board vacancy open under certain conditions
- School **personnel licensure**:
 - Allow districts to train and hire short-call substitute teachers
 - Expedite teacher licensure process