

[Tuesday, February 7, 2023](#)

6:30 pm Listening Session
7:00 pm Regular Meeting
City Council Chambers
3301 Silver Lake Road
St. Anthony, MN 55418

Please [click here](#) to join the 6:30 pm Listening Session.

[REGULAR MEETING](#)

Call to Order

Board Chair Ben Phillip

Approval of Agenda

Board Chair Ben Phillip

The recommended motion is to approve the agenda for the February 7, 2023 Regular Meeting, as presented.

Approval of Minutes

Board Chair Ben Phillip

The recommended motion is to approve the minutes from the Tuesday, January 17, 2023 Work Session and the January 31, 2023 Joint Meeting with the City of St. Anthony, as presented.

Consent Agenda

Board Chair Ben Phillip

The recommended motion is to approve the February 7, 2023 Consent Agenda, including a \$5,000 donation (by an anonymous donor) to offset transportation costs, two resignations, one hire, and a payment of bills in the amount of \$409,890.48, as presented. Per policy, there is no discussion on the Consent Agenda.

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.

Action Item:

School Board Recognition Month

Superintendent Dr. Renee Corneille

The Minnesota School Board Association (MSBA) has set February as Minnesota School Board Recognition Month to build awareness and understanding of the vital function elected school board members play in our communities.

Action Item:**2 Year School Calendar**

Superintendent Dr. Renee Corneille

A group of ISD 282 stakeholders met to discuss the 2023-24 and 2024-25 school year calendars. First, the committee determined the number of school days, professional development days, and days set aside for feedback/grading/conferences. It was determined to keep 168 school days for students in grades 6-12 and 167 school days for students in grades K-5. The calendar is also adding two asynchronous school days per school year. The calendar shows the district's commitment to all students and families by including holidays such as Eid, Losar, and Rosh Hashanah. The School Board first reviewed the calendars in December. This evening, the recommendation is to approve the calendars, as presented.

Discussion Item:**SAVHS Course Registration Update**

SAVHS Counselors - Heather Berndt and Kate Edwards

This presentation will provide an overview of St. Anthony Village High School's current course offerings and how students register for their selected courses.

Discussion Item:**Operational Plan - Technology Update - Media Center Hybrid**

Technology Coordinator - Dennis Beekman

This presentation will provide an update to the School Board regarding progress towards development of a 3-year District Technology Plan. Development of a technology plan is one of the Superintendent's 2022-2023 operational goals. Also included in this presentation is a proposal to upgrade the middle school / high school media center AV system to support both instructional use and school board work session meetings.

Discussion Item:**Special Education Update**

Director of Student Services - Hope Fagerland

This presentation will provide an overview of SANB's Special Education Programs - focusing on providing an equitable education for all students.

Discussion Item:**Aquatics Consortium**

Director of Community Services - Wendy Webster

The purpose of the Fridley / St. Anthony New Brighton (FSNB) Community Education Aquatics consortium is to provide swimming instruction and recreation through the collaborative use of Fridley Public Schools and St. Anthony New Brighton Public Schools Community Education funds.

Discussion Item:**Board Committee Assignments**

School Board Chair - Ben Phillip

In addition to school board meetings, School Board members are assigned committees and school building representatives by the Board Chair. The board will review the final committee and representation assignments.

Discussion Item:

Enrollment Update

Executive Director of Finance and Operations - Phan Tu

This discussion will focus on the enrollment projections and targets for the 2023-2024 school year.

Discussion Item:

Policy Review

701 - Establishment and Adoption of School District Budget

701.1 - Modification of School District Budget

702 - Accounting; 703 Annual Audit

705 - Investments

706 - Acceptance of Gifts

School Board Member - Mageen Caines

This is the first reading of 701, 701.1, 702, 703, and 705 and the second reading of policy 706. Each policy has been reviewed by MSBA during our policy audit as well as by the policy committee.

Board Member Reports

School Board Chair - Ben Phillip

Adjourn

School Board Chair - Ben Phillip

Next Meeting(s):

School Board Professional Development – Thursday, February 16 – 5:00 pm – Media Center

Tuesday, February 21, 2023 – Media Center – Work Session

Tuesday, March 7, 2023 – Regular Meeting – City Council Chambers

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

WORK SESSION –Tuesday, January 17, 2023

MINUTES

Members Present: Board Chair Ben Phillip; Vice Chair Laura Oksnevad;
Clerk Mageen Caines; Treasurer Mike Overman; Director Leah Slye (attending remotely); and
Director Cassandra Palmer

Staff Present: Superintendent Dr. Renee Corneille; Executive Director of Finance and
Operations Phan Tu; Director of Teaching and Learning Andrew Hodges; Director of Athletics,
Activities, Facilities and Transportation Troy Urdahl; Wilshire Park Principal Maria Roberts; and
Wilshire Park Teachers Sarah Luckhardt, Beth Kessler, Dan Kazrowski and Jeff Peterson

The Regular Meeting was called to order at 7:01 p.m. by School Board Chair Ben Phillip

APPROVAL OF THE AGENDA

**A motion was made by Mageen Caines and seconded by Laura Oksnevad to approve the
January 17, 2023 Work Session agenda, as presented.**

With a roll call vote, the motion carries 6-0.

APPROVAL OF MINUTES

**A motion was made by Mike Overman and seconded by Cassandra Palmer to approve
the Minutes from the December 20, 2022 Work Session, as presented.**

With a roll call vote, the motion carries 6-0.

APPROVAL OF CONSENT AGENDA

**A motion was made by Cassandra Palmer and seconded by Laura Oksnevad to approve
the January 17, 2023 Consent Agenda, as presented.**

With a roll call vote, the motion carries 6-0.

GUESTS

Senator Mary Kunesch and Representative Sandra Feist shared the bills they are working on and
the committees they each serve on.

DISCUSSION

1. Introducing School Board Chair Ben Phillip

Ben Phillip, the new ISD 282 Board Chair, shared information about himself and talked about
what the Board can expect from him as Chair.

SUPERINTENDENT REPORT

Each school board meeting, the superintendent will take time to reflect on the school district's achievements, events and stories of students and staff. This report included a report from the City that indicated 87% of respondents from a recent survey, rated K-12 education in St. Anthony was excellent or good; the first coffee and chat meeting welcomed six guests; and all staff participated in the InSideOut staff development day.

DISCUSSION

2. Wilshire Park Teachers

Wilshire Park teachers reported on their experiences with teacher leadership and classroom visits. This time was set aside for teachers to visit their colleagues' classrooms and learn by observation.

3. Operational Plan - InSideOut

This year SANB is excited to bring in the InSideOut Initiative to facilitate our district wide professional learning. InSideOut helps us navigate the process of building intentional teams that are rooted in relational trust and purpose. Director of Teaching and Learning, Andrew Hodges and Director of Athletics, Activities, Facilities and Transportation Troy Urdahl lead the discussion.

4. Budget Update

Executive Director of Finance and Operations, Phan Tu, reviewed the July 2022 - December 2022 year to date budget numbers.

5. Equity Review Update

The purpose of this project is for the School Board to develop a structured 18-month action plan to help SANB meet our goals and expectations outlined in our mission, vision and values statements through a deeply reflective examination of our school systems and how students and staff experience them.

6. Board Roles

In addition to school board meetings, School Board members are assigned committees and school building representatives by the Board Chair. The board reviewed the committee and representation assignments for this year.

7. Topics for the City and School Joint Meeting

Superintendent Corneille and the School Board worked on agenda items to discuss with the City Council. The School Board and the City Council are scheduled to meet on January 31, 2023.

8. Policy 706 - Acceptance of Gifts

This was the first reading of policy 706 - Acceptance of Gifts. This policy has been reviewed by MSBA during our policy audit as well as by the policy committee. The second reading will be presented for review at the February 7, 2023 meeting.

9. Minnesota School Board Association (MSBA) Leadership Conference 2023

The annual MSBA Leadership Conference features nationally recognized speakers, workshops on a variety of topics, an Exhibit Hall, a School Excellence Showcase and a Recognition Luncheon. School Board Members reported on their experience at the conference.

SCHOOL BOARD MEMBER REPORTS

School Board members attended the following meetings and events: AMSD Legislative preview; negotiation session at MSBA; policy committee; Knowledge Bowl meet; nordic ski and girls basketball.

Adjourn

The Work Session of January 17, 2023 was adjourned at 10:23 p.m.

Signed: Mageen Caines - School Board Clerk

Attest: Kim Lannier

SCHOOL BOARD CONSENT AGENDA
February 7, 2023

PRESENTER(S): School Board Chair

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

1. Personnel

a. Hire(s)

Last Name	First Name	Position	School	Date Effective
Gerard	Alivia	SpEd Paraeducator	St. Anthony Middle School	January 3, 2023

b. Resignation(s)

Last Name	First Name	Position	School	Date Effective
Woods	Kelly	Assistant Activities, Athletics and Facilities Director	District	February 8, 2023
Tu	Phan	Executive Director of Operations and Finance	District	February 28, 2023

c. Donation(s)

A donation in the amount of \$5,000 (made by an anonymous donor) was received to help offset transportation costs.

2. Payment of Bills *Checks Paid – January 20, 2023*

General Fund	\$45,281.73
Food Service Fund	\$27,701.63
Transportation Fund	\$10,896.44
Community Service Fund	\$ 13,258.68
Capital Expenditure Fund	\$ 8,386.40
Trust Fund	\$46.98
Student Activities	\$6,923.74

\$ 112,495.60

Checks Paid – February 2, 2023

General Fund	\$4136,156.09
Food Service Fund	\$21,708.11
Transportation Fund	\$21,053.20
Community Service Fund	\$ 5,294.26
Capital Expenditure Fund	\$ 112,034.22
Trust Fund	\$750.00
Student Activities	\$399.00

\$ 297,394.88

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled

Minnesota School Board Recognition Month

February 7, 2023

WHEREAS, the St. Anthony New Brighton School District (SANB) recognizes the importance of public education in our community; and

WHEREAS, SANB appreciates the vital role played by those individuals who, as local school board members, establish policies to ensure an efficient, effective school system; and

WHEREAS, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal laws; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren;

WHEREAS, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW THEREFORE, BE IT RESOLVED, that the St. Anthony New Brighton Community, Students and Staff recognizes and salutes the members of the SANB School Board by proclaiming February 2023 as School Board Recognition Month.

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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-  Asynchronous learning for grades 6-12, no school grades K-5
-  No school
-  First/last day of school
-  Semester end
-  Conferences

September 2023

Sept. 4: No school - Labor Day
 Sept. 5 First day of school
 Sept. 25: No school - Yom Kippur

October 2023

Oct. 18-20: No school - EM break

November 2023

Nov. 1: Asynchronous learning for grades 6-12, grades K-5 no school
 Nov. 20-24: No school - Thanksgiving
 Nov. 21: Conferences

December 2023

Dec. 22: No school
 Dec. 25 - Jan. 2: No school - winter/holiday break

January 2024

Jan. 1-2: No school - winter/holiday break
 Jan. 15: No school - Martin Luther King Jr. Day
 Jan. 19: End of semester one
 Jan. 22: No school

February 2024

Feb. 9: No school - Lunar/Tibetan New Year
 Feb. 19: No school - President's Day

March 2024

March 4: No school
 March 25-29: No school - spring break

April 2024

April 8: Asynchronous learning for grades 6-12, K-5 no school
 April 9-10: No school - Ramadan/Eid
 April 26: No school

May 2024

May 27: No school - Memorial Day

June 2024

June 7: Last day of school

January 2024

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March 2024

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April 2024

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May 2024

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June 2024

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August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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-  Asynchronous learning for grades 6-12, workday grades K-5
-  No school/no work
-  First/last day of school
-  Semester end
-  Teacher workday
-  Conferences

August 2023

Aug. 28 - Sept. 1: Teacher work days

September 2023

Sept. 1: Teacher work day
 Sept. 4: Labor Day (holiday, no school)
 Sept. 5 First day of school
 Sept. 25: No school - Yom Kippur

October 2023

Oct. 18: Teacher work day
 Oct. 19-20: No school - EM break

November 2023

Nov. 1: Asynchronous day for grades 6-12, teacher workday for grades K-5
 Nov. 20-22: Teacher work days
 Nov. 21: Conferences
 Nov. 23-24: No school - Thanksgiving

December 2023

Dec. 22: Teacher work day
 Dec. 25 - Jan. 2: No school - winter/holiday break

January 2024

Jan. 1-2: No school - winter/holiday break
 Jan. 15: No school - Martin Luther King Jr. Day
 Jan. 19: End of semester one
 Jan. 22: Teacher work day

February 2024

Feb. 9: Teacher work day
 Feb. 19: Teacher work day

March 2024

March 4: Teacher work day
 March 25-29: No school - spring break

April 2024

April 8: Asynchronous learning for grades 6-12, teacher workday for grades K-5
 April 9-10: No school - Ramadan/Eid
 April 26: Teacher work day

May 2024

May 27: No school - Memorial Day

June 2024

June 7: Last day of school
 June 10: Teacher work day

January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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August 2024

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September 2024

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October 2024

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November 2024

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December 2024

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	Asynchronous grades 6-12, no school grades K-5
	No school
	First/last day of school
	Semester end
	Conferences

September 2024

Sept. 2: No school - Labor Day
Sept. 3: First day of school

October 2024

Oct. 3-4: No school - Rosh Hashanah
Oct. 16-18: No school - EM break

November 2024

Nov. 1: Asynchronous day for grades 6-12, grades K-5 no school
Nov. 25-29: No school - Thanksgiving
Nov. 26: Conferences

December 2024

Dec. 23 - Jan. 1: No school - winter/holiday break

January 2025

Jan. 1: No school - winter/holiday break
Jan. 17: End of semester one
Jan. 20: No school - Martin Luther King Jr. Day
Jan. 21: No school

February 2025

Feb. 17: No school - President's Day
Feb. 28: No school - Tibetan New Year

March 2025

March 21: Asynchronous day for grades 6-12, grades K-5 no school
March 23-31: No school - spring break and Ramadan/Eid

April 2025

April 18: No school - Good Friday
April 21: No school

May 2025

May 26: No school - Memorial Day

June 2025

June 6: Last day of school

January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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2024-2025 Staff Calendar

August 2024

M	T	W	Th	F
July 1 - Aug 23: to be determined Teacher Work Day				
26	27	28	29	30

September 2024

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October 2024

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November 2024

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December 2024

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8 hours of conferences not listed. To be determined by buildings.

	Asynchronous days for grades 9-12, workday K-5
	No school/no work
	First/last day of school
	Semester end
	Teacher workday
	Conferences

August 2024

Aug. 26-30: Teacher Work Days

September 2024

Sept. 2: No school - Labor Day

Sept. 3 First day of school

October 2024

Oct. 3-4: No school

Oct. 4: Flex work day

Oct. 16: Teacher work day

Oct. 17: Flex work day

Oct. 16-18: No school - EM break

November 2024

Nov. 1: Asynchronous day for grades 6-12, teacher workday for grades K-5

Nov. 25-27: Teacher work days

Nov. 26: Conferences

Nov. 25-29: No school - Thanksgiving

December 2024

Dec. 23 - Jan. 1: No school - winter/holiday break

January 2025

Jan. 1: No school - winter/holiday break

Jan. 17: End of semester one

Jan. 20: No school - Martin Luther King Jr. Day

Jan. 21: Teacher work day

February 2025

Feb. 17: Teacher work day - President's Day

Feb. 28: No school - Tibetan New Year

March 2025

March 21: Asynchronous day for grades 6-12, teacher workday for grades K-5

March 23-31: No school - spring break & Ramadan/ Eid

April 2025

April 18: No school - Good Friday

April 21: Teacher work day

May 2025

May 26: No school - Memorial Day

June 2025

June 6: Last day of school

June 9: Teacher work day

January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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Course Offerings & Registration Process

Heather Berndt & Kate Edwards

St. Anthony Village High School Graduation Requirements

English Language Arts-

8 credits: 2 credits each year.

Mathematics-

6 credits: 2 credits must be taken each year starting in 9th grade, 12th grade elective options

Science-

6 credits: 2 credits must be taken each year starting in 9th grade, 12th grade elective options

Art-

2 credits of art (visual or performing) are required

Social Studies-

7 credits: 2 credits must be taken in 9th and 10th grade, options to earn the additional credits in 11th and 12th grade are either full year or semester length.

Health & Physical Education-

One (1) credit of Physical Education in 9th grade and one (1) credit of Health Education in 10th grade

Electives-

15 credits: Students need to take a minimum of 15 elective credits.

46 Credits to Graduate





Course Offerings by Department

- Reviewed by department each year.
- Updates are communicated to the counselors.
- Registration materials are edited to reflect changes.

English Language Arts

9th Grade

English 9

11th Grade & 12th Grade

1 Lit Elective (World Lit, American Lit, Myth, Sci Fi & Fantasy Lit, Lit & Cinema, Young Adult Lit)

AND

1 Writing Elective (College Prep Writing, Creative Writing, Everyday Writing, Mass Media & Communications)

OR

10th Grade

English 10

AP Literature & Composition

AP Lang & Composition

CIS Writing Studio



Math

9th Grade

Algebra 9 or Geometry

10th Grade

Geometry or Algebra II

11th & 12th Grade

Algebra II, Math Topics (Stats & Personal Finance), Pre-Calculus, Advanced Pre-Calculus, AP Stats, AP Calc AB, AP Calc BC



Science

9th Grade

Physics

10th Grade

Biology

11th & 12th Grade

Chemistry, Advanced Chemistry,
Astronomy, Environmental Science,
Biotechnology, AP Physics,
CIS Physics, CIS Human Physiology,
AP Biology



Social Studies

9th Grade

Global Studies & Economics

10th Grade

US History or AP US History

11th Grade

Human Geo or AP Human Geography

12th Grade

Government & Politics or AP Government

1 Social Studies Elective in 11th or 12th Grade



Other Requirements

9th Grade Physical Education

10th Grade Health

2 Art Electives - Choir, Band,
various art electives in visual
and digital arts

15 Additional Electives -
Students must take any
additional courses in core
subject areas, PE, music, art,
FACS, engineering or
communication &
information systems





Registration Timeline

January 13, 2023

Email department heads for class offerings

Feb 13, 2023

Need final class offerings from teachers

Week of Feb 20, 2023

Provide registration information to students

- Feb 22, 2023 present to 10th grade in WIN
- Feb 22, 2023 present to 11th grade in WIN
- Feb 23, 2023 present to incoming 9th grade
- Feb 24, 2023 present to 9th grade in WIN

Feb 27, 2023

Open House for incoming 9th grade students

Week of February 27-March 10, 2023

Students register for classes

Week of March 13, 2023

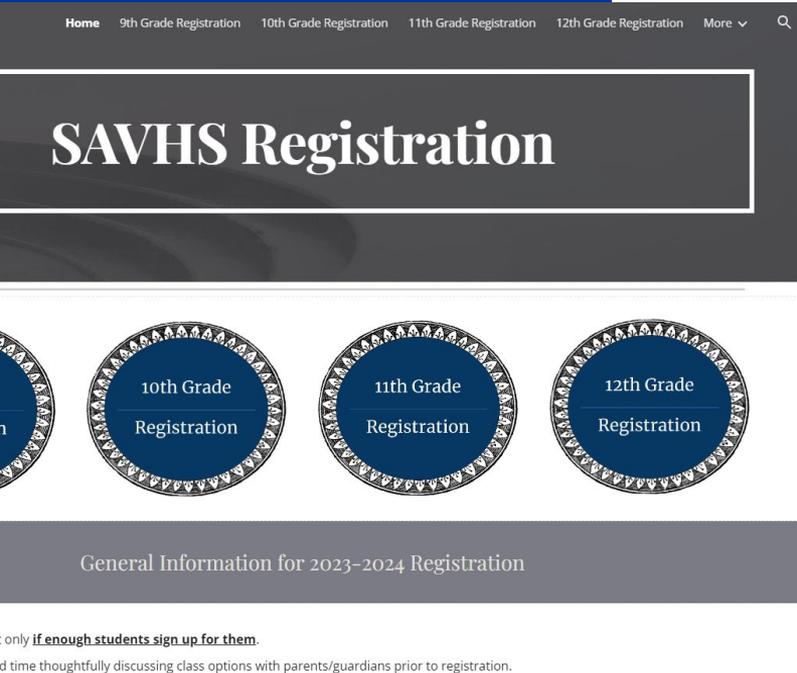
Track down missing student registrations

Week of March 27, 2023

Finalize Numbers

Send out class lists to teachers to see if there are any concerns

Updated Course Offerings with Class Descriptions



This information is found on the [isd282](#) website by clicking on [Academics](#) on the high school homepage.

[2023-2024 Registration Website](#)





Registration Worksheet

St. Anthony Village High School: Class of 2026 9th Grade Registration Worksheet

Please use this worksheet to help you decide which courses you would like to register for next school year. Each student should register for a minimum of 10 credits and a maximum of 11 credits for the school year. Students should also register for 4 alternate elective credits. Students will earn one credit for each course successfully completed.

Semester One	Semester Two
English: English 9	English: English 9
Math: To be determined this Spring	Math: To be determined the Spring
Science: Physics 9	Science: Physics 9
Social Studies: Global Studies	Social Studies: Global Studies
Physical Education: Students should choose one (1) of these two options: 8100 or 8125 (read the course description to choose your required class.) NOTE: This course may be scheduled into either 1 st or 2 nd semester.	Study Period: 9 th Grade SAV Prep NOTE: This course may be scheduled into either 1 st or 2 nd semester.
The following elective courses will be placed in your schedule depending on class availability.	
Elective 1:	Elective 3:
Elective 2:	Elective 4:
Alternative courses are important to choose as backups.	
Alternative Elective 1:	Alternative Elective 3:
Alternative Elective 2:	Alternative Elective 4:

Helpful Tips

- Visit the registration website available on the high school webpage or use this website for direct access: <https://tinyurl.com/as2kqfw>
- It is never too early to consider your college and career plans. If are thinking about attending a four-year college or university, most expect students to have four years of math, four years of science, four years of English, and 4 years of social studies. Some colleges and universities also highly recommend two years of the same foreign language taken in high school.
- NOTE:** This registration data will be used for class information, scheduling, and teacher assignments. Class changes may be done on an individual basis, but will be subject to availability and NOT GUARENTEED.

****Study Period:** 9th Grade students can choose to have a Study Period in both semesters.

St. Anthony Village High School: Class of 2026 9th Grade Registration Worksheet

Required Core Courses	Course Number
Language Arts: 2 semesters (full year)	
English 9 A (first semester)	4000A
English 9 B (second semester)	4000B
Mathematics: 2 semesters (full year)	
Algebra 9	
Geometry	
Algebra II	
Students will be registered for a math class this spring after consultation with the middle school.	
Science: 2 semesters (full year)	
Physics A (first semester)	6000A
Physics B (second semester)	6000B
Social Studies: 2 semesters (full year)	
Global Studies & Econ A (first semester)	7000A
Global Studies & Econ B (second semester)	7000B
Physical Education (choose one option)	
9 th Grade Physical Education- Lifelong Activities (one semester)	8100
9 th Grade Physical Education- Team Sports (one semester)	8125
Required Elective Courses (must choose 2 elective courses from this list during high school)	
Visual and Performing Arts	
Survey of Art	1000
Drawing & Painting I (Prerequisite: 1000)	1010
Ceramics I	1030
Ceramics II (Prerequisite: 1030)	1040
Printmaking	1050
Photography & Digital Art A	1070A
Photography & Digital Art B	1070B
Digital Drawing I	1080
Film-Making & Animation A	1090A
Film-Making & Animation B	1090B
High School Band A (first semester)	1225A
High School Band B (second semester)	1225B
High School Choir A (first semester)	1425A
High School Choir B (second semester)	1425B

Additional Elective Options	Course Number
World Language: 2 semesters (full year)	
World Language (in a full year register for both semesters)	
French I A (first semester)	2000A
French I B (second semester)	2000B
Spanish I A (first semester)	2500A
Spanish I B (second semester)	2500B
Spanish II A (first semester)	2600A
Spanish II B (second semester)	2600B
Family and Consumer Science (FMCS)	
Culinary Essentials	3400
International Foods	3100
Baking & Pastries	3150
Fashion	3250
Child Development	3300
Engineering Technology	
Pre-Engineering & Construction Careers I	3400
Women in Engineering	3500
Pre-Engineering & Construction Careers II (Prerequisite: 3400 or 3500)	3550
Communication & Information Systems I (Graphic & Web Design)	3700
Communication & Information Systems II (Yearbook)	3800

General Registration Information

- Courses will be taught only if enough students sign up for them.
- Students are given time to thoughtfully discuss class options with parents/guardians and teachers prior to registration.
- Students can email or visit their school counselor to review class options.
- It is crucial to make sound and appropriate course selections as in most cases it will not be possible to change course selections after the initial registration.

STUDENTS MUST MAINTAIN A FULL COURSE LOAD EACH SEMESTER.

****All 9th and 10th grade students will be expected to take between 12-13 credits next year.**

****All 11th and 12th grade students will be expected to take between 10-12 credits next year.**

** varies by student





Skyward Registration

Starting on February 27th, students will be able to begin choosing classes for next year through their [student Skyward account](#). When students login they will see this picture. Parent accounts do not have registration access.

 ST. ANTHONY MIDDLE SCHOOL (9/8/2021)
2021-2022

 Academic History	 Assignments	 Attendance	 Calendar	 Career Plan	 Food Service	 Grading	 Graduation Plan	 Portfolio	 Schedule	 Online Assignments	 Student Profile
 Transportation	 COVID-19	 ONLINE FORM 2021-22 Student Online Forms MS	 Course Requests St. Anthony	Click this tile							

Skyward Registration



We will keep registration open until 11:59 PM on March 10th.

AVAILABLE COURSES FOR 2022-2023

Filter courses by Course Code, Description, or Subject

Search by Course Name or Course #

Legend

MY REQUESTS

ALTERNATES

Requests: 7 Maximum Requests: 12 Total Credits Requested: 6.000

Printer Friendly Version

^{↑1} Course Description	^{↑2} Course Code	Earned Credits	Course Subject Description
+ Baking & Pastries	3150	1.000	Facs
+ Ceramics I	1030	1.000	Art/Music
+ Ceramics II	1040	1.000	Art/Music
+ Child Development	3300	1.000	Facs
+ Comm & Info Systems I	3700	1.000	Business Tech/Com...
+ Comm & Info Systems II	3800	1.000	Business Tech/Com...
+ Culinary Essentials	3000	1.000	Facs
+ Digital Drawing I	1080	1.000	Art/Music
+ Drawing & Painting I	1010	1.000	Art/Music
+ EL ELA	0150A	1.000	Ell
+ EL ELA	0150B	1.000	Ell

^{↑1} Course Description	Course Code	Earned Credits	^{↑2} Course Subject Description
- 9th Grade SAV Prep	3333	0.000	
- English 9	4000A	1.000	Language Arts
- English 9	4000B	1.000	Language Arts
- Global Studies & Economics	7000A	1.000	Social Studies
- Global Studies & Economics	7000B	1.000	Social Studies
- Physics 9	6000A	1.000	Science
- Physics 9	6000B	1.000	Science

Finalizing Registration

- Skyward reports will be given to each department to review student course selections.
- Teachers will connect with students to recommend alternative courses if self-selected courses are not an appropriate placement.
- Final registration numbers are shared with the building principal & assistant principal.
- Section offerings determined by administration and shared with the department heads.
- Department heads will share with departments to determine staff assignments.
- Staff assignments shared with administration in order to build the master schedule.





Questions?

Strategic Direction: High Support
Staff and Students

Rationale:

- Technology is an important tool to deliver effective and efficient institutional systems & supports.
- A technology plan will focus time & resources towards implementing high-impact operational and systems changes
- A technology plan will inform the district’s budget and it’s efforts to renew or expand the district’s technology levy

Goal	Strategies	Performance Indicators/Documentation	Timeframe	Leaders
<p>Develop a 3-year Comprehensive District Technology (IT/IS) Plan that is aligned to District strategic goals and grounded in best practice and research</p>	<p>Document existing technology systems & status</p> <p>Review current practices in the areas of training, technology support, technology policies & practices</p> <p>Research educational technology best practice, research & trends</p> <p>Conduct a needs assessment through surveys, inventory & helpdesk analysis and audit results</p> <p>Develop goals/strategies informed by identified needs and best practices</p>	<p>A written plan including: action items, timeline, budget assumptions and evaluation metrics</p>	<p>January 2023: Document existing systems & status</p> <p>January-March 2023: Environmental scan & analysis.</p> <p>April 2023: Staff Survey</p> <p>June 2023: Completion of the Comprehensive District Technology Plan</p>	<p>Dennis Beekman, Jessica Mattson, Phan Tu</p>

Technology

St. Anthony New Brighton Schools
School Board Update - February 7, 2023

2022-2023 Technology Operational Goal

Develop a 3-year Comprehensive District Technology (IT/IS) Plan that is aligned to District strategic direction of high support for staff and students, and grounded in best practice and research



Rationale

- Technology is an important tool to deliver effective and efficient institutional systems & supports
- A technology plan will focus time & resources towards implementing high-impact operational and systems changes
- A technology plan will inform the development of the district's budget including a renewal or expansion of the district's technology levy



Planning Process

1. Document existing technology systems & status
2. Review current practices: training, tech support, policies
3. Research educational technology best practice, research & trends
4. Conduct a needs assessment through surveys, inventory & helpdesk analysis and audit results
5. Develop plan informed by identified needs and best practices



Evaluate Systems and Services

1. Telecommunication Services & Bandwidth
2. Infrastructure, Outside Cable Plant & Facilities
3. Network Equipment
4. Network Services, Storage and Security
5. Computers & Devices
6. Software: Operating Systems, Applications & Information Systems
7. Telephone, Voicemail, Paging, Bells, Clocks & Surveillance



Evaluate Policies & Operations

1. Policies
2. Procedures
3. Standards
4. Support



Next Steps

1. Needs Assessment
 - a. Staff Survey
 - b. Inventory Analysis
 - c. Helpdesk Analysis
2. Gap Analysis
3. Develop & Adopt Plan



Media Center AV System Upgrade Proposal

St. Anthony New Brighton Schools
School Board - February 7, 2023

Purpose

To redesign and install an AV system to support a multi-purpose area within the media center. To support:

- School board work session meetings, and
- General purpose classroom/media large group instruction



Location

SAVHS/SAMS Media Center



Functional Design Components

- Two multi-positional cameras, one facing toward the presenter, and another facing the opposite to those at the table
- New microphones for enhanced speech volume and to record dialog. One wireless presenter microphone & one ceiling mounted microphone
- A new 42 lumen LCD projector



Functional Design Components

- 7" Tabletop touch panel controller

Controls include:

- Projector on / off
- Source Selection
- PTZ Camera Control & Presets
- Master Volume
- Presenter & ceiling mic volume & mute



Functional Design Components

- A 14-RU equipment rack with locking plexiglass door. Within rack is a:
 - New control unit with multiple AV source inputs including HDMI & VGA connections.
 - New 70-watt amplifier
 - Existing DVD/Blu-Ray player
 - Storage of controller & presenter microphone



Benefits

- Minimal set up & support needed
 - Easy access and intuitive controls
 - Preset camera positions and audio levels
 - Improved video and audio quality
-

Note that production of board worksessions would be unchanged, as would public access to it. The district would continue to stream and record the session using Zoom and post school board recorded meetings using Boardbook.



Total Project Cost

 **bluum** - **\$30,242**



SANB Special Education Update

Hope Fagerland, Director of Student Services
February 7, 2023



Our Vision

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

Our Mission

To educate, prepare, and inspire a community of lifelong learners in our small, caring environment

High Expectations

High Support

Strong Communication

Strong Relationships



Mission

We Educate, Prepare, and Inspire a Community of lifelong learners in our small, caring environment.

Vision

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

Special Education Purpose (draft)

The purpose of Special Education in St. Anthony-New Brighton is to provide an equitable education for all students that is focused on establishing developmental relationships where students are valued for who they are and share in high expectations for their learning. In collaboration with families, we strive to support the whole student to be a positive contributor to society.



Overview

- Update on Early Childhood Special Education Programming
- Curriculum/Progress Monitoring
- Update on Setting 3 programming
- Student and Staff Updates
- Third Party Billing





Early Childhood Special Education (ECSE)

Historical

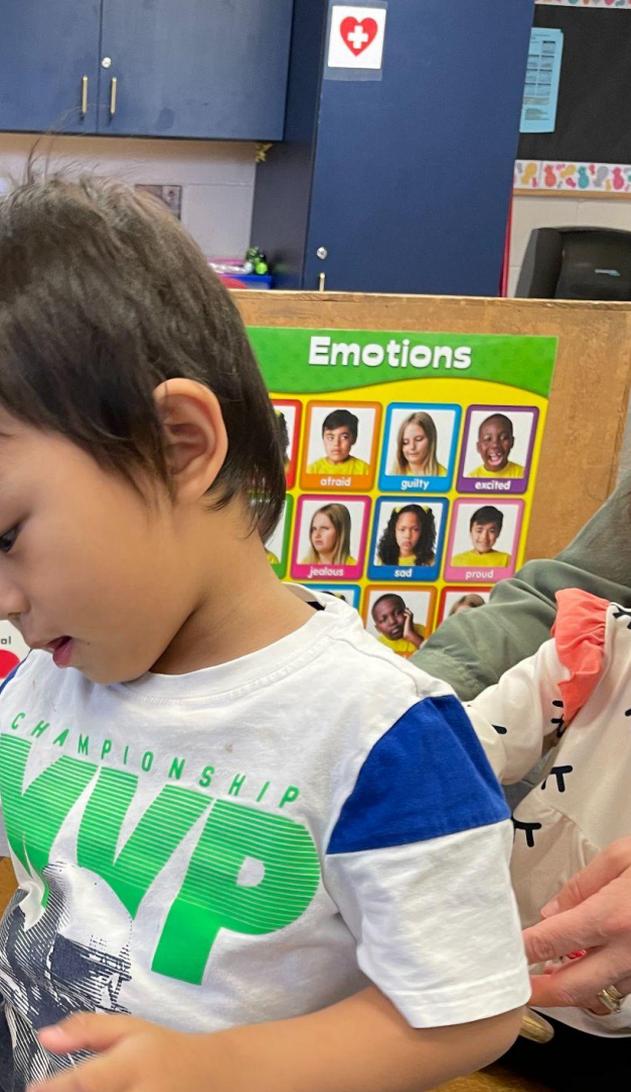
- Speech only services provided by SANB
- Partnered with Mounds View to provide B-2, 3-5, and center based services.

Reality

- SANB desires to keep as many students in district as possible.
- Mounds View numbers are growing past their capacity.
- SANB is not ready for a full ECSE program.

Current

- First year of transition (3 year olds in SANB)
- Continue to partner with MV for B-2 and center based services.



ECSE at SANB

- 4 students; 9 students - speech only
- Help Me Grow Referrals - 2 in evaluation, 1 referral
- 1 part-time
 - Teacher
 - Speech Pathologist
 - Occupational Therapist
 - Physical Therapist
- Inclusive model

Updates to Curriculum/Progress Monitoring



Sonday

- Grades K-5
- Orton- Gillingham based
- Multi-sensory approach to reading instruction

Language Live

- Grades 6-12
- Developed by the same researchers that developed the LETRS Program.

Fastbridge

- Research based benchmark and progress monitoring data.
- Collect data for IEP goals
- Adjust instruction based on student progress



Setting 3 Programming

- 9 students
- Some students have more medical needs
- Intevener

Explore Program

- 4 students
- Each one has specialized programming based on their needs



Adventure Program

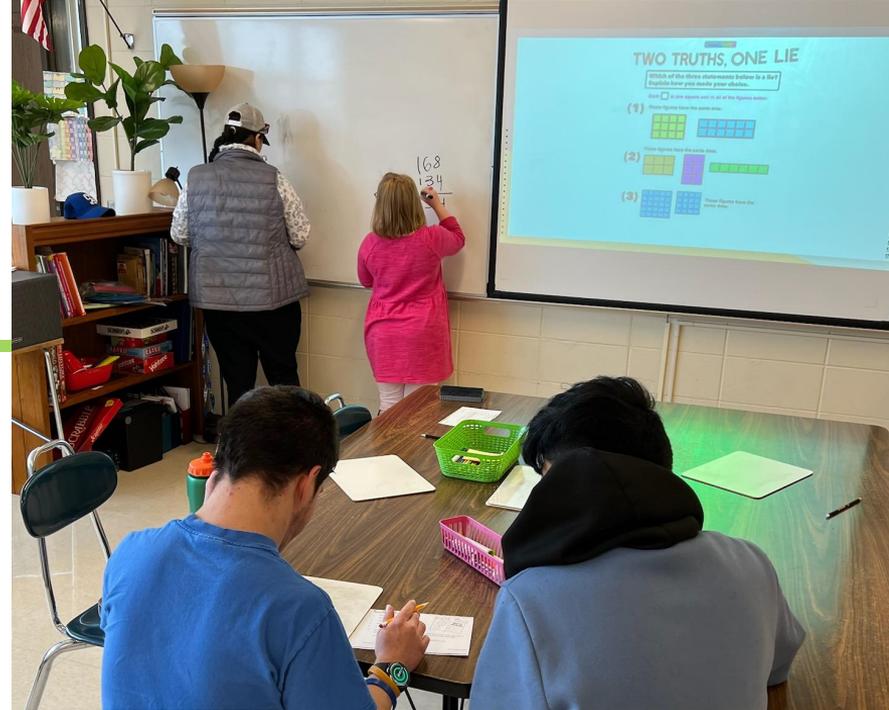
- 8 students
- Academic instruction based on IEP goals
- Social and Transition skills based on IEP goals
- Goal: do transition based outings to practice skills.

SAVHS

Wilshire Park

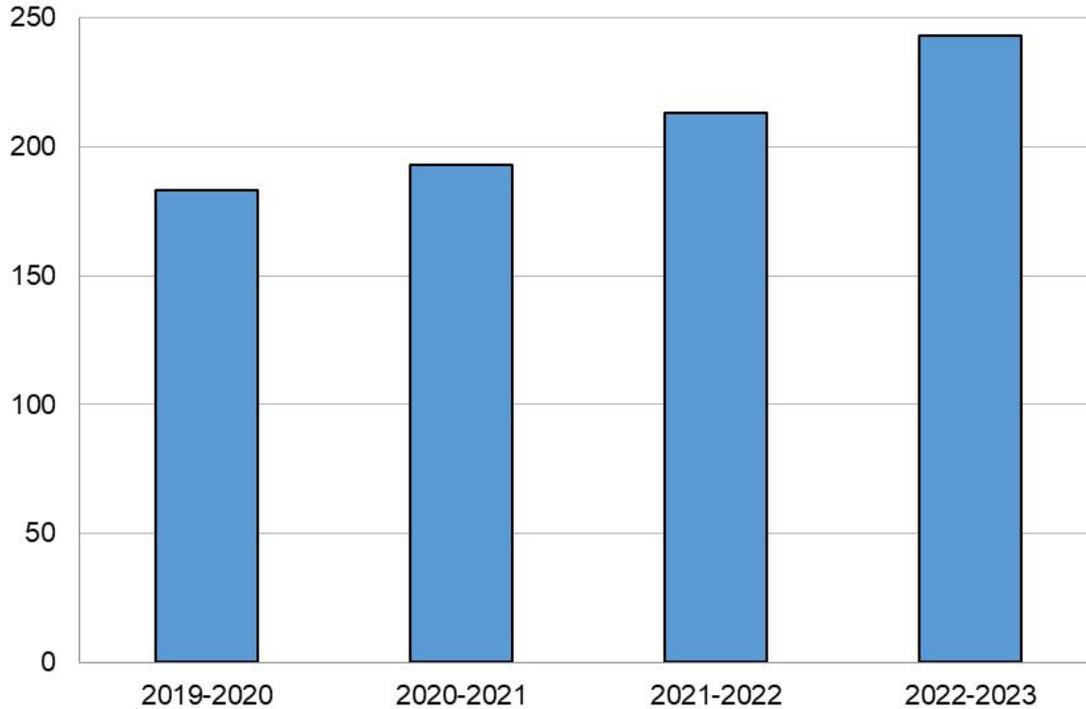
Setting 3 Programming at SAMS and SAVHS

- Historically, students who needed a higher level of service enrolled in other districts and/or programs.
- We want to keep our students in SANB schools as much as possible!
- We are developing programming to meet student needs.





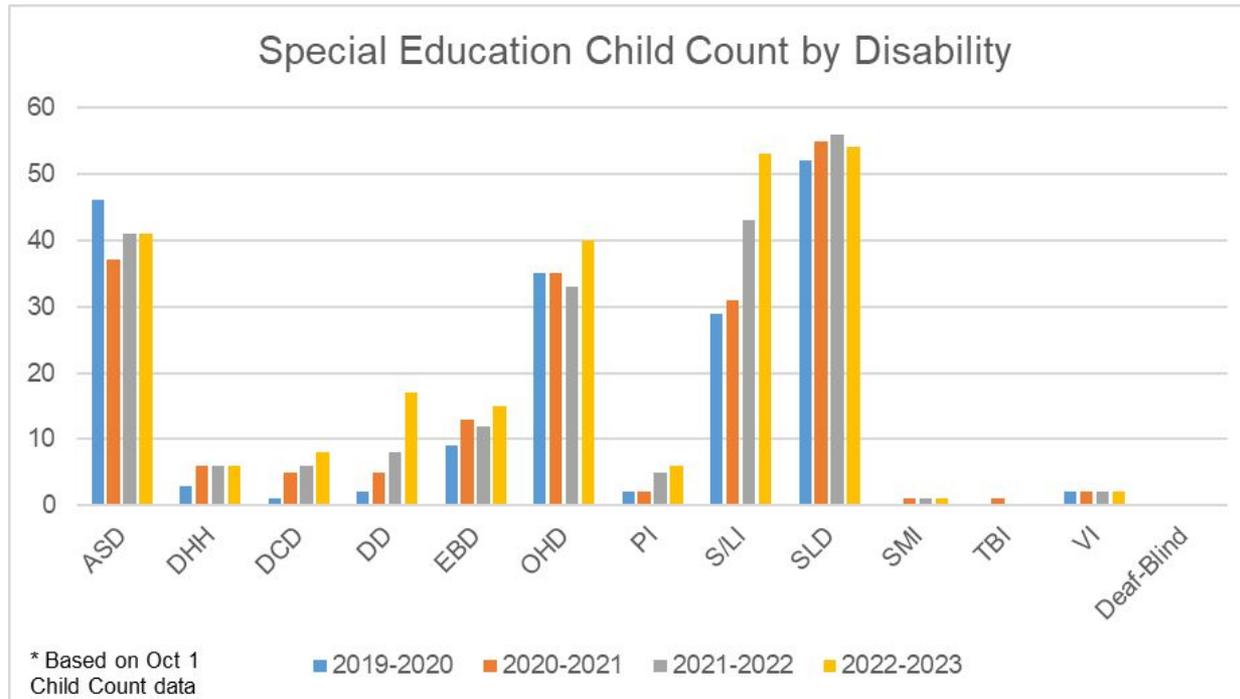
SANB Special Education Child Count



* Based on Oct 1 Child Count data

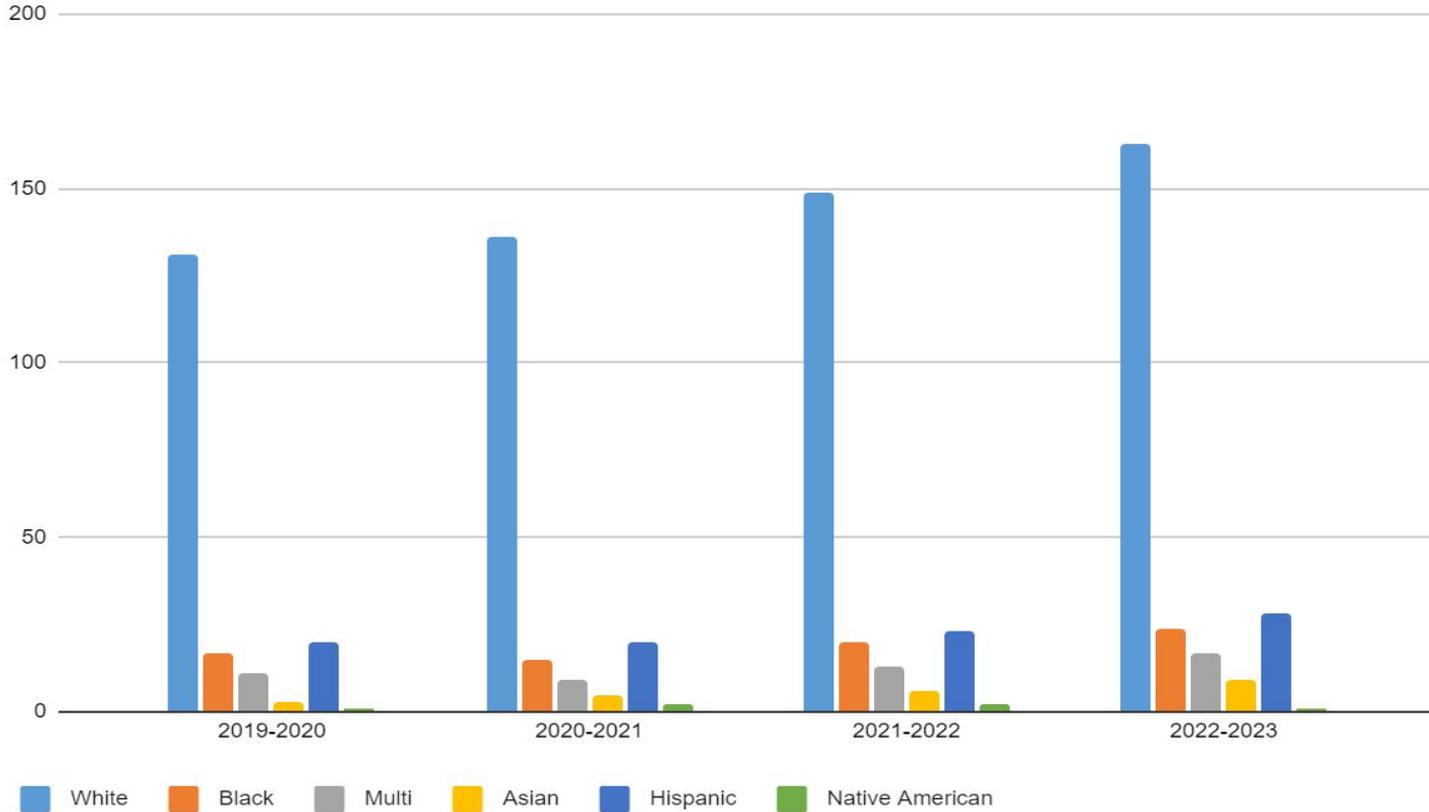
	19-20	20-21	21-22	22-23
SANB	10%	11%	12%	13%
State Avg	10-16%			

Disability Category



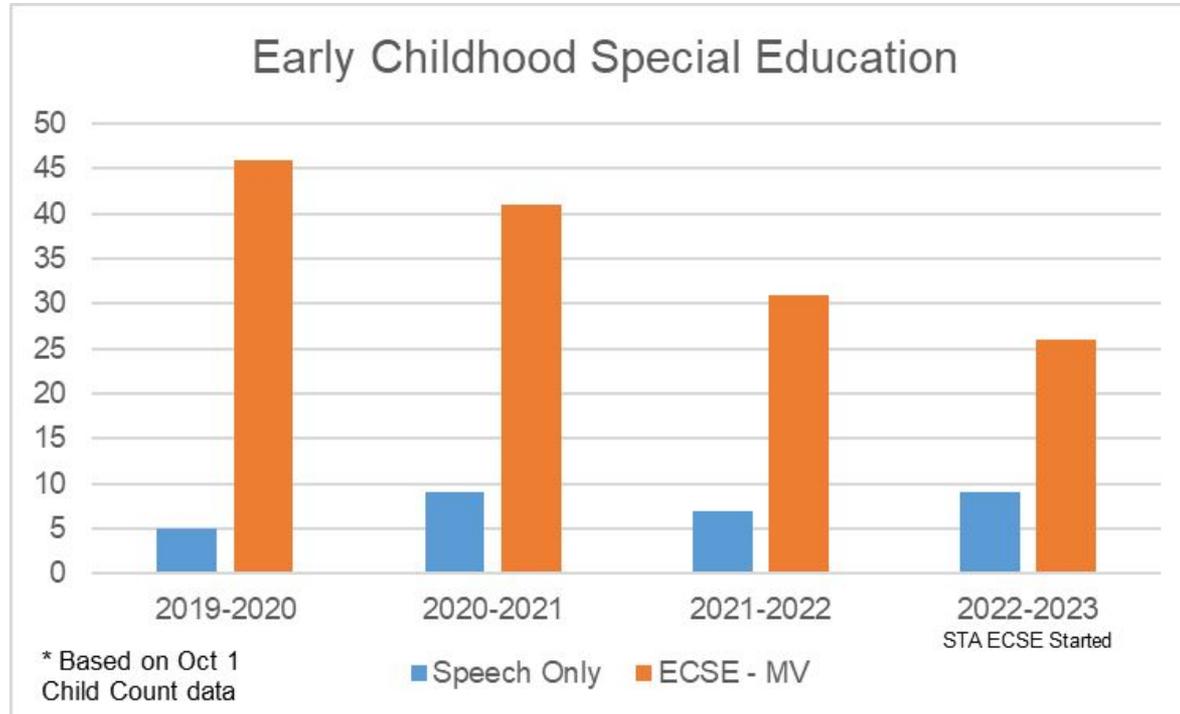


SANB Special Education by Race

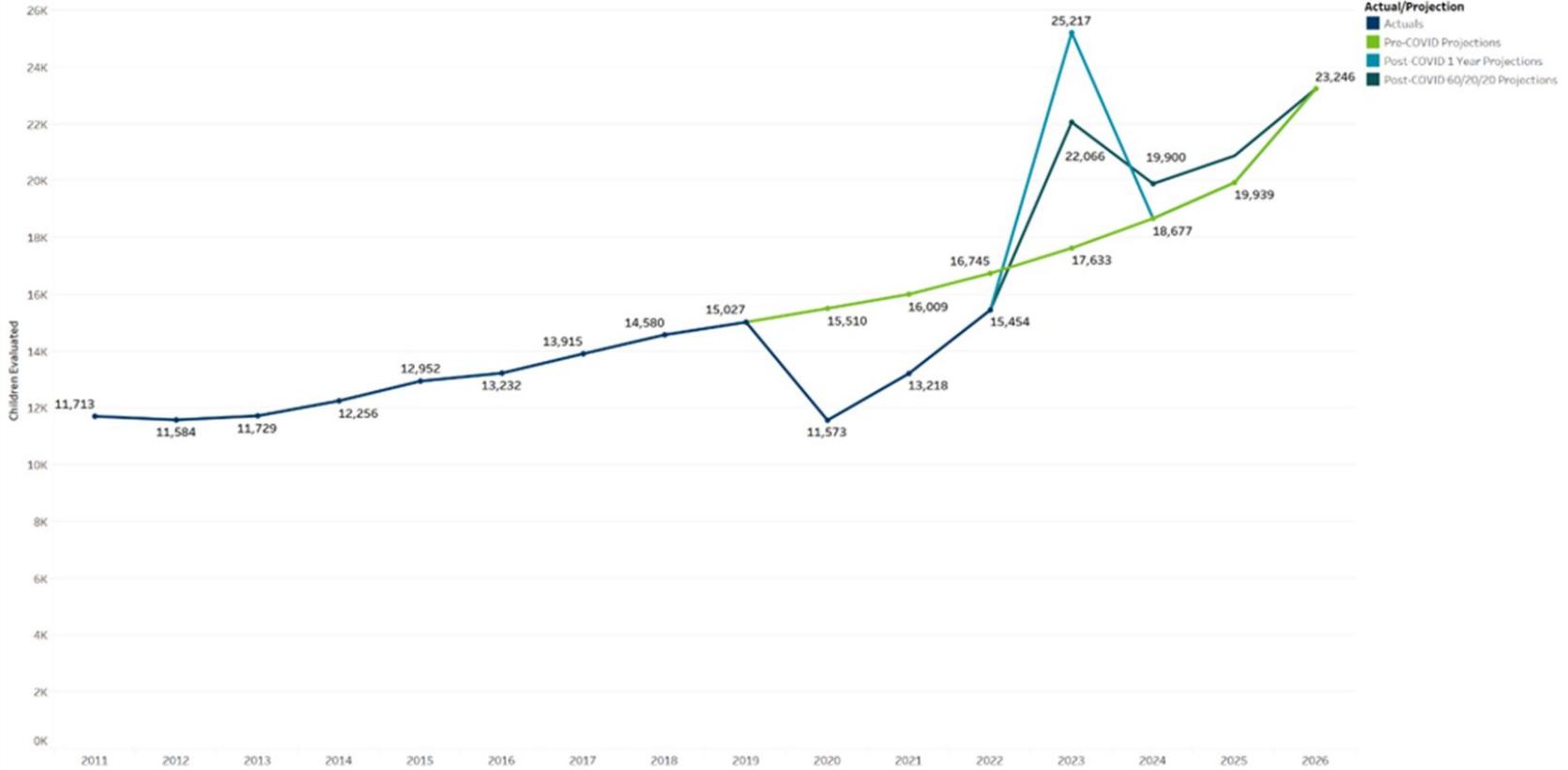


Race

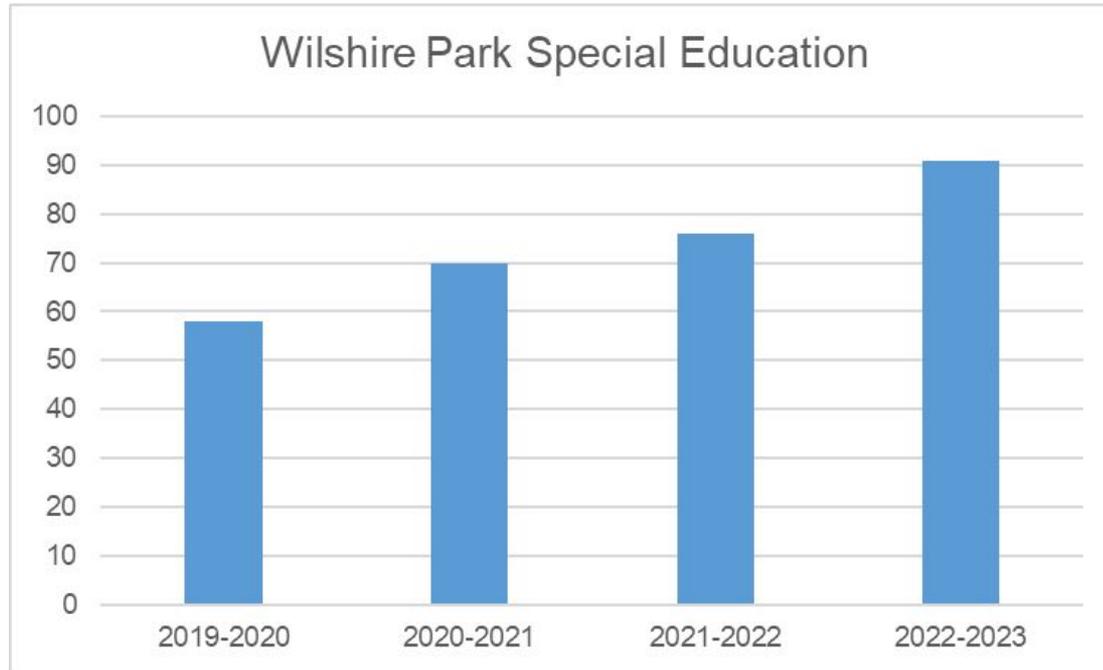
ECSE



Evaluation Projections



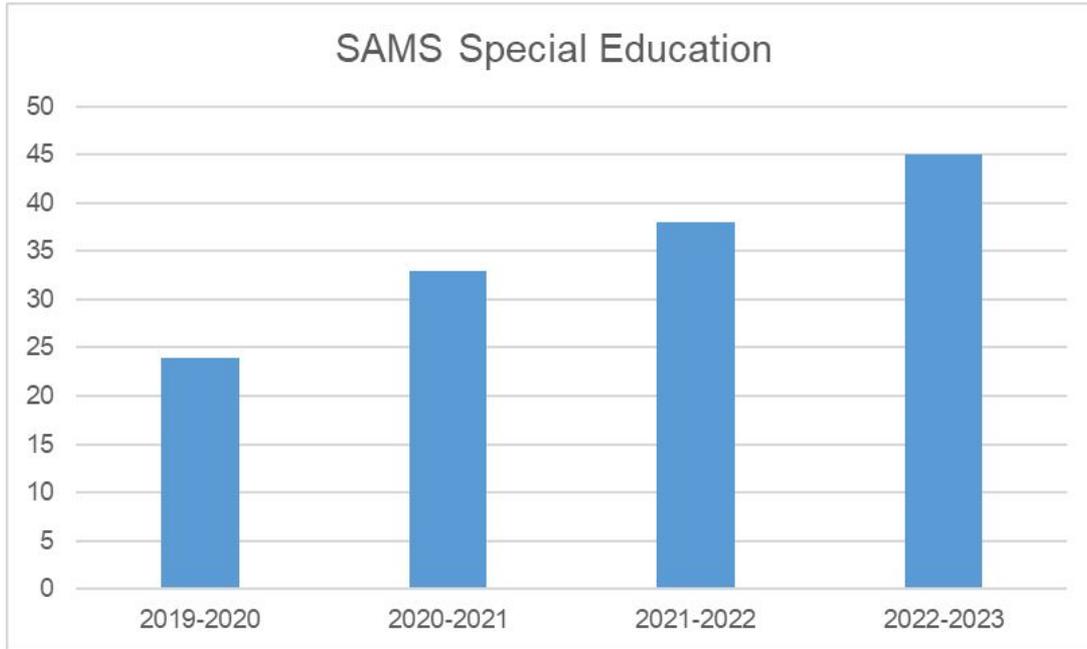
Wilshire Park



Teachers			
18-19	19-20	20-21	21-22
3.6	3.8	4	5



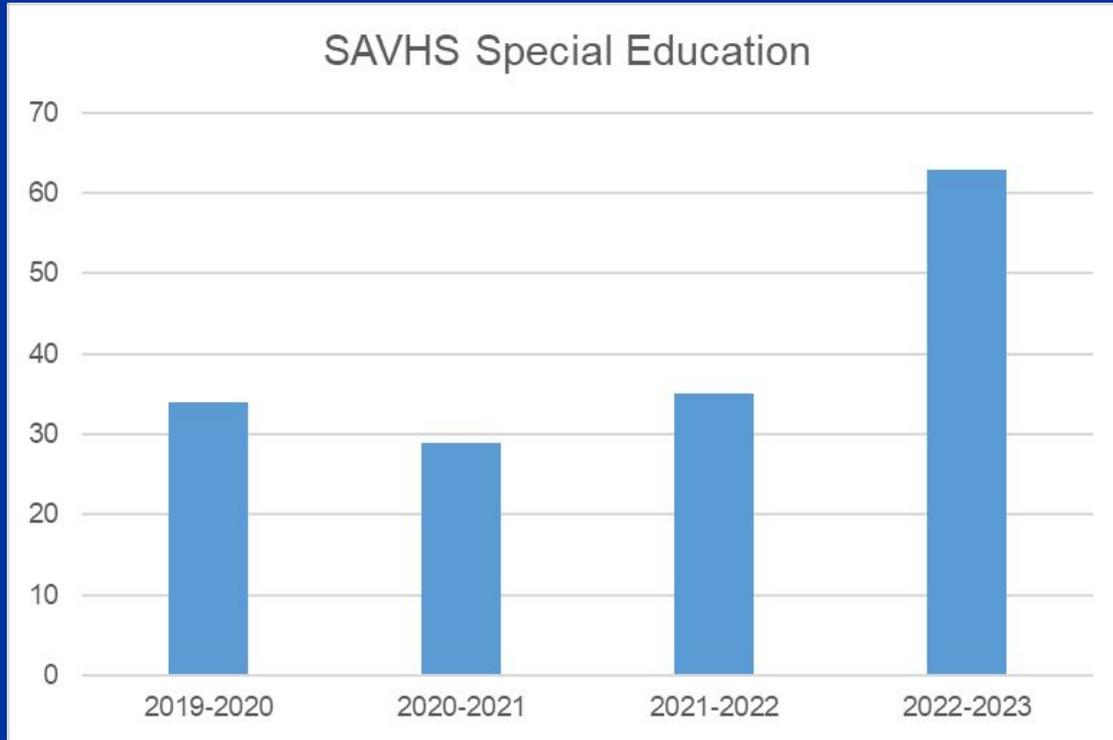
SAMS



Teachers			
18-19	19-20	20-21	21-22
3	3.8	2.4	2.6



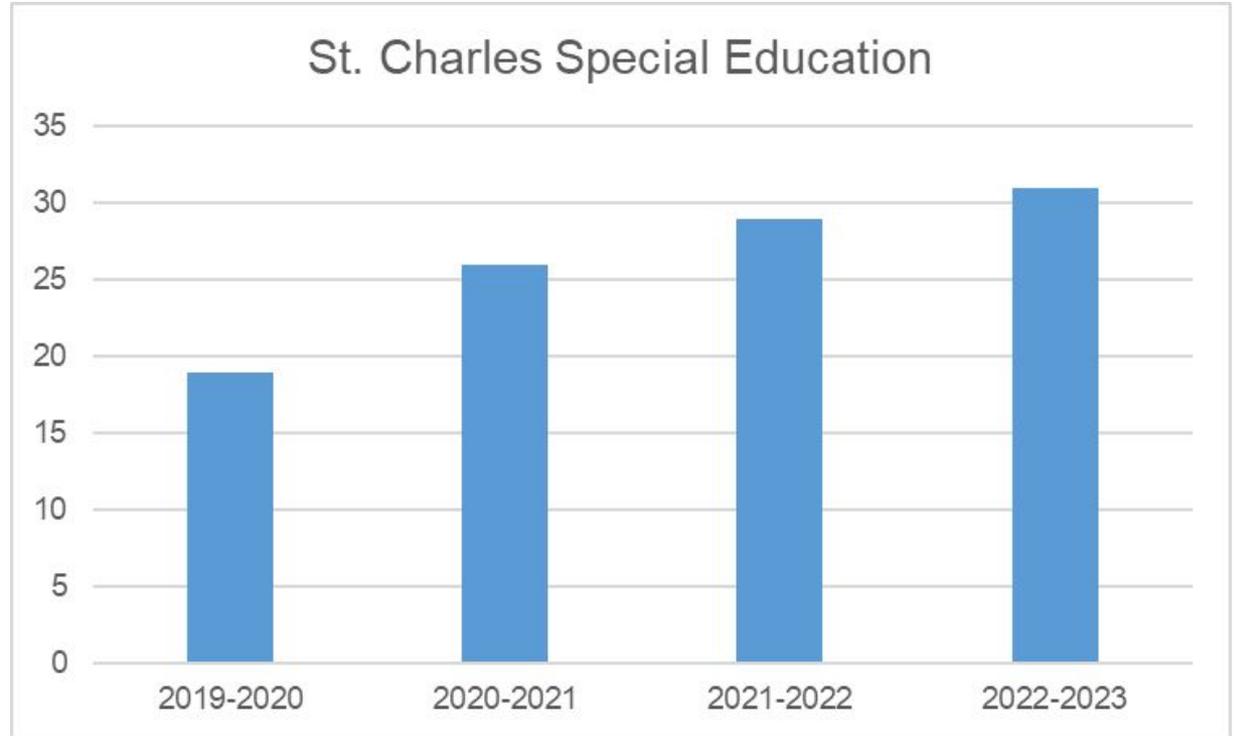
SAVHS



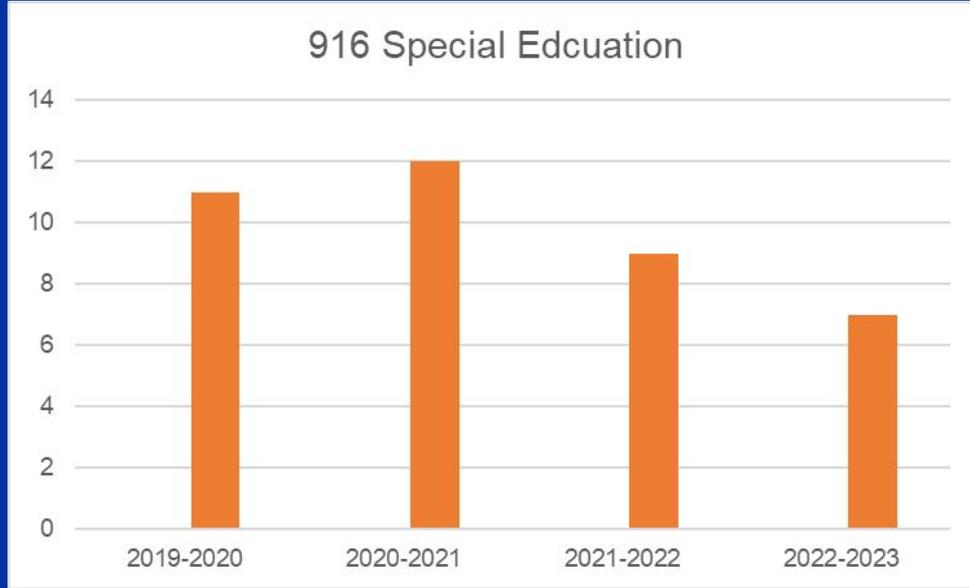
Teachers			
18-19	19-20	20-21	21-22
3.6	3.6	3.6	3.4

St. Charles

Teachers			
18-19	19-20	20-21	21-22
.8	1.1	1.6	1.6



916 Special Education



- Includes:
 - Transition
 - Setting 4 services
- Expand to:
 - Career and Tech Center



NORTHEAST METRO
Intermediate School District

916

partners in education

Contracted Staffing

- Orientation and Mobility
- Deaf Hard of Hearing
- Physical/Health Disabilities
- Physical Therapy
- Behavior Analyst
- Intervener
- Certified Occupational Therapy Assistant
- Blind/Visually Impaired
- Nurse



Medical Assistance Billing

What is it?

- Since 2001, Federal and State law requires all public Minnesota schools to seek payment for such services from Minnesota Health Care Programs (MHCP), which includes Medical Assistance (MA), MinnesotaCare and other public, government health programs.
- These services may include: physical therapy, occupational therapy, speech/language/hearing services, nursing services, personal care assistance, mental health services, assistive technology devices, special transportation, and interpreter services.
- **This insurance billing is done at no cost to families, and the funds our district receives are used to help pay for our special education program.**





Thank You

2022-2023

Fridley Public Schools and St. Anthony-New Brighton Public Schools Community Education Aquatics Consortium Agreement

Purpose:

The purpose of the Fridley St. Anthony-New Brighton (FSNB) Community Education Aquatics consortium is to provide swimming instruction and recreation through the collaborative use of Fridley Public Schools and St. Anthony-New Brighton Public Schools Community Education funds. Fridley Public Schools serves as fiscal agent for the FSNB Community Education Aquatics consortium.

Membership:

The two member school districts of the FSNB Community Education Aquatics Consortium include:

- Fridley Public Schools ISD #14
- St. Anthony-New Brighton Public Schools ISD #282

Community Education Aquatics Board Responsibilities:

1. The FSNB Community Education Aquatics Consortium is not a legal entity. All authority and liability rests with the school boards of the participating member school districts.
2. The FSNB Community Education Aquatics Consortium certifies that aquatics services will be delivered in accordance with all applicable Federal and State laws, regulations, rules, policies, procedures and assurances.
3. The FSNB Community Education Aquatics Consortium further agrees to meet a minimum of four (4) times a year to approve a budget, and decide issues of common interest related to fulfilling the consortium purpose.
4. The FSNB Community Education Aquatics Consortium will consist of five (5) active members including; The St. Anthony-New Brighton Public Schools Director of Community Services & Communications, Fridley Public Schools Community Education Director, St. Anthony-New Brighton Schools Community Services Coordinator, Fridley Public Schools Adult & Youth Services Coordinator, and the FSNB Community Education Aquatics Consortium Program Manager.

Member Responsibilities:

1. Provide a representative to the FSNB Community Education Aquatics Consortium Board who will attend at least 75% of the scheduled meetings annually. Representatives include:
 - Fridley Public Schools Community Education Director
 - St. Anthony-New Brighton Public Schools Director of Community Services & Communications
 - Fridley Public Schools Community Education Adult & Youth Services Coordinator
 - St. Anthony-New Brighton Public Schools Community Services Coordinator
 - FSNB Community Education Aquatics Consortium Program Manager
2. Provide required fiscal and performance data to the Fiscal Agent staff by any stated deadlines.
 - Quarterly revenue for the Aquatics program
 - Monthly transaction reports for Aquatics program
3. The Fiscal Agent will invoice quarterly for:
 - Proportional costs of the Aquatics Program Manager position based on the Fridley Public Schools Program Manager payscale, fiscal year revenue and expenditure projections, and quarterly revenue and expense actuals.
 - Proportional costs of Aquatics staff based on the Fridley Public Schools Water Safety Instructor and Lifeguard payscale, fiscal year revenue and expenditure projections, and quarterly revenue and expense actuals.
 - Proportional expense costs including; staff training, certification and professional development, annual association membership fees, Red Cross fees, other materials related to the successful running of an Aquatics program, and other expenses that are approved by the FSNB Community Education Aquatics Consortium Board.
4. Provide a signature below as evidence that the member representative has read, understands and agrees to this Agreement.
5. The consortia will ensure that each site is fully operational and that proper communication is sent when there are facility specific issues. Each district is responsible for the costs of maintenance and facility improvements to their respective pools and associated facilities.

Fiscal Agent Responsibilities:

1. Hire all Aquatics staff
2. Supervise and pay all Aquatics staff
3. Invoice quarterly

- 4. Keeping the Consortium Directors informed of all information and issues relevant to efficient and effective functioning of the consortium.
- 5. Development of a proposed budget for the consortium which is presented annually to the board for approval.
- 6. Coordinate annual signature of Consortium Agreement by members.

Approved and Signed:

Director of Community Services & Communications ISD #282: _____ Date: _____

School Board Chair ISD #282: _____ Date: _____

Superintendent ISD #282: _____ Date: _____

Community Education Director ISD #14: _____ Date: _____

School Board Chair ISD #14: _____ Date: _____

Superintendent ISD #14: _____ Date: _____

Board Roles 2023 DRAFT

Board Member Role	School Board Member	School Board Member	School Board Member

Board Committees

Audit (Chair, Treasurer, Board Member)	Ben Phillip	Mike Overman	
Negotiations			
<i>Food Service</i>	Cassandra Palmer	Mike Overman	
<i>Para/Clerical</i>	Cassandra Palmer	Mike Overman	
<i>Custodial</i>	Cassandra Palmer	Mike Overman	
<i>Teachers</i>	Cassandra Palmer	Mike Overman	Mageen Caines
Policy (Clerk, Board Member)	Mageen Caines	Laura Oksnevad	

Building Representatives

SAVHS - <ul style="list-style-type: none"> • SAAAC • MSHSL • parent & • student groups 	Ben Phillip		
SAMS - <ul style="list-style-type: none"> • Parent & student groups 	Mageen Caines		
Wilshire Park - <ul style="list-style-type: none"> • Parent & student groups • Family Services Collaborative 	Leah Slye		
Community Services - <ul style="list-style-type: none"> • Advisory Council • Early Childhood Advisory Council 	Mike Overman		
NE Metro District 916 and SpEd Parent Advisory	Laura Oksnevad		
Building Substitute	Cassandra Palmer		

District Committee Representation

Teaching & Learning: District & Community	Ben Phillip	Mike Overman	Leah Slye
Legislative Liaison/Committee	Laura Oksnevad	Mageen Caines	
SANBE Endowment	Ben Phillip	Leah Slye	
SANBE Foundation	Cassandra Palmer		
Q-Comp	Leah Slye		

Technology	Ben Phillip		
Wellness	Laura Oksnevad		
Calendar	Mike Overman	Mageen Caines	
New Board Member Mentor	Laura Oksnevad		
American Indian Advisory Committee	Mageen Caines		
Equity Review Liaison	Mageen Caines		

Partner Organizations Board

Representatives

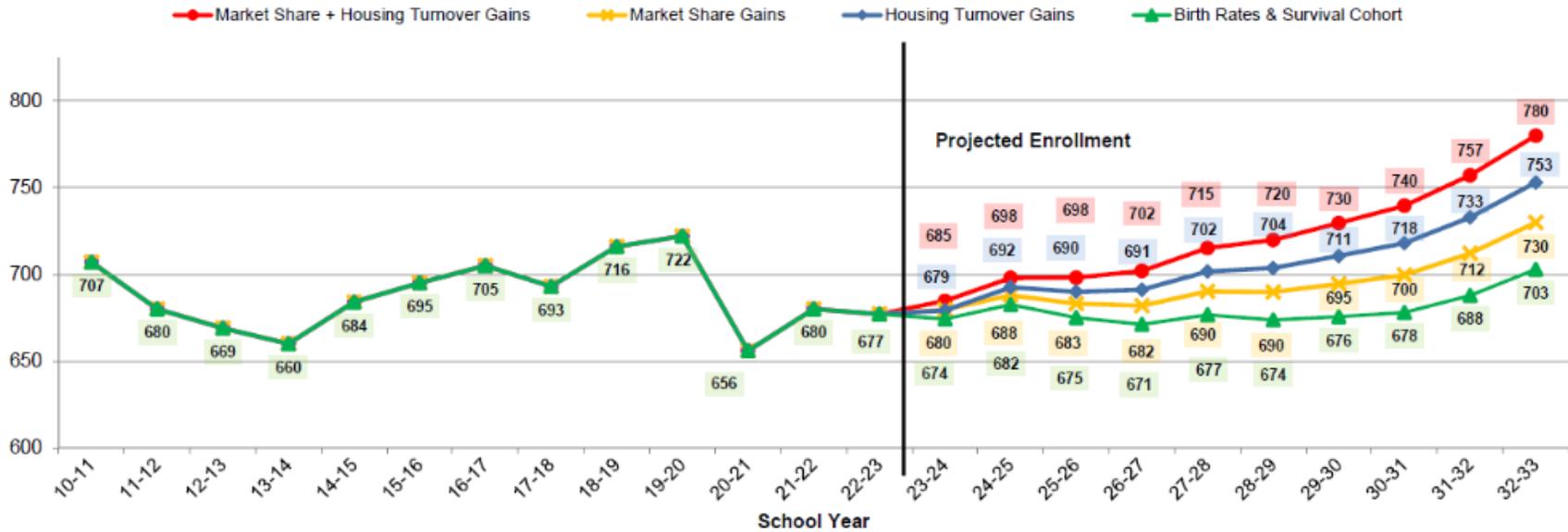
AMSD: Association of Metro School Districts	Laura Oksnevad		
Metro ECSU	Laura Oksnevad	Mageen Caines	
MSBA Delegate Assembly	Laura Oksnevad		
MSBA: Minnesota School Board Association	ALL Members		
Sister City	Ben Phillip		
Kiwanis			
Parks & Sustainability			

St Anthony-New Brighton School District Enrollment Projections 2023-24

TABLE 5: HISTORICAL RESIDENT BIRTHS BY DISTRICT BOUNDARY

Birth Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2010 - 2022
Kindergarten Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	% Change
Columba Heights	314	329	303	305	348	300	323	328	325	348	304	305	-2.8%
Mounds View	854	798	819	833	969	924	894	871	819	890	819	909	6.4%
Minneapolis	5,294	5,198	5,134	5,210	5,395	5,295	4,948	4,669	4,698	4,441	4,070	3,970	-25.0%
Roseville	643	694	703	690	725	690	664	593	623	636	551	591	-8.0%
St. Anthony-New Brighton	119	129	133	128	115	119	153	123	123	115	110	131	10.5%
Totals	7,223	7,146	7,090	7,165	7,561	7,328	6,980	6,583	6,586	6,430	5,854	5,906	-18.2%

Chart 2: Wilshire Park Elementary Enrollment (K-5)



Charts and Tables prepared by TeamWorks International for St. Anthony-New Brighton School District

Chart 3: Total St. Anthony Middle Enrollment (6-8)

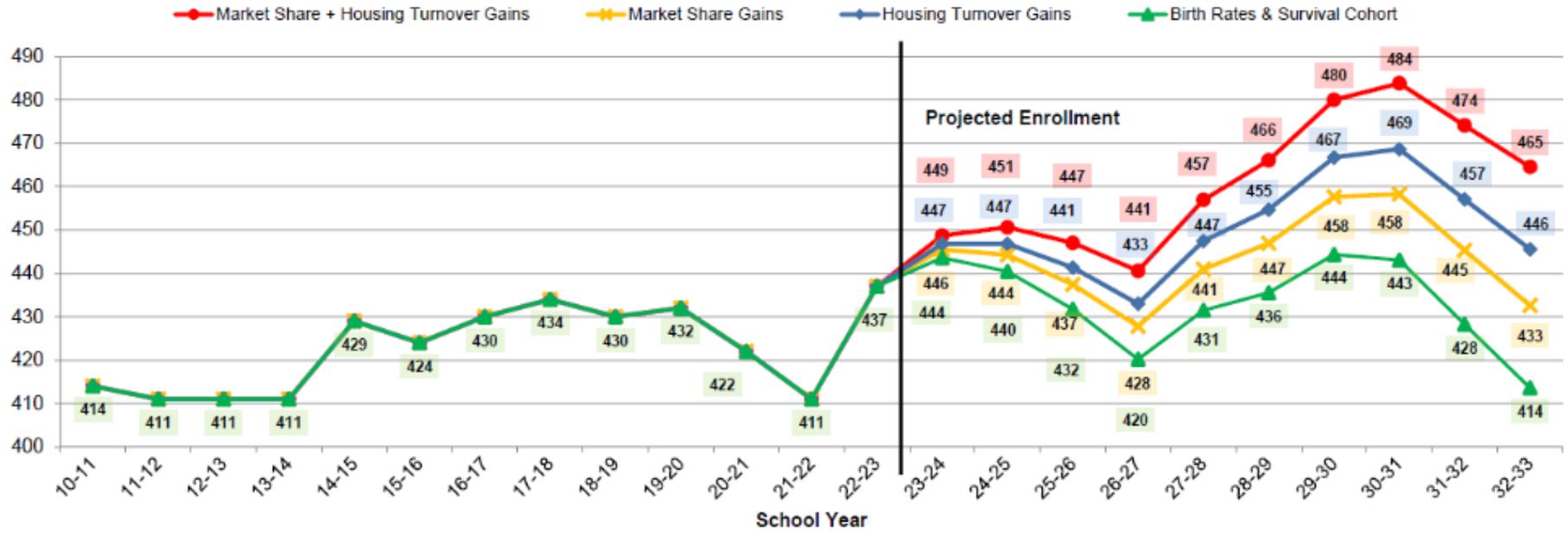


Chart 4: Total St. Anthony Village High Enrollment (9-12)

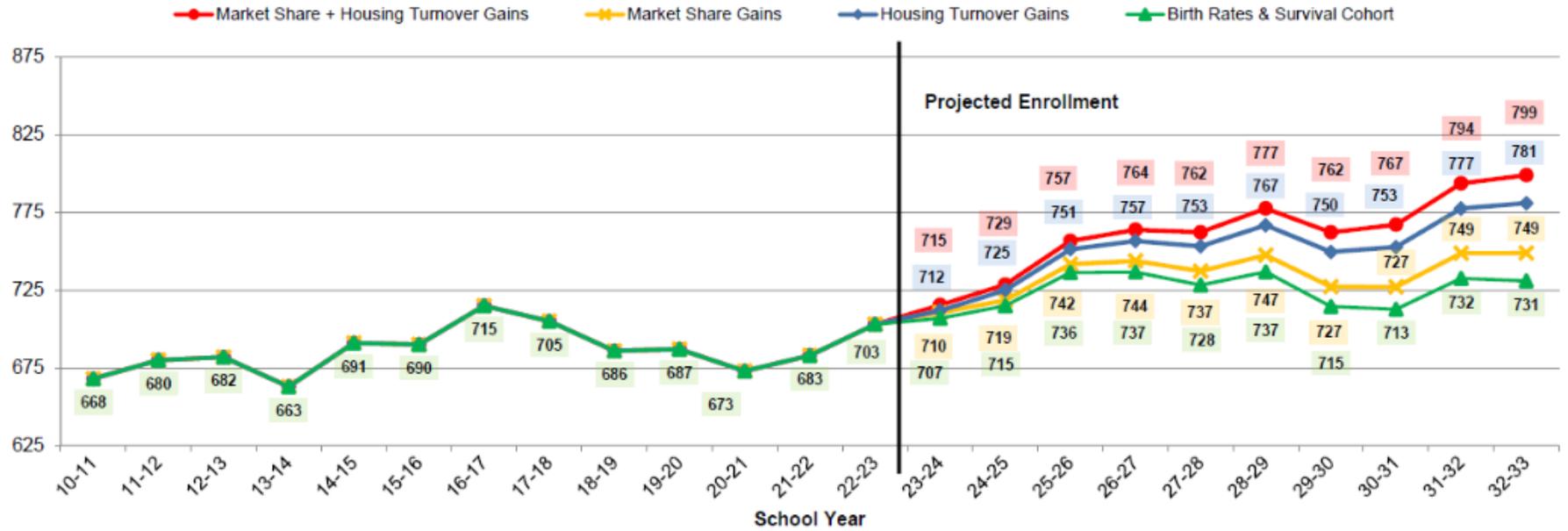
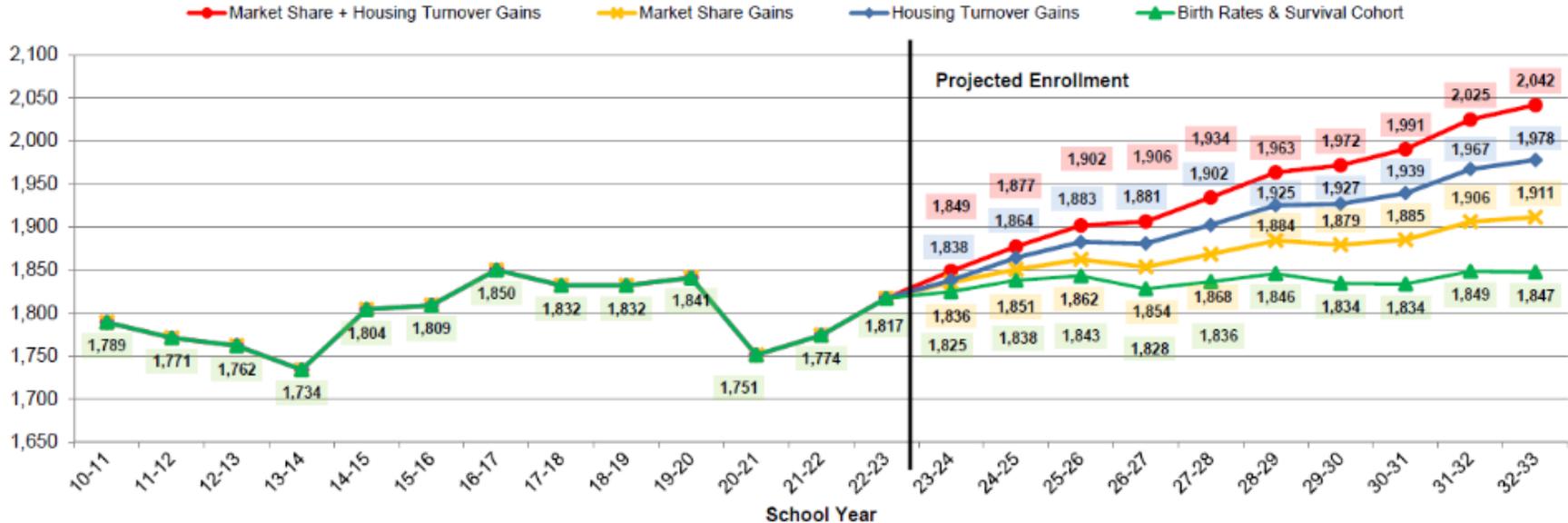


Chart 1: Total Student Enrollment (K-12)



Charts and Tables prepared by TeamWorks International for St. Anthony-New Brighton School District

ISD 282 2023-24 Enrollment Estimates

Grade	Current Target	Current Budget	Current Enrollment	2023-24 Open Enrollment Applications	23-24 Target Estimate A (no change)	23-24 Budget Estimate A	23-24 Target Estimate B (increase Kinder)	23-24 Budget Estimate B	Estimate B & C Class Size	23-24 Target Estimate C (increase K-5, 9th&10th)	23-24 Budget Estimate C
K	110	110	109	52	110	110	130	130	21 to 22	130	130
1	110	110	108	7	110	110	110	110	22 to 23	130	116
2	110	104	107	7	110	110	110	110	22 to 23	130	115
3	120	110	118	6	120	113	120	113	22 to 23	130	113
4	120	115	114	5	120	120	120	120	24 to 25	130	123
5	125	125	126	2	125	116	125	116	22 to 23	130	116
6	150	145	152	20	150	146	150	146		150	146
7	150	126	144	6	150	150	150	150		150	150
8	150	150	148	2	150	146	150	146		150	146
9	200	200	192	41	200	189	200	189		200	189
10	180	175	177	4	180	180	180	180		200	196
11	175	171	165	1	175	175	175	175		175	175
12	175	175	169	0	175	165	175	165		175	165
TOTAL K-12	1,875	1,816	1,829		1,875	1,830	1,895	1,850		1,980	1,880
Est. ADM Adj		(25)	(25)			(25)		(25)			(25)
ADM for Revenue		1,791	1,804			1,805		1,825			1,855
General Fund Revenue	\$16,937,002	\$17,060,428				\$17,302,730		\$17,494,450			\$17,782,030
Revenue Increase (From A)								\$ 191,720.00			\$ 479,300
Expenditure For Additional Section								\$ 110,000.00			\$ 110,000.00
Net Budget Increase								\$ 81,720.00			\$ 369,300.00

Adopted: _____

MSBA/MASA Model Policy 701

Orig. 1995

Revised: _____

Rev. 2022

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Minnesota Commissioner of Education within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other

information required by Minnesota Statutes section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Minnesota Commissioner of Education as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: _____

Rev. 2000

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 202206

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to ~~Minn. Stat. §~~Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section Minn. Stat. §123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (~~General Powers of Independent School Districts~~)School District Powers)
Minn. Stat. § 123B.09 (~~Boards of Independent School Districts~~)School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (~~Officers of Independent School Districts~~)Duties of School Board Clerk)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for

~~Current Operating Costs; Capital Expenditure~~, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
~~MSBA Service Manual, Chapter 7, Education Funding~~

Adopted: _____

MSBA/MASA Model Policy 703

Orig. 1995

Revised: _____

Rev. 2022

703 ANNUAL AUDIT

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to

correct any deficiencies or exceptions noted in the audit.

- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 2022

705 INVESTMENTS

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

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein,

and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FICUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with

budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

Legal References:

Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

MSBA/MASA Model Policy 703 (Annual Audit)

Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

706 ACCEPTANCE OF GIFTS

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF ~~THE~~ POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift ~~of \$1000 or more,~~ or any precondition, condition, or limitation on use included in a proposed gift ~~with a value of \$1000 or more,~~ furthers the interests of or benefits the school district and whether it should be accepted or rejected. ~~All other donations shall be accepted or rejected by the superintendent or designee.~~

- ~~i. The school district shall solicit and accept gifts only from vendors that are consistent with its mission and that support its core educational programs, as well as special projects.~~
- ~~ii. When considering whether to solicit or accept gifts, the school district will consider the following factors:
 - ~~• Values — whether the acceptance of the gift compromises any of the core values of the school district.~~
 - ~~• Compatibility — whether there is compatibility between the intent of the donor and the school district's use of the gift.~~
 - ~~• Public Relationships — whether acceptance of the gift damages the reputation of the school district.~~
 - ~~• Primary Benefit — whether the primary benefit is to the school district with a direct educational benefit for teaching and learning, versus the donor.~~
 - ~~• Consistency — whether the acceptance of the gift is consistent with prior practice.~~
 - ~~• Form of Gift — whether the gift is offered in a form that the school district can use without incurring substantial expense or difficulty.~~
 - ~~• Effect on Future Giving — whether the gift encourages or discourages future gifts.~~~~
- ~~iii. All decisions to solicit and/or accept potentially controversial gifts will be made by the school board. The primary consideration will be the impact of the gift on the organization.~~

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property ~~with a value of \$1000 or more~~ only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. ~~All other donations shall be accepted or rejected by the superintendent or~~

~~designee~~. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:


St. Anthony New Brighton
INDEPENDENT SCHOOL DISTRICT 282
School District Policy

Adopted: October 6, 2010

706 ACCEPTANCE OF GIFTS

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 - Compatibility – whether there is compatibility between the intent of the donor and the school district’s use of the gift.
 - Public Relationships – whether acceptance of the gift damages the reputation of the school district.
 - Primary Benefit – whether the primary benefit is to the school district with a direct educational benefit for teaching and learning, versus the donor.
 - Consistency – whether the acceptance of the gift is consistent with prior practice.
 - Form of Gift – whether the gift is offered in a form that the school district can use without incurring substantial expense or difficulty.

- Effect on Future Giving – whether the gift encourages or discourages future gifts.
- iii. All decisions to solicit and/or accept potentially controversial gifts will be made by the school board. The primary consideration will be the impact of the gift on the organization.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property with a value of \$1000 or more only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. All other donations shall be accepted or rejected by the superintendent or designee. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. §123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. §465.03 (Gifts)