

Tuesday, February 21, 2023

**Media Center – SAVHS/SAMS**  
**3303 33<sup>rd</sup> Ave NE**  
**St. Anthony, MN 55418**

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

WORK SESSION

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**Call to Order** (2-3 minutes)  
Board Chair Ben Phillip

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**Approval of Agenda** (4 minutes)  
Board Chair Ben Phillip

The recommended motion is to approve the agenda for the February 21, 2023 Work Session, as presented.

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**Approval of Minutes** (4 minutes)  
Board Chair Ben Phillip

The recommended motion is to approve the minutes from the Tuesday, February 7, 2023 Regular Meeting and the February 16, 2023 School Board Professional Development meeting, as presented.

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**Consent Agenda** (4 minutes)  
Board Chair Ben Phillip

The recommended motion is to approve the February 21, 2023 Consent Agenda, including 2 leaves, 1 resignation, 1 termination and a payment of bills in the amount of \$288,957.48, as presented.

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**Superintendent Report** (10 minutes)  
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.

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**Discussion Item:** (10-15 minutes)  
**AIPAC (American Indian Parent Advisory Committee) Concurrence**  
Board Chair Ben Phillip

Minnesota Statutes, section 124D.78 requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education. Also known as the vote of concurrence or non-concurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

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**Discussion Item:** (20-30 minutes)

**St. Anthony Middle School Friday Clubs**

SAMS Principal - Amy Kujawski

St. Anthony Middle School wanted to update their schedule to ensure students' academic and social needs were being met. One change was the addition of clubs. Every Friday, students, without barriers (i.e. transportation), engage in their passions. Teachers from SAMS will be sharing a sample of the clubs offered and how the students engage.

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**Discussion Item:** (90-120 minutes)

**Enrollment / Budget**

Executive Director of Finance and Operations - Phan Tu

The School Board will continue the budget discussion focusing on the enrollment projections and targets for the 2023-2024 school year.

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**Discussion Item:** (5-10 minutes)

**Food Service Retention Pay**

Executive Director of Finance and Operations - Phan Tu

At the end of the 2021-22 fiscal year, the district reported a surplus in the food service fund balance. This is due to the increase in meal participation. During this time period, the food service staff managed the increase in meal participation without additional staffing. As a result, the district administration is recommending a retention bonus for employees in the food service bargaining group .

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**Discussion Items:** (30 minutes)

**Policy Review**

Board Member - Mageen Caines

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

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**Board Member Reports** (20 minutes)

Board Chair Ben Phillip

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**Adjourn**

Board Chair Ben Phillip

Next Meeting(s):

Tuesday, March 7, 2023 – Regular Meeting – City Council Chambers  
Tuesday, March 14, 2023 – Work Session – Media Center

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

**Regular Meeting –Tuesday, February 7, 2023**

**MINUTES**

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

**Staff Present:** Superintendent Dr. Renee Corneille; Executive Director of Student Services Hope Fagerland; Technology Director Dennis Beekman; Director of Community Services and Communications Wendy Webster; and SAVHS Counselors Heather Berndt and Kate Edwards

The Regular Meeting was called to order at 7:04 p.m. by School Board Chair Ben Phillip

**APPROVAL OF THE AGENDA**

**A motion was made by Mageen Caines and seconded by Cassandra Palmer to approve the February 7, 2023 Regular Meeting agenda, as presented.**  
**The motion carries 6-0.**

**APPROVAL OF MINUTES**

**A motion was made by Mike Overman and seconded by Laura Oksnevad to approve the Minutes from the January 17, 2023 Work Session and the January 31, 2023 Joint Meeting with the City, as presented.**  
**The motion carries 6-0.**

**APPROVAL OF CONSENT AGENDA**

**A motion was made by Leah Slye and seconded by Mike Overman to approve the February 7, 2023 Consent Agenda, as presented.**  
**The motion carries 6-0.**

**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 highlighted SAVHS seniors leading their school community in service and volunteerism; SAVHS student artwork showcased in the Minnesota Senate building; the death of Tyre Nichols; and a conversation with Emily Hanford.

## **ACTION**

### **1. School Board Recognition Month**

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.

**A motion was made by Laura Oksnevad and seconded by Mike Overman to recognize and salute the members of the SANB School Board by proclaiming February 2023 as School Board Recognition Month, as presented.**

**The motion carries 6-0.**

### **2. 2 Year School Calendar**

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 (this includes two async days) and 166 school days for students in grades K-5 (no async days). 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.

**A motion was made by Mageen Caines and seconded by Cassandra Palmer to approve the 2023-2024 and 2024-2025 school calendars, as presented.**

**The motion carries 6-0.**

## **DISCUSSION**

### **1. SAVHS Course Registration Update**

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

### **2. Operational Plan - Technology Update - Media Center Hybrid**

This presentation provided 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 was a proposal to upgrade the middle school / high school media center AV system to support both instructional use and school board work session meetings.

### **3. Special Education Update**

This presentation provided a detailed overview of SANB's Special Education Programs, focusing on providing an equitable education for students pre-k to 21 years of age.

#### **4. Aquatics Consortium**

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.

#### **5. School Board Committee Assignments**

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

#### **6. Enrollment Update**

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

#### **7. Policy Review**

This was 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.

### **SCHOOL BOARD MEMBER REPORTS**

School Board members attended the following meetings and events: Wilshire Park Fun Fest; policy committee; MSBA Officer's Training; Joint Meeting with the City of St. Anthony; SAVHS Parent meeting; Community Teaching and Learning; SAVHS One Act Play; recognizing Black History month, School Board Appreciation month and Career and Technical Education month; girls basketball game; NE Metro 916; Legislative hearings; AMSD; Nordic ski meets; MSBA Legislative Chat; Full Service Community School; set build for SAMS play; Coffee Chat with the Superintendent; ECFE parent meeting; and the Patriot Marching Band practices have begun.

### **Adjourn**

The Regular Meeting of February 7, 2023 was adjourned at 10:26 p.m.

Signed: Mageen Caines - School Board Clerk

Attest: Kim Lannier

### **School Board Professional Development –Tuesday, February 16, 2023**

The School Board held their third professional development meeting participating in InsideOut learning and continued their referendum discussion. The meeting was called to order at 6:01 pm and was adjourned at 9:05 pm.

**SCHOOL BOARD CONSENT AGENDA**  
**February 21, 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. Leaves(s)

Last Name	First Name	Position	School	Date Effective
Goldsmith	Barb	Paraeducator	SAVHS	January 18, 2023 - March 21, 2023
Otis	Andrew	Phys/Ed	SAMS	April 14, 2023 - May 26, 2023

b. Resignation(s)

Last Name	First Name	Position	School	Date Effective
Peterson	Katrina	School Psychologist	District	June 12, 2023

c. Termination(s)

Last Name	First Name	Position	School	Date Effective
Severson	Paul	Sped Paraeducator	SAVHS	February 14, 2023

**2. Payment of Bills *Checks Paid* –**

General Fund	\$157,126.37
Food Service Fund	\$39,802.35
Transportation Fund	\$31,590.49
Community Service Fund	\$ 2,981.11
Capital Expenditure Fund	\$42,628.08
Student Activities	\$14,829.08

**Total \$288,957.48**

**DISPOSITION BY BOARD OF EDUCATION**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled



## **Superintendent Report from Dr. Renee Corneille Superintendent of St. Anthony - New Brighton Schools**

*Each school board meeting, the superintendent will take time to reflect on the school district's achievements, events and stories of students and staff. The idea of these notes is to keep the board both informed and inspired of all the amazing work our school community has done over the past two weeks.*

**Tuesday, Feb. 21, 2023**

### **Equity survey for students, staff and families is now closed**

Everyone had multiple opportunities to provide their feedback on the equity work done at the district and building-levels. Now, we are scheduling focus groups for our families of special education and multilingual homes, staff members who volunteered and student representatives from all three schools.

We received 160 responses from families (adults) and 214 from students.

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### **23-24 & 24-25 school calendars are now available**

The calendars are now live on the district website.

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### **Update on the search for an Executive Director of Human Resources and Operation**

Last week, we shared with staff our process for finding a new Executive Director of Human Resources and Operation. The timeline is available as follows:

Feb. 8 – Feb. 24 – Posting goes live on Applitrack and other sites

The posting will be placed on our district website, EdPost, Minnesota Association of School Administrators (MASA), LinkedIn and Indeed job boards.

Feb. 8- Feb. 24 – Application Review

The Executive Director position will be posted from Feb. 8 to Feb. 24, 2023. Applications will be reviewed as they are received. Superintendent Dr. Renee Corneille and Director of Student

Services Hope Fagerland, along with other administrators, will review and screen applications using a screening tool. Candidates selected from the screening process will be forwarded for interviews.

#### Feb. 27-28 – First Interviews

Each candidate will be interviewed by a representative stakeholder team. The interview team will provide input to Supt. Corneille. Based on their input, Supt. Corneille will select two finalists. The interview team will consist of 10 staff members. A representative from the following units will comprise the team:

- Superintendent
- Director of Student Services
- Representative from the Coordinators
- Representative from Principals
- Representative from Teachers
- Representative from Nutrition Services
- Representative from Para/Clericals
- Representative from District Office
- Representative from Custodians
- Representative from Technology
- Representative from Community Services

#### March 2 and 3 – Second interviews: Meet and greet

Supt. Corneille and Hope Fagerland will take each finalist to all four buildings (Community Services, Wilshire Park, St. Anthony Middle School and St. Anthony Village High School) for an informal meet and greet with staff.

#### March 2 and 3 – Reference checks

Supt. Corneille and Hope Fagerland will conduct reference checks on the two finalists.

#### March 7, 2023 – Announce the new Executive Director

Supt. Corneille will announce the Executive Director of Human Resources and Operations to staff on March 6, 2023 and at the school board meeting on March 7.

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### **Superintendent Corneille and Vice Chair Oksnevad**

Presented at the AASA National Superintendent Certification Minnesota cohort on Feb. 9th. The presentation was on school board and superintendent relationships. The cohort was engaged and sought additional resources from the information Chair Oksnevad presented. The cohort group, along with the leadership at AASA was impressed with the work and the purpose of SANB schools.

### **Wilshire Park Principal Maria Roberts Testifies for Literacy**

Ms. Roberts was asked to testify for House Bill 629 “The Read Act”. She did awesome!

# Student Clubs @ SAMS

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Fridays during PAWS time

# Student Clubs

- Every Friday during PAWS time
- Every teacher has a club
- Teachers use student input to decide offerings
- Kids self-select the clubs
- Three different clubs throughout the year

**This is lead to opportunities to honor student voice.**



# Husky Times

Student journalist who write articles on a variety of topics:

- Aspects of our school
- Aspects of society
- Aspects of our community

Work with material submitted to the club from other students like letters, contests, and interviews.

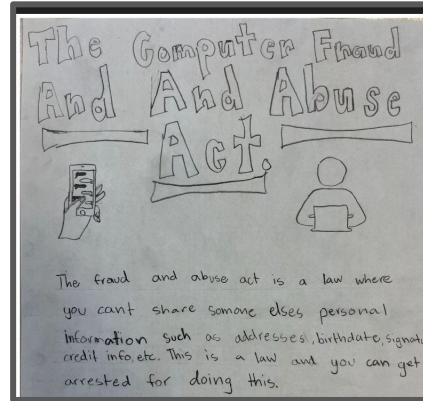
## WHAT'S THIS NEW GRADING SYSTEM?

BY: ELISE OKSNEVAD

What is this new grading system? Why are we changing the way we grade? Those are some of the questions that have lately been asked.

This new grading system is called "Proficiency Based Grading". According to St. Anthony Middle School's website, "Proficiency-based learning is a learning system where students receive feedback and scores based on how well they meet specific goals or standards of a class." Proficiency Based Grading is based on how much they are learning.

The old grading system we had used letter grades (A-F) and grades. "There are only about 20% of students who are making good grades." The school's website states. This shows that



Like MUSIC?

Check out our monthly playlist!

This week's playlist theme is **STUDY** and was created by Oliver.

Have a song you'd like to submit for February's playlist?

The theme is **LOVE**.

[Send us your recommendations here.](#)



# Dungeons & Dragons

D&D has been a fantasy, role-playing game around for decades. At SAMS, the D&D club gives students the opportunity to share leadership and storytelling skills through this engaging game.



# Volleyball Club

What's special about Volleyball club is that it was created entirely by students advocating for the chance to play volleyball since there is only a girls' volleyball team.



## ISD 282 2023-24 Enrollment Estimate A

Grade	Current Target	Current Budget	Current Enrollment	2023-24 Open Enrollment Applications	23-24 Target Estimate A (no change)	23-24 Budget Estimate A (Attrition 2%)	24-25 Target Estimate A (no change)	24-25 Budget Estimate A (Attrition 2%)	25-26 Target Estimate A (no change)	25-26 Budget Estimate A (Attrition 2%)	26-27 Target Estimate A (no change)	26-27 Budget Estimate A (Attrition 2%)	27-28 Target Estimate A (no change)	27-28 Budget Estimate A (Attrition 2%)	28-29 Target Estimate A (no change)	28-29 Budget Estimate A (Attrition 2%)
K	110	110	109	52	110	110	110	110	110	110	110	110	110	110	110	110
1	110	110	108	7	110	110	110	110	110	110	110	110	110	110	110	110
2	110	104	107	7	110	110	110	110	110	110	110	110	110	110	110	110
3	120	110	118	6	120	111	120	114	120	114	120	114	120	114	120	114
4	120	115	114	5	120	120	120	114	120	117	120	117	120	117	120	117
5	125	125	126	2	125	114	125	120	125	114	125	117	125	117	125	117
<b>Total Wilshire</b>			<b>682</b>	<b>79</b>	<b>695</b>	<b>675</b>	<b>695</b>	<b>678</b>	<b>695</b>	<b>675</b>	<b>695</b>	<b>678</b>	<b>695</b>	<b>678</b>	<b>695</b>	<b>678</b>
<b>Building Capacity (799)</b>			<b>85.36%</b>		<b>86.98%</b>	<b>84.48%</b>	<b>86.98%</b>	<b>84.86%</b>	<b>86.98%</b>	<b>84.48%</b>	<b>86.98%</b>	<b>84.86%</b>	<b>86.98%</b>	<b>84.86%</b>	<b>86.98%</b>	<b>84.86%</b>
6	150	145	152	20	150	144	150	132	150	138	150	132	150	135	150	135
7	150	126	144	6	150	150	150	148	150	136	150	142	150	136	150	139
8	150	150	148	2	150	144	150	149	150	148	150	136	150	142	150	136
<b>Total SAMS</b>			<b>444</b>	<b>28</b>	<b>450</b>	<b>438</b>	<b>450</b>	<b>429</b>	<b>450</b>	<b>422</b>	<b>450</b>	<b>410</b>	<b>450</b>	<b>413</b>	<b>450</b>	<b>410</b>
<b>Building Capacity (491)</b>			<b>90.43%</b>		<b>91.65%</b>	<b>89.21%</b>	<b>91.65%</b>	<b>87.37%</b>	<b>91.65%</b>	<b>85.95%</b>	<b>91.65%</b>	<b>83.50%</b>	<b>91.65%</b>	<b>84.11%</b>	<b>91.65%</b>	<b>83.50%</b>
9	200	200	192	41	200	187	200	183	200	188	200	187	200	175	200	181
10	180	175	177	4	200	193	200	188	200	184	200	189	200	188	200	176
11	175	171	165	1	175	175	200	191	200	186	200	182	200	187	200	186
12	175	175	169	0	175	162	175	172	200	188	200	183	200	179	200	184
<b>Total SAVHS</b>			<b>703</b>	<b>46</b>	<b>750</b>	<b>717</b>	<b>775</b>	<b>734</b>	<b>800</b>	<b>746</b>	<b>800</b>	<b>741</b>	<b>800</b>	<b>729</b>	<b>800</b>	<b>727</b>
<b>Building Capacity (750)</b>			<b>93.73%</b>		<b>100.00%</b>	<b>95.60%</b>	<b>103.33%</b>	<b>97.87%</b>	<b>106.67%</b>	<b>99.47%</b>	<b>106.67%</b>	<b>98.80%</b>	<b>106.67%</b>	<b>97.20%</b>	<b>106.67%</b>	<b>96.93%</b>
<b>TOTAL K-12</b>	<b>1,875</b>	<b>1,816</b>	<b>1,829</b>		<b>1,895</b>	<b>1,830</b>	<b>1,920</b>	<b>1,841</b>	<b>1,945</b>	<b>1,843</b>	<b>1,945</b>	<b>1,829</b>	<b>1,945</b>	<b>1,820</b>	<b>1,945</b>	<b>1,815</b>
Est. ADM Adj for PSEO		(40)	(40)			(40)		(40)		(40)		(40)		(40)		(40)
<b>ADM for Revenue</b>		<b>1,776</b>	<b>1,789</b>			<b>1,790</b>	<b>1,920</b>	<b>1,801</b>	<b>1,945</b>	<b>1,803</b>	<b>1,945</b>	<b>1,789</b>	<b>1,945</b>	<b>1,780</b>	<b>1,945</b>	<b>1,775</b>
<b>Est. General Fund Revenue</b>	<b>\$16,937,002</b>	<b>\$16,918,573</b>				<b>\$17,158,940</b>		<b>\$17,264,386</b>		<b>\$17,283,558</b>		<b>\$17,149,354</b>		<b>\$17,063,080</b>		<b>\$17,015,150</b>

Total Est Gen Rev 2023 - 2029

\$102,934,468

ISD 282 2023-24 Enrollment Estimate B																
Grade	Current Target	Current Budget	Current Enrollment	2023-24 Open Enrollment Applications	23-24 Target Estimate B (Increase Kinder)	23-24 Budget Estimate B (Attrition 2%)	24-25 Target Estimate B (Increase Kinder)	24-25 Budget Estimate B (Attrition 2%)	25-26 Target Estimate B (Increase Kinder)	25-26 Budget Estimate B (Attrition 2%)	26-27 Target Estimate B (Increase Kinder)	26-27 Budget Estimate B (Attrition 2%)	27-28 Target Estimate B (Increase Kinder)	27-28 Budget Estimate B (Attrition 2%)	28-29 Target Estimate B (Increase Kinder)	28-29 Budget Estimate B (Attrition 2%)
K	110	110	109	52	130	130	130	130	130	130	130	130	130	130	130	130
1	110	110	108	7	110	110	130	130	130	130	130	130	130	130	130	130
2	110	104	107	7	110	110	110	110	130	130	130	130	130	130	130	130
3	120	110	118	6	120	111	120	114	120	114	130	130	130	130	130	130
4	120	115	114	5	120	120	120	114	120	117	120	117	130	130	130	130
5	125	125	126	2	125	114	125	120	125	114	125	117	125	117	130	130
Total Wilshire			682	79	715	695	735	718	755	735	765	754	775	767	780	780
Building Capacity (799)			85.36%		89.49%	86.98%	91.99%	89.86%	94.49%	91.99%	95.74%	94.37%	97.00%	95.99%	97.62%	97.62%
6	150	145	152	20	150	144	150	132	150	138	150	132	150	135	150	135
7	150	126	144	6	150	150	150	148	150	136	150	142	150	136	150	139
8	150	150	148	2	150	144	150	149	150	148	150	136	150	142	150	136
Total SAMS			444	28	450	438	450	429	450	422	450	410	450	413	450	410
Building Capacity (491)			90.43%		91.65%	89.21%	91.65%	87.37%	91.65%	85.95%	91.65%	83.50%	91.65%	84.11%	91.65%	83.50%
9	200	200	192	41	200	187	200	183	200	188	200	187	200	175	200	181
10	180	175	177	4	200	193	200	188	200	184	200	189	200	188	200	176
11	175	171	165	1	175	175	200	191	200	186	200	182	200	187	200	186
12	175	175	169	0	175	162	175	172	200	188	200	183	200	179	200	184
Total SAVHS			703	46	750	717	775	734	800	746	800	741	800	729	800	727
Building Capacity (750)			93.73%		100.00%	95.60%	103.33%	97.87%	106.67%	99.47%	106.67%	98.80%	106.67%	97.20%	106.67%	96.93%
TOTAL K-12	1,875	1,816	1,829	153	1,915	1,850	1,960	1,881	2,005	1,903	2,015	1,905	2,025	1,909	2,030	1,917
Est. ADM Adj for PSEO		(40)	(40)			(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)
ADM for Revenue		1,776	1,789			1,810	1,960	1,841	2,005	1,863	2,015	1,865	2,025	1,869	2,030	1,877
Est. General Fund Revenue	\$16,937,002	\$16,918,573				\$17,350,660	\$17,647,826		\$17,858,718	\$17,877,890		\$17,916,234		\$17,992,922		
Revenue Increase (From A)						\$191,720	\$383,440		\$575,160	\$728,536		\$853,154		\$977,772		
Expenditure For Additional Section					\$110,000	\$220,000		\$330,000	\$330,000		\$330,000		\$330,000		\$330,000	
Net Budget Increase					\$81,720	\$163,440		\$ 245,160	\$ 398,536		\$ 523,154		\$ 647,772			

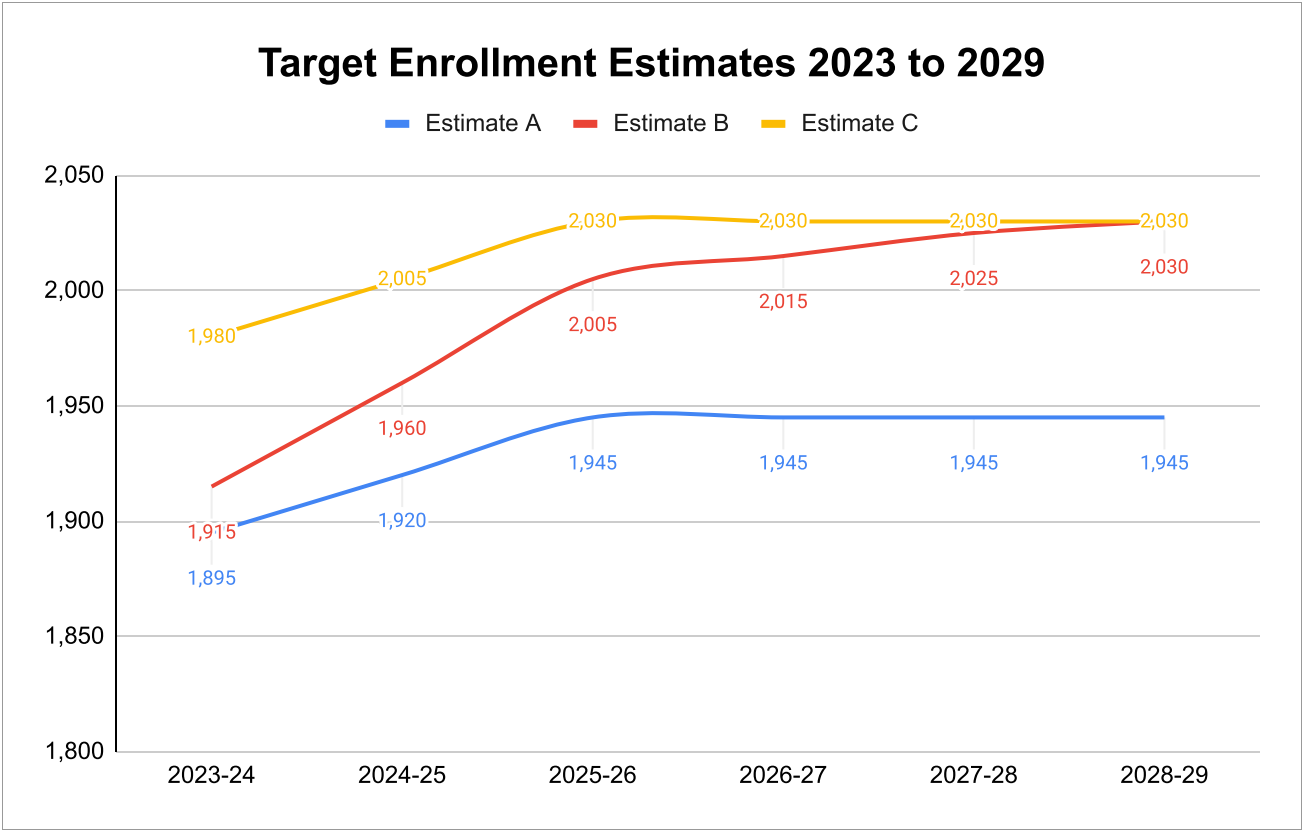
Total Est Gen Rev 2023 - 2029	\$106,644,250
Increase from A	\$3,709,782
Net Expenditure 2023-29	\$1,650,000
Net Budget Increase 2023-29	\$2,059,782

ISD 282 2023-24 Enrollment Estimate C																
Grade	Current Target	Current Budget	Current Enrollment	2023-24 Open Enrollment Applications	23-24 Target Estimate C (increase K-5 and 10th)	23-24 Budget Estimate C (Attrition 2%)	24-25 Target Estimate C (increase K-5 and 10th)	24-25 Budget Estimate C (Attrition 2%)	25-26 Target Estimate C (increase K-5 and 10th)	25-26 Budget Estimate C (Attrition 2%)	26-27 Target Estimate C (increase K-5 and 10th)	26-27 Budget Estimate C (Attrition 2%)	27-28 Target Estimate C (increase K-5 and 10th)	27-28 Budget Estimate C (Attrition 2%)	28-29 Target Estimate C (increase K-5 and 10th)	28-29 Budget Estimate C (Attrition 2%)
K	110	110	109	52	130	130	130	130	130	130	130	130	130	130	130	130
1	110	110	108	7	130	114	130	130	130	130	130	130	130	130	130	130
2	110	104	107	7	130	113	130	119	130	130	130	130	130	130	130	130
3	120	110	118	6	130	111	130	117	130	123	130	130	130	130	130	130
4	120	115	114	5	130	121	130	114	130	120	130	126	130	130	130	130
5	125	125	126	2	130	114	130	121	130	114	130	120	130	126	130	130
Total Wilshire			682	682	780	703	780	731	780	747	780	766	780	776	780	780
Building Capacity (799)			85.36%		97.62%	87.98%	97.62%	91.49%	97.62%	93.49%	97.62%	95.87%	97.62%	97.12%	97.62%	97.62%
6	150	145	152	20	150	144	150	132	150	139	150	132	150	138	150	144
7	150	126	144	6	150	150	150	148	150	136	150	143	150	136	150	142
8	150	150	148	2	150	144	150	149	150	148	150	136	150	143	150	136
Total SAMS			444	28	450	438	450	429	450	423	450	411	450	417	450	422
Building Capacity (491)			90.43%		91.65%	89.21%	91.65%	87.37%	91.65%	86.15%	91.65%	83.71%	91.65%	84.93%	91.65%	85.95%
9	200	200	192	41	200	187	200	183	200	188	200	187	200	175	200	182
10	180	175	177	4	200	193	200	188	200	184	200	189	200	188	200	176
11	175	171	165	1	175	175	200	191	200	186	200	182	200	187	200	186
12	175	175	169	0	175	162	175	172	200	188	200	183	200	179	200	184
Total SAVHS			703	46	750	717	775	734	800	746	800	741	800	729	800	728
Building Capacity (750)			93.73%		100.00%	95.60%	103.33%	97.87%	106.67%	99.47%	106.67%	98.80%	106.67%	97.20%	106.67%	97.07%
TOTAL K-12	1,875	1,816	1,829		1,980	1,858	2,005	1,894	2,030	1,916	2,030	1,918	2,030	1,922	2,030	1,930
Est. ADM Adj for PSEO		(40)	(40)			(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)	(40)
ADM for Revenue		1,776	1,789			1,818	2,005	1,854	2,030	1,876	2,030	1,878	2,030	1,882	2,030	1,890
Est. General Fund Revenue	\$16,937,002	\$16,918,573				\$17,427,348	\$17,772,444		\$17,983,336	\$18,002,508		\$18,040,852		\$18,117,540		
Revenue Increase (From A)						\$268,408	\$508,058		\$699,778	\$853,154		\$977,772		\$1,102,390		
Expenditure For Additional Section						\$110,000	\$220,000		\$330,000	\$330,000		\$330,000		\$330,000		
Net Budget Increase						\$158,408	\$288,058		\$ 369,778	\$ 523,154		\$ 647,772		\$ 772,390		

Total Est Gen Rev 2023 - 2029	\$107,344,028
Increase from A	\$4,409,560
Net Expenditure 2023-29	\$1,650,000
Net Budget Increase 2023-29	\$2,759,560

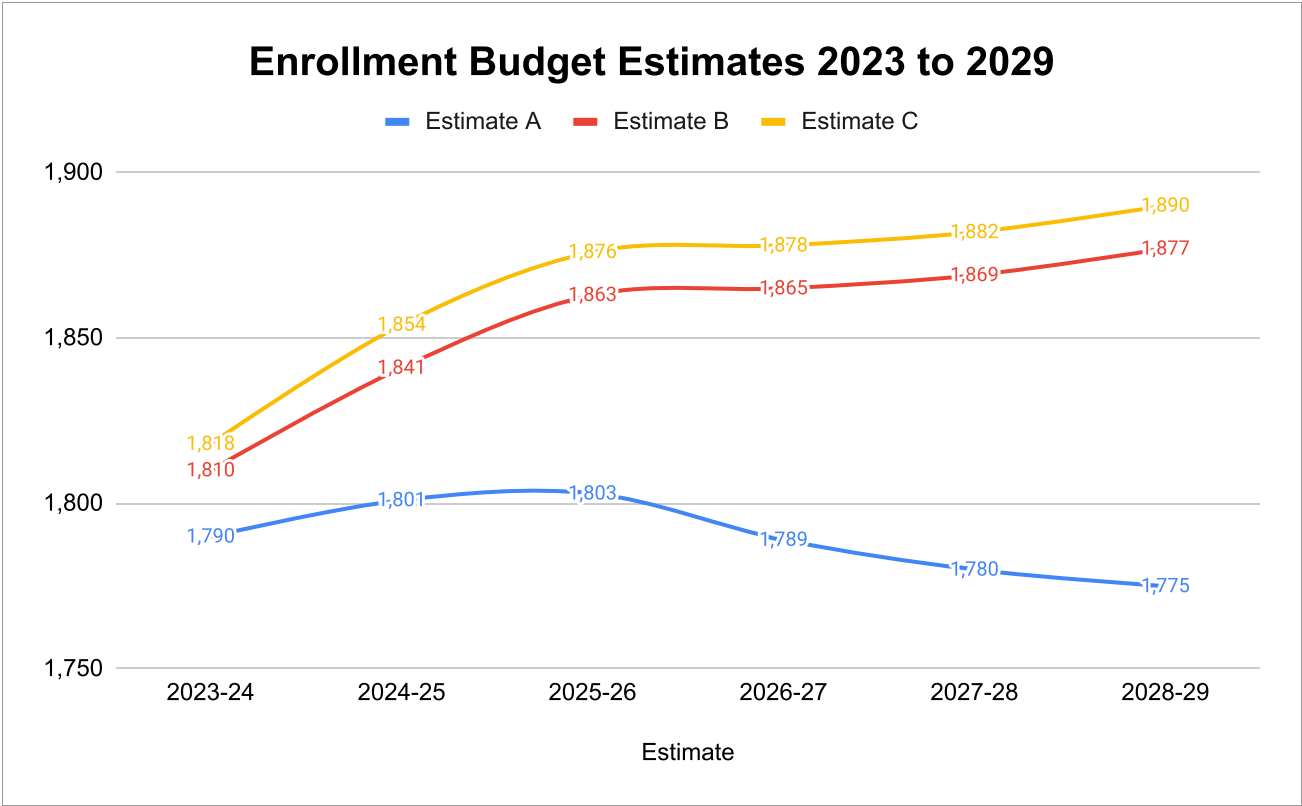
Total Estimated Target Enrollment by Year

Target Estimate	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Estimate A	1,895	1,920	1,945	1,945	1,945	1,945
Estimate B	1,915	1,960	2,005	2,015	2,025	2,030
Estimate C	1,980	2,005	2,030	2,030	2,030	2,030



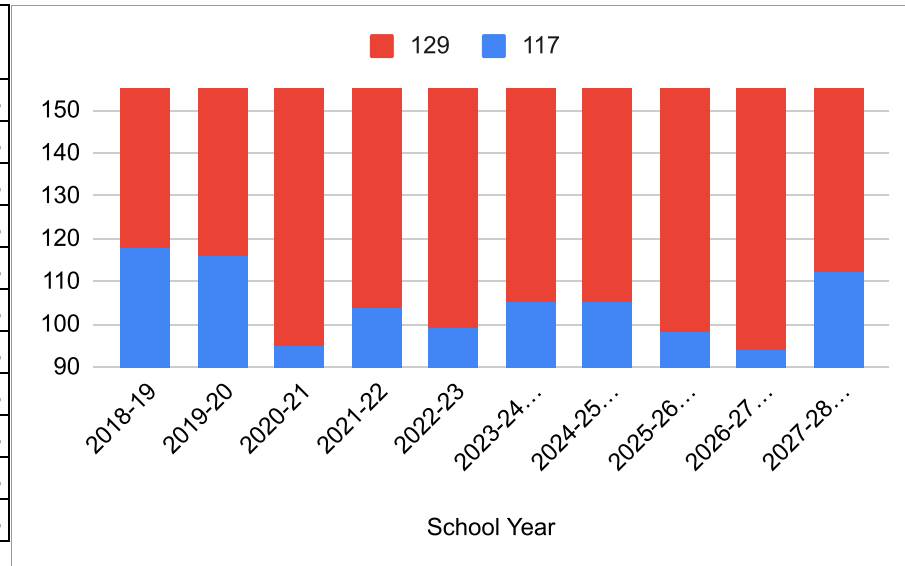
Total Estimated Enrollment Budget by Year

Budget Estimate	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Estimate A	1,790	1,801	1,803	1,789	1,780	1,775
Estimate B	1,810	1,841	1,863	1,865	1,869	1,877
Estimate C	1,818	1,854	1,876	1,878	1,882	1,890



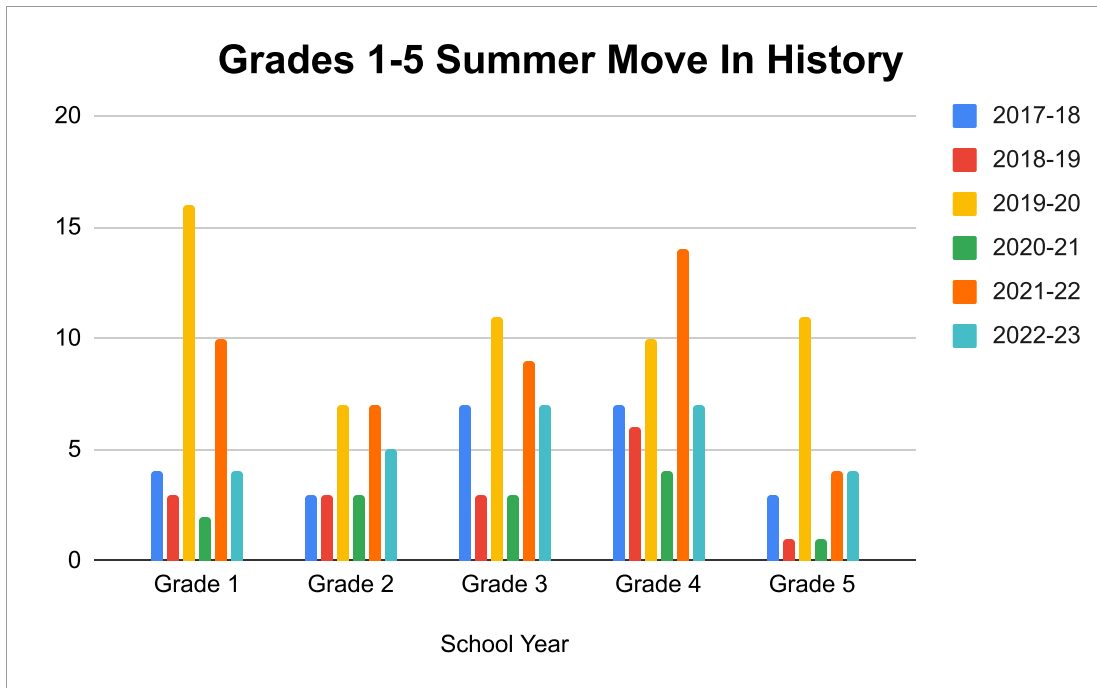
### Kindergarten Resident Enrollment vs Resident Births History

School Year	# Resident Students	Resident Births	% Enrolled
2017-18	117	129	90.70%
2018-19	118	133	88.72%
2019-20	116	128	90.63%
2020-21	95	115	82.61%
2021-22	104	119	87.39%
2022-23	99	153	64.71%
2023-24 est.	105	123	85.37%
2024-25 est.	105	123	85.37%
2025-26 est.	98	115	85.22%
2026-27 est.	94	110	85.45%
2027-28 est.	112	131	85.50%



**Grades 1 to 5 Summer Move in History**

School Year	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
2017-18	4	3	7	7	3
2018-19	3	3	3	6	1
2019-20	16	7	11	10	11
2020-21	2	3	3	4	1
2021-22	10	7	9	14	4
2022-23	4	5	7	7	4
<b>Average</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>4</b>



# SCHOOL ANALYTICS REPORT



February 2023

# AGENDA

Introduction

Key Findings

Community Demographics

District Demographics  
Market Share

Facility Utilization

Enrollment Projections

Key Messages

# INTRODUCTION

School Analytics Services are designed to provide the Office of the Superintendent with data and analysis for its mid-long range *Strategy Work* in pursuit of Excellence in Management.



Elements of School Analytics Services are useful to a School Board in its *Governance Work* in pursuit of Excellence in Governance, most notably:

- *District Policy development*
- *District Long Range Planning*
- *Operational Oversight*
- *Facilities Planning and Development*
- *Public Engagement*

# PRIMARY GOALS OF PRESENTATION

To inform the school board and public

To generate school board discussion now and near future

To develop insight into options and opportunities

# KEY FINDINGS

## ***District-Wide Overall Demographics***

- Between 2010 & 2027, the overall total population is projected to grow 13.3% from 9,846 to 11,156
- Since 2010, the total population of 0–4 year-olds declined 0.2% from 457 to 456
- By 2027 0-4 year-olds are projected to decline 0.7% to 453
- Since 2010, the total population of 5–14 year-olds grew 1.9% from 894 to 911
- By 2027 5-14 year-olds are projected to decline 4.5% to 870
- Between 2010 and 2022, resident births grew 10.5% from 119 to 131
- ***Currently, those ages 65 & older outnumber 0-18 year-olds (3,012 to 1,801), and by 2027 the population those 65 & older are estimated to be over twice number of 0-18 year-olds in the district (3,406 to 1,697)***

## ***Historical & Current Student Enrollment Trends***

- Since 2010-2011, overall student enrollment grew 1.6% from 1,789 to 1,817
  - Elementary (K-5) declined 4.2% from 707 to 677
  - Middle (6-8) grew 5.6% from 414 to 437
  - High (9-12) grew 5.2% from 668 to 703
- Since 2010-2011, overall average K-12 survival cohort was 104.4%
  - Elementary (K-5): 102.6%
  - Middle (6-8): 106.8%
  - High (9-12): 104.7%
- Overall K-12 Facility Utilization in fall 2022 was 89.1%
  - Elementary (K-5): 54.7%
  - Middle & High (6-12): 91.9%

# KEY FINDINGS

## ***Historical & Current Market Share Trends***

- Overall Resident K-12 district market share is 82.3%
  - Elementary (K-5): 81.6%
  - Middle (6-8): 80.3%
  - High (9-12): 85.0%
- 28.8% (523 total students) of K-12 students enrolled at St. Anthony-New Brighton Area Schools are non-resident students

## ***10-Year Projected Enrollment Models and Trends***

- The district could gain an additional 64 students (27 elementary, 19 middle, and 18 high school students) if specific market share targets are attained in currently deficient neighborhoods. Note that these figures could be higher depending upon district market share goals

- The aging population could potentially lead to continued housing turnover across the district. IF housing turnover trends follow the assumptions prescribed in this report, another 288 homes could turn over, resulting in an additional 131 students enrolled in the district (50 elementary, 32 middle, and 50 high school students)
- Accounting for birth rates and survival cohort only, the district is projected to grow in overall K-12 student enrollment by 1.7% from 1,817 to 1,847
- By increasing market share in specific neighborhoods, the district could gain an additional 64 students for an overall K-12 enrollment of 1,911 students
- Housing turnover could yield approximately 131 additional students enrolled in the district for an overall K-12 enrollment of 1,978 students
- Combined, housing turnover and an increase in market share could yield 195 students enrolled into the district for an overall K-12 enrollment of 2,042 students

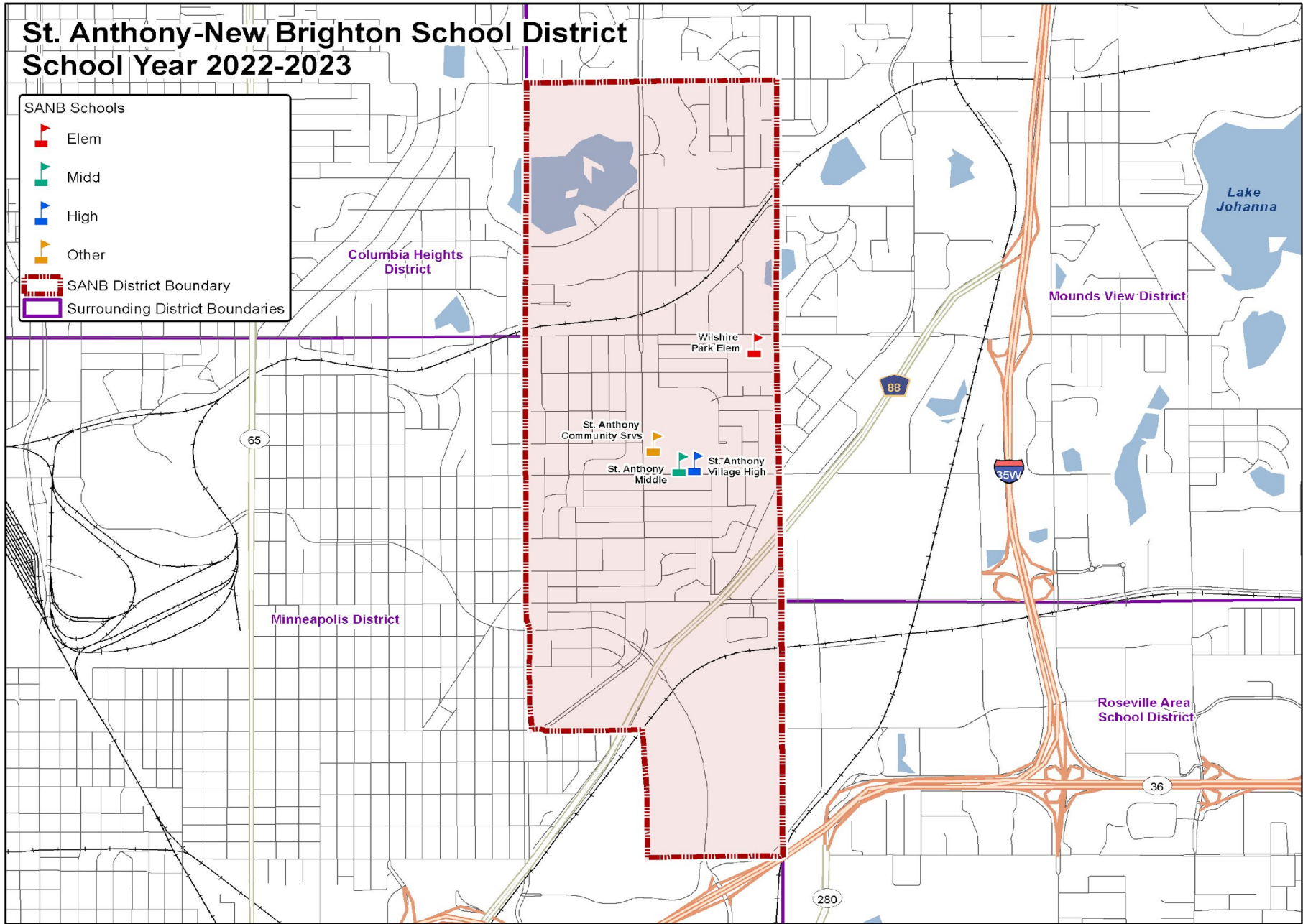
# St. Anthony-New Brighton School District School Year 2022-2023

**SANB Schools**

- Elem
- Midd
- High
- Other

**SANB District Boundary**

**Surrounding District Boundaries**



## The community demographics continue to change in line with MN changes

**TABLE 1: POPULATION AND RACE & ETHNICITY DEMOGRAPHICS BY DISTRICT BOUNDARY**

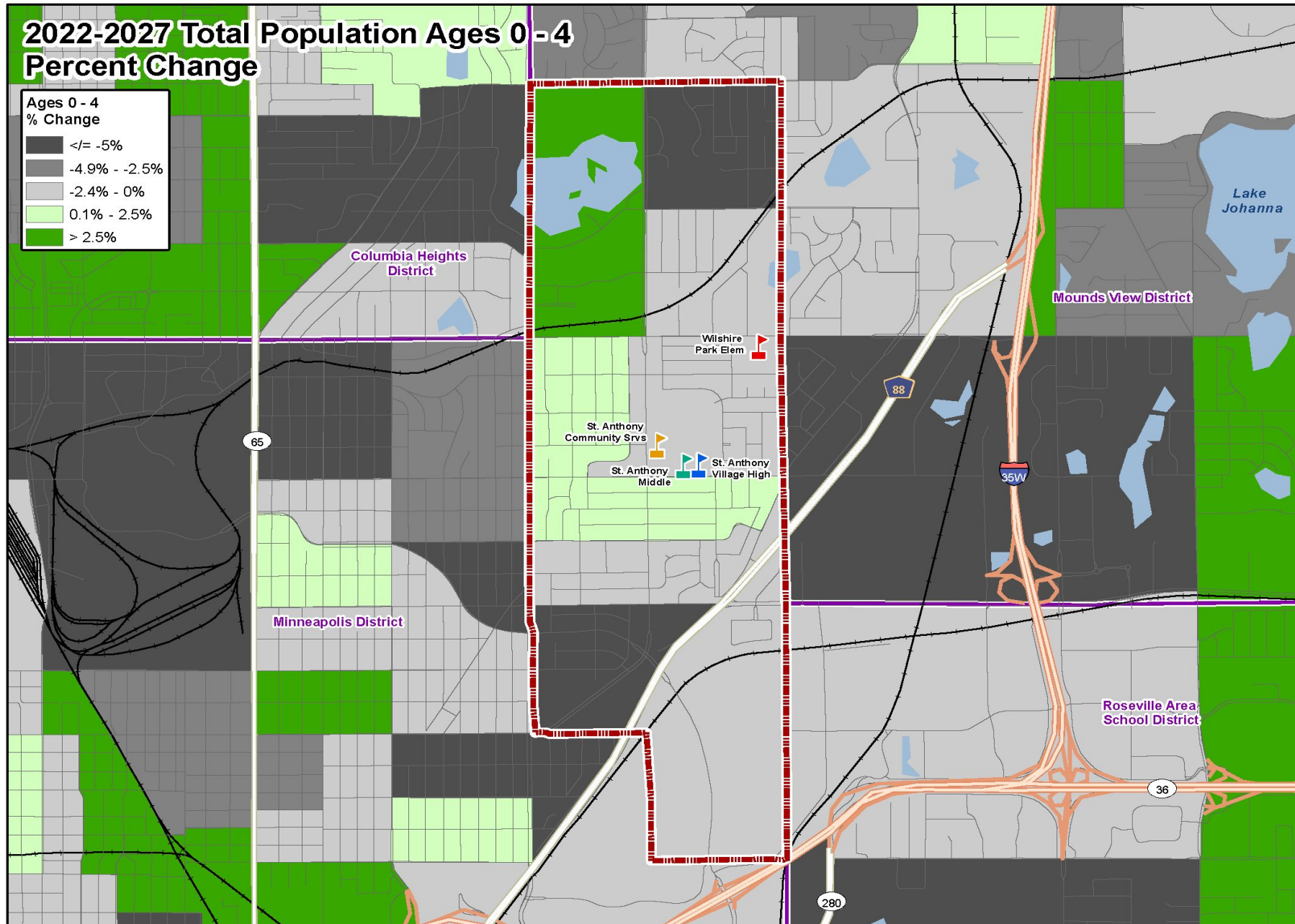
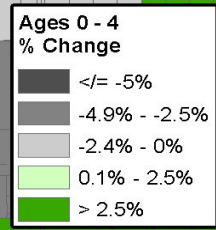
Race/Ethnicity	<b>2010</b>		<b>2020</b>		<b>2022</b>		<b>2027</b>		<b>2022-2027</b>
	Number	%	Number	%	Number	%	Number	%	% Change
White	8,283	84.1%	8,147	73.8%	8,133	73.4%	7,981	71.5%	-1.9%
Black	488	5.0%	1,127	10.2%	1,143	10.3%	1,215	10.9%	6.3%
Am. Indian	35	0.4%	36	0.3%	36	0.3%	35	0.3%	-2.8%
Asian	542	5.5%	746	6.8%	769	6.9%	842	7.5%	9.5%
Hispanic	290	2.9%	453	4.1%	456	4.1%	466	4.2%	2.2%
Other	208	2.1%	524	4.7%	547	4.9%	617	5.5%	12.8%
<b>Totals</b>	<b>9,846</b>	<b>100%</b>	<b>11,033</b>	<b>100%</b>	<b>11,084</b>	<b>100%</b>	<b>11,156</b>	<b>100%</b>	<b>0.6%</b>

## Future student- age populations are decreasing

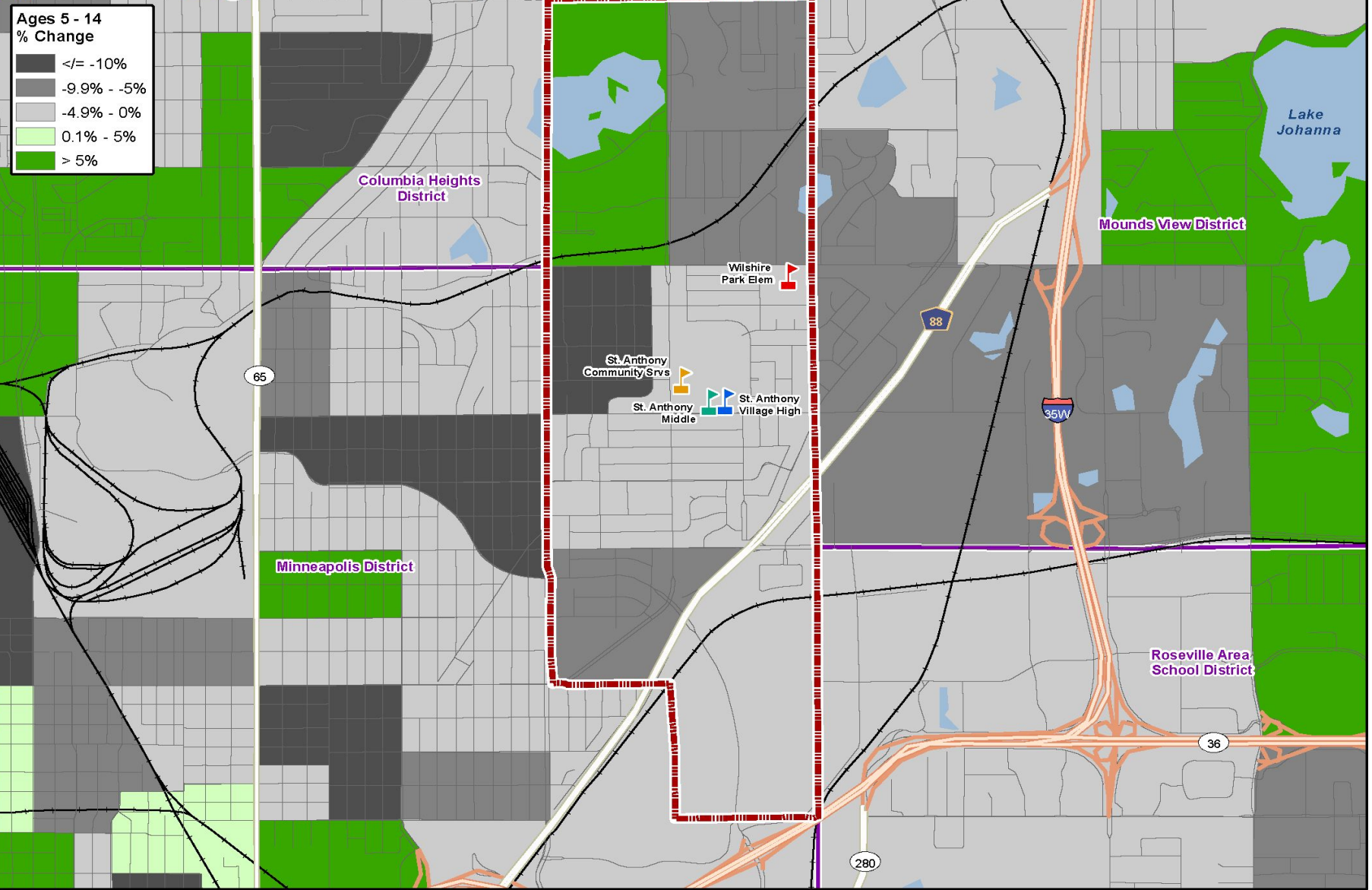
**TABLE 2: POPULATION & AGE DEMOGRAPHICS BY DISTRICT BOUNDARY**

Age Range	2010		2022		2027		2022-2027
	Number	Percent	Number	Percent	Number	Percent	% Change
0 - 4	457	4.6%	456	4.1%	453	4.1%	-0.7%
5 - 9	466	4.7%	435	3.9%	428	3.8%	-1.6%
10 - 14	428	4.3%	476	4.3%	442	4.0%	-7.1%
15 - 19	462	4.7%	494	4.5%	429	3.8%	-13.2%
20 - 24	699	7.1%	656	5.9%	681	6.1%	3.8%
25 - 34	1,499	15.2%	1,650	14.9%	1,549	13.9%	-6.1%
35 - 44	1,044	10.6%	1,253	11.3%	1,329	11.9%	6.1%
45 - 54	1,359	13.8%	1,131	10.2%	1,131	10.1%	0.0%
55 - 64	1,276	13.0%	1,521	13.7%	1,308	11.7%	-14.0%
65 - 74	831	8.4%	1,392	12.6%	1,528	13.7%	9.8%
75 - 84	839	8.5%	950	8.6%	1,156	10.4%	21.7%
85+	486	4.9%	670	6.0%	722	6.5%	7.8%
<b>Median Age</b>	<b>43.8</b>		<b>46.2</b>		<b>47.2</b>		<b>2.2%</b>
<b>Totals</b>	<b>9,846</b>	<b>100.0%</b>	<b>11,084</b>	<b>100.0%</b>	<b>11,156</b>	<b>100.0%</b>	<b>0.6%</b>
5-Year Age Increments							
10-Year Age Increments							

# 2022-2027 Total Population Ages 0 - 4 Percent Change



# 2022-2027 Total Population Ages 5 - 14 Percent Change



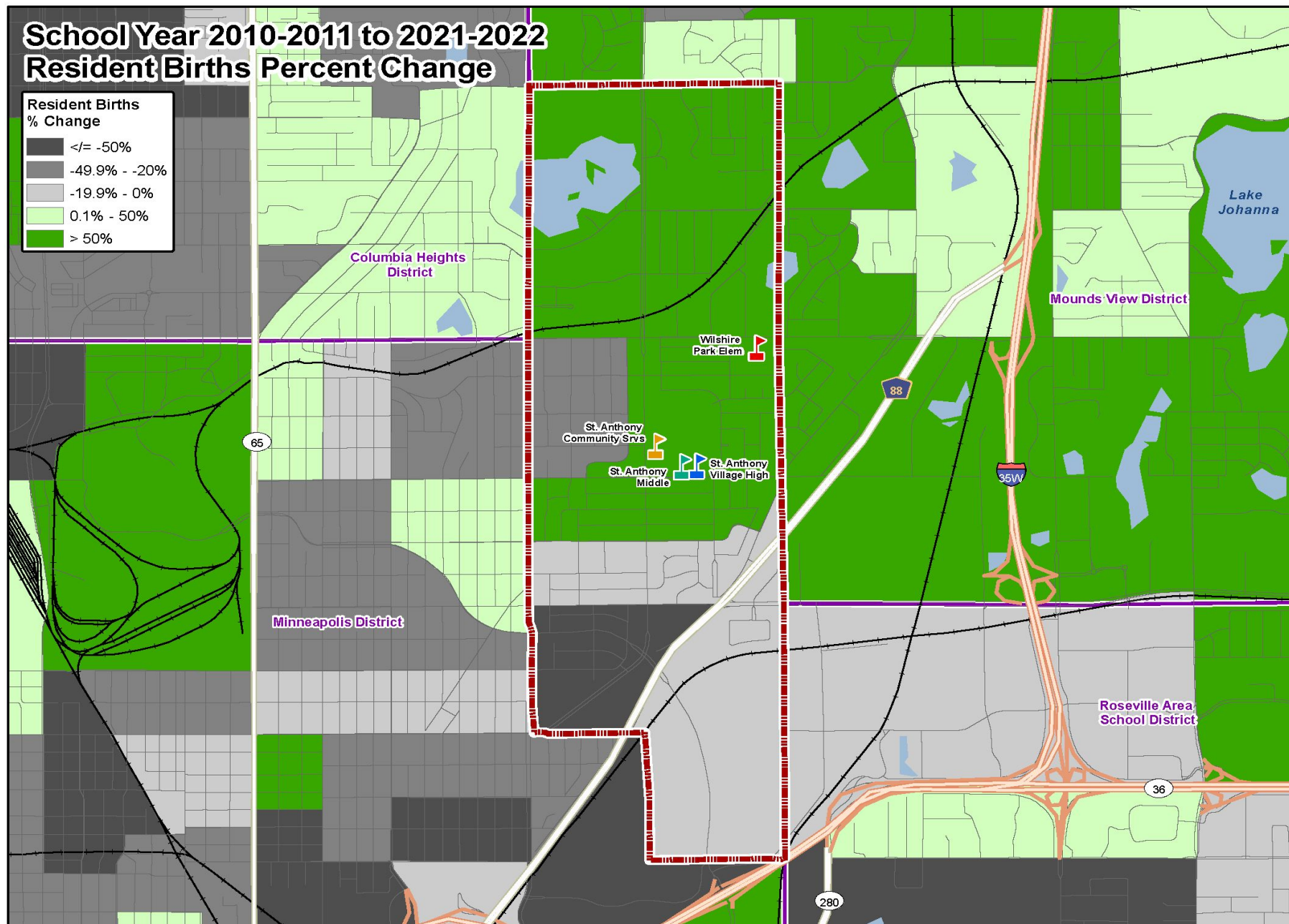
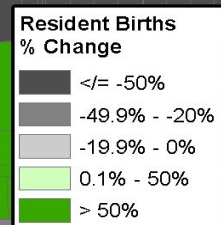
SANB live birth trends have been stable with some ups and downs.

TABLE 5: HISTORICAL RESIDENT BIRTHS BY DISTRICT BOUNDARY

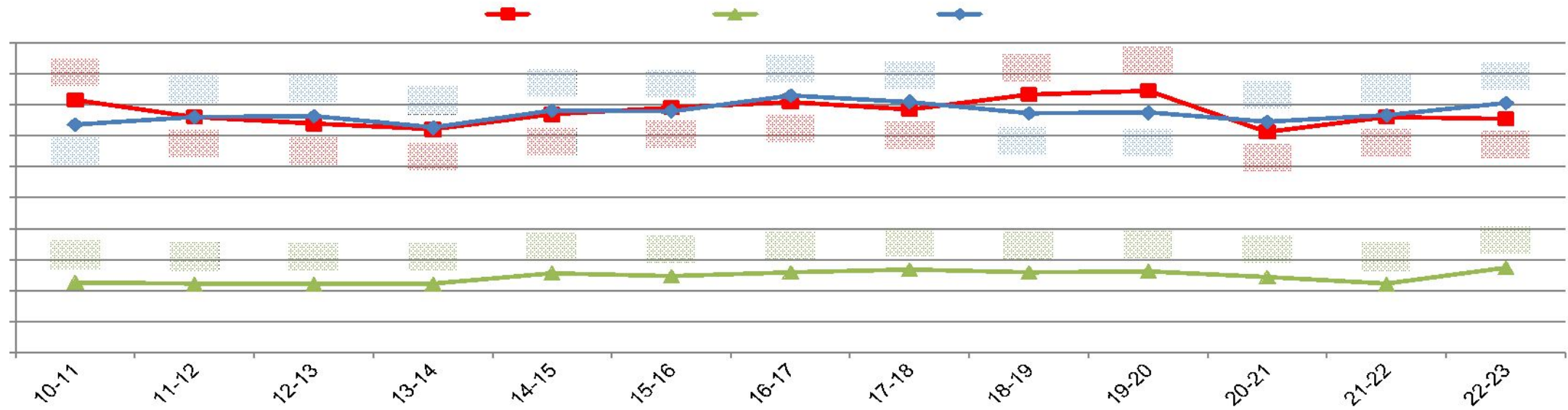
Birth Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2010 - 2022
Kindergarten Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	% Change
Columba Heights	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	7,551	7,328	6,980	6,583	6,586	6,430	5,854	5,906	-18.2%

With exception of Mounds View, near MN school districts are mostly seeing slight decline in live births

# School Year 2010-2011 to 2021-2022 Resident Births Percent Change

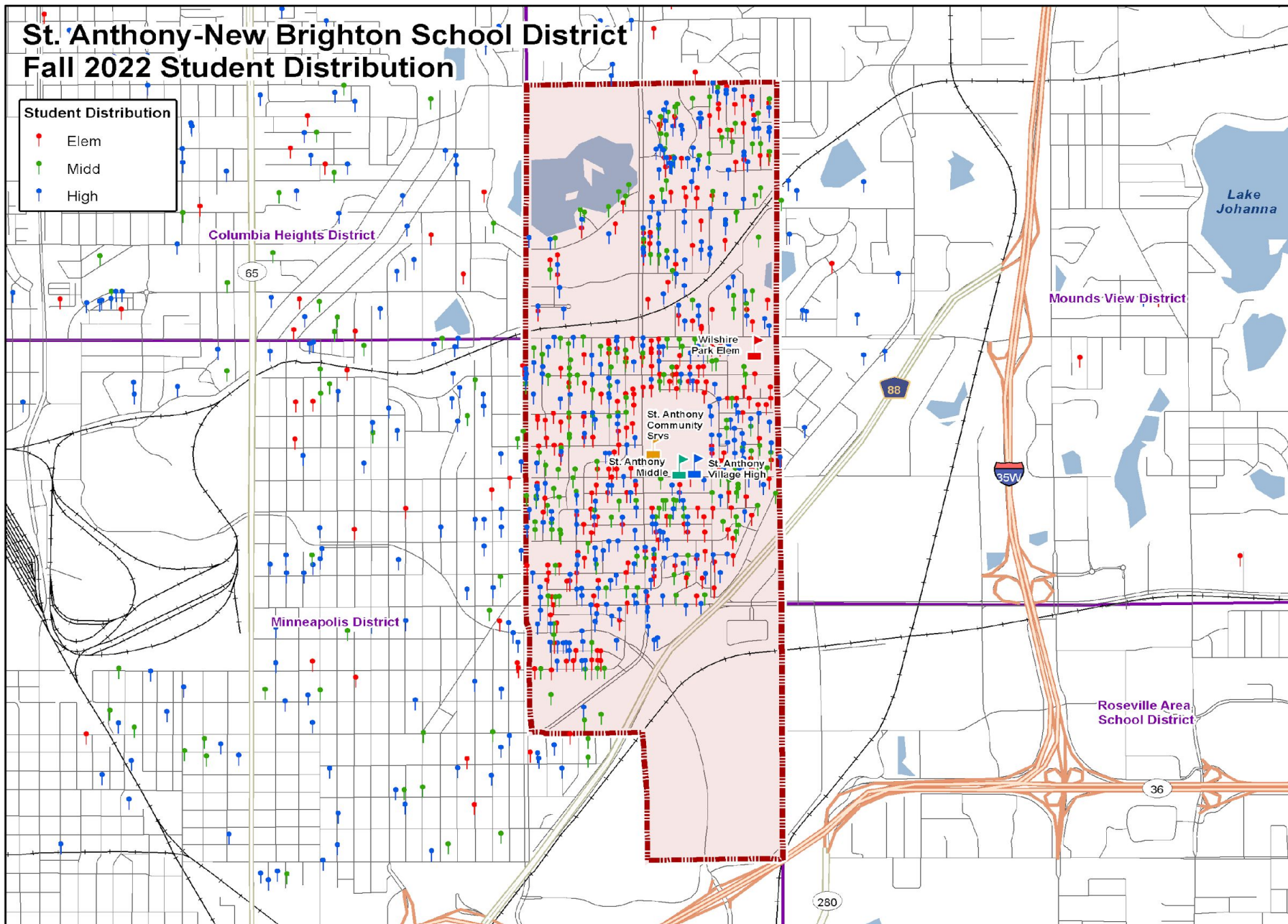


Northern area of district has seen greatest increase in resident births.

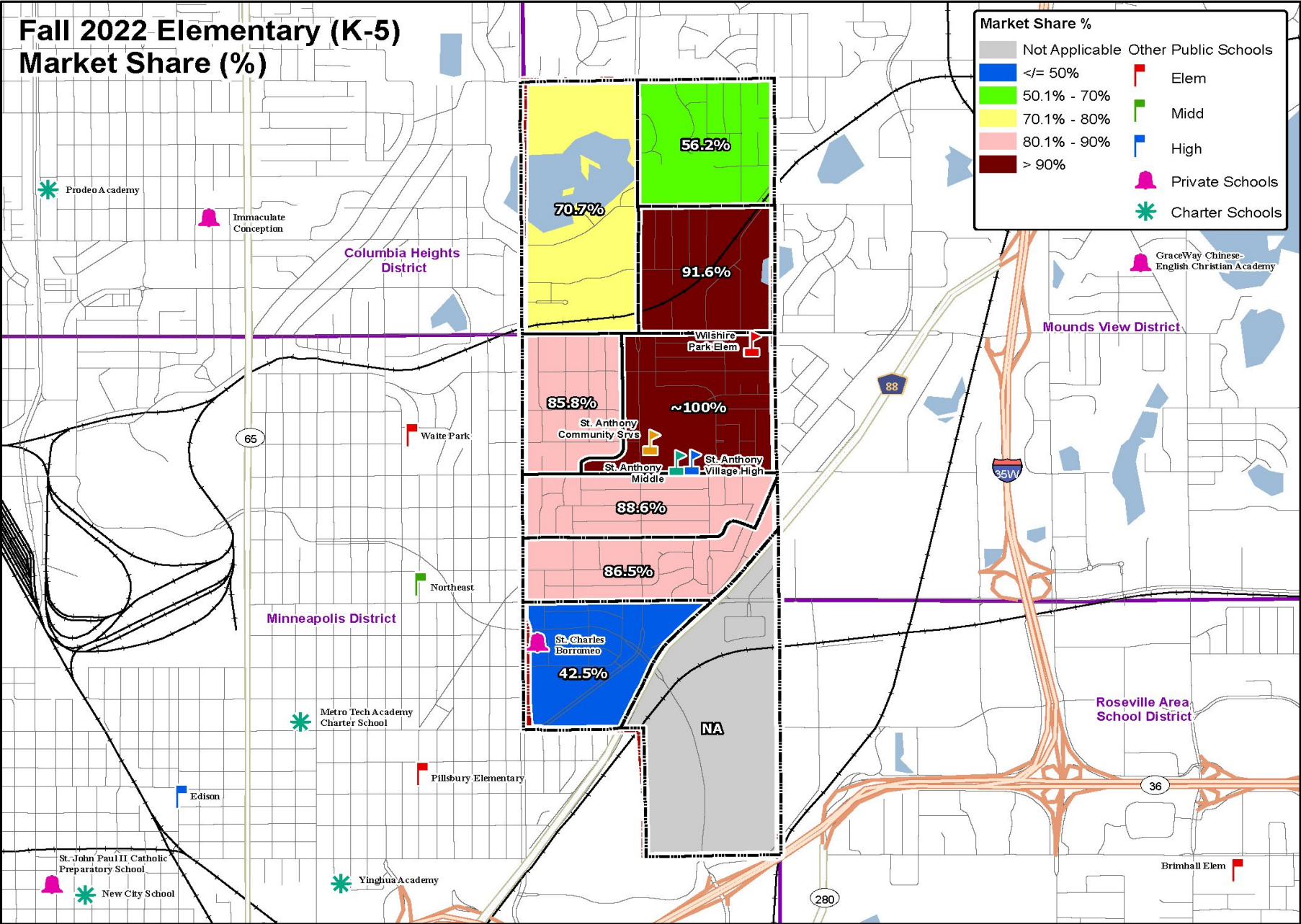


**TABLE 12: ST. ANTHONY-NEW BRIGHTON AREASCHOOLS HISTORICAL ENROLLMENT**

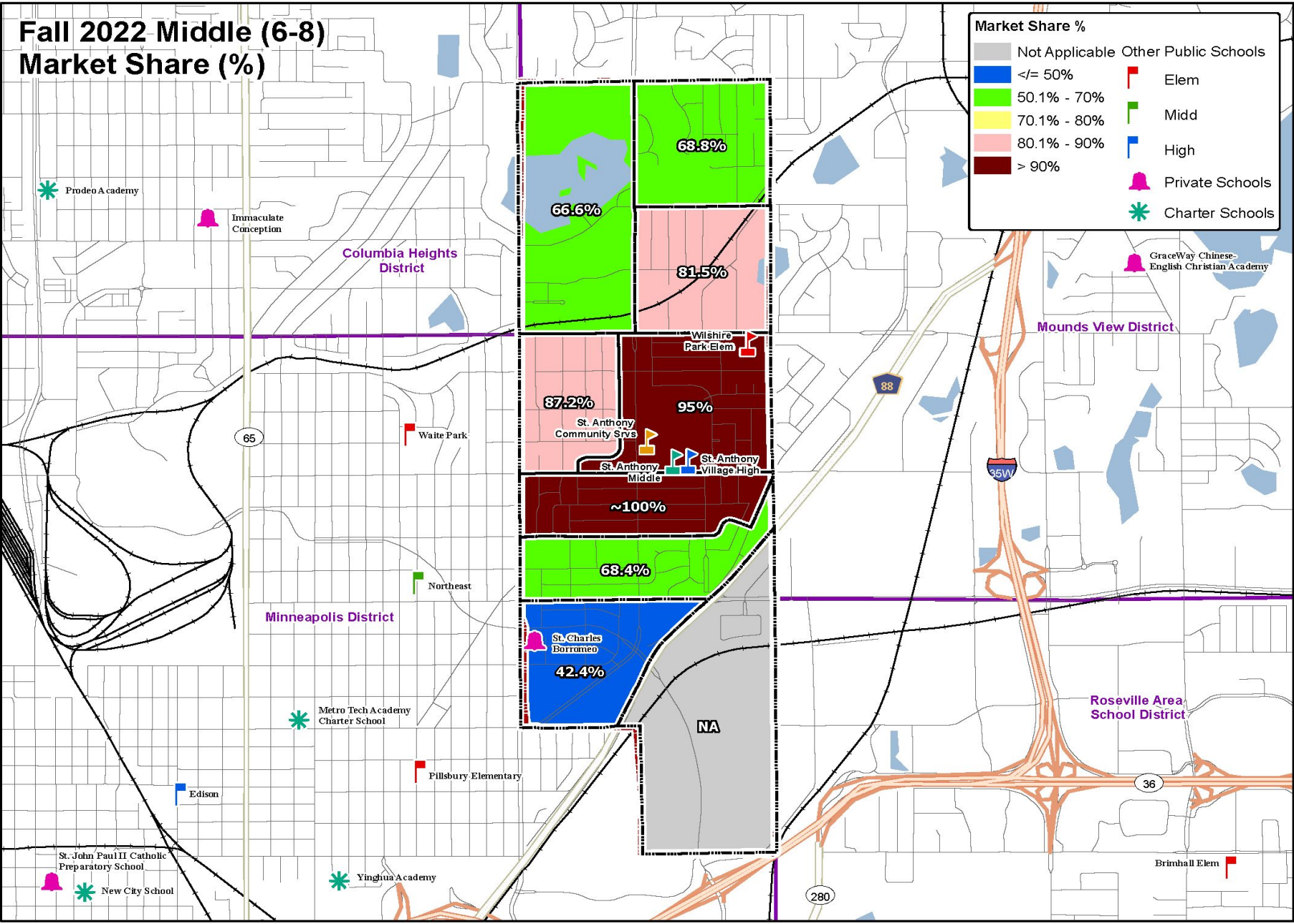
Grade	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
<b>K</b>	110	91	89	97	112	110	117	113	117	117	91	112	108
<b>1</b>	114	114	99	102	108	113	111	114	122	123	106	101	110
<b>2</b>	115	117	117	109	113	114	115	106	114	119	111	108	106
<b>3</b>	124	118	120	117	114	114	124	115	111	119	115	112	118
<b>4</b>	106	128	117	114	117	123	116	125	126	115	121	123	111
<b>5</b>	138	112	127	121	120	121	122	120	126	129	112	124	124
<b>6</b>	135	136	132	141	142	138	144	136	140	144	145	119	150
<b>7</b>	144	134	139	134	142	141	142	145	139	146	133	146	140
<b>8</b>	135	141	140	136	145	145	144	153	151	142	144	146	147
<b>9</b>	153	166	172	174	179	175	187	174	168	180	172	175	189
<b>10</b>	181	158	173	176	174	177	179	177	170	171	175	171	176
<b>11</b>	172	185	155	167	171	172	185	173	174	166	165	172	167
<b>12</b>	162	171	182	146	167	166	164	181	174	170	161	165	171
<b>Total K - 5</b>	<b>707</b>	<b>680</b>	<b>669</b>	<b>660</b>	<b>684</b>	<b>695</b>	<b>705</b>	<b>693</b>	<b>716</b>	<b>722</b>	<b>656</b>	<b>680</b>	<b>677</b>
<b>Total 6 - 8</b>	<b>414</b>	<b>411</b>	<b>411</b>	<b>411</b>	<b>429</b>	<b>424</b>	<b>430</b>	<b>434</b>	<b>430</b>	<b>432</b>	<b>422</b>	<b>411</b>	<b>437</b>
<b>Total 9 - 12</b>	<b>668</b>	<b>680</b>	<b>682</b>	<b>663</b>	<b>691</b>	<b>690</b>	<b>715</b>	<b>705</b>	<b>686</b>	<b>687</b>	<b>673</b>	<b>683</b>	<b>703</b>
<b>Total K - 12</b>	<b>1,789</b>	<b>1,771</b>	<b>1,762</b>	<b>1,734</b>	<b>1,804</b>	<b>1,809</b>	<b>1,850</b>	<b>1,832</b>	<b>1,832</b>	<b>1,841</b>	<b>1,751</b>	<b>1,774</b>	<b>1,817</b>



**Current student populations continue to concentrate in areas, and trending west of district boundaries.**

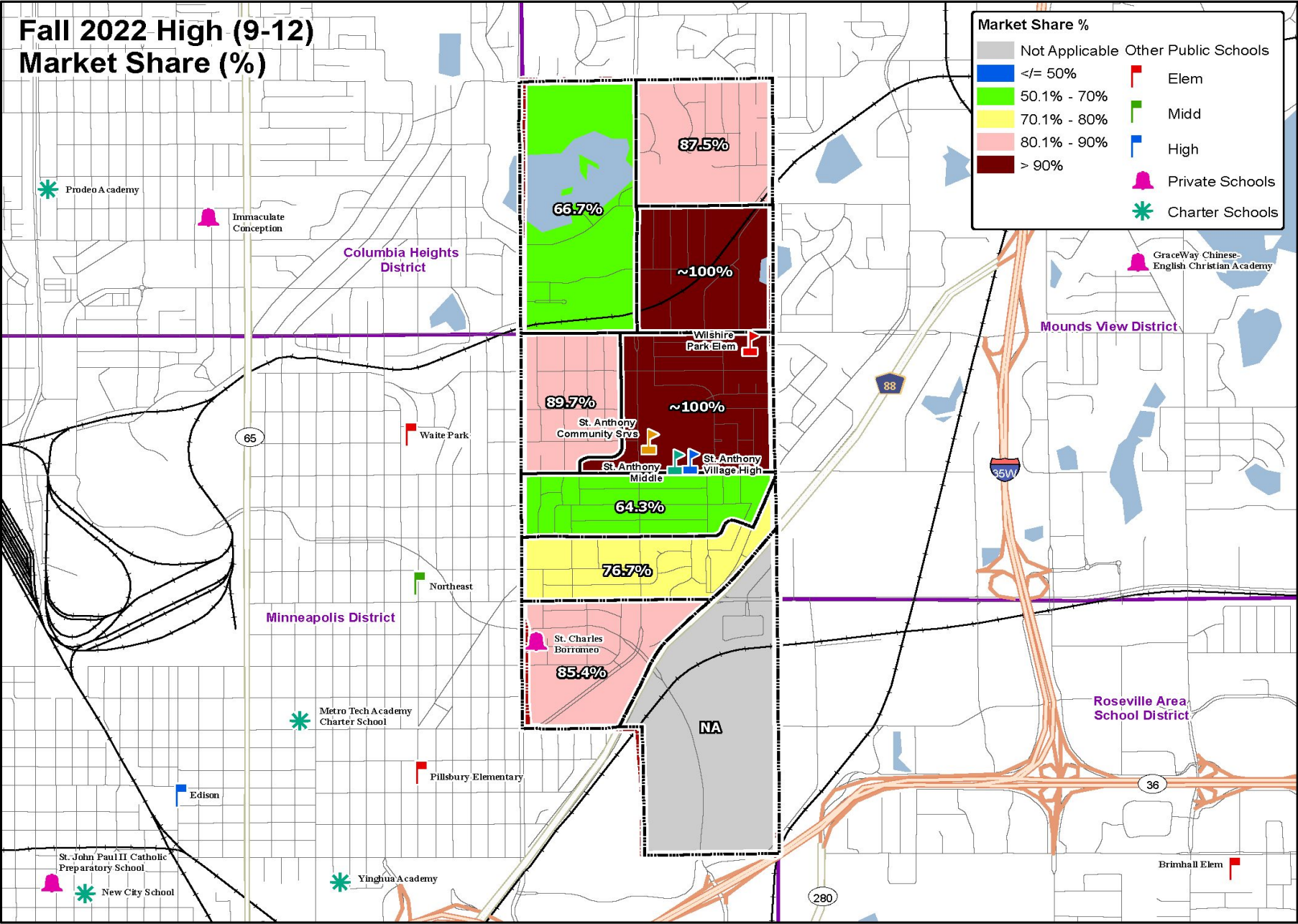


Market share is the % of school-age children attending district schools



**Market share is the % of school-age children attending district schools**

# Fall 2022 High (9-12) Market Share (%)



Market share is the % of school-age children attending district schools

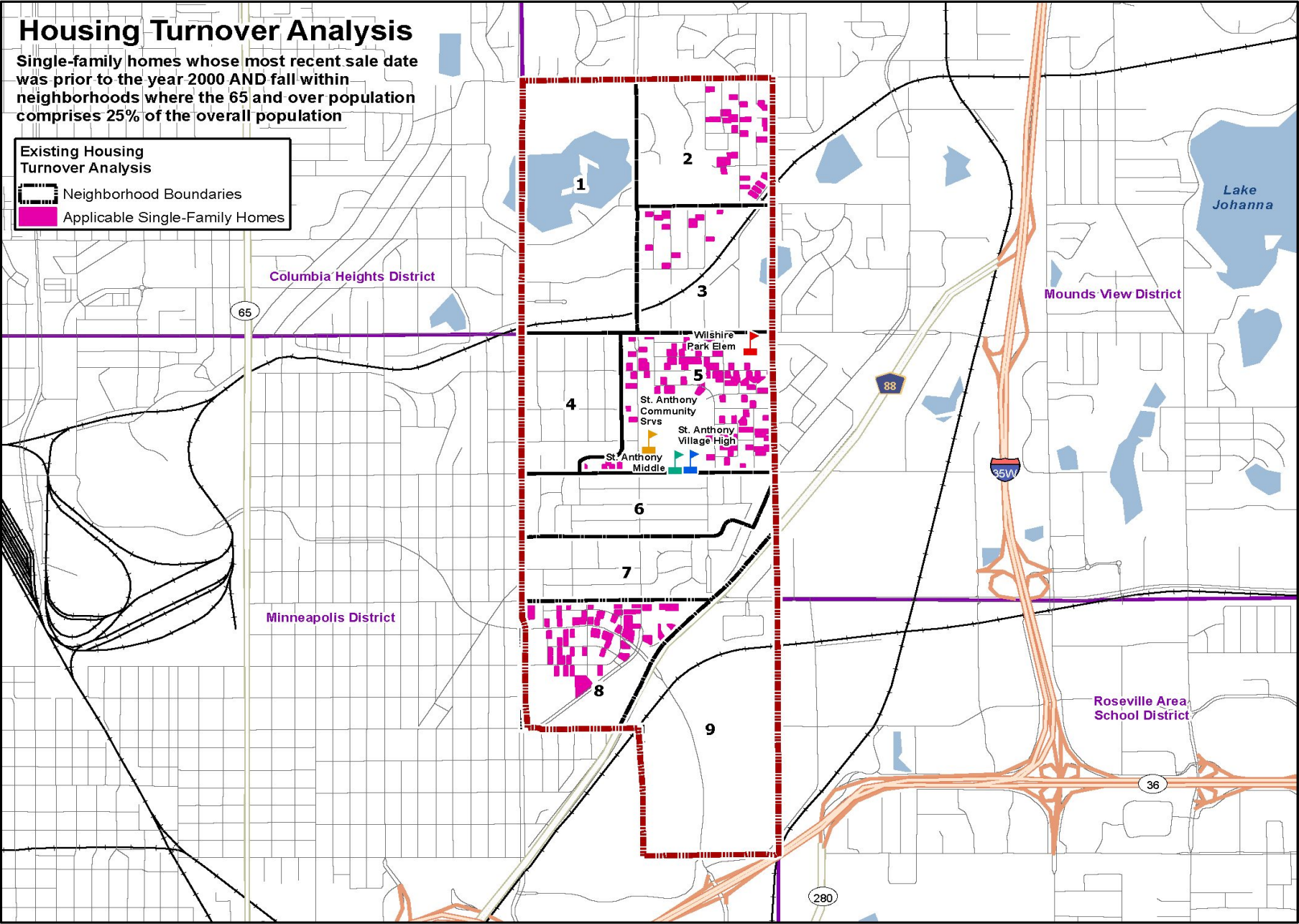
# Housing Turnover Analysis

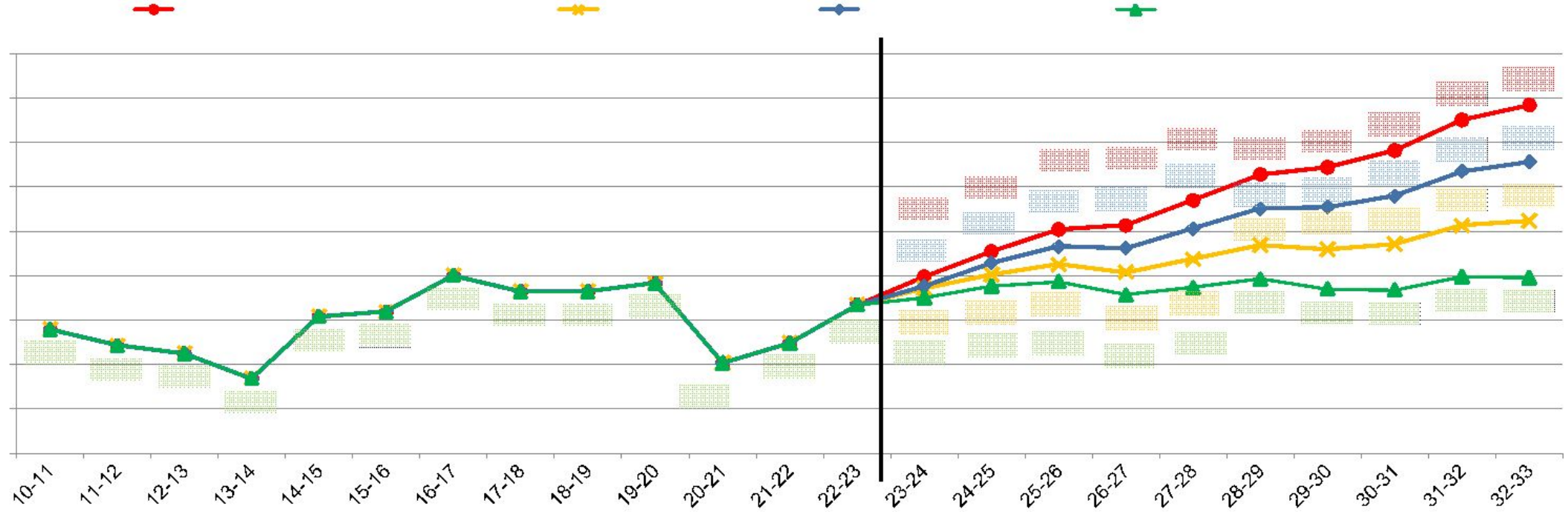
Single-family homes whose most recent sale date was prior to the year 2000 AND fall within neighborhoods where the 65 and over population comprises 25% of the overall population

Existing Housing Turnover Analysis

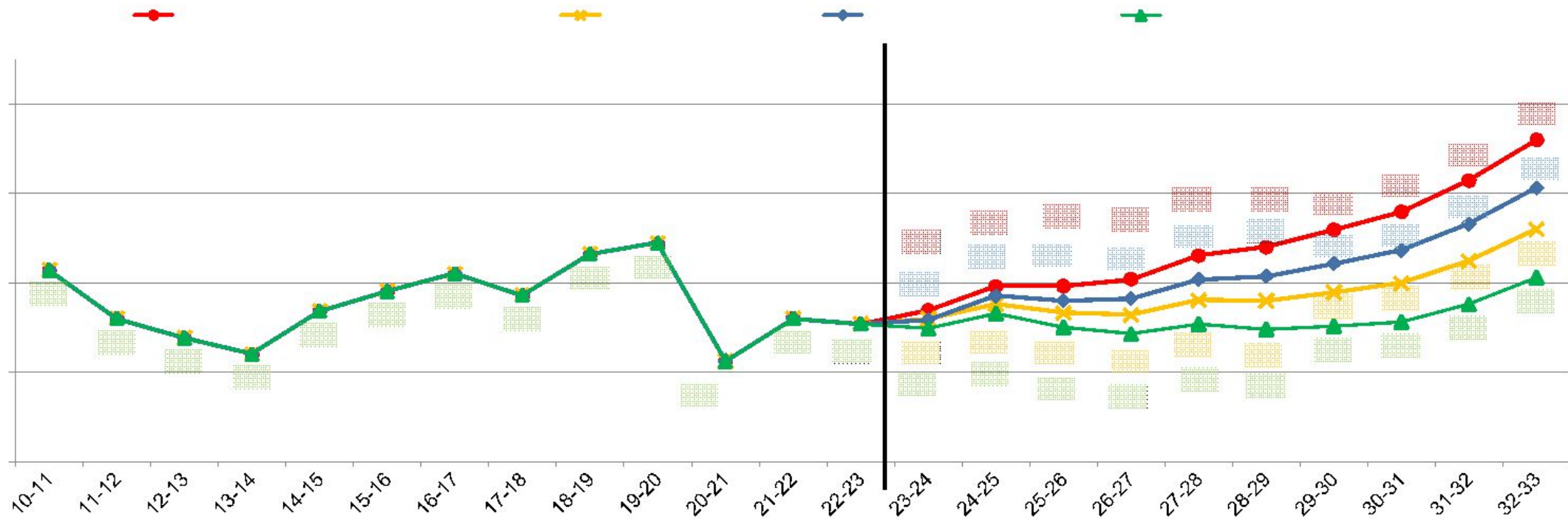
Neighborhood Boundaries

Applicable Single-Family Homes

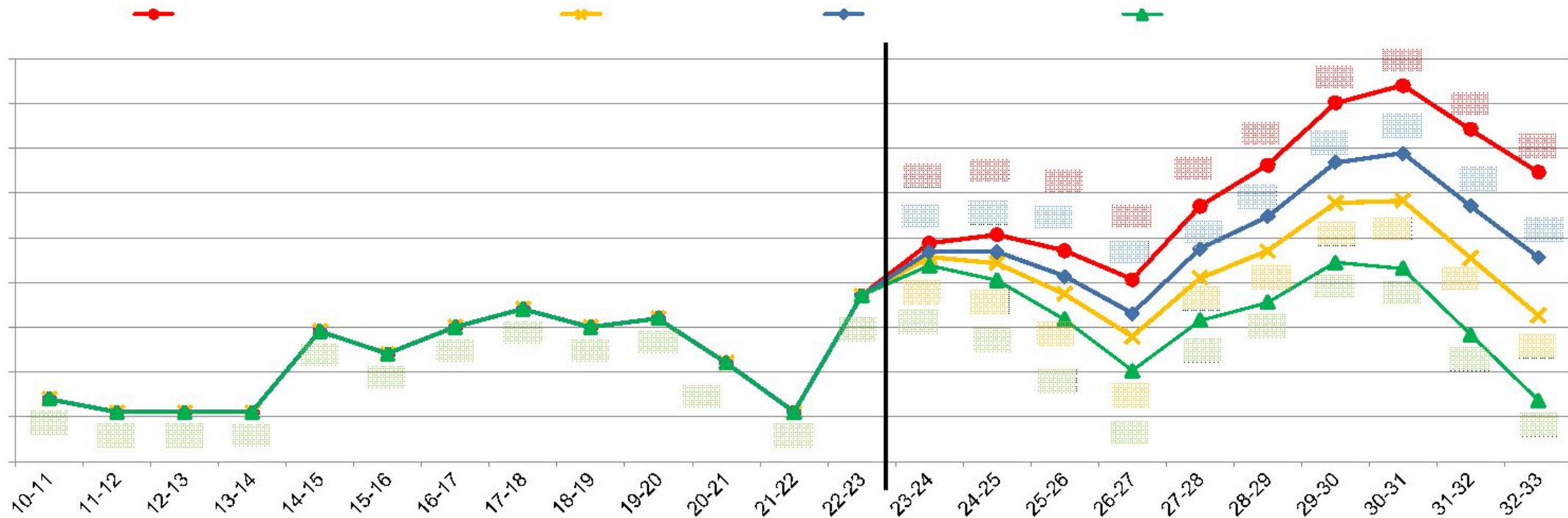




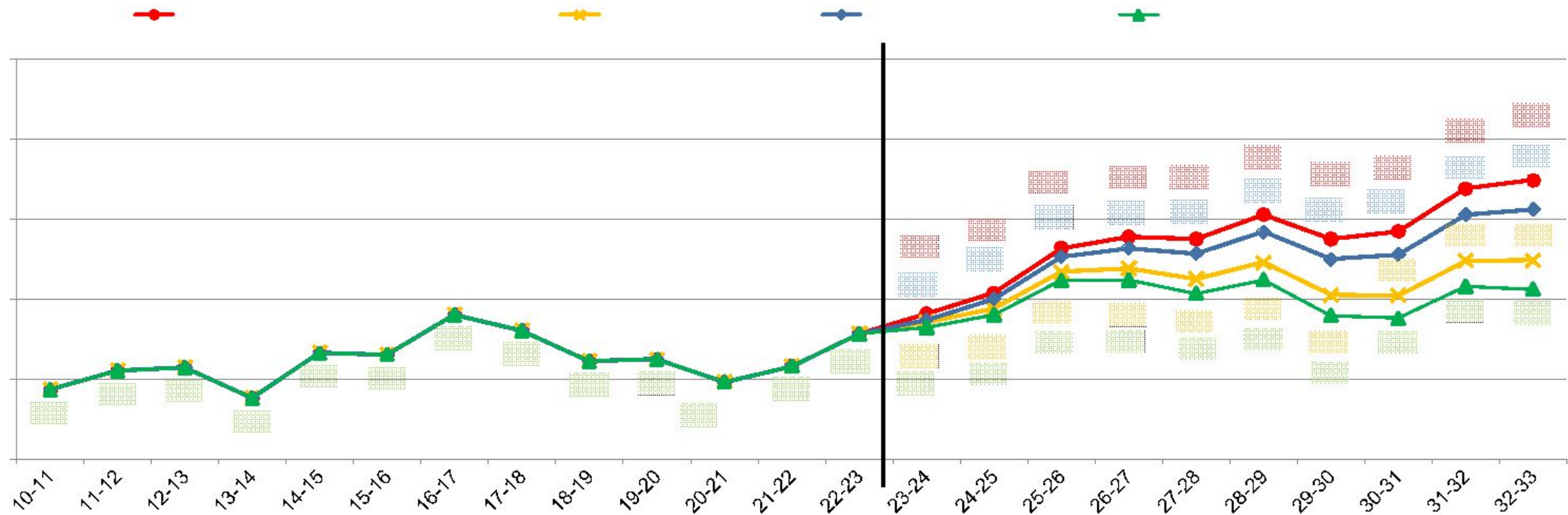
Current Capacity 2,040 Future Capacity 2,040	Current	Birth Rates & Survival Cohort	Housing Turnover Gains	Market Share Gains	Market Share + Housing Turnover Gains
Facility Utilization (%) 2027-2028	89.1%	90.0%	93.3%	91.6%	94.8%
Facility Utilization (%) 2032-2033	89.1%	90.6%	97.0%	93.7%	100.1%



Current Capacity 799 Future Capacity 799	Current	Birth Rates & Survival Cohort	Housing Turnover Gains	Market Share Gains	Market Share + Housing Turnover Gains
Facility Utilization (%) 2027-2028	84.7%	84.7%	87.8%	86.4%	89.5%
Facility Utilization (%) 2032-2033	84.7%	88.0%	94.2%	91.4%	97.6%



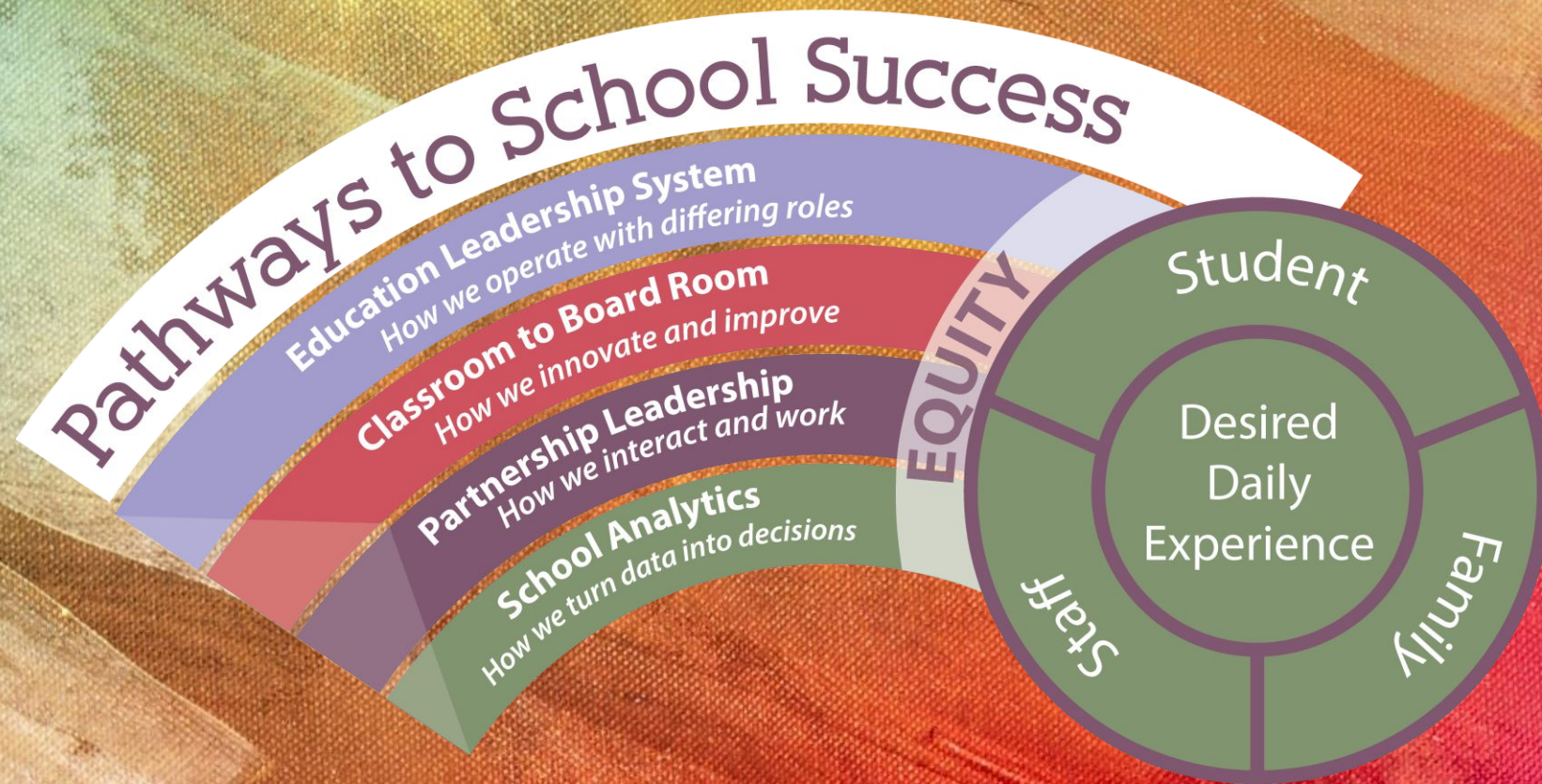
Current Capacity 491 Future Capacity 491	Current	Birth Rates & Survival Cohort	Housing Turnover Gains	Market Share Gains	Market Share + Housing Turnover Gains
Facility Utilization (%) 2027-2028	89.0%	87.9%	91.1%	89.8%	93.1%
Facility Utilization (%) 2032-2033	89.0%	84.2%	90.8%	88.1%	94.6%



Current Capacity 750 Future Capacity 750	Current	Birth Rates & Survival Cohort	Housing Turnover Gains	Market Share Gains	Market Share + Housing Turnover Gains
Facility Utilization (%) 2027-2028	93.7%	97.1%	100.4%	98.3%	101.6%
Facility Utilization (%) 2032-2033	93.7%	97.4%	104.1%	99.8%	106.5%

# KEY MESSAGES

1. **Demographics:**  
The District is projected to decline in school-age population
2. **Strategic Influence:** The District can influence and monitor growth opportunities in:
  - a. Student market share growth
  - b. Manage Open Enrollment primarily at elementary level
  - c. Known areas of possible generational shifts in housing across next 10 years
3. **Facilities Development:**  
District has capacity at the elementary and middle school levels
4. **Monitor and Adjust** across Management and Governance in partnership with community



Dr. Ray Queener

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**TEAMWORKS**  
EDUCATION LEADERSHIP SOLUTIONS

<b>Wilshire Park Staffing Summary by Funding Source</b>		
<i>Funding</i>	SUM of FTE	SUM of Amount
ADSDS	1.20	\$130,628
Compensatory	2.01	\$200,057
EL	0.96	\$95,000
Federal Sped	0.13	\$13,565
GenEd	50.05	\$4,338,416
Gifted & Talented	0.25	\$25,000
Learning & Development	3.56	\$354,466
State Sped	10.50	\$622,188
Title I	1.41	\$106,086
<b>Grand Total</b>	<b>70.07</b>	<b>\$5,885,405</b>
<b>SAMS Staffing Summary by Funding Source</b>		
<i>Funding</i>	SUM of FTE	SUM of Amount
A&I	0.90	\$82,445
ADSDS	0.26	\$20,329
Compensatory	1.70	\$156,443
GenEd	30.00	\$2,707,383.39
State Sped	3.86	\$230,674
<b>Grand Total</b>	<b>36.72</b>	<b>\$3,197,274.68</b>
<b>SAVHS Staffing Summary by Funding Source</b>		
<i>Funding</i>	SUM of FTE	SUM of Amount
A&I	0.39	\$34,750
Compensatory	2.60	\$270,658
CTE Levy	0.45	\$47,000
Federal Sped	0.00	\$0
GenEd	38.68	\$3,705,309
Safe schools Levy	0.80	\$72,000
State Sped	7.39	\$481,967
<b>Grand Total</b>	<b>50.32</b>	<b>\$4,611,684</b>
<b>District Staffing Summary by Funding Source</b>		
<i>Funding</i>	SUM of FTE	SUM of Amount
A&I	1.23	\$127,780
Collaborative	0.39	\$40,000
Equity/Instr	1.50	\$155,000
ESSER	2.27	\$324,103
Fed Sped	3.46	\$325,252
GenEd	23.99	\$2,513,591

Qcomp	0.77	\$80,000
Staff Dev	0.50	\$52,000
State Sped	1.02	\$63,187
Title III	0.22	\$22,478
<b>Grand Total</b>	<b>35.35</b>	<b>\$3,703,391</b>
<b>Total Staffing Summary by Funding Source</b>		
<i>Funding</i>	SUM of FTE	SUM of Amount
A&I	2.52	\$244,975
ADSSIS	1.46	\$150,956
Collaborative	0.39	\$40,000
Compensatory	6.32	\$627,159
CTE Levy	0.45	\$47,000
EL	0.96	\$95,000
Equity/Instr	1.50	\$155,000
ESSER	2.27	\$324,103
Fed Sped	3.46	\$325,252
Federal Sped	0.13	\$13,565
GenEd	142.73	\$13,264,700
Gifted & Talented	0.25	\$25,000
Learning & Development	3.56	\$354,466
Qcomp	0.77	\$80,000
Safe schools Levy	0.80	\$72,000
Staff Dev	0.50	\$52,000
State Sped	22.77	\$1,398,015
Title I	1.41	\$106,086
Title III	0.22	\$22,478
<b>Grand Total</b>	<b>192.46</b>	<b>\$17,397,754</b>

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: \_\_\_\_\_

Revised: \_\_\_\_\_

MSBA/MASA Model Policy 703

Orig. 1995

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: \_\_\_\_\_

Revised: \_\_\_\_\_

MSBA/MASA Model Policy 705  
Orig. 1995  
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, FCUA, 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**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF 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 or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property 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. 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)

#### ***Cross References:***

## **Procedures: Policy 706 (Acceptance of Gifts)**

### **PURPOSE:**

The purpose of this procedure document is to provide the Business Office plans for how to execute the requirements outlined in Policy 706.

### **PROCEDURE:**

1. Create a Gift Resolution Action Document for board approval at every Regular School Board meeting.
2. Provide training and information to building leaders, directors, and coordinators regarding the process the district uses for acceptance of gifts. This will be conducted at the start of every school year.
3. All direct donations and/or gifts sent to the district will be placed on the Gift Resolution Action Document.
4. Fundraising conducted by activities, programs, and/or school buildings will be articulated by the budget manager and provided to the Business Office for placement on the Gift Resolution Action Document.
5. The School Board Secretary will create the Gift Resolution Action Document for the Board's Regular Board Meetings. This document will include all appropriate gifts/donations and the board will take action on that as a separate resolution with a 2/3rds majority vote.