

Tuesday, March 7, 2023

**Community Services  
City Council Chamber  
3301 Silver Lake Road NE  
St. Anthony, MN 55418**

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Please [click here](#) to join the Listening Session.  
Please [click here](#) to join the live stream of the Regular Meeting via NineNorth.

REGULAR MEETING

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

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**Approval of Agenda** (2 minutes)  
Board Chair Ben Phillip

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**Guests - K-Kids** (20 minutes)  
Board Chair Ben Phillip

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**Communication Break** (10 minutes)  
Board Chair Ben Phillip

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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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**Approval of Minutes** (2 minutes)  
Board Chair Ben Phillip

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**Consent Agenda** (2 minutes)  
Board Chair Ben Phillip

The recommendation motion is to approve the March 7, 2023 consent agenda which includes 2 leaves, 1 hire, 2 resignations and the payment of bills in the amount of \$416,312.04, as presented.

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**Action Item:** (5 minutes)  
**Food Service Retention Pay**  
Superintendent Dr. Renee Corneille

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.

The recommended motion is to pay a stipend to each food service employee that was employed during the 2022-2023 school year, based on the scheduled number of work hours, as presented.

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**Action Item:**

**Policy Approvals (5 minutes)**

School Board Member - Director Mageen Caines

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

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**Action Item: (10 minutes)**

**Joint Powers Agreement - Summer Academy**

Superintendent Dr. Renee Corneille

St. Anthony New Brighton Schools is a member of a Joint Powers Agreement to provide access to Summer Academy. Summer Academy is a highly relevant summer program for students to engage in their passions. The only change noted in this updated agreement is the change in fiscal agents. Previously, Columbia Heights had been the fiscal agent for Summer Academy. The fiscal agent is not Mahtomedi - this is the only change in the Joint Powers Agreement. The District Administration recommends the board pass this agreement as presented.

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**Action Item: (20 minutes)**

**2023-2024 Enrollment Targets**

Superintendent Dr. Renee Corneille

Minnesota State Statute requires School Boards to create enrollment targets to ensure nonresident students have opportunities to enroll in nonresident districts.

The recommended motion is to approve the 2023-2024 enrollment targets as outlined in the Resolution to Limit the Enrollment of Nonresident Pupils, as presented.

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**Discussion Item: (30 minutes)**

**ADSIS (Alternative Delivery of Specialized Instructional Services)**

**A&I (Achievement and Integration)**

Director of Teaching and Learning - Andrew Hodges

This presentation will provide an overview of ISD282's ADSIS and A&I programs and goals.

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**Discussion Item: (15 minutes)**

**E-Learning**

Superintendent Dr. Renee Corneille

Superintendent Corneille and SAVEA President Terry will share an update to the School Board regarding the creation of an E-Learning model for ISD282. The union and district have been meeting since the fall of 2022 to develop a draft plan. This draft will be shared with the School Board tonight and with each building during the

next few weeks. The union and district will create an MOU to implement E-Learning during the 2023-2024 school year.

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**Discussion Item: (30 minutes)**

**TeamWorks Update**

Superintendent Dr. Renee Corneille

Superintendent Corneille will give an update to the School Board regarding the process ISD282 is using to develop budget priorities. The school board and district administration set the parameters for this process in the Guiding Change document. Then district administration, working as the Design Team, developed budget priorities as part of the Decision Making framework. The next step will be to provide the Input Team with the draft of priorities and seek edits, changes, and additional ideas.

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**Discussion Item: (10 minutes)**

**Board Meeting Calendar Change**

Board Chair Ben Phillip

The Board will need to adjust the date for the June 20 Working Session and will discuss potential alternative dates.

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**Board Member Reports: (15 minutes)**

Board Chair Ben Phillip

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**Adjourn**

Board Chair Ben Phillip

**Next Meeting(s):**

Tuesday, March 14, 2023 – Work Session – Media Center  
Tuesday, April 4, 2023 – Regular Meeting – City Council Chambers  
Tuesday, April 18, 2023 – Media Center

## **GUESTS**

K-Kids Team

Carol and Rick Dunn

Tim Leverentz

President - Sebastian Waxler

Vice President - Odin Nelson

Secretary - Lucy Carlson

Treasurer - Aidan Downing

Sergeant at Arms - Elliot Evans

K-Kids is the happening leadership group at Wilshire Park Elementary School. 5th graders have an option to participate in the great fun that this group sponsors.

The St. Anthony Kiwanis Club is known for generous contributions to many local organizations/projects such as Northeast Food Shelf, St. Anthony Seniors, Village Fest, school supplies for children, the St. Anthony Library, youth groups in area churches, and scholarships for seniors graduating from St. Anthony Village High School, to name a few. Supporting the community and our children has given our club a reason to work hard to help others.



## **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, March 7, 2023**



**Philip Kram (left) made it to State for Nordic Skiing (second year in a row)! Josie Bossen (right) made it to State for Gymnastics on bars and vault (second year in a row at state)!**



**Sam Benson (100 Free) and Grant Ravndal made it to State for swimming in the 400 Free Relay and 200 Medley Relay (second year in a row competing at state)!**



**Science Olympiad competed at State!**



### 🌟Championship alert!!🌟

The SAVHS speech team are the Tri-Metro Champions! Congrats to the following students, the entire SAVHS Speech Team and their coach Joan Nelson!

Berit Rosenstiel - Original Oratory

Bergen Hall - Humorous

Alex Page - Extemp Reading

Dorothy Sweere & Luca Stewart Mariuci - Duo Interpretation

### Congrats to our National Merit Scholar Finalists!

Congratulations to Oliver Hall, Jacob Singer, Janina Temple and Jadon Skinner. Great work!





## **E-Learning Plan update**

Our school district does not have an e-learning plan on file yet but we are working with the teacher's union to develop an agreed upon plan to submit to MDE. We have an addendum in the [teacher contract](#) that states that there will be a committee of union and district representatives to decide the structure, requirements and timing necessary to implement an e-learning plan. We hope to meet soon and have this plan in place by the start of next school year.

How many "extra" days does our district have in the calendar?

St. Anthony-New Brighton has three "extra" days built into the instructional calendar for the 2022-23 school year. We used two days (January 4 & 5) as snow days. There is one day remaining. If our district closes for two or more days this week, we will have to adjust the calendar and add school days.

## **Equity focus groups with students in process**

Groups of students from all three schools are participating in focus groups that reflects on equity within our district. Our students are demonstrating incredible knowledge and a deep understanding of the issues our district faces. They are critically thinking about how we can work together to solve these problems and we're very proud of them!



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

**WORK SESSION –Tuesday, February 21, 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 Finance and Operations Phan Tu; St. Anthony Middle School Principal Amy Kujawski; SAMS Teachers Amber Rice and Andrew Otis; and Equity and Engagement Coordinator Ray Kidd

The Work Session was called to order at 7:00 p.m. by School Board Chair Ben Phillip

**APPROVAL OF THE AGENDA**

A motion was made by Mike Overman and seconded by Cassandra Palmer to approve the February 21, 2023 Work Session agenda, as presented.

**The motion carries 6-0.**

**APPROVAL OF MINUTES**

A motion was made by Leah Slye and seconded by Laura Oksnevad to approve the Minutes from the February 7, 2023 Regular Meeting and the February 7, 2023 School Board Professional Development meeting, as presented.

**The motion carries 6-0.**

**APPROVAL OF CONSENT AGENDA**

A motion was made by Mageen Caines and seconded by Mike Overman to approve the February 21, 2023 Consent Agenda, as presented.

**The motion carries 6-0.**

**DISCUSSION**

**1. St. Anthony Middle School Friday Clubs**

St. Anthony Middle School updated their schedule to ensure students' academic and social needs were being met. A noted change is the addition of clubs. Every Friday, students engage in their passions by joining a club of their choice. Student representatives from three different clubs presented to the Board about their clubs and their overall impact.

## **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 an update on the Executive Director of Human Resource and Operation search process; the availability of the 2023-2025 school calendars on the district website; the equity survey is now closed; AASA presentation by Superintendent Corneille and Vice Chair Oksnevad; and Wilshire Park Principal Maria Roberts was asked to testify for House Bill 629 "The Read Act".

## **DISCUSSION**

### **2. AIPAC (American Indian Parent Advisory Committee) Concurrence**

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.

### **3. Enrollment / Budget**

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

### **4. Food Service Retention Pay**

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 recommended a retention bonus for employees in the food service bargaining group.

### **5. Policy Review**

This was 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.

## **SCHOOL BOARD MEMBER REPORTS**

School Board members attended the following meetings and events: School Board Professional Development; Wilshire Park movie night; MSBA Officer training; SAMS 6th grade math class visit; SANBE; MSBA Coffee and Conversation; Nordic ski; policy committee; wellness committee; AMSD; and NE Metro 916 program tours

## **Adjourn**

The Work Session of February 21, 2023 was adjourned at 9:54 p.m.  
Signed: Mageen Caines - School Board Clerk Attest: Kim Lannier

**SCHOOL BOARD CONSENT AGENDA**  
**March 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. Leaves(s)

Last Name	First Name	Position	School	Date Effective
Jackson	Douchi	EL	SAMS	2023-2024 School Year
Johnsen	Mary-Claire	Event Coordinator	SAVHS	June 1, 203 - July 12, 2023

b. Hire(s)

Last Name	First Name	Position	School	Date Effective
Siggelkow	Zach	Athletics and Activities Coordinator	SAVHS	March 6, 2023

c. Resignation(s)

Last Name	First Name	Position	School	Date Effective
Daly Smith	Rebekah	Spanish	SAVHS	June 9, 2023
Weihe	Christine	Art	SAMS	June 9, 2023

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

General Fund	\$131,134.55
Food Service Fund	\$17,499.50
Transportation Fund	\$150,517.77
Community Service Fund	\$7,055.41
Capital Expenditure Fund	\$104,045.52
Agency Fund	\$1,500.00
Trust Fund	\$128.00
Student Activities	\$4,431.29

**Total \$416,312.04**

**DISPOSITION BY BOARD OF EDUCATION**

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

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

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. 2022

## **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 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 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 123B.10 in the manner specified therein.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)  
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)



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:***

## **JOINT POWERS AGREEMENT**

**THIS AGREEMENT**, is made and entered into by and between Independent School District No. 11, Anoka-Hennepin School District; Independent School District No. 12, Centennial Public Schools; Independent School District No. 13, Columbia Heights Public Schools; Independent School District No. 831, Forest Lake Area Schools; Independent School District No. 14, Fridley Public Schools; Independent School District No. 832, Mahtomedi Public Schools; Independent School District No. 621, Mounds View Public Schools; Independent School District No. 622, North St. Paul-Maplewood Oakdale School District; Independent School District No. 623, Roseville Area Schools; Independent School District No. 282, St. Anthony-New Brighton School District; Independent School District No. 16, Spring Lake Park Schools; and Independent School District No. 624, White Bear Lake Area Schools.

**WHEREAS**, the school districts named above have a mutual desire to continue to provide gifted and talented enrichment opportunities through the North Suburban Summer Academy Program ("Summer Academy"); and

**WHEREAS**, the Parties to this Agreement desire to make available to each participating school district the administrative and financial benefits of cooperative educational enrichment summer programming for students served by their respective school districts; and

**WHEREAS**, the Parties to this Agreement desire to enter into a Joint Powers Agreement to facilitate the provision of educational enrichment summer programming through Summer Academy, as described herein, pursuant to Minn. Stat. § 471.59, as amended, which authorizes

political subdivisions to enter into an agreement to exercise jointly the governmental powers and functions each has individually;

**NOW, THEREFORE,** it is hereby agreed, by and between the Parties hereto as follows:

**I. PURPOSE**

- A. The North Suburban Summer Academy is established as a cooperative, rigorous summer educational program for district identified students.
- B. The management and control of the North Suburban Summer Academy shall be vested in the Summer Academy Board of Directors.

**II. ORGANIZATION OF THE SUMMER ACADEMY BOARD**

- A. The Summer Academy shall be governed by a Board of Directors composed of the Superintendent or designee of each participating school district. It is preferred that designee have a Minnesota K-12 Principal license. In addition, the host district, the school district serving as fiscal agent, and a participating school district employing Summer Academy's Executive Director, if any, shall each have an additional voting administrative representative on the Summer Academy Board of Directors. The Academy's Executive Director shall be an ex-officio member of the Board of Directors.
- B. The Officers of the Summer Academy Board shall be a Chair, Vice-Chair, and recording Secretary who shall be representatives of the participating districts.
- C. The Summer Academy Board officers shall be determined by the members of the Summer Academy Board at its first fall meeting of each school year. A term of an officer is for one year and such term shall expire at the meeting at which the new officers are determined. Officers may serve consecutive terms.
- D. The Summer Academy Board shall meet at least quarterly and at such other times as deemed necessary. Meetings of the Board shall be called by the Chair or by any two Board Members. Board meeting shall be conducted in accordance with the Minnesota Open Meeting Law, except at least a five-day notice shall be given for meetings held outside the regular schedule. A majority of participating representatives shall constitute a quorum for the transaction of business. A simple majority of those Board Members present is required for all matters, with the exception of budget adoption and approval of the Executive Director's contract, which shall require a vote of two-thirds of the Board Members.
- E. Representation on the Summer Academy Board is essential to the operation of the Academy. Participating districts are strongly encouraged to make sure they are represented at each meeting.

- F. The Board of Directors shall retain an Executive Director as an independent contractor who shall attend to the daily operations of the Summer Academy.
- G. The Summer Academy shall have an Executive Committee composed of the following: the Officers of the Summer Academy Board of Directors, the Summer Academy Executive Director, an administrative representative from the school district serving as the fiscal agent of Summer Academy and one at large administrative representative from a participating school district, designated by the Board of Directors of Summer Academy.
- H. The Executive Committee shall convene as necessary during periods between Board of Directors' meetings to address matters and engage in decision-making related to the operation of the Summer Academy, **except those matters** delineated in Article III, which are exclusively Board powers. Decisions of the Executive Committee shall be by a majority vote of the Executive Committee members in attendance, provided a quorum is present. Each Executive Committee member shall have one vote. Actions/decisions taken by the Executive Committee shall be submitted to the Board of Directors at its next regularly scheduled meeting for review, and actions/decisions of the Executive Committee are subject to ratification or rescission by the Board of Directors.
- I. The Superintendents of all member districts shall receive an annual written summary of the most recent concluded Summer Academy shall be submitted to each Superintendent.

### **III. POWERS AND RESPONSIBILITIES OF THE SUMMER ACADEMY BOARD**

- A. The Summer Academy Board is empowered to act in the interest of the participating districts.
- B. The Summer Academy Board may:
  - 1. Take and hold by purchase, lease, grant or assignment, property for its use within the scope of this Agreement, to provide and to dispose of the same when the need for it is ended.
  - 2. Apply for and receive federal, state, local, private or other funds for which it is eligible.
  - 3. Enter into contracts and disburse funds, as it deems appropriate, for the purpose of the Academy programs and in accord with the adopted budget.
  - 4. Retain contractors, employees, support staff, and consultants as and when the need arises, but only to the extent that funds have been made available to it for that purpose.

5. Organize and establish educational programs and services.
6. Approve by majority vote the participation of and addition to the Summer Academy Board of Directors additional school districts after the execution of this Agreement.

C. The Summer Academy Board shall:

1. Approve job descriptions, qualifications and compensation for employees, consultants and independent contractors who serve the Summer Academy.
2. Enter into a contract with the Executive Director as an independent contractor, who shall be responsible to the Summer Academy Board for the administration of the Summer Academy.
3. Obtain criminal background checks on all employees, consultants and independent contractors retained by the Board.
4. Establish and adopt policy and guidelines for the operation of the Summer Academy program.
5. Review and approve the Summer Academy annual budget submitted by the Executive Director on or before May 1 each year.
6. Review and approve the Summer Academy financial statements following the conclusion of each Summer Academy program year on or before October 10 each year.

D. The Summer Academy Board shall also have authority and duties necessary to achieve the purpose of this Agreement, to the extent that its action(s) is consistent with the intent and purpose of this Agreement and complies with all state and federal statutes applicable to the participating districts.

#### **IV. OBLIGATIONS AND RESPONSIBILITIES OF PARTICIPATING DISTRICTS**

- A. Appoint one representative (Superintendent or designee) and provide release time as necessary to serve as a member of the Summer Academy Board.
- B. Refer qualified students to the Summer Academy.
- C. Assist with recruitment of employees, consultants and independent contractors, such as:
  1. Summer Academy Board members participating on interview teams and the selection process for employees, consultants and independent contractors.

2. Summer Academy Board members providing input into the approval of course offerings.
  3. Posting and/or advertising for Summer Academy staff within member districts.
- D. Provide equipment for Summer Academy programs, including but not limited to computers.

**V. POWERS AND RESPONSIBILITIES OF THE HOST DISTRICT**

- A. The Host District for the Summer Academy shall be Independent School District No. 13, Columbia Heights Schools until June 30, 2023. The Summer Academy Board will decide on a Host District for the 2024 and 2025 sessions.
- B. The Host District shall provide the physical facilities and related services, such as custodial, technology, food service and other services, as determined by the Summer Academy Board.
- C. \$12,500.00 shall be paid to the Host District each fiscal year in compensation for services provided as the Host District.

**VI. PROGRAMS AND SERVICES**

- A. The rigorous summer enrichment opportunities shall be available for participating district-identified students. Summer Academy programs and services will be coordinated with district programs to enhance opportunities without conflicting with district programs through duplication of efforts.
- B. Joint research, evaluation and planning related to programs for district-identified students shall be carried out when authorized by the Summer Academy Board.
- C. Summer program attendance for students from non-participating districts shall be permitted on a space available basis, after a specified date, and may be at an alternative fee, as determined by the Summer Academy Board.

**VII. FINANCING THE NORTH SUBURBAN SUMMER ACADEMY**

The Summer Academy Board shall be empowered to finance the education programs implemented pursuant to the Agreement as follows:

- A. By payments in the form of student tuition to attend the Summer Academy, the amount to be determined by the Summer Academy Board.

- B. Student tuition shall cover all actual costs of the Summer Academy, including, but not limited to staff, transportation, field trips and supplies.
- C. By maintaining records, disbursing funds and accepting receipts in accordance with the budget as established by the Summer Academy Board.
- D. By recommending that the reserve fund balance be set at 5% of the most recent year's net tuition, to be reviewed annually.
- E. The fiscal year for the North Suburban Summer Academy shall be from July 1 through June 30.

#### **VIII. POWERS AND RESPONSIBILITIES OF THE FISCAL AGENT**

- A. The Summer Academy Board shall contract with a fiscal agent. The fiscal agent shall be Independent School District No. 832, Mahtomedi Public Schools, unless the Summer Academy Board decides otherwise.
- B. The fiscal agent shall pay bills, issue payroll checks, and receive monies for the Summer Academy, as well as provide financial statements of revenues and expenditures.
- C. The fiscal agent shall receive \$12,500.00 each fiscal year on June 30, as payment for services rendered.
- D. The fiscal agent shall receive \$4,500 each fiscal year on June 30, as payment for using their Eleyo registration software.
- E. The Summer Academy Executive Director shall have authority to approve expenditures that are no more than \$30,000. All expenditures in excess of \$30,000 must receive advance approval by the Summer Academy Board, or, if necessary, by the Executive Committee prior to disbursement of funds. All expenditures must be reported to the fiscal agent and the Summer Academy Board.
- F. The fiscal agent shall submit a report of any interest earned on Summer Academy funds to the Summer Academy Board each fiscal year for a determination regarding allocation.
- G. The duties and obligations of the fiscal agent are further set forth in Exhibit A, attached hereto and made a part hereof.

#### **IX. TERM OF AGREEMENT, WITHDRAWAL AND TERMINATION**

- 1. This Agreement shall remain in effect from March 1, 2023 through June 30, 2025, subject to termination described in this Agreement.



2. This Agreement shall terminate: (a) upon written agreement of all member districts; (b) upon operation of law or court order; or (c) when there are no more than two participating member districts.
3. A member district may withdraw from the North Suburban Summer Academy Program and this Agreement with written notice to all member school districts on or before December 31 of a contract year. A withdrawing member shall satisfy all of its financial responsibilities and other commitments up to the effective date of withdrawal.
4. Upon expiration or termination of this Agreement, any Summer Academy funds shall be distributed to the member districts at the time of expiration/termination, in amounts determined by the Summer Academy Board. Any property acquired on behalf of the Summer Academy as a result of this Agreement shall either be: (a) sold on the open market, on whatever terms the Board deems legal and desirable, and the proceeds (subject to outstanding interests of third parties) shall be distributed among participating member districts; or (b) distributed to participating member districts, as determined by the Academy Board.

#### **X. INDEMNIFICATION AND LIMITATION OF LIABILITY**

- A. Action by Parties to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single government unit” for the purposes of liability, as set forth in Minnesota Statutes §471.59, subd. 1a(a), provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts of omissions of the other Parties. The tort cap limits specified for cooperative agreements under Minnesota Statutes §471.59 shall apply to this Agreement and to the activities of the Parties to this Agreement. The statutory limits for the Parties may not be added together or stacked.
- B. To the fullest extent permitted by law, each member district of the North Suburban Summer Academy Program agrees to defend and indemnify the others, their school board members, and employees from and against all claims, damages, losses, and expenses, including attorneys’ fees, arising out of or resulting from the activities under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of the member district, or anyone directly or indirectly employed or hired by the member district, or anyone whose acts the member district may be liable.
- C. The Board of Summer Academy shall purchase a policy of liability insurance, and may purchase such other insurance as it deems appropriate and necessary, covering the acts and omissions of the Board and the Parties to this Agreement and their employees, officials and agents, in an amount not less than the statutory maximum set forth in Minnesota Statutes §466.04. The cost of the liability insurance policy shall be paid from Summer Academy funds.

- D. Nothing in this section shall be construed as a waiver by any participating member of the Summer Academy of any immunity, defenses or other limitations on liability to which the member is entitled by law.

## **XI. NOTICES**

Any notices to or communication regarding Summer Academy for purposes of this Agreement shall be sent to:

Zena Stenvik, Superintendent  
Columbia Heights Public Schools  
1440 49<sup>th</sup> Avenue, N.E.  
Columbia Heights, MN 55421

Summer Academy Executive Director:  
Michael Schroeder  
[Michael.schroeder@isd623.org](mailto:Michael.schroeder@isd623.org)

Barb Duffrin, Superintendent  
Mahtomedi Public Schools  
1520 Mahtomedi Ave.  
Mahtomedi, MN 55115

## **XII. COUNTERPARTS; FACSIMILE COPIES**

This Agreement may be executed in two or more counterparts, each of which shall be considered an original, but all of which together shall constitute the same instrument. The Parties to this Agreement acknowledge and agree to accept and be bound by facsimile transmitted copies of this Agreement and its counterparts.

**IN WITNESS WHEREOF**, ISD No.11, ISD No. 12, ISD No.13, ISD No. 831, ISD No. 14, ISD No. 832, ISD No. 621, ISD No. 622, ISD No. 623, ISD No. 282, ISD No. 16, and ISD No. 624 have executed this Agreement by the signatures below and have approved this Agreement by their respective school boards, on the dates written below.

\_\_\_\_\_  
Independent School District No. 11

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 12

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 13

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 831

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 14

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 832

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 621

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 622

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 623

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 282

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 16

Date: \_\_\_\_\_

\_\_\_\_\_  
Independent School District No. 624

Date: \_\_\_\_\_

## **EXHIBIT A**

### **FISCAL AGENCY AGREEMENT BETWEEN ISD NO. 832 AND NORTH SUBURBAN SUMMER ACADEMY**

THIS AGREEMENT, is made and entered into by and between the North Suburban Summer Academy, hereinafter known as the "Academy", and Independent School District No. 832, Mahtomedi Public Schools, hereinafter known as the "District".

WHEREAS, the Academy provides a rigorous summer educational programs for district identified students in accordance with the Joint Powers Agreement by and between the twelve participating school districts, for the term March 1, 2023 through June 30, 2025; and

WHEREAS, the Academy obtains its funding through tuition, grants and other resources available to it; and

WHEREAS, the District's sole obligation shall be to act as fiscal agent as set forth in this Agreement; and

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

1. The District shall serve as the fiscal agent to the Academy. Services shall include the reporting of the financial condition of the Academy in accordance with UFARS and standard financial practices. All funds and accounts of the Academy shall be maintained separate and apart from District funds and accounts.
2. The District shall include the Academy as part of its annual fiscal report, and that report shall be subject to regular District and State audits as required by law.
3. As payment for services provided by the District as fiscal agent, including but not limited to, custodial services provided during regular custodial shift hours, the Academy shall pay the District \$12,500.00 each fiscal year on June 30<sup>th</sup>. Such payments shall be made to the District on an annual basis and shall be received on or before the end of each contract year.

4. The Academy shall have access to District copy and duplication equipment for office and administrative purposes only. Said use shall be subject to mutual agreement by the Academy and the District, and shall be in accordance with duplication procedures in place within the District. The Academy shall provide at its expense all supplies needed for its use of district duplication equipment.
5. The Academy is organized as a cooperative, self-sustaining educational program through a Joint Powers Agreement, and is not a part of the legal structure of the District. The Academy is governed by its own Board of Directors, which is comprised of participating school districts. The Academy Board of Directors shall enter into whatever contracts it deems necessary to facilitate its purposes and programs.
6. To the extent that any profit or loss is sustained by the Academy, such profit or loss is attributed only to the Academy and its Board of Directors, and not to the District. The Academy Board of Directors shall designate the individual who shall have authority to approve and submit expenditures to the District for payment and shall provide to the District minutes of the Academy Board of Directors meeting(s) at which the Board designated such individual who shall have authority to approve and submit expenditures to the District. The Academy Board of Directors or its designee shall also provide the District with copies of all contracts or agreements, which are submitted to the District for payment, and all such contracts must be signed by the Chairperson or designee of the Summer Academy Board of Directors. As the fiscal agent for the Academy, the District shall not have authority to approve or disapprove expenditures, but shall only function as the conduit of monies received and expenditures made by the Academy, which have been approved by the Summer Academy Board of Directors in accordance with the Joint Powers Agreement.
7. The Academy may use the District's taxpayer identification number to purchase supplies and services necessary for the operation of the Academy.
8. The District shall issue a P-card for the Academy's use, permitting funds to be withdrawn directly from or deposited directly to the Academy's accounts payable and accounts receivable.
9. If the District provides services beyond those described in this Exhibit and the Joint Powers Agreement, such services and related payment must be approved by the Summer Academy Board or the Executive Committee (subject to Board Approval).

10. The Academy Board shall acquire and keep in full force and effect liability insurance coverage as is necessary to adequately insure against any and all potential losses resulting directly or indirectly from the operation of the Academy, and shall provide proof of such insurance to the District on an annual basis. The District shall be named as an additional insured on such insurance policy.
11. The Academy and the District shall assume full liability for its own activities and programs and shall indemnify and hold harmless each other, their officers, agents, and employees from any suits, claims, or liability arising under this Agreement or arising from their own operations.
12. The Academy and its Board shall determine what programs are offered each year, and shall determine all staffing needs each year, without the consultation or approval of the District.
13. All payments made in the operation of the Academy, shall be made from funds generated by the Academy and it is understood that under no circumstances is the District undertaking or obligated to provide its funds for the operation of the Academy.
14. No employee, independent contractor or agent of the Academy shall be considered an employee of the District for any purpose, including, but not limited to, salaries, wages or other compensation or fringe benefits; worker's compensation; unemployment compensation; teachers' or public employees' retirement; social security; liability; insurance; keeping of personnel records; termination or discharge of employment; individual contracts; and continuing contract rights.
15. The District shall have no authority under any circumstances to hire or retain, discipline, supervise, evaluate, provide work direction, set hours of work or operation of the Academy, or discharge any employee, independent contractor, or agent of the Academy.
16. This Agreement may be amended only in writing executed by both Parties.
17. This Agreement shall be governed by the laws of the State of Minnesota.
18. This Agreement shall be in full force and effect for the period from March 1, 2023 through June 30, 2025 and may be extended by mutual agreement. Either party wishing to terminate this Agreement must give a 90-day notice prior to the expiration date.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and each warrants that s/he is empowered and authorized to execute this Agreement.

North Suburban Summer Academy

By \_\_\_\_\_  
Its \_\_\_\_\_

Date: \_\_\_\_\_

Independent School District No. 13

By \_\_\_\_\_  
Its \_\_\_\_\_

Date: \_\_\_\_\_

**March 7, 2023**

**RESOLUTION TO LIMIT THE ENROLLMENT OF NONRESIDENT PUPILS**

WHEREAS, Minnesota Statutes 124D.03, Subd. 2, Limited enrollment of nonresident pupils, gives school boards the authority to limit, by resolution, the number of nonresident pupils in its schools or programs and the limit must not be less than the lesser of: 1) one percent of the total enrollment at each grade level in the district; or 2) the number of district residents at that grade level enrolled in a nonresident district; and

WHEREAS, Minnesota Statutes 124D.03, Subd. 6, Basis for decisions, requires the school board to adopt, by resolution, specific standards for rejection of an enrollment application of a nonresident pupil and this standard may include the capacity of a program (excluding special education services), class, or school building; and

WHEREAS, the School Board of Independent School District No. 282 has determined a limit of nonresident pupil enrollments is necessary because of capacity constraints in the programs, classes, or buildings of Independent School District No. 282;

THEREFORE, BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 282 that the following limits per class be put in place beginning July 1, 2023 for the 2023-2024 school year; and school district administration will provide the required reporting to the Minnesota Commissioner of Education as required by statute.

Kindergarten Grade Level Capacity: 110

First Grade Level Capacity: 110

Second Grade Level Capacity: 110

Third Grade Level Capacity: 125

Fourth Grade Level Capacity: 125

Fifth Grade Level Capacity: 125

Sixth Grade Level Capacity: 150

Seventh Grade Level Capacity: 150

Eighth Grade Level Capacity: 150

Ninth Grade Level Capacity: 200

Tenth Grade Level Capacity: 200

Eleventh Grade Level Capacity: 175

Twelfth Grade Level Capacity: 175



# ADSIS and Achievement and Integration

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SANB Teaching and Learning Department  
Andrew Hodges



# ADSIS

The purpose of ADSIS is to provide instruction to assist students who need additional academic or behavioral support to succeed in the general education environment. The goal is to reduce the number of inappropriate referrals to special education by providing proactive instructional supports early to struggling students.

The special education department noticed that the number of students who became eligible for services that were referred by teachers to special education is increasing. This indicates that the ADSIS program is meeting the needs of our students.

The percentage of students qualifying for special education that were referred by the school in grades 1-5 will increase from 80% by the end of the state year 2020-2021 school year to 90% of students who were referred by the school qualifying by the end of the 2024-2025 state year.



# Wilshire Park ADSIS Narrative

Wilshire Park has seen an increase in the percentage of students below proficient per the Reading MCA by over 10%. Teachers in classrooms provide individualized instruction to these students but have determined that these students need additional time and more intensive intervention in order to score above the 33rd percentile and maintain this higher proficiency.

Overall math proficiency has fallen amongst all grade levels since 2019. The proficiency gap between white students and Hispanic/Latino students is 32% according to 2022 MCA data, and is at 36% between white students and black/African-American students. This gap has increased since 2019.

Overall we have seen an increase in student social-emotional needs since 2019.

Increase in overall behavior referrals from 2019 to 2022. 21 students were suspended in the previous school year and 167 total referrals in the 2021-22 school year.

# Wilshire Park ADSIS Goals and Funding



## Reading Goal

The percentage of students in grades 1 to 5 at Wilshire Park who score at or above grade level targets as measured by FASTbridge reading assessment will increase from 65% in 2022-2023 to 80% by end of 2023-2024 state year.

The percentage of students in grades 3-5 at Wilshire Park who score below meeting the standards on the state reading accountability test (MCA-III) will increase from 60.1% in 2022-2023 to 80% in 2023-2024.

## Funding (Reading/Math Combined)

2.0 FTE for Intervention teachers

## Math Goal

The percentage of students in grades 1-5 at Wilshire Park who score at or above grade level targets as measured by FASTBridge math assessment will increase from 58 % in 2022-2023 to 70% in 2023-2024.

## Measurement Tools for Reading/Math

We are shifting our measurement tool from NWEA MAP to FASTBridge for both Math and Reading to allow for ongoing use of a tool across special education and general education, as well as the ability to track trends across time with the progress monitoring tools.

## Behavior Goal

The percentage of students receiving ADSIS direct services for behavior in grades K-5 at Wilshire Park Elementary school who are referred to the school office for discipline referrals and/or behavior incidents will decrease by 50% by 2023-24.

## Funding

1.0 Behavior Specialist to work with students and staff on interventions and supports.

This is an addition to our programming and will help us



# SAMS ADSIS Narrative

6-8 grade students have seen a decrease in achievement per the Reading MCA by 8% over the past three years. It is expected that when students enter 6th grade that these students are proficient in reading content information in other subjects such as Social Studies and Science.

Students who are scoring below the 33rd percentile expend their energy on reading the content and not thinking about the content and making text to self connections. Students need to increase their reading proficiency in order to be successful in all subject areas throughout their school day.

Overall we have seen an increase in student social-emotional needs since 2019.

Increase in overall behavior referrals from 2019 to 2022. 14 students were suspended in the previous school year and 60 total referrals in the 2021-22 school year.



# SAMS ADSIS Goals and Funding

## Reading Goal

The percentage of students in grades 6-8 at SAMS who score at or above grade level targets as measured by MCA reading assessment will increase from 55.6% in 2022-2023 to 75% by end of 2023-2024 state year.

## Funding

.4 FTE Reading Intervention Teacher

.4 FTE Reading Intervention Para

## Math

N/A (See A/I)

## Behavior Goal

The percentage of students receiving ADSIS direct services for behavior in grades 6-8 at SAMS school who are referred to the school office for discipline referrals and/or behavior incidents will decrease by 50% by 2023-24.

## Funding

1.0 Behavior Specialist to work with students and staff on interventions and supports.

This is an addition to our programming and will help us

Questions on ADSIS?



# Achievement and Integration

The purpose of the Achievement and Integration (A&I) for Minnesota program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

We have a partnership with Columbia Heights as an adjoining district.





# A/I Goals

## Goal 1

Decrease the achievement gap between grades 3-6 students of color and white students on their average reading and math ROI (Rate of Improvement) scores by 8% over 3 years. ROI is calculated by (ending score-baseline score)/ number of weeks. We will use the 23-24 school year to calculate baseline data as this is the first year we will be using FASTBRIDGE as our universal screener.

## Goal 2

SANB students access to educators utilizing effective instruction grounded in rigor, relevance, and relationships will increase from

SANB students access to educators of color will double (from 5 to 10) by the 25-26 school year.

## Goal 3

To increase the number of students participating in integrated learning environments for both Columbia Heights and St. Anthony New Brighton Public Schools as measured by participation in summer programming, journal writing classroom partnership, advanced coursework in high school and academic growth from 15 to 24 in the summer programs and initial year baseline collection for the during-year journal writing and classroom partnerships



# A/I Goal 1

## Strategy 1 - Achievement at WP

Teachers will utilize learning progressions to identify and measure students' learning.

Teachers will provide specific instruction in regard to students' progress towards proficiency/mastery of the power standards.

Intervention teachers will work with students identified for additional instruction utilizing a model that includes push-in

## Strategy 2 - Achievement at SAMS

Teachers will utilize learning progressions to identify and measure students' learning (proficiency scale)

Teachers will differentiate instruction based on performance indicators

Co-teaching in the SAMS Math program

## Strategy 3 - Student Engagement SAVHS

Student Accountability Advocate will work with students who are

- Failing 1 or more classes
- Chronically absent/tardy
- Show low engagement in school



# A/I Goal 2

## Strategy 1 - Recruiting Diverse Teachers

Develop a recruitment team of staff, students, and community members

Explore partnerships with teacher preparation programs who have higher percentage of candidates of color

## Strategy 2 -Retaining diverse and equity minded teachers

Creation of Affinity Groups

Mentor programs for diverse educators in early career/new to SANB

## Strategy 3 - Developing Culturally Responsive Curriculum

Coaching teachers on the creation of Learning Progressions

Implementation of proficiency based feedback and grading



# A/I Goal 3

## Strategy 1/2 - Summer Seminar

Summer Seminar is a collaborative program between Columbia Heights and St. Anthony New Brighton Public Schools. During Summer Seminar teachers and students entering 9th grade from both districts come together for an intensive summer writing course with the overarching themes of self-identity, community, equity and integration

The AVID Summer Bridge Algebra Readiness Program. The program is designed to strengthen math skills for students entering 9th grade. The course will be integrated with students from both districts and co-taught by a teacher from each district. Students will learn in an interactive educational setting, where a wide variety of skills lead to higher levels of mathematical thinking such as: coding, video game design, rocketry/aerodynamics, and physics.

## Strategy 3 - Journal Writing

Classroom partnership approach for recruiting students in Middle school to participate in the Writing seminar prior to entering 9th grade. Journal writing is a yearlong writing project between students from St. Anthony New Brighton and Columbia Heights Middle School. The enrollment will reflect the diversity of student population from both districts to promote intentional integration. Journal writing is designed to strengthen writing skills for students in 7th and 8th grade by engaging in creative writing. This provides students an opportunity to express their thoughts in writing by drawing from personal experiences, themes, topics familiar to them.

## Strategy 4- 8th Grade Capstone Course

In the 2022-2023 school year, SAMS created an 8th grade capstone course. This course focuses on communication, public speaking, research, action learning, and sharing evidence-based outcomes. In this partnership, SAMS students will share ideas, research and communicate their findings at the end of the course via zoom or invite them to our school for presentation day. Columbia Heights will create a similar course where students will collectively share their action learning projects in future school years.



# Budget Narrative (~\$300k)

## **Wilshire Park**

1.0 Intervention Teacher

## **SAMS**

1.0 Co-Teacher

## **SAVHS**

Student Accountability Advocate

## **Equity Coaches**

Funding for coaches to work with teachers on creation of the learning progressions and PBG and create partnerships with teacher preparation programs

## **Summer Academy**

Summer Seminar Salaries

Transportation costs

## **Additional Components**

Interpretation Services

Questions on A/I?

# E-Learning

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Renee Corneille - Superintendent  
Nancy Terry - SAVEA President

# What is E-Learning? 120A.414 E-LEARNING DAYS.

**Subdivision 1. Days.** "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section [120A.41](#).

**Subd. 2. Plan.** A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter 125A.

**Subd. 3. Annual notice.** A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

**Subd. 4. Daily notice.** On an e-learning day declared by the school, a school district or charter school must notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

**Subd. 5. Teacher access.** Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.





# How is E-Learning Different from Hybrid or Asynchronous Learning?

## Hybrid/Asynchronous Learning

"Blended learning" is a form of digital learning that occurs when a student learns part-time in a supervised physical setting and part-time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction (Minnesota Statute 124D.095, Subd. 2).

Up to 50% of school can be Blended Learning

## E-Learning - Emergency Closing

**Subdivision 1.Days.** "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section [120A.41](#).

**Subd. 2.Plan.** A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with its teachers.



# District-Union

## MOU:

Working together to  
come up with a plan for  
students K-12

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
THE ST. ANTHONY VILLAGE EDUCATION ASSOCIATION  
AND  
INDEPENDENT SCHOOL DISTRICT #282  
REGARDING SCHOOL CLOSING & HYBRID/BLENDED LEARNING**

This Memorandum of Agreement ("MOA") is entered into by and between the St. Anthony Village Education Association ("SAVEA") and Independent School District #282 ("District").

HEREAS, the SAVEA and the District are parties to a Master Agreement, for the period of July 1, 2020 through June 30, 2023, which governs the general terms and conditions of employment for teachers; and

HEREAS, Article XVI, Hours of Service, Section C, Student Contact of the Master Agreement specifies student contact time for licensed staff and Section G, School Closing pertains to emergency school closings, modifications to the calendar related to emergency closings, and work location during emergency closing school days;

HEREAS, the parties share a mutual interest in reviewing student contact time related to hybrid learning, blended, or online learning and reviewing emergency school closing related to E-learning;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:





# Aspects of ISD282 Draft Plan:

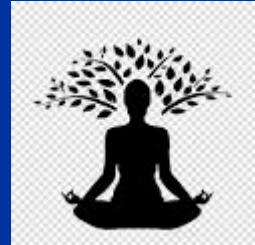
**First** called emergency - snow day will be a snow day!



**All** other called emergency days will be E-Learning Days.



**Flexibility** is key






# Draft Plan for ISD282: ELearning

	<b>K-5</b> (post by X Time)	<b>6-8</b> (post by X Time)	<b>9-12</b> (post by X Time)	<b>ADSIS / EL</b>
<b>Staff Do:</b>	<p>Create Bingo Cards</p> <p>Communicates office hours and/or time available to meet with students</p> <p>Specialists - will be embedded in the bingo card</p>	<p>Create Choice Boards</p> <p>Communicates office hours and or time available to meet with students</p> <p>Electives - will be embedded in the choice board.</p>	<p>Prepare lesson activities per class</p> <p>Building will develop a schedule for classes - so students/teachers can engage in both asynchronous and/or synchronous types of learning</p> <p>Communicates office hours and or time available to meet with students</p>	<p><b>K-5:</b> Team would collaborate with grade levels when developing bingo boards to ensure accessible activities - each interventionist would specifically work with 1 grade level</p> <p><b>6-12:</b> follow plan of their building</p> <p>Communicates office hours and or time available to meet with students</p>
<b>Students Do:</b>	<p>Complete Bingo Card Expectations</p> <p>Bingo Card will also be available for download on website</p>	<p>Complete Choice Board Expectations</p> <p>Bingo Card will also be available for download on website</p>	<p>Asynchronous work completion.</p> <p>Participation in synchronous learning developed by teachers</p>	<p>Complete Bingo Card Expectations</p> <p>Bingo Card will also be available for download on website</p>
<b>Attendance:</b>	<p>Completed Bingo Card</p> <p>Parent call/email stating attendance</p>	<p>Completed Bingo Card</p> <p>Parent call/email stating attendance</p>	<p>Work completion and attendance in synchronous classes</p>	<p>N/A (covered by gen ed)</p>

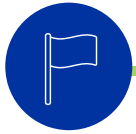
# What is a Bingo or Choice Board?

In additional learning days when you are asked to repeat activities with a different topic / choice.

Literacy	Math	Writing	Social Studies / Science	Extension and SEL
Read a book for 25 minutes. Tell an adult about your favorite character in the book and at least three additional details from the book	Find some coins in your house and count how much money it is. Try to find \$1.00 worth in change	After reading a book write down the names of the characters and one detail about each of them	Build a bridge using materials that you find around your house 	<b>ART</b> Find something <b>RED</b> , <b>ORANGE</b> , <b>YELLOW</b> , <b>GREEN</b> , and <b>BLUE</b> in your house. Draw a picture of each of the items
Look around your kitchen for different food items / boxes. Read the title of the item and then sound out as many ingredients as possible	Find rocks and sticks outside and create a pattern 	Write a story about your favorite holiday. Make sure you write at least 3 sentences and then draw a picture to show what is happening in the story	Gather 6 small items. Put water into a bowl and guess if the items will sink or float. Put the items in the water and see what happens!	<b>PE</b> Work on counting by doing * 30 jumping jacks * run in place for 50 seconds * spin 3 times * dance for 90 seconds
Look at a magazine or newspaper and find the following words: the, of, and, for, like, said, she, he, over, new, just, things, very, most, look, must, too, think	Add the following numbers together:  $17 + 6$ $24 + 9$ $11 + 28$  Challenge $132 + 44$	Make a shopping list that includes frequent items your family gets from the grocery store	Find items around your house and make a tall skyscraper 	<b>MUSIC</b> Find three different pans and drum on them. Try different ways to tap the drums (quiet, loud, with your whole hand, with just two fingers, etc.)
Read another book with someone at your house and take turns reading every other page. Use a silly voice for at least one of the pages!	Practice counting by 5s to 55  Practice counting by 10s to 90  Practice counting by 2s to 18	Look at a picture you have in your house - what are 3 things in that picture? Write down at least 6 sentences about the picture	Go for a walk outside - name all of the different things in the community that you see	<b>SEL</b> Color a picture for someone with at least 5 different colors



# Timeline:



## District and Union

Meet and discuss  
ELearning and how we  
could implement at  
ISD282



## Get Input from Each Building

Each building rep met  
with teachers and  
developed their ideas.



## Present Draft to Board

Union president and  
superintendent share  
updated draft with  
board.



## Board and Union vote on a plan (MOU)

The board and union  
will create an agreed  
upon MOU for  
ELearning Days.

# Feedback from School Board:

Thank you!!



# Building Budget Priorities - TeamWorks

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Renee Corneille - Superintendent  
March 7, 2023



# Process Update - Guiding Change:

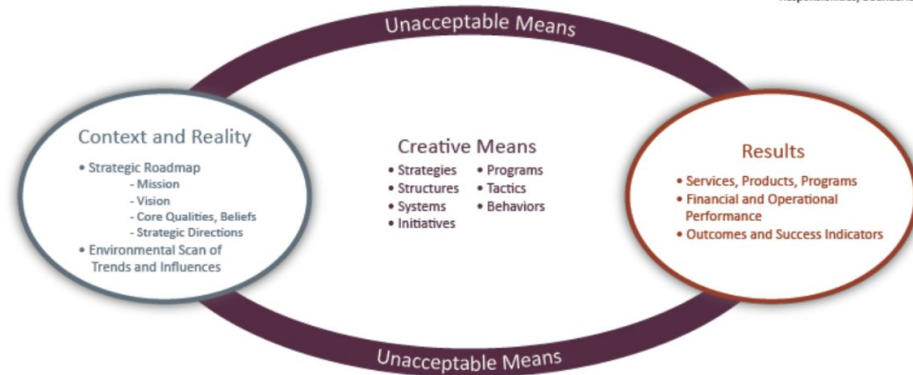


## Guiding Change

Part of the FrameWorks Series

Used For:

- Governance and Operational Leadership
- Establishing Boundaries for Creative Work
  - Clarity of Roles, Responsibilities, Boundaries



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# Process Update- Decision Making:



## Decision Making

Part of the FrameWorks Series

Used For:

- Choice Making
- Managing Participant's Time and Roles
- Clarification of Authority



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# Design Team:

Administration = Design Team

Meetings with Teamworks - Ray

Developed Priorities for  
Operating Levy

98% done

Creating Input Team - Now

Design Team will edit priorities  
based on Input Team ideas -  
March/April

## Budget Priorities Developed for Review:

Concept Title	Details	Cost/Financials
PK-12 Experience	Build core programming for students PK-10th grade. Enhance the academic and relevant experience for students in grades 11 and 12. Continue to build instructional practices dedicated to RRR and toward our Success Metrics.	HS Career/Work Coordinator: 1.0FTE  Funding to keep T/L intact: 5.0FTE  WP push-in teaching model: 3.0FTE  Continue with current class size models for students K-12 - 110 FTE

# Budget Priorities Developed for Review:

Concept Title	Details	Cost/Financials
Staff and Student Expectations Tied to Success Metrics	Both student and staff wellness is crucial to building a climate and culture for rigorous instruction and learning. Success metrics requires our students to be well both physically and emotionally. In addition, self regulation is required when grappling with academically challenging curriculum. This will support our MTSS structures in the areas of SEL and Climate/Culture	<p>Funding to keep T/L intact: 5.0FTE</p> <p>Funding to keep Coordinators (Wellness, Nurse, and Engagement) - 3.0FTE</p> <p>Additional Funding to staff each of the following buildings with a social worker (WP, SAMS, SAVHS): 3.0FTE</p> <p>Funding to operate a Community Wellness Center (Physical Coordinator and Full Service Community School Coordinator): 2.0 FTE</p> <p>District Human Resources officer: 1.0FTE</p>

## Budget Priorities Developed for Review:

Concept Title	Details	Cost/Financials
Technology and Curriculum Systems	To support 21st century academic and social skills, our students need access to the most relevant curriculum and technology. One-to-One was able to happen in ISD282 with seed funding provided by the Federal Government during COVID. We need to continue to support the technological infrastructure required to support one-to-one along with replacements for devices. Furthermore, students need access to curriculum that is relevant and culturally appropriate. And financially, teachers need support to develop a scope and sequence for curriculum tied to success metrics.	Funding to keep T/L intact: 5.0FTE  Continue with current class size models for students K-12 - 110 FTE  Technology/Curriculum Levy needs have increased by 400K a year. Materials and labor.

## Budget Priorities Developed for Review:

Concept Title	Details	Cost/Financials
Special Education and Multilingual Learners	<p>Build programs within ISD282 to ensure our students can stay present and engaged in our district. Especially for students who receive Special Education services.</p> <p>Furthermore, continue to provide the appropriate support for our EL students and staff to ensure instruction is accessible for all learners.</p>	<p>Funding to keep T/L intact: 5.0FTE</p> <p>Facilities - additional space at SAMS/SAVHS to support SPED programming</p> <p>Staffing to support student needs in SPED 5.0 FTE</p> <p>Continue with current EL staffing: 5.0FTE</p>

## Budget Priorities Developed for Review:

Concept Title	Details	Cost/Financials
Administrative Support at each Building	Post-COVID the needs of our students has increased. The daily requirements for our building administration has been dedicated to student mangagement vs. instructional leadership. By staffing each building with both a Principal and Assistant Principal lessens the load on only having one licensed administrator.	Fund Assistant Principals at each Building: 3.0FTE

Concept Title	Details	Cost/Financials
Reimagine Transportation Programming	Current labor shortages has created inconsistent and unreliable transportation. Our transportation contract is below current market value. We should expect at least a 30% increase in transportation costs in the next few years. We need the funding to support this increase without having to take from instructional purposes.	Additional funds to manage increases in transportation costs - 30% increase.



Input Team:  
At least two  
meetings in  
March/April

Input Team - Staff	Early Childhood	WP	SAMS	HS	Other
Teachers					
Para/Clerical					
Operations: transportation, food services, custodial					
Students (6-12)					
Parents					
Community					
Community Services					
Dean/AP					
Wellness/Engagement					
Teaching and Learning					
SPED/EL					
District Office					

# Questions?

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