

Tuesday, June 6, 2023

**City Council Chambers**  
3303 33<sup>rd</sup> Ave NE  
St. Anthony, MN 55418

**6:30 pm Listening Session and 7:00 pm Regular Meeting**

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REGULAR MEETING

Please [click here](#) to access the Listening Session  
The Regular Meeting is a [live broadcast](#) on NineNorth

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**Call to Order**

Board Chair Ben Phillip

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**Approval of Agenda**

Board Chair Ben Phillip

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**Staff Retirement Recognition**

Board Chair Ben Phillip

The recommended motion is to recognize Dan Wenkel's retirement from St. Anthony Middle School, as presented.

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**Student Recognition**

Board Chair Ben Phillip

The recommended motion is to recognize SAVHS students' excellence in academics and the arts, as presented.

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**Communication Break**

Board Chair Ben Phillip

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**Superintendent Report**

Superintendent Dr. Renee Corneille

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

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**Approval of Minutes**

Board Chair Ben Phillip

The recommended motion is to approve the minutes from the May 16 and May 23 work sessions per BoardBook, as presented.

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## Approval of Consent Agenda

Board Chair Ben Phillip

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### Action:

#### **2023-2024 Budget**

Superintendent Dr. Renee Corneille

Minnesota Statute 123B.77 Subd 4 requires school boards to approve and adopt their revenue and expenditure for the next school year prior to July 1. After numerous reviews of the budget, this is the final review for approval.

The recommended motion is to approve the 2023-2024 budget, as presented.

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### Action:

#### **LTFM - St. Anthony New Brighton School District**

Superintendent Dr. Renee Corneille

School districts are required to annually update their LTFM ten-year plan and submit the board-approved plan to the commissioner for approval. ISD282's LTFM was discussed in detail at the May 2nd regular meeting.

The recommended motion is to approve the LTFM Capital Expenditure plan for fiscal years 2023-2033, as presented.

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### Action:

#### **LTFM - NE Metro 916**

Superintendent Dr. Renee Corneille

The school board of NE Metro 916 has approved a LTFM budget for its facilities for the 2024-2025 school year (Pay 2024 Levy) in the amount of \$431,950.00, of which ISD282's proportionate share is \$7,950.00 for pay as you go projects.

The recommended motion is to approve Northeast Metro 916 Intermediate School District's LTFM (long term facility maintenance) program budget and authorize the inclusion of a proportionate share of those projects in the district's application for fiscal year 2025 long-term facility maintenance revenue, as presented.

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### Action:

#### **Committed Fund Balance Transfer**

Superintendent Dr. Renee Corneille

The recommended motion is to transfer \$33,264 from the committed fund balance for technology and curriculum to the committed fund balance for the cost of designing and installing an Audio Video system in the media center at St. Anthony Village High School for the 2022-2023 fiscal year, as presented.

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### Action:

#### **Operating Levy Resolution and Capital Projects Levy Resolution**

Superintendent Dr. Renee Corneille

The recommended motion is to approve the resolution relating to increasing the General Revenue of the School District, Renewing the expiring Capital Project Levy Authorization of the School District and calling a Special Election, as presented.

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**Action:**

**Memorandum of Agreement - SAVEA Master Contract  
E-Learning and Asynchronous Calendar days**

Superintendent Dr. Renee Corneille

District Administrators meet throughout the school year with Union Leadership to create an agreed upon E-Learning plan. Members of the SAVEA (teachers' union) have voted yes on the following MOA for approval. The district administration recommends that the school board also votes for approval of the following E-Learning MOA as presented.

In addition, in February, the school board approved the 2023-2024 school year calendar. In this calendar, two asynchronous days were included. To ensure clarity, the union and district administrators created the following MOA. Members of the SAVEA (teachers' union) have voted yes on the following MOA for approval. The district administration recommends that the school board votes for approval of the following Asynchronous MOA as presented.

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**Action:**

**Policies**

Director Mageen Caines

This is the final reading of policies 417; 419; 420; 501; 516.5; 530 and 722. The policies have been reviewed by MSBA and our policy committee.

The recommended motion is to approve the aforementioned policies, as presented.

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**Board Member Reports**

Board Chair Ben Phillip

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**Adjourn**

Board Chair Ben Phillip

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**Closed Session:**

**Superintendent Evaluation**

Next Meeting(s):

Tuesday, June 13, 2023 – Work Session- SAVHS Media Center

**June 6, 2023**  
**Student Recognition**

**Academic Excellence:**  
**Presented by SAVHS Principal - Norm Bell**

**Summa Cum Laude:**

Alana McGrath  
Audrey MacPherson  
Katharine Frigstad  
Benjamin Rosha  
Laney Cardona  
Eileen Cardona  
Elise Springman  
Sullivan Gould  
Just Klein

**Art Excellence:**  
**Presented by SAVHS Teachers - Sarah Hample and Andrea Mason**

Ira Mak  
Neve Mantras  
Hannah Gallati  
Elijah Connoly  
Simon Nickel- Felton  
Ashtyn Rae  
Thomas Klaesges  
Jenna Dierk  
Samantha Solboe  
Dorothy Sweere  
Audrey MacPherson  
Theresa Truong  
Mackenzie Nicholas  
Josie Johnson  
Mina Serverson  
Oliver Lavin  
Tenzin Dasei

**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, June 6, 2023**



**SAVHS hosted the Section 4AA Track and Field meet  
Wednesday, May 31 and Friday, June 2**

This is the second year SAVHS has hosted this event in our refurbished stadium complex. Section 4AA includes teams from Fridley, Columbia Heights, Hill Murray, Tonino-Grace, Mahtomedi, Breck, DeLaSalle, MPLS Edison, MPLS Patrick Henry, St. Paul Como Park, St. Paul Johnson, and St. Paul Washington. Qualifying individuals advance from the Section 4AA Track and Field meet to the state meet at St. Michael - Albertville next week. A big thank you to our coaching staff, school staff, and parents for the extra time and effort to make this very large event a success!



### **Principal Maria Roberts featured in the Star Tribune**

Principal Maria Roberts believes literacy is key to academic success. She wants each of her students to achieve reading proficiency at Wilshire Park Elementary. This article is timely because of the Read Act which changes how students will learn to read and will soon be signed into law.

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

**Work Session –Tuesday, May 16, 2023**

**MINUTES**

**Members Present:** Board Chair Ben Phillip; Vice Chair Laura Oksnevad;  
Clerk Mageen Caines; Treasurer Mike Overman; Director Cassandra Palmer and Director Leah  
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**Staff Present:** Superintendent Dr. Renee Corneille; Director of Community Services and  
Communications Wendy Webster, Communication Specialist Liz Anderson and Controller Phan  
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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 Laura Oksnevad to approve the  
May 16, 2023 Work Session agenda per BoardBook, as presented. The motion carries 6-0.**

**APPROVAL OF MINUTES**

**A motion was made by Laura Oksnevad and seconded by Mageen Caines to approve the  
minutes from the May 2, 2023 Regular Meeting and the minutes from the May 11, 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 Cassandra Palmer to approve  
the May 16, 2023 Consent Agenda, as presented. The motion carries 6-0.**

**SUPERINTENDENT REPORT**

Each school board meeting, the superintendent will take time to reflect on the school district's  
achievements, events and stories of students and staff. This report provided a summary of the  
staff development day; honored Linda Amundsen's 30 years of service to SANB; congratulated  
SAVHS art, speech and chamber choir students as well as SAVHS senior Naomi Teshome.

**DISCUSSION**

**1. Levy Survey - The Morris Leatherman Company**

The Morris Leatherman Company conducted a telephone random sample survey for the school  
board. This random survey reached 625 households between April 11 - April 25th. The survey  
results were shared with the school board by Peter Leatherman, the Chief Executive Officer.



The board will use the results of the survey to help determine levy opportunities for the school district.

## **2. Levy Financials**

Matt Rantapaa, from Baird, shared the district's historical financial information. This was presented by sharing student enrollment history, general fund history, school portion of property taxes and local tax base information, voter approved operating levy information, and finally, voter approved capital projects levy information. This data will guide the board's decision regarding a potential levy ballot in November 2023.

## **3. Communiaton Update - Operational Plan**

The SANB is committed to providing strong communication and building long-lasting relationships with students, staff and the community. This presentation outlined the communication strategies used in the 2022-2023 school year and reviewed the goals for the 2023-2024 school year.

## **4. Village Fest / National Night to Unite**

Village Fest 2023 is August 4 - 6. The School Board will march in the parade scheduled for Friday, August 4, at 7:00 pm. National Night to Unite is scheduled for August 1, 2023.

## **5. School Board Evaluation**

Effective school boards engage in a continuing process of self-assessment and use the results to identify opportunities for improvement. Using the MSBA five standards of school board leadership (conduct & ethics, vision, structure, accountability, advocacy & communication), an evaluation tool was developed for the St. Anthony-New Brighton school board to identify effectiveness and opportunities for improvement. The tool was disseminated to board members and the results will be discussed at an upcoming board meeting.

## **6. Superintendent Evaluation**

The hiring and evaluation of a superintendent is one of a school board's most important responsibilities. The process and timeline for our annual superintendent evaluation includes a mid-year progress report in December and a year-end evaluation in June. The evaluation included the following performance areas: leadership; finance; curriculum and instruction management; community relations and engagement; personnel/organizational management; board relations; and student support. The tool was disseminated to board members and will be discussed at an upcoming board meeting.

## **7. Policy Review**

This is the second reading of Policy 417, 419, 420,501,516.5,530 and 722. Each policy was 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: 8th grade capstone; corresponding with legislators; NE Metro 916; policy committee; baseball; MSBA; AMSD; SANBE Foundation; Wilshire Park track and field; School Board professional development; community conversations; Silverwood art reception; coin sale; Peter Pan production; lacrosse; and community conversations.

### **Adjourn**

The Work Session of May 16, 2023 was adjourned at 10:18 p.m.  
Signed: Mageen Caines - School Board Clerk Attest: Kim Lannier

St. Anthony – New Brighton School District  
Independent School District 282  
3303 33<sup>rd</sup> Ave NE  
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### **Work Session –Tuesday, May 23, 2023**

#### **MINUTES**

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

The Work Session was called to order at 6:30 p.m. by School Board Chair Ben Phillip

#### **DISCUSSION**

##### **1. Levy Discussion**

For the past seven months, the district has engaged in a process to develop the budget priorities for ISD282. First, the School Board passed a Guiding Change Framework, then the Design Team created concepts and options to present to stakeholders that made up the Input Team. Furthermore, the School Board hired The Morris Leatherman Company to conduct a random sampling survey of the community to gain additional community input on the district's budget priorities. All of this information was presented in a logic model with the aim of executing the District's Success Metrics. The School Board reviewed and discussed the details presented.

### **Adjourn**

The Work Session of May 23, 2023 was adjourned at 9:14 p.m.  
Signed: Mageen Caines - School Board Clerk Attest: Kim Lannier

**SCHOOL BOARD CONSENT AGENDA**  
**June 6, 2023**

PRESENTER(S): School Board Chair

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

**1. Personnel**

a. Resignation(s)

Last Name	First Name	Position	School	Date Effective
Knuzaai	Hiba	Playground/Lunchroom	Wilshire Park	May 24, 2023
Remer	Aurora	Grade 4	Wilshire Park	June 12, 2023
Seddigh	Fatemeh	SpEd Paraprofessional	Wilshire Park	June 9, 2023
Zamani	Ahmad	SpEd Paraprofessional	SAVHS	June 9, 2023
Carlson	Caitlin	Counselor	Wilshire Park	June 12, 2023
Nelson	Joe	JV Girls Basketball Coach	SAVHS	May 11, 2023

**2. Payment of Bills Checks Paid – June 6, 2023**

General Fund	\$139,130.37
Food Service Fund	\$28,343.48
Transportation Fund	\$21,558.41
Community Service Fund	\$1,293.82
Capital Expenditure Fund	\$75,181.50
Trust Fund	\$1,377.93
Student Activities	\$18,198.41

**TOTAL:** **\$ 285,083.92**

**DISPOSITION BY BOARD OF EDUCATION**

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

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

**St. Anthony - New Brighton ISD 282 FY2023-24 PROPOSED BUDGET**  
**1,805 ADM**

	Nonspendable A	Assigned B	Committed C	Restricted D	Unassigned E	General Fund Total F (A+B+C+D+E)	Reserved Capital G	Transportation H
Estimated Revenues	-	1,580,671	-	1,583,563	19,689,316	22,853,550	2,445,793	1,479,427
Estimated Expenditures	-	1,879,171	-	1,656,337	19,689,316	23,224,824	2,954,358	1,457,049
Estimated Fund Balance 7/1/23	45,000	2,174,786	697,868	544,217	2,566,877	6,028,748	2,466,371	493,678
Estimated Fund Balance 6/30/23	45,000	1,876,286	697,868	471,442	2,566,877	5,657,474	1,957,806	516,057
Projected Surplus (Deficit)	-	(298,500)	-	(72,775)	-	(371,274)	(508,565)	22,379

**EXPLANATION OF COLUMNS**

**Nonspendable** = Amounts that cannot be spent due to form such as inventories and prepaid amounts.

**Assigned** = Money received that has a designation of how it is spent. Severance, vacation, sick, and OPEB, federal, integration

**Committed** = Amounts constrained for a specific purpose by the district using the highest level of decision making authority. Capital and technology and curriculum

**Restricted** = Available resources deidcated by statute for specific purposes. Staff Development, Gifted & Talented, Career & Tech, etc.

**Unassigned** = Money that has no specific designation on how it is spent.

**Reserved Capital** = Includes operating capital, LTFM, and capital projects levy. Referred to as Fund 05.

**Transportation** = Busing to bring children to and from school. Does not include most activities/athletic/field trip transportation. Referred to as Fund 03

**Total General State Reporting Unappropriated** = Column used to identify where we would be for SOD purposes

**Food Service** = All financial activities of our food service program. Fund 02

**Community Services** = All function related to our community services program. Fund 04

**Debt Service** = Records outstanding indebtedness. Fund 07

**Trust** = District acts as trustee, in our case used for scholarships. Fund 08

**Agency** = Formal agency agreements with other gov't units, employees, students. Examples are SANBE and Patriots. Fund 09

**Internal Service** = Self insurance program. Fund 20

**St. Anthony - New Brighton ISD 282 FY2023-24 PROPOSED BUDGET**  
**1,805 ADM**

	Food Service I	Community Services J	Debt Service K	Trust Fund L	Agency Fund M	Internal Service N	OPEB Trust O	ALL FUNDS TOTAL
Estimated Revenues	1,141,417	1,660,834	2,226,691	30,050	36,000	155,600	10,000	32,039,363
Estimated Expenditures	1,129,124	1,628,968	1,967,947	30,000	34,550	155,000	77,650	32,659,470
Estimated Fund Balance 7/1/23	85,000	688,726	3,685,920	33,538	1,450	228,088	1,187,563	14,899,082
Estimated Fund Balance 6/30/23	97,294	720,592	3,944,664	33,588	2,900	228,688	1,119,913	14,278,975
Projected Surplus (Deficit)	12,294	31,866	258,744	50	1,450	600	(67,650)	(620,107)

**EXPLANATION OF COLUMNS**

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**St. Anthony-New Brighton ISD 282 FY 2023-24 Proposed Budget Fund Balance Detail**

**General Fund (01)**

<b>Fund Balance</b>	<b>Fund Balance Description</b>	<b>Estimated Beginning Fund Balance</b>	<b>Proposed Revenue</b>	<b>Proposed Expenditure</b>	<b>Estimated Ending Fund Balance</b>
Assigned	Severance, Vacation & Sick	\$ 590,377			\$ 590,377
Assigned	COVID-19 Response	200,000		200,000	-
Assigned	SPED and Federal Programs	650,000		-	650,000
Assigned	Federal Special Ed Grant	-	400,000	400,000	-
Assigned	ECSE Federal grant	-	15,500	15,500	-
Assigned	Title I	-	113,000	113,000	-
Assigned	Title II	-	21,500	21,500	-
Assigned	Title III/IV	-	28,600	28,600	-
Assigned	ESSER	-	450,000	450,000	-
Assigned	Equity and Instruction	232,550		-	232,550
Assigned	WMEP for Integration	83,709		50,000	33,709
Assigned	ADSIS	200,000	251,458	251,458	200,000
Assigned	Achievement & Integration	44,016	295,613	345,613	(5,984)
Assigned	Device Insurance	6,532	5,000	3,500	8,032
Assigned	District Technology	57,602			57,602
Assigned	Legal	110,000			110,000
<b>Assigned Fund Balance Subtotal</b>		<b>\$2,174,786</b>	<b>\$ 1,580,671</b>	<b>\$ 1,879,171</b>	<b>\$ 1,876,286</b>
Board Committed	Capital	581,046	-	-	581,046
Board Committed	Technology and Curriculum	116,822	-	-	116,822
<b>Board Committed Fund Balance Subtotal</b>		<b>\$ 697,868</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 697,868</b>
Restricted	Career and Tech	\$ -	47,945	\$ 47,945	\$ -
Restricted	Compensatory/EL/Basic Skills	-	742,050	\$ 742,050	-
Restricted	Gifted & Talented	-	25,977	\$ 25,977	-
Restricted	Learning & Development	-	358,085	\$ 358,085	-
Restricted	Staff Development	214,801	285,244	\$ 285,244	214,801
Restricted	Safe Schools	121,190	99,262	\$ 178,073	42,379
Restricted	SPED Medical Assistance	166,816	25,000	\$ 18,964	172,852
Restricted	Athletic Trainer	41,410			41,410
<b>Restricted Fund Balance Subtotal</b>		<b>\$ 544,217</b>	<b>\$ 1,583,563</b>	<b>\$ 1,656,337</b>	<b>\$ 471,442</b>

**General Fund (01)**

Unassigned	Gen Ed	\$ 2,566,877	\$ 16,957,269	\$ 14,821,136	\$ 4,703,010
Unassigned	State Aid Special Education		1,827,413	3,585,793	(1,758,380)
Unassigned	Q comp		471,832	471,832	-
Unassigned	Student Fees Athletics/Activities		195,000	810,556	(615,556)
Unassigned	Draw from OPEB Trust		77,650		77,650
Unassigned	Other Misc Revenue		160,152		160,152
<b>Unassigned Fund Balance Subtotal</b>		<b>\$2,566,877</b>	<b>\$ 19,689,316</b>	<b>\$ 19,689,316</b>	<b>\$ 2,566,877</b>
<b>General Fund (01) Total Fund Balances</b>		<b>\$5,983,748</b>	<b>\$ 22,853,550</b>	<b>\$ 23,224,824</b>	<b>\$ 5,612,474</b>

**Transportation Fund (3)**

<b>Fund Balance</b>	<b>Fund Balance Description</b>	<b>Estimated Beginning Fund Balance</b>	<b>Proposed Revenue</b>	<b>Proposed Expenditure</b>	<b>Estimated Ending Fund Balance</b>
Transportation	Regular Transportation	\$ 493,678	664,618	\$ 677,888	\$ 480,409
Transportation	Special Transportation	-	780,000	\$ 779,161	839
Transportation	NonPublic Transportation	-	14,809		14,809
Transportation	Out of District Transportation	-	20,000.00		20,000
<b>Transportation Fund Balance Subtotal</b>		<b>\$ 493,678</b>	<b>\$ 1,479,427</b>	<b>\$ 1,457,049</b>	<b>\$ 516,057</b>

**Capital Fund (5)**

<b>Fund Balance</b>	<b>Fund Balance Description</b>	<b>Estimated Beginning Fund Balance</b>	<b>Proposed Revenue</b>	<b>Proposed Expenditure</b>	<b>Estimated Ending Fund Balance</b>
Reserved Capital	Capital Projects Levy	\$ 1,138,785	893,268	1,132,823	\$ 899,230
Reserved Capital	Operating Capital	1,107,853	782,385	1,011,535	878,703
Reserved Capital	Long Term Facilities Maintenance	219,733	770,140	810,000	179,873
<b>Capital Fund Balance Subtotal</b>		<b>\$2,466,371</b>	<b>\$ 2,445,793</b>	<b>\$ 2,954,358</b>	<b>\$ 1,957,806</b>

## Fiscal Year 2023-24 Budget Assumptions

June 6, 2023

### Revenues:

- **Student Enrollment:** The district enrollment is projected at 1,845 Average daily membership (1,998.20 Adjusted Pupil Unit). This enrollment projection for the 2023-24 budget is 60 ADM less than the board approved enrollment target of 1,905 ADM.

Grade Level	Oct 1, 2022 Enrollment	2023-24 Enrollment Target	2023-24 Enrollment Budget
ECSE	16		14
K-5	679	705	679
6-8	435	450	422
9-12	707	750	710
Total	1,837	1,905	1,845

- **State Funding:** The basic general education formula is projected to increase by 4% from \$6,863 to \$7,137.52 per adjusted pupil unit. Pupil units are calculated using a weighting factor of 1.0 for kindergarten to grade 6 and 1.2 for grades 7-12.
- **Special Education Cross Subsidy:** The district cross subsidy aid for Special Education is budgeted to increase to 44%.
- **Operating Referendum Levy:** The operating referendum levy will remain at \$1,229.86 per adjusted pupil unit.
- **Professional Development:** The district will continue to set aside 2% of the basic general education state revenue for staff development. This amounts to approximately \$285k for 2023-24.
- **Q-Comp Program:** Participation in the Q-Comp program will generate approximately \$472k of Q-comp revenue.
- **Achievement and Integration Program:** The district has submitted an A & I plan and \$296k budget to MDE for approval to continue participation in the A & I Program.
- **ADSIS:** The district is approved for the ADSIS Program and approximately \$250k of the expenditure will be reimbursed by the state.



- **General Fund:** Total general fund revenue is estimated to be \$22,853,550.

General Fund Revenue by Source						
Revenue Source	2024 Proposed Budget	% of Total	2023 Adopted Budget	% of Total	% Change	
State Aid	\$ 17,357,630	76.0%	\$ 15,329,841	75.8%	13%	
Levy	\$ 4,004,518	17.5%	3,665,080	18.1%	9%	
Federal Grant	\$ 1,028,600	4.5%	877,705	4.3%	17%	
Local Sources	462,802	2.0%	351,800	1.7%	32%	
<b>Total Revenue</b>	<b>\$ 22,853,550</b>	<b>100.0%</b>	<b>\$ 20,224,426</b>	<b>100.0%</b>	<b>13%</b>	

- **Other Operating Funds:**
  - Transportation - \$1,479,427
  - Capital - \$2,445,793
  - Food Service - \$1,141,417

**Expenditures:**

- **Staffing:** Due to the increase in enrollment at the high school and special education program, staffing will be increased by the following:
  - ECSE Teacher 0.8 FTE
  - SAVHS Teacher 2.0 FTE
  - Speech/Occupational Therapist 1.5 FTE
  - Psychologist - 0.2 FTE
  - Special Ed Teacher 1.6 FTE
  - ADSIS Behavior Specialist 2.0 FTE
  - ADSIS Intervention Teacher 1.0 FTE
- **Insurance:** The district’s portion of health insurance premiums is expected to increase by 4.5% in 2023-24. The district property, professional liability and workers compensation insurance is estimated to increase by about 4%.
- **Salary:** Employee salaries will be budgeted to reflect the bargaining unit contracts that are settled. Salaries for open contracts will be budgeted based on the parameters set by the School Board.
- **Purchased services:** purchased services contracts will be budgeted based on negotiated contracts and any open contracts will be budgeted to increase by 4%.
- **Utilities:** Utilities such as gas/fuel, electricity and water will be increased by 8% in the budget.
- **Supplies:** Supplies will be budgeted to increase by 3%.

- **General Fund Expenditure:** The total estimated general fund expenditure is \$23,224,824.

General Fund Expenditures by Expense Type							
Expense Type		2024 Proposed Budget	% of Total		2023 Adopted Budget	% of Total	% Change
Salaries	\$	15,016,272	64.7%	\$	13,874,190	65.3%	8%
Employee Benefits	\$	5,588,277	24.1%		5,412,799	25.5%	3%
Purchased Services	\$	1,923,410	8.3%		1,288,599	6.1%	49%
Supplies and Materials	\$	605,769	2.6%		587,138	2.8%	3%
Capital Expenditures	\$	2,000	0.0%		1,534	0.0%	30%
Other Expenditures	\$	89,096	0.4%		86,562	0.4%	3%
<b>Total Expenditures</b>	<b>\$</b>	<b>23,224,824</b>	<b>100%</b>	<b>\$</b>	<b>21,250,822</b>	<b>100%</b>	<b>9%</b>

- **Technology/Curriculum:** Increase in expenditures by about \$240k to update and replace student devices, network, and infrastructure equipment.
- **Capital:** Increase the expenditure budget by \$230k to construct additional classrooms in the secondary building and additional technology support.
- **General Unassigned Fund Balance:** The general unassigned fund balance is estimated to be 9.3% and it is within the school board policy of maintaining an unassigned fund balance between 9 and 10 percent of the annual budget.

Long Term Facility Maintenance 10-year Plan												
Fiscal Year 2023 to 2033												
Description	Location	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
<b>Projected Revenue</b>		<b>757,720</b>	<b>770,140</b>	<b>770,000</b>	<b>766,080</b>	<b>760,000</b>	<b>755,820</b>	<b>753,540</b>	<b>753,540</b>	<b>753,540</b>	<b>753,540</b>	<b>753,540</b>
Abatement and scaffolding	Districtwide	358	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	5,000
Annual Safety inspections	Districtwide	347	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Boiler Backflow Preventor replacement device	Districtwide	380										
Capital projects consultants/Project managers	Districtwide	382	30,000	30,000	30,000	30,000	30,000	30,000	30,000	120,000	30,000	30,000
Chemical Safety Officer	Districtwide	349	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Electrical	Districtwide	370										
Fire Safety inspection and equipment maintenance	Districtwide	363	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Floors	Districtwide	379									175,000	
Health and Safety management	Districtwide	352	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Health and Safety supplies/ Equipment	Districtwide	347	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
MSDS Online	Districtwide	349	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Parking Lot	Districtwide	384					100,000					90,000
Auditorium ceiling	MS/HS	379		5,000								
Auditorium lighting	MS/HS	370		6,000								
Auditorium PA	MS/HS	369		65,000								
Auditorium dressing room		379										95,000
Bleachers	MS/HS	369			60,000							
Boiler	MS/HS	369								100,000		
C1 Field Netting	MS/HS	369		45,000								
Central Park Paths	MS/HS	384						60,000				
Chemical pumps	MS/HS	380				5,000		10,000				
Concrete work	MS/HS	384	23,000									
lower lot curb		384										50,000
Digital signs and scoreboards	MS/HS	369										
Doors	MS/HS	369			65,000							
Electrical	MS/HS	370							200,000			
Electronic gate	MS/HS	370				15,000		40,000				
Fencing	MS/HS	384										
Floors	MS/HS	379			26,000	130,000						
Floors	MS/HS	379						40,000	100,000			
Lockers	MS/HS	369							120,000			
Plumbing	MS/HS	381	10,000	5,000	20,000	5,000	10,000	10,000	10,000	10,000	10,000	10,000
Plumbing	MS/HS	381						250,000				
Pool leak	MS/HS	381	30,000	40,000								
Pool filter room floor	MS/HS	381				30,000		60,000		120,000		
Restrooms	MS/HS	381			250,000	250,000						
Retaining walls	MS/HS	384				60,000						
Roofs	MS/HS	383	223,500	521,500			240,000	80,000				
Roofs	MS/HS	383								200,000	450,000	
Rooftop 10	MS/HS	383			75,000							
Scoreboards	MS/HS	369	92,000									
Sign replacements	MS/HS	370									50,000	
sidewalk/railing		384										95,000
Stadium Backside	MS/HS	369	90,000									
Stadium Bleachers/Press box	MS/HS	369										
Stage Floors	MS/HS	379		10,000								
Walls	MS/HS	379						100,000	100,000			


Long Term Facility Maintenance 10-year Plan													
Fiscal Year 2023 to 2033													
Description	Location	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	
Water heaters	MS/HS	380				35,000		50,000					
Windows/Panels	MS/HS	368	375,000	125,000									
Wood replacement benches	MS/HS	369			25,000								
Boiler	Wilshire	369								250,000			
Doors	Wilshire	369				160,000							
Floors	Wilshire	379				65,000							
Playground wood chips/fence	Wilshire	347	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	90,000	
Roofs	Wilshire	383				135,000	315,000						
Rooftop 9	Wilshire	383			75,000								
Rooftop 10	Wilshire	383			75,000								
Rooftop 11	Wilshire	383			75,000								
Turf	MS/HS	384										100,000	
Track	MS/HS	384										115,000	
Windows/Panels	Wilshire	368				100,000							
<b>Total LTFM Projected Expenses</b>			<b>952,000</b>	<b>810,000</b>	<b>599,500</b>	<b>799,500</b>	<b>793,500</b>	<b>773,500</b>	<b>808,500</b>	<b>728,500</b>	<b>788,500</b>	<b>793,500</b>	<b>753,000</b>
<b>Net LTFM</b>			<b>(194,280)</b>	<b>(39,860)</b>	<b>170,500</b>	<b>(33,420)</b>	<b>(33,500)</b>	<b>(17,680)</b>	<b>(54,960)</b>	<b>25,040</b>	<b>(34,960)</b>	<b>(39,960)</b>	<b>540</b>
Beginning LTFM Fund Balance			280,513	86,233	46,373	216,873	183,453	149,953	132,273	77,313	102,353	67,393	27,433
Projected Revenue			757,720	770,140	770,000	766,080	760,000	755,820	753,540	753,540	753,540	753,540	753,540
Projected Expenses			952,000	810,000	599,500	799,500	793,500	773,500	808,500	728,500	788,500	793,500	753,000
<b>Projected Ending Fund Balance</b>			<b>86,233</b>	<b>46,373</b>	<b>216,873</b>	<b>183,453</b>	<b>149,953</b>	<b>132,273</b>	<b>77,313</b>	<b>102,353</b>	<b>67,393</b>	<b>27,433</b>	<b>27,973</b>

 DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	<h3 style="margin:0;">Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06</h3>
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**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells

District Info.	Enter Information	District Info.	Enter Information
District Name:	St Anthony-New Brighton	Date:	5/31/23
District Number:	0282-01	Email:	ptu@isd282.org
District Contact Name:	Phan Tu		
Contact Phone #	612-706-1007		

Expenditure Categories		Fiscal Year (FY) Ending June 30							
		2023 (base year)	2024	2025	2026	2027	2028	2029	2030
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>									
<b>Finance Code</b>	<b>Category (1)</b>								
347	Physical Hazards	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
349	Other Hazardous Materials	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
352	Environmental Health and Safety Management	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
358	Asbestos Removal and Encapsulation	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
363	Fire Safety	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$78,500</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$78,500</b>	<b>\$78,500</b>
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>									
<b>Finance Code</b>	<b>Category (2)</b>								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>									
<b>Finance Code</b>	<b>Category (3)</b>								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accessibility</b>									
<b>Finance Code</b>	<b>Category (4)</b>								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Deferred Capital Expenditures and Maintenance Projects</b>									
<b>Finance Code</b>	<b>Category (5)</b>								
368	Building Envelope	\$375,000	\$125,000	\$0	\$0	\$100,000	\$0	\$0	\$0
369	Building Hardware and Equipment	\$182,000	\$0	\$135,000	\$125,000	\$160,000	\$0	\$0	\$120,000
370	Electrical	\$0	\$0	\$6,000	\$0	\$15,000	\$0	\$40,000	\$200,000
379	Interior Surfaces	\$0	\$10,000	\$5,000	\$26,000	\$195,000	\$0	\$140,000	\$200,000
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$40,000	\$0	\$60,000	\$0
381	Plumbing	\$40,000	\$45,000	\$270,000	\$255,000	\$40,000	\$10,000	\$320,000	\$10,000
382	Professional Services and Salary	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
383	Roof Systems	\$223,500	\$521,500	\$75,000	\$225,000	\$135,000	\$555,000	\$80,000	\$0
384	Site Projects	\$23,000	\$0	\$0	\$60,000	\$0	\$100,000	\$60,000	\$0
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$873,500</b>	<b>\$731,500</b>	<b>\$521,000</b>	<b>\$721,000</b>	<b>\$715,000</b>	<b>\$695,000</b>	<b>\$730,000</b>	<b>\$650,000</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$952,000</b>	<b>\$810,000</b>	<b>\$599,500</b>	<b>\$799,500</b>	<b>\$793,500</b>	<b>\$773,500</b>	<b>\$808,500</b>	<b>\$728,500</b>


		<b>Division of School Finance</b> 400 NE Stinson Blvd Minneapolis, MN 55413		<b>Projects Only</b>		ED - 02478-08	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnes provided.							
<b>District Info.</b>		<b>Enter Information</b>					
District Name:		St Anthony-New Brighton					
District Number:		0282-01					
District Contact Name:		Phan Tu					
Contact Phone #		612-706-1007					
<b>Expenditure Categories</b>							
		2031		2032		2033	
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>							
<b>Finance Code</b>		<b>Category (1)</b>					
347		Physical Hazards					
349		Other Hazardous Materials					
352		Environmental Health and Safety Management					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects</b>					
		\$78,500		\$78,500		\$168,000	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>							
<b>Finance Code</b>		<b>Category (2)</b>					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects \$100,000 or More</b>					
		\$0		\$0		\$0	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>							
<b>Finance Code</b>		<b>Category (3)</b>					
355		Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.					
		<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>					
		\$0		\$0		\$0	
<b>Accessibility</b>							
<b>Finance Code</b>		<b>Category (4)</b>					
367		Accessibility					
		<b>Total Accessibility Projects</b>					
		\$0		\$0		\$0	
<b>Deferred Capital Expenditures and Maintenance Projects</b>							
<b>Finance Code</b>		<b>Category (5)</b>					
368		Building Envelope					
369		Building Hardware and Equipment					
370		Electrical					
379		Interior Surfaces					
380		Mechanical Systems					
381		Plumbing					
382		Professional Services and Salary					
383		Roof Systems					
384		Site Projects					
		<b>Total Deferred Capital Expense and Maintenance</b>					
		\$710,000		\$715,000		\$585,000	
		<b>\$788,500</b>		<b>\$793,500</b>		<b>\$753,000</b>	

**Resolution approving Northeast Metro 916 Intermediate School District's long-term facility maintenance program budget**

BE IT RESOLVED by the School Board of School District No. 282, State of Minnesota, as follows:

1. The school board of Northeast Metro 916 Intermediate School District has approved a long-term facility maintenance program budget for its facilities for the 2024-2025 school year (Pay 2024 Levy) in the amount of \$431,950.00 of which School District No. 282's proportionate share is \$7,950.00 for pay as you go projects. The various components of this program budget are attached hereto and are incorporated herein by reference. Said budget is hereby approved.
2. Minnesota Statutes, Section 123B.53, subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by utilizing a blended rate where 25% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and 75% of the rate is determined by multiplying the total cost of the intermediate school district long-term facility maintenance times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2025 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.



 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-08	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
District Info.		Enter Information			District Info.		Enter Information						
District Name:		Northeast Metro 916 Intermediate School District			Date:								
District Number:		916			Email:		mkumlien@916schools.org						
District Contact Name:		Mark Kumlien											
Contact Phone #:		651-415-5650											
Fiscal Year (FY) Ending June 30													
Expenditure Categories		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>													
Finance Code	Category (1)												
347	Physical Hazards	\$20,650	\$36,650	\$37,150	\$38,650	\$33,650	\$38,650	\$33,650	\$38,650	\$33,650	\$46,150	\$46,150	
349	Other Hazardous Materials	\$8,500	\$11,500	\$12,000	\$14,500	\$8,500	\$8,500	\$11,500	\$11,500	\$14,500	\$12,500	\$12,500	
352	Environmental Health and Safety Management	\$60,800	\$93,800	\$94,800	\$95,800	\$96,800	\$97,800	\$98,800	\$99,800	\$100,800	\$109,300	\$109,300	
358	Asbestos Removal and Encapsulation	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$2,500	\$2,500	
363	Fire Safety	\$20,250	\$26,900	\$28,400	\$24,100	\$28,600	\$22,000	\$24,400	\$26,600	\$22,000	\$31,300	\$29,600	
366	Indoor Air Quality	\$7,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	
<b>Total Health and Safety Capital Projects</b>		<b>\$117,700</b>	<b>\$181,350</b>	<b>\$186,850</b>	<b>\$185,550</b>	<b>\$180,050</b>	<b>\$181,450</b>	<b>\$180,850</b>	<b>\$189,050</b>	<b>\$185,450</b>	<b>\$214,250</b>	<b>\$212,550</b>	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>													
Finance Code	Category (2)												
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>													
Finance Code	Category (3)												
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Accessibility</b>													
Finance Code	Category (4)												
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
Finance Code	Category (5)												
368	Building Envelope	\$10,500	\$21,500	\$24,500	\$21,500	\$196,500	\$196,500	\$21,500	\$21,500	\$21,500	\$28,500	\$28,500	
369	Building Hardware and Equipment	\$0	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
379	Interior Surfaces	\$4,800	\$28,100	\$80,100	\$97,700	\$22,700	\$22,700	\$97,700	\$137,700	\$97,700	\$73,700	\$73,700	
380	Mechanical Systems	\$0	\$15,000	\$107,500	\$0	\$160,000	\$20,000	\$20,000	\$0	\$0	\$0	\$0	
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$12,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$614,000	\$14,000	\$14,000	\$17,000	\$17,000	
384	Site Projects	\$6,000	\$15,000	\$15,000	\$15,000	\$15,000	\$65,000	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$33,300</b>	<b>\$97,600</b>	<b>\$245,100</b>	<b>\$152,200</b>	<b>\$412,200</b>	<b>\$322,200</b>	<b>\$807,200</b>	<b>\$192,200</b>	<b>\$152,200</b>	<b>\$138,200</b>	<b>\$138,200</b>	
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$151,000</b>	<b>\$278,950</b>	<b>\$431,950</b>	<b>\$337,750</b>	<b>\$592,250</b>	<b>\$503,650</b>	<b>\$988,050</b>	<b>\$381,250</b>	<b>\$337,650</b>	<b>\$352,450</b>	<b>\$350,750</b>	
<b>Fund Balance Section</b>													
<b>Fund 01</b>													
Beginning Fund Balance 01-467-XX		\$96,963	\$260,999	\$415,651	\$321,451	\$575,951	\$487,351	\$971,751	\$364,951	\$321,351	\$336,151	\$334,451	
LTFM Fiscal Year Revenue - Levy		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue - AID if Applicable		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue Other		\$277,298	\$431,950	\$337,750	\$592,250	\$503,650	\$988,050	\$381,250	\$337,650	\$352,450	\$350,750	\$468,750	
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures		\$113,262	\$277,298	\$431,950	\$337,750	\$592,250	\$503,650	\$988,050	\$381,250	\$337,650	\$352,450	\$350,750	
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>		<b>\$260,999</b>	<b>\$415,651</b>	<b>\$321,451</b>	<b>\$575,951</b>	<b>\$487,351</b>	<b>\$971,751</b>	<b>\$364,951</b>	<b>\$321,351</b>	<b>\$336,151</b>	<b>\$334,451</b>	<b>\$452,451</b>	



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

**Intermediate/Cooperative Districts Long-Term Facilities Maintenance Revenue Allocation**

ED-02479-07

General Information and Instructions: Please read the Instructions for Completion on the Instructions tab before completing this report.

<b>District Name:</b> Northeast Metro 916 Intermediate School District	<b>Name of Person Completing this Report:</b> Mark Kumlien	<b>Title:</b> Director of Finance	
<b>Telephone Number:</b> 651-415-5650	<b>Email Address:</b> mkumlien@916schools.org		<b>Date Submitted:</b>

**Long-Term Facilities Maintenance (LTFM) Revenue amounts to be Allocated to member School Districts for Fiscal Year (FY) 2025**

1. Pay-as-you-go revenue portion				\$	431,950.00	
2. Bond debt service revenue portion				\$	-	
3. Total revenue amounts to allocate				\$	431,950.00	
District Number	Type	School District Name	Pay-as-you-go Allocation Percent	Allocated Pay-as-you-go (Number 1)	Bonded Debt Service Allocation Percent	Allocated Bonded Debt Service (Number 2)
0012	01	Centennial	6.38%	\$ 27,553.00		\$ -
0013	01	Columbia Heights	3.41%	\$ 14,716.00		\$ -
0014	01	Fridley	2.67%	\$ 11,514.00		\$ -
0016	01	Spring Lake Park	6.25%	\$ 26,985.00		\$ -
0282	01	St Anthony-New Brighton	1.84%	\$ 7,950.00		\$ -
0621	01	Mounds View	12.06%	\$ 52,110.00		\$ -
0622	01	North St Paul-Maplewood-Oakdale	11.19%	\$ 48,324.00		\$ -
0623	01	Roseville	8.07%	\$ 34,880.00		\$ -
0624	01	White Bear Lake	9.42%	\$ 40,675.00		\$ -
0831	01	Forest Lake	6.39%	\$ 27,590.00		\$ -
0832	01	Mahtomedi	3.33%	\$ 14,366.00		\$ -
0833	01	South Washington County	19.05%	\$ 82,268.00		\$ -
0834	01	Stillwater	9.96%	\$ 43,019.00		\$ -
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<b>Totals: The column totals must agree with Lines 1 and 2.</b>			100.000%	\$ 431,950.00	0.000%	\$ -

Notes - Allocation method agreed to by member districts:  
Blended rate: Net Taxing Capacity and ADM Utilization

**June 6, 2023**

**RESOLUTION: Committed Fund Balance Transfer**

Whereas the School Board of St. Anthony – New Brighton began the 2022 - 2023 fiscal year with \$581,046 in a committed fund balance for capital and \$166,822 in a committed fund balance for technology and curriculum and;

Whereas the School Board intends to use a portion of the committed fund balance targeted for technology and curriculum to cover the cost to design and install an Audio Video system including web conferencing capabilities in the Media Center at St Anthony Village High School and;

Whereas GASB Statement No. 54 requires School Board action to transfer committed fund balance within the committed fund;

Therefore be it resolved that the School Board of St. Anthony – New Brighton transfers \$33,264 from the committed fund balance for technology and curriculum to the committed fund balance for the cost to design and install an Audio Video system in the Media Center at St. Anthony Village High School for the 2022- 2023 fiscal year.

**RESOLUTION RELATING TO INCREASING THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT, RENEWING THE EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION OF THE SCHOOL DISTRICT AND CALLING A SPECIAL ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 282, State of Minnesota, as follows:

1. The School Board hereby determines and declares that it is necessary and expedient for the School District to increase its general education revenue by \$890 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term “per adjusted pupil unit” as “per pupil.” The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.11694% of the referendum market value of the School District for taxes payable in 2024, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years commencing with taxes payable in 2024 unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

2. The Board hereby determines and declares that it is also necessary and expedient for the School District to renew its existing capital project levy authorization which is scheduled to expire after taxes payable in 2024. The proposed authorization will be in the amount of 6.198% times the net tax capacity of the School District. The proposed capital project levy will raise approximately \$989,913 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded by the proposed capital project levy authorization during that time period is approximately \$9,899,130. The additional revenue from the proposed capital project levy authorization will provide funds for the acquisition and betterment of school sites and facilities, and the purchase, replacement and maintenance of curriculum and technology for school instruction. The program will be commenced prior to November 1, 2028, which date is not more than five (5) years from the date of the special election authorizing the approval of the capital project levy. The question on the approval of the capital project levy authorization shall be School District Question 2 on the School District ballot at the special election held to approve said authorization.

3. The administration is hereby authorized to consult with the Minnesota Department of Education, and to cause a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended. Any such actions taken prior to the adoption of this resolution are hereby ratified and approved in all respects. The actual holding of the special election on School District Question 2 specified above shall be contingent upon the receipt of a positive Review and Comment from the Commissioner of Education on the projects included in that ballot question.

4. The ballot questions specified above shall be submitted to the qualified voters of

the School District at a special election, which is hereby called and directed to be held on Tuesday, November 7, 2023. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05. The special election shall be conducted in conjunction with the City of St. Anthony Village municipal election.

5. Because the City of St. Anthony Village will be holding its municipal election on November 7, 2023, the polling places for School District voters residing in the precincts in that city shall be the polling places designated by the City of St. Anthony Village. The polling place designated for School District voters residing in the City of New Brighton shall be the Salem Covenant Church, 2655 5<sup>th</sup> Street NW, New Brighton, MN 55112. The voting hours at those polling places shall be 7:00 o'clock a.m. to 8:00 o'clock p.m.

6. The Clerk is hereby authorized and directed to cause written notice of said special election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, and the Commissioner of Education at least seventy-four (74) days before the date of said election. The notice shall specify the date of the election and the language for each ballot question to be voted on at the special election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

7. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.

8. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

9. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of the special election so posted and published shall state each question to be submitted to the voters as set forth in the form of the ballot below, and shall include information concerning each established precinct and polling place.

10. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

11. The Clerk and members of the administration are further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions and content as may be necessary to accommodate an optical scan voting system or to comply with the form and content requirements of applicable state election laws:

**[Form of Ballot on the Following Page]**


Special Election Ballot

Independent School District No. 282  
(St. Anthony-New Brighton)

November 7, 2023

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**Instructions to Voters**

**To vote, completely fill in the oval(s) next to your choice(s) like this: .**

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To vote for a question, fill in the oval next to the word "Yes" on that question.  
To vote against a question, fill in the oval next to the word "No" on that question.

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**School District Question 1  
Approval of School District  
Referendum Revenue Authorization**

The school board of Independent School District No. 282 (St. Anthony-New Brighton) has proposed to increase its general education revenue by \$890 per pupil. The proposed referendum revenue authorization would be applicable for ten years beginning with taxes payable in 2024 unless otherwise revoked or reduced as provided by law.

**Yes**

Shall the increase in the revenue proposed by the school board of Independent School District No. 282 be approved?

**No**

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE  
VOTING FOR A PROPERTY TAX INCREASE.**

---



**School District Question 2**  
**Renewal of Expiring Capital Project Levy Authorization**

The school board of Independent School District No. 282 (St. Anthony-New Brighton) has proposed a capital project levy authorization of 6.198% times the net tax capacity of the school district. This authorization would renew the school district's existing capital project levy authorization which is scheduled to expire after taxes payable in 2024. The proposed capital project levy authorization will raise approximately \$989,913 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$9,899,130. The additional revenue from the proposed capital project levy authorization will provide funds for the acquisition and betterment of school sites and facilities, and the purchase, replacement and maintenance of curriculum and technology for school instruction. The projects to be funded have received a positive Review and Comment from the Commissioner of Education.

**Yes**

Shall the capital project levy authorization proposed by the school board of Independent School District No. 282 be approved?

**No**

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE  
VOTING TO RENEW AN EXISTING CAPITAL PROJECTS  
REFERENDUM THAT IS SCHEDULED TO EXPIRE.**

---

12. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

13. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

14. The individuals designated as election judges by the City of St. Anthony Village for the November 7, 2023 municipal election in that city are also appointed election judges for this special election at the various polling places and shall conduct said election in the manner prescribed by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other School District elections. The special election must be canvassed between the third and the tenth day following the special election.

15. Pursuant to an agreement between the School District and Ramsey County, the Ramsey County Elections Office is authorized to carry out all duties and functions of the School District Clerk applicable to this special election.

16. If the capital project levy authorization proposed in School District Question 2 is approved, a capital project referendum account shall be created as a separate account in the general fund of the School District. All proceeds from the capital project levy must be deposited in the capital project referendum account. Interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may be used only for the costs of acquisition and betterment of the approved projects. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

17. The School District Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

(The remainder of this page is intentionally left blank.)

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
THE ST. ANTHONY VILLAGE EDUCATION ASSOCIATION  
AND  
INDEPENDENT SCHOOL DISTRICT #282  
REGARDING E-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”).

WHEREAS, the SAVEA is the exclusive representative of teachers in the district; and

WHEREAS, Minnesota Statute 120A.414 stipulates that “a school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers;” and;

WHEREAS, inclement weather may require e-learning to ensure the District maintains instructional days/hours required by the state;

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:

1. The District will provide teachers time during workshop week to create / modify e-learning materials as needed in Appendix A.
2. The District will provide teachers with needed technology (ex: lap tops) at the beginning of the school year.
3. The District will create an E-learning specific website linked from the main district website that will include links to choice boards / school expectations.
4. The first emergency school closure related to weather will be a snow day (no work requirements for staff / students).
5. E-learning days shall be conducted according to Appendix A of this Memorandum of Agreement.

**Entire Agreement.** This MOA constitutes the entire agreement between the parties relating to the subject matter described in this document. No party has relied on any statements or promises that are not set forth in this document. The MOA controls to the extent that it conflicts with the Master Agreement. No changes in this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below.

*By signing below, each party acknowledges that it understands and voluntarily agrees to be legally bound by all terms of the MOA.*

**AUTHORIZED UNION REPRESENTATIVE**

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

\_\_\_\_\_  
Union President

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

\_\_\_\_\_  
Lead Negotiator

**INDEPENDENT SCHOOL  
DISTRICT NO. 282,**

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
School Board Chair

## Appendix A

### Elementary / Middle School:

- Teachers will create choice boards during workshop week.
- A hard copy of the choice board will be provided to each family at Meet and Greet / Open House.
- Electronic links to grade level choice boards will be posted on the District e-learning website.
- On an e-learning day, teachers will communicate with parents no later than 2 hours after the start of the regular school day. Teachers will communicate the following:
  - Office hours (at least 1.5 hours) with a link to a google meeting where students can get help with assignments
  - Choice board link
- On an e-learning day, teachers will be available to answer questions via email throughout their regularly scheduled work hours.
- Teachers will provide accessible options for students with disabilities.

### High School:

- Teachers will create lessons and/or a schedule for teaching during workshop week.
- On an e-learning day, teachers will communicate with parents no later than 2 hours after the start of the regular school day. Teachers will communicate the following:
  - Office hours (at least 1.5 hours) with a link to a google meeting where students can get help with assignments
  - Class times (for synchronous learning if applicable)
  - Course expectations / work requirements (for asynchronous learning)
- On an e-learning day, teachers will be available to answer questions via email throughout their regularly scheduled work hours.
- Teachers will provide accessible options for students with disabilities.

Attendance for all students will be based on completion of choice board activities or assigned tasks; participation in online office hours; or parent communication. Teachers will submit attendance by the end of the regular school day.

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
THE ST. ANTHONY VILLAGE EDUCATION ASSOCIATION  
AND  
INDEPENDENT SCHOOL DISTRICT #282  
REGARDING ASYNCHRONOUS CALENDAR DAYS**

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

WHEREAS, the SAVEA is the exclusive representative of teachers in the district; and

WHEREAS, the calendar committee has proposed the addition of Asynchronous Days for the 2023-24 and 2024-25 school year.

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:

1. Asynchronous days will be defined as noted in Appendix A.
2. Work expectations for licensed school staff will be completed as noted in Appendix A.

**Entire Agreement.** This MOA constitutes the entire agreement between the parties relating to the subject matter described in this document. No party has relied on any statements or promises that are not set forth in this document. The MOA controls to the extent that it conflicts with the Master Agreement. No changes in this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below.

*By signing below, each party acknowledges that it understands and voluntarily agrees to be legally bound by all terms of the MOA.*

**AUTHORIZED UNION REPRESENTATIVE**

Date: \_\_\_\_\_  
Union President

Date: \_\_\_\_\_  
Lead Negotiator

**INDEPENDENT SCHOOL  
DISTRICT NO. 282,**

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

Date: \_\_\_\_\_  
School Board Chair



## Appendix A

### Elementary School:

- This will be a non-school day for elementary students with no work expectations and no attendance taken.
- Licensed staff will work their regularly scheduled hours in a district building. Staff work will be teacher driven and may include:
  - Conference preparation
  - Team collaboration
  - Curriculum work
  - Parent communication

### Middle / High School:

- This will be a school day for middle and high school students. Attendance will be taken based on completion of work, attendance question, etc. Teachers will report attendance at the end of the regular school day.
- Licensed staff will work their regularly scheduled hours in their building.
- Licensed staff will provide work for students to complete at home (for students not in attendance). Staff may request a student attend school. Families may choose to have their child attend school. Staff may request students to attend a synchronous lesson.
- Licensed staff will create a schedule that allows them to work directly with students who have been requested to be in the building and complete other teacher driven work which may include:
  - Conference preparation
  - Grading
  - Curriculum work
  - Team collaboration
  - Parent communication

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 417

Orig. 1995

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

Rev. 2022

## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

### **III. DEFINITIONS**

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and

speech therapists.

#### IV. STUDENTS

##### A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the district wide school student discipline policy.

##### B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.

##### C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, and proposed for expulsion.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

##### D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.

##### 2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. **EMPLOYEES**

- A. The school district shall establish a drug-free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the workplace.
  - 2. The school district's policy of maintaining a drug-free workplace.
  - 3. Available drug counseling, rehabilitation, and employee assistance programs.
  - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)  
Minn. Stat. § 126C.44 (Safe Schools Levy)  
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)  
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 299A.33 (DARE Program)  
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)  
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)  
20 U.S.C. § 5812 (National Education Goals)  
20 U.S.C. § 7175 (Local Activities)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 419

Orig. 1995

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

Rev. 2022

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**III. DEFINITIONS**

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a Native American adult lights tobacco on school district property as a part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of an Indian tribe as defined under Minnesota law, a person whose child is participating in the district's American Indian education program, or a person performing the ceremony at the invitation of the district, building, or the American Indian Parent Advisory Committee.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

#### **V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

## **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- C. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- E. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 420

Orig. 1995

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

Rev. 2022

## **420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

### **I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

### **II. GENERAL STATEMENT OF POLICY**

Students with communicable diseases will not be excluded from attending school in their usual daily attendance so long as their health permits and their attendance does not create a significant risk of transmission of illness to students or employees of the school district.

Employees with communicable diseases will not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district.

The policy of the board is to expect and prioritize science-based prevention education. The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23.

### **III. DEFINITIONS**

### **IV. STUDENTS**

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district.

A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

### **V. EMPLOYEES**

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

## **VI. RESPONSE**

### **A. Circumstances and Conditions**

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

### **D. Students with Special Circumstances and Conditions**

The school district nurse along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

### **E. Extracurricular Student Participation**

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

### **F. Precautions**

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

### **G. Information Sharing**

1. Employee and student health information is private and protected with very few, very specific exceptions. We recognize that stigma may be unfairly attached to this particular information. The intent of this policy is to continue to protect the privacy of students and employees as much as possible while following the law and permitting work to continue to support student education, dignified working conditions, and health and safety of all.
2. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

3. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of a student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall prioritize science-based sexual health and infection-prevention education while also complying with state statute.

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes but is not limited to:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**Legal References:** Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 142 (Testing in School Clinics)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
29 C.F.R. 1910.1030 ( Bloodborne Pathogens)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892 (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 501

Orig. 1995

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

Rev. 2021

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
4. Weapons carry misdemeanor punishment under state law.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100

degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit. Dangerous weapons carry felony punishments under state law.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;
  8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is

currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

A. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified below are warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

B. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal or district administration shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations.
2. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
3. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

**Legal References:** Minn. Stat. § 97B.045 (Transporting Firearms)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 516.5  
Orig. 2023

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

## 516.5 OVERDOSE MEDICATION

### I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>1</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

### II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose.

Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

The policy of the district is to align with current state law regarding authorized prescribers, over the counter availability, or other considerations relating to how the district obtains and uses the medication to ensure school access to the medication.

### III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

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<sup>1</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
  - 1. Administration type
  - 2. Dosage
  - 3. Date of issuance
  - 4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- A. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
  - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;

- c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
    - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
  - 4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.
- B. Site Planning Teams
  - 1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
  - 2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.
- C. School District Staff
 

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

**V. NALOXONE STORAGE**

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone may be classified as non-public "security information" if the school board determines that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. If this determination is made, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

**VI. Privacy Protections**

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)  
Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)  
Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)  
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

**Cross Reference:** MSBA/MASA Model Policy 516 (Student Medication)  
Minnesota Department of Health Toolkit on the Administration of Naloxone

## School District Policy

*Adopted: January 5, 2010*

*Revised: May 26, 2023*

### **530 IMMUNIZATION REQUIREMENTS**

#### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

#### **II. GENERAL STATEMENT OF POLICY**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

#### **III. STUDENT IMMUNIZATION REQUIREMENTS**

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
  2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit

one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of each school year.

- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

#### **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:
  - 1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
  - 2. review student health records to determine whether the required information has been provided; and

3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, and C.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

## VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

## VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

### *Legal References:*

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. § 121A.17 (School Board Responsibilities)  
Minn. Stat. § 144.29 (Health Records; Children of School Age)  
Minn. Stat. § 144.3351 (Immunization Data)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 144.442 (Testing in Schools)  
*McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)  
Op. Atty. Gen. 169-W (Jan. 17, 1968)  
Op. Atty. Gen. 169-W (July 23, 1980)

### *Cross References:*

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

School District Policy

*Adopted: 2017*

*Revised: 2023*

**722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

**I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

**II. GENERAL STATEMENT OF POLICY**

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

**III. DEFINITIONS**

**A. Confidential Data on Individuals**

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

**B. Data on Individuals**

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

**C. Data Practices Compliance Officer**

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

**D. Government Data**

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

**E. Individual**

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.



- F. **Inspection**  
“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data.
- For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.
- G. **Not Public Data**  
Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.
- H. **Nonpublic Data**  
Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.
- I. **Private Data on Individuals**  
Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.
- J. **Protected Nonpublic Data**  
Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.
- K. **Public Data**  
All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.
- L. **Public Data Not on Individuals**  
Data accessible to the public pursuant to Minnesota Statutes section 13.03.
- M. **Public Data on Individuals**  
Data accessible to the public in accordance with the provisions of section 13.03.
- N. **Responsible Authority**  
The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.
- O. **Summary Data**  
Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

#### **IV. REQUESTS FOR PUBLIC DATA**

- A.** All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact the requestor (such as phone number, address, or email address).
  2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
  3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
  4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B.** The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - 1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - 2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

- c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a) Date the request is made;
    - b) A clear description of the data requested;
    - c) Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d) Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;
  - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

## VIII. COSTS

### A. Public Data

1. The school district will charge for copies provided as follows:
  - a) 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
  - b) More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
    - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
    - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash or electronically in advance of receiving the copies.

### B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a) The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b) The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

### C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

## **IX. ANNUAL REVIEW AND POSTING**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

### **Data Practices Contacts**

#### **Responsible Authority:**

Renee Corneille  
[3303 33rd Avenue NE, St. Anthony, MN 55418]  
[612-706-1000; communications@isd282.org]

#### **Data Practices Compliance Official:**

Wendy Webster  
[3301 Silver Lake Road, St. Anthony, MN 55418]  
[612-706-1170; communications@isd282.org]

#### **Data Practices Designee(s):**

Liz Anderson  
[3301 Silver Lake Road, St. Anthony, MN 55418]  
[612-706-1170; communications@isd282.org]

#### **Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

***Cross References:***

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)