

Tuesday, January 21, 2025

**Media Center
3303 33rd Ave NE
Door 16
St. Anthony, MN.
6:30 PM Work Session**

WORK SESSION

Please [click here](#) to access the meeting

Call to order Regular School Board Meeting
Ben Phillip, School Board Chair (2 minutes)

Approval of Agenda
Ben Phillip, School Board Chair (2 minutes)

Approval of 1/7/2025 Organizational and Board Meeting Minutes
Ben Phillip, School Board Chair (2 minutes)

Approval of Consent Agenda
Ben Phillip, School Board Chair (2 minutes)

(Action) Pay Equity Report
Phan Tu, Controller
The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. The Pay Equity Implementation Report must be received by Minnesota Management & Budget (MMB) by **January 31st** of the required reporting year.

Adjourn Regular School Board Meeting
Ben Phillip, School Board Chair (2 minutes)

Call to order Work Session
Ben Phillip, School Board Chair (2 minutes)

APIAC Discussion (15 minutes)
Anna Randt, Family and Student Support Coordinator

Boys Volleyball
Dr. Troy Urdahl Director Athletics, Activities, Facilities & Transportation (20 min.)
Following procedures for adding a sport of activity at SANB, The purpose is to seek guidance from St. Anthony New Brighton School Board for potential boys volleyball offerings for the spring of 2025.

24-25 Budget Update

Phan Tu - Controller

The District Administration will present the year-to-date budget update for July 2024 - December 2025.

Board Committee Assignments

Ben Phillip, School Board Chair (10 minutes)

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

Potential 2025-2026 Enrollment Projections (20 minutes)

Wendy Webster, Director of Community Services and Communications

Minnesota State Statute requires school boards to create enrollment targets to ensure nonresident students have opportunities to enroll in nonresident districts. This is the first reading of the enrollment targets for the 2025-2026 school year. The recommended motion is to approve the resolution, as presented.

ISD282 Updates (5 minutes)

Wendy Webster - Director of Community Services and Communications

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

Policies 516 and 530 2nd readings

Dr. Cassandra Palmer, Policy Committee Chair and Lori Watzl-King, Wellness Coordinator RN, LSN

School Board Member Reports

Each school board meeting, the School Board members will take time to share information from the meetings, professional learning and events they have attended.

Adjourn Work Session

Ben Phillip, School Board Chair (2 minutes)

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

Organizational and Regular Meeting–Tuesday, January 7, 2025

MINUTES

Members Present: Board Chair Ben Phillip; Vice Chair Laura Oksnevad; Treasurer Mike Overman; Director Laurel Hood; Director PJ Striker; and Clerk Cassandra Palmer

Staff Present: Superintendent Dr. Renee Corneille; Director of Student Services Hope Fagerland and members of the SANB staff.

LISTENING SESSION 6:30 PM

CALL TO ORDER ORGANIZATIONAL MEETING

Call to order Regular School Board Meeting 7:00 am Ben Phillip, School Board Chair (2 minutes)

A motion was made by Laura Oksnevad and seconded by Laurel Hood to approve the amended agenda for the January 7, 2025, Organizational Meeting of the School Board, as presented.

ADJOURN ORGANIZATIONAL MEETING

Ben Phillip, School Board Chair (2 minutes)

The Organizational Meeting was adjourned at 7:19 pm.

CALL TO ORDER REGULAR SCHOOL BOARD MEETING

Ben Phillip, School Board Chair, 7:20 pm

APPROVAL OF AGENDA

Ben Phillip, School Board Chair (2 minutes)

A motion was made by Laura Oksnevad to approve the agenda and was seconded by Laurel Hood. The motion carries 6-0.

MINUTES

Ben Phillip, School Board Chair (2 minutes)

Motion to approve the Minutes from the December 17, 2024 Board Meeting. Motion to approve by Dr. Cassandra Palmer and seconded by Laurel Hood.
The motion carried 6-0.

APPROVAL OF CONSENT AGENDA

Ben Phillip, School Board Chair (2 minutes)

A motion was made by Dr. Cassandra Palmer and seconded by Michael Overman to approve the Consent Agenda, as presented. The motion carried 6 - 0.

(Action) Comprehensive Achievement and Civic Readiness

Dr. Renee Corneille, Superintendent (10 minutes)

Background: The Comprehensive Achievement and civic Readiness goal replaces World's Policy Best Workforce goals. These goals are to ensure school districts improve student achievement via effective instruction. It is recommended for the School Board approve the Comprehensive Achievement and Civic Readiness goals as presented.

A motion was made by Laura Oksnevad and seconded by Michael Overman to approve as presented. The motion carried 6 - 0.

(Action) Policy 606.5 Library Materials

Dr. Cassandra Palmer, Chair, Policy Committee (5 minutes)

Background: The School Board has reviewed this policy numerous times. Both the licensed media specialists and Policy Committee have also reviewed and met to develop this policy. It is recommended for the School Board to approve Policy 606.5 as presented.

A motion was made by Dr. PJ Striker and seconded by Dr. Cassandra Palmer to approve as presented. The motion carried 6 - 0.

Principal Building/Site Updates

Principals Wendy Webster, Maria Roberts, Amy Kujawski and Norman Bell Twice a year, each program manager and building leader are required to present to the School Board regarding their work and goals. (30 min)

Their presentation was delivered at the 1/7.2025 meeting.

(Discussion) First reading Policy 516 Student Medication

District Wellness Coordinator, Lori Watzl King (presented by Hope Fagerland).

The first review of Policy 516 Student Medication was presented. The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescriptions and over the counter medication to students at school.

(Discussion) Final Reading Policy 530 Immunization Requirements

District Wellness Coordinator (presented by Hope Fagerland).

Background. This is the first review of Policy 530 Immunizations Requirements. 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.

BOARD MEMBER REPORTS

Board members provided their respective updates.

ADJOURN

Regular School Board meeting was adjourned at 8:55 pm

Ben Phillip, School Board Chair (2 minutes)

Next meeting January 21, 2025.

Signed: Laurel Hood - School Board Clerk

Attest: Sally Sawyer

SCHOOL BOARD CONSENT AGENDA
1/21/2025

PRESENTER(S): School Board Chair

1. Personnel

Hire(s)

Last Name	First Name	Position	School	Date Effective
Gavic	Cheryl	English Teacher	SAVHS	1/22/2025
Rolfs	Cindy	Special Education Paraprofessional	Wilshire Park	1/16/2025

Resignation(s)

Last Name	First Name	Position	School	Date Effective
Turner	Elora	Special Education Teacher	SAMS	1/31/2025
Vu	Catherine	Assistant Teacher	Community Services	1/9/2025

Retirement(s)

Last Name	First Name	Position	School	Date Effective
Kessler	Beth	Grade 1 Teacher	Wilshire Park	6/6/2025
Wiggins	David	Math Teacher	SAVHS	6/6/2025
Lynch	Jean	Special Education Teacher	SAVHS	6/6/2025

LOA requests:

Last Name	First Name	Position	School	Date Effective

c. Payment of Bills Checks Paid - 2024-12-20

01-General Fund	\$262,387.23
02- Food Service Fund	\$22,480.22
03- Transportation Fund	\$128,005.75
04- Community Serv Fund	\$10,115.26
05- Capital Expenditure Fund	\$2,059.39
09- Trust Fund	\$1,041.02
25- Student Activities	\$0.00
Total: \$	\$426,088.87



Memorandum

To: St. Anthony New Brighton School Board
From: Dr. Tim Anderson, Executive Director of Operations/HR
Date: January 21, 2025
Subject: Pay Equity Report | 2024 Calendar Year

Overview

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. The Pay Equity Implementation Report must be received by Minnesota Management & Budget (MMB) by January 31st of the required reporting year. Local Government Pay Equity Reporting:

- Required every three years by January 31st
- Uses a job evaluation system to determine comparable work value
- Includes data on job classes, number of employees, and salary information

Three analysis tests must be passed for the district to comply with its pay equity report:

1. Statistical analysis test - this determines if female classes are paid consistently below male classes of comparable value and generates an underpayment ratio based on this data.
2. Salary range test - this compares the average number of years required for female classes to move through a salary range to the average number of years required for male classes
3. Exceptional service pay test - this compares the percent of female classes receiving longevity/performance pay to the percent of male classes receiving this pay

Generally, a score of 80 or greater is considered passing for each test.

In the case of the statistical analysis test, a score below 80 then requires the district to pass an additional test (called the T-Test), which determines whether the underpayment of female classes is statistically significant.

SANB's data has been uploaded to the pay equity system and we have reviewed the test results. Here are the test results that were generated:

- Statistical Analysis: SANB's underpayment ratio is 68.3432
 - T-Test: SANB's T-value is -4.490
- Salary Range: SANB's result is 80.36
- Exceptional Service Pay: SANB's result is 86.67

With an underpayment ratio below 80, SANB must pass the T-Test for the report to comply. This requires that the T-value noted above is below the values listed in the state's pay equity T-Test guidance. Once the report has been approved by the school board and submitted, MMB will review and provide a final assessment; however, based on these ratings SANB complies.

The reports that were generated by the system are:

- Compliance Report: This report shows SANB's compliance tests and scores generated by the state's software
- Job Class Data Entry List: This report shows the data that was loaded into the system
- Predicted Pay: this report shows the data behind the state's statistical analysis test

In your packets are the compliance report and equity notice. This data has not been submitted to the state yet. Prior to submission, the school board must approve the report and we must provide notice to union reps and employees that we are submitting the pay equity report as required by Minnesota law.

Action required: Pay Equity Implementation Report Motion

Motion by _____, seconded by _____ to direct the administration to submit the Pay Equity Implementation Report for the calendar year ended December 31, 2024, to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999.

American Indian Parent Advisory Committee (AIPAC)

January 21, 2025

How does the MDE determine a school district's need for AIPAC?

- **All school districts that have 10 or more American Indian Students are required to form an AIPAC.**

What role does the AIPAC play in the district?

- The AIPAC should be involved with the creation of American Indian Program to meet the criteria in Minnesota Statutes, section 124D.74, subdivision 1. This can include but is not limited to focusing on grade-appropriate education material, providing a process for content for cultural relevance, and reviewing American Indian content and state standards alignment.





American Indian Education Plan

The plan should be based on the following:

- Support the Academic Needs of Native Americans
- Support Post-Secondary preparation
- Make the curriculum relevant to the needs, interests, and cultural heritage of American Indian students
- Develop intercultural awareness among pupils, parents and staff
- Provide positive reinforcement of the self-image of American Indian pupils.
- Supplement, not supplant, state and federal educational and cocurricular programs

Data

Since SANB has a small sample size, so we aren't able to report out publicly on specific data results.

- October 1, 2024 - 23 students enrolled
- Fastbridge aReading grades 2-10
 - Waiting on data
- Fastbridge aMath grades 2-10
 - Waiting on data
- ACT - Spring 2024
 - Of the students who took the test, the average score was lower than the district average score.





Area 1

- To support post secondary preparation, monitoring of 9th-12th graders with School Counselors to ensure 100% of American Indian students are on track to graduate.
 - College campus visits and school sponsored college fairs
-

Area 2

- Tutoring for American Indian students K-12 to support all elementary and secondary American Indian students to read at grade level
-



Area 3

- **Integration of American Indian lived experiences to standards based grading**
 - **Volunteer cohort of teachers to attend American Indian Trainings (ex: Tribal Nations Training)**
 - **Work with Effective Instruction regarding standards and culturally appropriate instruction**
-

Area 4

- **Relationship building with American Indian families to build community and increase representation**
 - **Community members will share monthly training and events that promotes positive self-image for American Indian students**
-



Area 5

- Create and maintain AIPAC website
 - Liaison will share local events with AIPAC on a monthly basis
 - American Indian Heritage Month celebrations (ex: staff development, drummers, American Indian Kickoff Parade)
-

Area 6

- Partner with MDE to provide resources to break down barriers experienced by American Indian students
 - Sponsoring of sports and other extracurricular activities to focus on inclusion
-

Next Steps . . .

- February 4th - School Board Vote of Concurrence/Non-concurrence.
- March 1st - annual compliance paperwork due to MDE.



Memorandum

To: St. Anthony New Brighton School Board
From: Dr. Troy Urdahl, Director of Athletics, Activities, and Facilities
Date: January 21, 2025
Subject: Boys Volleyball Offerings | Spring 2025

Overview

Following procedures for adding a sport or activity at SANB, the purpose of this memo is to seek guidance from the St. Anthony New Brighton School Board for potential boys volleyball offerings for the spring of 2025.

Background

Boys' volleyball has existed as a club sport in Minnesota for decades and as a cooperative club offering at SAVHS (with Totino-Grace) for the past two years. In the spring of 2023, the Minnesota State High School League's (MSHSL) representative assembly approved boys volleyball as a sanctioned MSHSL sport, beginning with the 2024-25 school year. Our coach and team members from the current self-supported club team wish to continue offering boys volleyball at SAVHS as a sanctioned MSHSL sport.

The St. Anthony Athletics and Activities Advisory Committee has recommended boys volleyball be added to our programming. Additionally, the Tri-Metro Conference is now hosting boys volleyball (seven of eight schools offer boys volleyball) and neighboring schools, with the exception of Fridley, will be offering an MSHSL boys volleyball team this spring. Below is a summary of the options and their financial considerations:

1. **Add boys volleyball as a fully-funded cooperative program for the spring of 2025**
 - Added program like every other MSHSL sport, with estimated costs of \$24,000.
2. **Add boys volleyball as a probationary cooperative program for the spring of 2025**
 - Program added as a probationary offering with limited supply budgets, transportation, and coaching for costs of approximately \$12,000.
3. **Do not add boys volleyball at SAVHS as a sanctioned MSHSL sport.**

Direction Needed

Without budget allocations, the addition of boys volleyball is not possible. Given the options provided, School Board guidance is requested on whether to:

- 1. Offer boys volleyball as a fully funded program at a cost of approximately \$24,000 per year.**
- 2. Offer boys volleyball as a probationary program for two years at a cost of approximately \$12,000.**
- 3. Not offer boys volleyball.**

ISD282 - St. Anthony-New Brighton Schools
July 2024 to December 2024 Budget to Actual

FUND 01 GENERAL FUND		CURRENT FISCAL YEAR 2024-25			PRIOR FISCAL YEAR 2023-24		
PROGRAM: ADMINISTRATION		EXPENDITURES			EXPENDITURES		
OBJECT	DESCRIPTION	2024-25 BUDGET	AS OF 12/31/24	% SPENT	2023-24 BUDGET	AS OF 12/31/23	% SPENT
100'S	SALARIES AND WAGES	\$ 972,751	\$ 474,174		\$ 897,354	\$ 444,273	
200'S	EMPLOYEE BENEFITS	\$ 296,333	\$ 157,677		\$ 287,881	\$ 133,293	
300'S	PURCHASED SERVICES	\$ 55,960	\$ 15,280		\$ 54,330	\$ 20,221	
400'S	SUPPLIES AND MATERIALS	\$ 46,147	\$ 23,858		\$ 26,599	\$ 15,909	
500'S	CAPITAL EXPENDITURES	\$ -	\$ -		\$ -	\$ -	
800'S	OTHER EXPENDITURES	\$ 25,014	\$ 10,359		\$ 17,636	\$ 16,045	
TOTAL ADMINISTRATION BUDGET		\$ 1,396,205	\$ 681,347	49%	\$ 1,283,800	\$ 629,741	49%
PROGRAM: DISTRICT SUPPORT SERVICES		EXPENDITURES			EXPENDITURES		
OBJECT	DESCRIPTION	2024-25 BUDGET	AS OF 12/31/24	% SPENT	2023-24 BUDGET	AS OF 12/31/23	% SPENT
100'S	SALARIES AND WAGES	\$ 272,811	\$ 160,524		\$ 350,038	\$ 152,847	
200'S	EMPLOYEE BENEFITS	\$ 78,962	\$ 41,461		\$ 84,255	\$ 41,171	
300'S	PURCHASED SERVICES	\$ 880,408	\$ 447,286		\$ 486,071	\$ 256,996	
400'S	SUPPLIES AND MATERIALS	\$ 72,559	\$ 30,838		\$ 51,028	\$ 46,858	
500'S	CAPITAL EXPENDITURES	\$ -	\$ -		\$ -	\$ -	
800'S	OTHER EXPENDITURES	\$ 2,756	\$ 5,823		\$ 3,994	\$ 2,666	
TOTAL DISTRICT SUPPORT SERVICES		\$ 1,307,496	\$ 685,931	52%	\$ 975,386	\$ 500,538	51%
PROGRAM: REGULAR INSTRUCTION		EXPENDITURES			EXPENDITURES		
OBJECT	DESCRIPTION	2024-25 BUDGET	AS OF 12/31/24	% SPENT	2023-24 BUDGET	AS OF 12/31/23	% SPENT
100'S	SALARIES AND WAGES	\$ 9,029,567	\$ 2,897,509		\$ 8,319,173	\$ 2,783,645	
200'S	EMPLOYEE BENEFITS	\$ 3,090,742	\$ 1,033,589		\$ 2,960,107	\$ 974,531	
300'S	PURCHASED SERVICES	\$ 524,028	\$ 190,087		\$ 539,528	\$ 239,982	
400'S	SUPPLIES AND MATERIALS	\$ 127,883	\$ 62,620		\$ 143,991	\$ 66,478	
500'S	CAPITAL EXPENDITURES	\$ 14,340	\$ 2,302		\$ 42,984	\$ 2,420	
800'S	OTHER EXPENDITURES	\$ 25,920	\$ 10,528		\$ 24,037	\$ 13,828	
TOTAL REGULAR INSTRUCT BUDGET		\$ 12,812,480	\$ 4,196,634	33%	\$ 12,029,820	\$ 4,080,883	34%
PROGRAM: SPECIAL ED INSTRUCTION		EXPENDITURES			EXPENDITURES		
OBJECT	DESCRIPTION	2024-25 BUDGET	AS OF 12/31/24	% SPENT	2023-24 BUDGET	AS OF 12/31/23	% SPENT
100'S	SALARIES AND WAGES	\$ 2,983,483	\$ 1,010,372		\$ 2,831,624	\$ 944,206	
200'S	EMPLOYEE BENEFITS	\$ 1,134,900	\$ 362,231		\$ 956,391	\$ 342,967	
300'S	PURCHASED SERVICES	\$ 513,252	\$ 177,762		\$ 508,170	\$ 134,050	
400'S	SUPPLIES AND MATERIALS	\$ 40,823	\$ 22,236		\$ 39,634	\$ 32,545	
500'S	CAPITAL EXPENDITURES	\$ 7,500	\$ 2,792		\$ 6,200	\$ 5,896	
800'S	OTHER EXPENDITURES	\$ 51,172	\$ 14,302		\$ 48,003	\$ 24,701	
TOTAL SPECIAL ED BUDGET		\$ 4,731,131	\$ 1,589,696	34%	\$ 4,390,023	\$ 1,484,364	34%

**ISD282 - St. Anthony-New Brighton Schools
July 2024 to December 2024 Budget to Actual**

FUND 01 GENERAL FUND

PROGRAM: INSTRUCTIONAL SUPPORT SERVICES

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2024-25 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/24</u>	<u>% SPENT</u>	<u>2023-24 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/23</u>	<u>% SPENT</u>
100'S	SALARIES AND WAGES	\$ 1,049,322	\$ 438,201		\$ 995,284	\$ 414,620	
200'S	EMPLOYEE BENEFITS	\$ 389,595	\$ 136,844		\$ 324,882	\$ 143,111	
300'S	PURCHASED SERVICES	\$ 411,199	\$ 134,548		\$ 230,778	\$ 126,634	
400'S	SUPPLIES AND MATERIALS	\$ 18,543	\$ 8,122		\$ 16,373	\$ 14,192	
500'S	CAPITAL EXPENDITURES	\$ -	\$ -		\$ -	\$ -	
800'S	OTHER EXPENDITURES	\$ -	\$ 703		\$ 35	\$ -	
TOTAL INSTRUCTIONAL SUPPORT		\$ 1,868,659	\$ 718,418	38%	\$ 1,567,352	\$ 698,558	45%

PROGRAM: PUPIL SUPPORT SERVICES

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2024-25 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/24</u>	<u>% SPENT</u>	<u>2023-24 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/23</u>	<u>% SPENT</u>
100'S	SALARIES AND WAGES	\$ 744,500	\$ 287,939		\$ 554,809	\$ 211,546	
200'S	EMPLOYEE BENEFITS	\$ 292,328	\$ 111,469		\$ 204,155	\$ 74,246	
300'S	PURCHASED SERVICES	\$ 16,040	\$ 21,807		\$ 15,573	\$ 864	
400'S	SUPPLIES AND MATERIALS	\$ 65,690	\$ (3,519)		\$ 45,517	\$ (5,660)	
500'S	CAPITAL EXPENDITURES	\$ -	\$ -		\$ 158,850	\$ 3,386	
800'S	OTHER EXPENDITURES	\$ -	\$ 150		\$ 150	\$ 150	
TOTAL PUPIL SUPPORT SUPPORT		\$ 1,118,557	\$ 417,847	37%	\$ 979,053	\$ 284,532	29%

PROGRAM: SITES AND BUILDINGS

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2024-25 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/24</u>	<u>% SPENT</u>	<u>2023-24 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/23</u>	<u>% SPENT</u>
100'S	SALARIES AND WAGES	\$ 934,700	\$ 491,177		\$ 891,010	\$ 460,043	
200'S	EMPLOYEE BENEFITS	\$ 322,638	\$ 153,703		\$ 302,093	\$ 140,228	
300'S	PURCHASED SERVICES	\$ 550,434	\$ 243,616		\$ 510,796	\$ 234,981	
400'S	SUPPLIES AND MATERIALS	\$ 273,600	\$ 97,521		\$ 264,366	\$ 78,147	
500'S	CAPITAL EXPENDITURES	\$ -	\$ -		\$ 160,000	\$ 140,143	
800'S	OTHER EXPENDITURES	\$ 5,809	\$ 622		\$ 4,770	\$ 337	
TOTAL SITES AND BUILDINGS		\$ 2,087,183	\$ 986,639	47%	\$ 2,133,035	\$ 1,053,878	49%

PROGRAM: FISCAL AND OTHER FIXED COSTS

<u>OBJECT</u>	<u>DESCRIPTION</u>	<u>2024-25 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/24</u>	<u>% SPENT</u>	<u>2023-24 BUDGET</u>	<u>EXPENDITURES AS OF 12/31/23</u>	<u>% SPENT</u>
200'S	WORK COMP AND PROP INSURANCE	\$ 284,350	\$ 306,635	108%	\$ 321,960	\$ 257,865	80%
TOTAL GENERAL FUND BUDGET		\$ 25,606,061	\$ 9,583,148	37%	\$ 23,680,428	\$ 8,990,360	38%

ISD282 - St. Anthony-New Brighton Schools
July 2024 to September 2024 Budget to Actual

FUND 02		CURRENT FISCAL YEAR 2024-25				PRIOR FISCAL YEAR 2023-24			
OBJECT	DESCRIPTION	EXPENDITURES		% SPENT		EXPENDITURES		% SPENT	
		2024-25 BUDGET	AS OF 12/31/24			2023-24 BUDGET	AS OF 12/31/23		
100'S	SALARIES AND WAGES	\$ 429,296	\$ 151,373			\$ 414,654	\$ 167,632		
200'S	EMPLOYEE BENEFITS	\$ 155,618	\$ 48,539			\$ 150,310	\$ 50,288		
300'S	PURCHASED SERVICES	\$ 61,539	\$ 21,321			\$ 59,173	\$ 13,585		
400'S	SUPPLIES AND MATERIALS	\$ 586,496	\$ 235,271			\$ 510,864	\$ 239,887		
500'S	CAPITAL EXPENDITURES	\$ 10,000	\$ 50,957			\$ 44,566	\$ 31,611		
800'S	OTHER EXPENDITURES	\$ 1,957	\$ 570			\$ 1,900	\$ 450		
TOTAL FOOD SERVICE BUDGET		\$ 1,244,906	\$ 508,031	41%		\$ 1,181,467	\$ 503,453	43%	
FUND 03		CURRENT FISCAL YEAR 2024-25				PRIOR FISCAL YEAR 2023-24			
OBJECT	DESCRIPTION	EXPENDITURES		% SPENT		EXPENDITURES		% SPENT	
		2024-25 BUDGET	AS OF 12/31/24			2023-24 BUDGET	AS OF 12/31/23		
100'S	SALARIES AND WAGES	\$ 202,190	\$ 51,561			\$ 147,971	\$ 62,502		
200'S	EMPLOYEE BENEFITS	\$ 76,832	\$ 18,642			\$ 46,643	\$ 18,764		
300'S	PURCHASED SERVICES	\$ 1,424,646	\$ 479,448			\$ 1,274,699	\$ 163,287		
400'S	SUPPLIES AND MATERIALS	\$ 8,000	\$ 3,837			\$ 5,000	\$ 2,710		
500'S	CAPITAL EXPENDITURES	\$ -	\$ 47,039			\$ 12,365	\$ 2,525		
800'S	OTHER EXPENDITURES	\$ -	\$ -			\$ 160	\$ 80		
TOTAL TRANSPORTATION		\$ 1,711,668	\$ 600,526	35%		\$ 1,486,838	\$ 249,868	17%	
FUND 04		CURRENT FISCAL YEAR 2024-25				PRIOR FISCAL YEAR 2023-24			
OBJECT	DESCRIPTION	EXPENDITURES		% SPENT		EXPENDITURES		% SPENT	
		2024-25 BUDGET	AS OF 12/31/24			2023-24 BUDGET	AS OF 12/31/23		
100'S	SALARIES AND WAGES	\$ 1,041,251	\$ 533,948			\$ 985,886	\$ 496,824		
200'S	EMPLOYEE BENEFITS	\$ 318,118	\$ 152,407			\$ 292,564	\$ 122,791		
300'S	PURCHASED SERVICES	\$ 288,138	\$ 78,014			\$ 265,838	\$ 114,343		
400'S	SUPPLIES AND MATERIALS	\$ 77,487	\$ 57,081			\$ 77,580	\$ 20,191		
500'S	CAPITAL EXPENDITURES	\$ 4,400	\$ -			\$ 4,400	\$ 25,904		
800'S	OTHER EXPENDITURES	\$ 2,700	\$ 2,076			\$ 2,700	\$ 1,193		
TOTAL COMMUNITY SERVICES BUDGET		\$ 1,732,093	\$ 823,526	48%		\$ 1,628,968	\$ 781,246	48%	
FUND 05		CURRENT FISCAL YEAR 2024-25				PRIOR FISCAL YEAR 2023-24			
OBJECT	DESCRIPTION	EXPENDITURES		% SPENT		EXPENDITURES		% SPENT	
		2024-25 BUDGET	AS OF 12/31/24			2023-24 BUDGET	AS OF 12/31/23		
100'S	SALARIES AND WAGES	\$ 36,534	\$ 4,894			\$ 35,480	\$ 7,542		
200'S	EMPLOYEE BENEFITS	\$ 8,332	\$ 416			\$ 8,152	\$ 3,585		
300'S	PURCHASED SERVICES	\$ 174,626	\$ 83,655			\$ 549,127	\$ 273,049		
400'S	SUPPLIES AND MATERIALS	\$ 683,349	\$ 173,644			\$ 202,508	\$ 154,505		
500'S	CAPITAL EXPENDITURES	\$ 1,472,669	\$ 1,061,669			\$ 2,584,737	\$ 1,256,774		
800'S	OTHER EXPENDITURES	\$ -	\$ -			\$ 3,500	\$ -		
TOTAL CAPITAL BUDGET		\$ 2,375,511	\$ 1,324,278	56%		\$ 3,383,503	\$ 1,695,456	50%	

ISD282 - St. Anthony-New Brighton Schools
Student Activity Account Balances
As of December 31, 2024

Activities Account	Beginning Account Balance	Receipts as of December 31, 2024	Expenditures as of December 31, 2024	Ending Balance as of December 31, 2024
BASEBALL	\$274.41	\$25.00	\$0.00	\$299.41
BASKETBALL BOYS	\$3,658.43	\$0.00	\$0.00	\$3,658.43
BASKETBALL GIRLS	\$244.24	\$1,320.00	\$497.50	\$1,066.74
BOYS GOLF	\$1,115.75	\$0.00	\$0.00	\$1,115.75
BOYS SOCCER	\$811.71	\$585.00	\$772.24	\$624.47
BOYS SWIMMING	\$762.43	\$0.00	\$0.00	\$762.43
BOYS TENNIS	\$37.58	\$0.00	\$0.00	\$37.58
BOYS VOLLEYBALL	\$1,582.56	\$0.00	\$0.00	\$1,582.56
CHEERLEADING	\$241.00	\$2,020.00	\$1,355.55	\$905.45
CHOIR	\$566.93	\$1,334.00	\$1,650.00	\$250.93
Class of 2026	\$53.06	\$0.00	\$0.00	\$53.06
CLASS OF 2027	\$41.09	\$0.00	\$0.00	\$41.09
CLASS OF 2024	\$265.87	\$0.00	\$0.00	\$265.87
CLASS OF 2025	\$720.52	\$0.00	\$0.00	\$720.52
CONNECTION CREW	\$538.12	\$0.00	\$0.00	\$538.12
CROSS COUNTRY	\$1,466.33	\$6,974.29	\$1,314.04	\$7,126.58
DANCE TEAM	\$88.77	\$0.00	\$0.00	\$88.77
DARE 2 B REAL	\$625.53	\$0.00	\$0.00	\$625.53
FOOTBALL CLUB	\$3,876.28	\$1,130.00	\$116.91	\$4,889.37
FRENCH CLUB	\$103.47	\$0.00	\$0.00	\$103.47
GIRL'S GOLF	\$3,426.46	\$0.00	\$0.00	\$3,426.46
GIRLS SOCCER	\$1,079.40	\$1,164.38	\$656.69	\$1,587.09
GIRL'S TENNIS	\$6,214.65	\$3,945.00	\$5,838.27	\$4,321.38
GIRLS VOLLEYBALL	\$135.08	\$0.00	\$0.00	\$135.08
GSA	\$1,319.22	\$0.00	\$268.73	\$1,050.49
GYMNASTICS	\$896.86	\$0.00	\$0.00	\$896.86
HOSA	\$126.00	\$1,360.40	\$555.00	\$931.40
HS DRAMA	\$8,898.15	\$1,160.85	\$293.33	\$9,765.67
HS GREEN TEAM	\$2,559.39	\$0.00	\$0.00	\$2,559.39
HS MARCHING BAND	\$161,334.71	\$2,729.00	\$75,404.07	\$88,659.64
HS STUDENT COUNCIL	\$22,231.37	\$5,385.00	\$3,401.35	\$24,215.02
HS STUDENT FUNDRAISING	\$5,466.16	\$0.00	\$0.00	\$5,466.16
HUSKIEPRENEUR	\$1,770.00	\$2,265.00	\$3,370.50	\$664.50
KEY CLUB	\$1,911.17	\$225.00	\$100.00	\$2,036.17
LEGO LEAGUE	\$1,066.53	\$0.00	\$0.00	\$1,066.53
LETTERWINNERS CLUB	\$12,250.48	\$5,067.00	\$11,555.39	\$5,762.09
LITERARY ARTS	\$418.84	\$0.00	\$0.00	\$418.84
MATHLETES	\$6.37	\$0.00	\$0.00	\$6.37
MS CAMPUS CLUB MAGAZINE	\$9,795.67	\$7,110.55	\$1,031.57	\$15,874.65
MS DANIELINE (HUSKETTES)	\$294.92	\$0.00	\$0.00	\$294.92
MS DRAMA	\$10,296.23	\$0.00	\$0.00	\$10,296.23
MS KNOWLEDGE BOWL	\$3,030.20	\$1,230.00	\$1,312.00	\$2,948.20
MS STUDENT COUNCIL	\$5,500.51	\$0.00	\$65.00	\$5,435.51
MS TRACK	\$4,668.56	\$0.00	\$4,087.22	\$581.34
NATIONAL HONOR SOCIETY	\$2,332.19	\$0.00	\$0.00	\$2,332.19
ROBO HUSKIE	\$6,685.83	\$0.00	\$2,329.98	\$4,355.85
SADD	\$400.26	\$0.00	\$0.00	\$400.26
SCHOOL STORE	\$2,610.09	\$335.00	\$1,166.55	\$1,778.54
SCIENCE BOWL	\$989.24	\$0.00	\$0.00	\$989.24
SCIENCE OLYMPIAD	\$378.97	\$0.00	\$0.00	\$378.97
SOFTBALL CLUB	\$697.92	\$0.00	\$250.00	\$447.92
SPANISH CLUB	\$129.94	\$0.00	\$0.00	\$129.94
SPANISH TRIP MS	\$2.81	\$0.00	\$0.00	\$2.81
SPEECH	\$1,480.61	\$0.00	\$0.00	\$1,480.61
SUPER HIGH MILEAGE	\$83.92	\$0.00	\$0.00	\$83.92
SWIMMING	\$3,892.65	\$2,302.27	\$240.00	\$5,954.92
YEARBOOK	\$7,547.54	\$55.00	\$0.00	\$7,602.54
MS BEST BUDDIES	\$532.00	\$0.00	\$20.98	\$511.02
Total	\$309,535	\$47,723	\$117,653	\$239,605

Potential 2025-2026 Enrollment Projections

Grade	Target (2025-26)	Budget Enrollment (2025-26)
ECSE		10
K	110	110
1	110	106
2	115	106
3	125	115
4	125	119
5	125	115
6	150	147
7	150	146
8	150	149
9	200	190
10	200	195
11	200	200
12	200	190
PSEO	-45	-58
	1915	1830

*Adopted: June 5, 2006 - Revised
December 17, 2013
~~June 1, 2021~~
January, 2025*

Policy 516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription and over the counter medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. For the purposes of this policy, the “school day” is defined as the regular student contact time. The school district’s licensed school nurse, trained ~~staff health aide clerk~~, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Administration of Drugs and Medicine~~Authorization~~

1. All medications (prescription and over-the-counter) to be administered at school shall have the Authorization for Administration of Medication at School form completed by the Minnesota Licensed Prescriber ~~health professional~~ and parent. Nurses may accept a verbal order from a Licensed Prescriber ~~physician~~ to be followed with written authorization. Orders will be good for the school year (including the following summer sessions), but will need to be renewed at the start of a new school year. Orders will also be renewed when dosage changes occur.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. used in connection with services for which a minor may give effective consent;
- b. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- c. used in connection with athletics or extracurricular activities;
- d. used in connection with activities that occur before or after the regular school day;
- e. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- f. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- g. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medications

1. An "Authorization for the Administration of Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above ~~[1]Part J.5. below~~), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Authorization for the Administration of Medication form in the health records section of the student file.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

~~Prescription medications must be in an appropriately labeled pharmacy container. The dosage listed on the pharmacy label must agree with the dosage requested by parent and prescribing health professional. When dosage changes occur, the labels will be marked with the new dosage until the next prescription refill, when a new bottle will be required. In order to provide continuity of administration for prescription medications, a nurse may allow a family two days to provide the required written authorization if a verbal or written parent request has been received.~~

B.C. Nonprescription Medication -Over the Counter Medications

Over-the-counter medications shall be in their original containers and labeled with the student's name. Health professional and parent authorization must be received before administration of over-the-counter medication.

G.D. Student Self-Carry/Administration of Prescription Medication

~~[2]Under some circumstances, students may be authorized to carry and self-administer medications. Examples may include, but are not limited to, inhalers and epi-pens. A student's parent/guardian and physician will complete an Authorization to Self Administer Medication form. The nurse will assess the student's knowledge and skills pertaining to his/her treatment. Self-administration will be approved if the student is considered knowledgeable and able to self-administer medication safely.~~

~~At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health emergency plan for a student who is prescribed epinephrine auto-injectors that enables the student to:~~

- ~~1. possess epinephrine auto-injectors; or~~
- ~~2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.~~

~~The plan must designate the school staff responsible for implementing the student's health emergency plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This emergency plan may be included in a student's Section 504 plan.~~

D.E. Student Self-Carry/Administration of Non-Prescription Pain Relief Medication (E.g., Acetaminophen or Ibuprofen)

A secondary student (grades 7-12) may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit the parent portion of the Authorization to Self-Administer Medication form for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Students are not to possess this type of medication. These medications should be processed using the same procedures as prescription medications.

E. Storage

~~All medications shall be stored in a locked cabinet, with the exception of refrigerated medications and those carried by students with special permission. Controlled substance medications will be counted (or liquid level noted) upon receipt in the health office and noted on the Medication~~

F. Record Keeping

Medication administration will be recorded on a Medication Administration form or in the electronic student record. Dates and initials of administering personnel shall be recorded for each dose administered. Signatures and corresponding initials will be included on the form. Medication will be administered within a half hour before or after the time indicated on the form. Administration time will also be noted for medication not given within this hour time, and any other PRN (as needed) medications. Dosage changes should have a discontinued date for the old dose and the new dose with a start date. Discontinued medications should be indicated with a discontinued date and removed from the active file or in the electronic student record. Medications and dosage will be recorded by using the medication name followed by dosage in milligrams. The number of tablets or liquid measure may be included in parenthesis as an aid for non-licensed staff.

G. Responsibility

A registered nurse will review all new medications and all dosage changes before the initial dose is given at school. Only registered nurses may delegate the administration of medication. Health assistants to whom this responsibility is delegated will receive in-service training by the nurse regarding the medication and appropriate administration.

H. Field Trips

Medications to be given to students on day field trips will be pre-packaged by nurses or health assistants to be administered by the delegated district employee. Sealed medication envelopes will include the student name, medication, dosage, number of pills, and time to be administered. Other PRN medication will also be sent with the responsible school personnel including any emergency plan that dictates the use of such medication. Medication to be used on overnight school trips will be provided by parents directly to the accompanying health professional or teacher.[4]

F. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

G. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law

enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

I.F. Return of Unused Medication

~~Unused medication will be returned at the end of the school year or at the time the medication is discontinued. Advance notice (postcard, phone call, or newsletter) will be given to families indicating the school plans for medication return. Parents will be asked to inform the health office if they would prefer to pick up the medication or would like the medication sent home with the student on the last day of school. Medication not picked up by the parents according to their plan will be destroyed at the end of the school year.~~

~~Medication to be returned via an elementary student will be sent in a sealed bag at the end of the specified school day.~~

J.G. Errors[5]

~~In the event of a medication error, the parent/guardian and the school administrator will be notified by phone in a prompt manner. The student's physician will also be consulted as needed. Medication errors will be documented on a Medication Error form and sent to the school administrator.~~

K.H. Unauthorized Use of Medication[6]

~~Students observed by school personnel self-administering unauthorized medication on school grounds will be reported to parents by the school nurse or building administration. Cough drops will not be considered a medication under this policy. School protocol shall dictate the storage and use of cough drops.~~

L. Sunscreen

~~A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional.~~

~~School personnel are not required to provide sunscreen or assist students in applying sunscreen.~~

M.I. H. Cannabis

~~Products containing Cannabis will not be administered by school personnel and these products cannot be brought on campus. This includes CBD containing products.~~

N. Students 18 Years and Older

~~"Parent" for students 18 years and older is the student for purposes of this policy.~~

O.J. Specific Exceptions:

- ~~1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;~~
- ~~2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;~~
- ~~3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.[7]~~

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent space is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from

a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

B. The space must provide a student privacy to receive mental health care.

C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (~~School Health Services~~~~Hiring of Health Personnel~~)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
~~Minn. Stat. § 121A.2205 (Possession and Use of Non-syringe Injectors of Epinephrine; Model Policy)~~
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education ~~Improvement~~ Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

~~Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)~~

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
~~MSBA/MASA Model Policy 516 (Medication Administration)~~

School District Policy

Adopted: January 5, 2010

Revised: January 2025

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, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations hereinafter "medical statement"), ~~affirming-stating~~ that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a medical statement, ~~affirming 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 medical ~~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 the first year of their home schooling in Minnesota and the

grade 7 year.

C.D. ~~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.E.~~ 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.F.~~ 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.G.~~ 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 medical statement ~~affirming 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 and exemption requirements by use of a form approved by the Department of Health;
 - ~~1.2.~~ ~~notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;~~
 - ~~2.3.~~ review student health records to determine whether the required information has been provided; and
 - ~~3.4.~~ 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)
[Minn. Rules Parts 4604.0100-4604.1020 \(Immunization\)](#)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th 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)