



A – Request decision – closure required
B – Update/status report
C – Discussion and input – final decision at a subsequent meeting

School Board Meeting
Monday, March 25, 2024
AGENDA

1. **Call to Order (1 minute)**
03-25-24 Important Dates 4
2. **Pledge of Allegiance (1 minute)**
3. **Approve Board Agenda (1 minute) - A**
4. **Consent Agenda (5 minutes) - A**
 - 4.A. Minutes from March 4 Board Work Session - A
Jeff Simon, Board Clerk

Appendix A 5
 - 4.B. Retirements, Resignations, Terminations, Layoffs and Recalls, Leaves and Modified Leaves of Absence, Appointments - A
Matt Brain, Director of Employee Services

Appendix B 8
 - 4.C. Cash Disbursements Report - A
Jennifer Beck, Director of Finance

Appendix C 12
 - 4.D. Cash Balance Report - A
Jennifer Beck, Director of Finance

Appendix D 13
 - 4.E. Donations & Scholarship Report - A
Jennifer Beck, Director of Finance

Appendix E 14
 - 4.F. Monthly Revenue & Expenditures - A
Jennifer Beck, Director of Finance

Appendix F 17
 - 4.G. Policy 406.0 Public and Private Personnel Data - Amended - A
Tim Palmatier, General Counsel

Appendix G 19
 - 4.H. Policy 515.2 Protection and Privacy of Student Records - Amended - A
Tim Palmatier, General Counsel

Appendix H 31

4.I. Bid #24037B-Anoka High School Library Renovations - A Tiffany Audette, Director of Purchasing	
Appendix I	93
4.J. Bid #24036B-Coon Rapids Middle School & Coon Rapids High School Library Renovations - A Tiffany Audette, Director of Purchasing	
Appendix J	94
4.K. Joint Purchasing Agreement with Dawson-Boyd Public School District #378 - A Tiffany Audette, Director of Purchasing	
Appendix K	95
4.L. Bid #23038B-Champlin Park HS Media Center Renovation - A Tiffany Audette, Director of Purchasing	
Appendix L	98
4.M. Appointments by Chair-Amended - A Zach Arco, Co-Chair	
Appendix M	99
4.N. Immunization Exclusions as required by Statute 121a.15 - A Cindy Hiltz, Asst. Director of Student Services, Health Services	
5. Communications, Delegations & Petitions (15 minutes)	
6. Board Calendar & District Update (10 minutes) Cory McIntyre, Superintendent	
7. Employee Services (9 minutes) - A	
7.A. Resolution Discontinuing and Reducing Educational Programs & Positions (3 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix N	102
7.B. Resolution Relating to the Termination and Non-renewal of Teaching Contracts of Probationary Teachers (3 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix O	103
7.C. Resolution Relating to the Termination and Non-Renewal of Principals/Assistant Principals (3 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix P	107
8. Finance (45 minutes)	
8.A. OPEB Actuary Liability Update (15 minutes) - B Michelle Vargas, Chief Financial Officer; Jill Urdahl, USI Consulting Group	
Appendix Q	108
8.B. FY24 Amended Budget, First Read (30 minutes) - B Michelle Vargas, Chief Financial Officer	
Appendix R	114
Appendix S	140

9. Elementary & Secondary Education (5 minutes)	
9.A.SRO Contracts (5 minutes) - B	
Greg Cole, Chief Operations Officer; Tim Fournier, Manager of Security & Emergency Operations	
Appendix T	150
10. General Counsel (10 minutes)	
10.A. Policy 528.0 Student Parental, Family, and Marital Status Nondiscrimination, First Read (10 minutes) - C	
Tim Palmatier, General Counsel	
Appendix U	152
11. Labor Relations & Benefits (35 minutes)	
11.A. Authorize District Calendar 2025-26 - Second Read (10 minutes) - A	
Dr. Jennifer Cherry, Executive Director of Human Resources; Todd Mensink, Director of Labor Relations & Benefits; Val Holthus, AHEM President	
Appendix V	155
11.B. Authorize Anoka-Hennepin School Service Employee 2023-25 Master Agreement (5 minutes) - A	
Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix W	158
11.C. Authorize School Officer Supervisor 2023-25 Master Agreement (5 minutes) - A	
Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix X	181
11.D. Authorize School Technical Specialist 2023-25 Master Agreement (5 minutes) - A	
Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix Y	196
11.E. Labor Relations Update (10 minutes) - B	
Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix Z	220
12. Board Correspondence & Communication	
13. Adjourn	

ANOKA-HENNEPIN SCHOOLS

A FUTURE WITHOUT LIMIT

March 25, 2024

Dates to Remember

- 1. March 25** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
- 2. March 29** Staff Development, No Students
- 3. April 1** CIAC, ESC, 5:30 p.m.
- 4. April 3** Above & Beyond Awards, ESC, 5:15 p.m.
- 5. April 4** **School Board Work Session, Sandburg Education Center, 5:30 p.m. (Replaces March 21)**
- 6. April 8** **School Board Work Session, Educational Service Center, 5:30 p.m.**
- 7. April 16** Staff Recognition Dinner, Heritage Center, 5:00 p.m.
- 8. April 22** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
- 9. May 1** Hold for Meet & Confer – Teachers, ESC, 5:30 p.m.
- 10. May 6** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
- 11. May 8** Metro North Adult Basic Ed Graduation, ESC, 7:00 p.m.
- 12. May 9** CIAC, ESC, 5:30 p.m.
- 13. May 20** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
- 14. May 29** Pathways Graduation, Pathways, 6:00 p.m.
- 15. May 29** Sandburg Regional High School Graduation, Anoka Technical College, 7:00 p.m.
- 16. May 30** Bridges Graduation, Bridges, Downtown Center, 12:30 p.m.
- 17. May 30** CIAC, ESC, 5:30 p.m.
- 18. May 30** A-H Technical High School Graduation, Anoka Technical College, 6:00 p.m.
- 19. May 31** River Trail Learning Center Program Completion, RTLCL, 12:30 p.m.
- 20. June 2** Andover High School Graduation, Mariucci Arena, 10:00 a.m.
- 21. June 2** Champlin Park High School Graduation, Mariucci Arena, 1:00 p.m.
- 22. June 2** Coon Rapids High School Graduation, Mariucci Arena, 4:00 p.m.
- 23. June 2** Blaine High School Graduation, Mariucci Arena, 7:00 p.m.
- 24. June 3** CIAC, ESC, 5:30 p.m.
- 25. June 3** Anoka High School Graduation, Goodrich Field, 7:00 p.m.
- 26. June 10** **School Board Work Session, ESC, 5:30 p.m.**
- 27. June 24** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**



Zach Arco
CO-CHAIR



Kacy Deschene
CO-CHAIR



Jeff Simon
CLERK



Matt Audette
TREASURER



Linda Hoekman
DIRECTOR



Michelle Langenfeld
DIRECTOR

MINUTES OF MEETING
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 11
(Anoka-Hennepin School District)
STATE OF MINNESOTA

The School Board of Anoka-Hennepin Independent School District No. 11 held a work session on **Monday, March 4, 2024**, at the Educational Service Center, Anoka, Minnesota.

Co-Chair Kacy Deschene called the meeting to order at 5:30 p.m.

The following members were present: Zach Arco, Matt Audette, Kacy Deschene, Linda Hoekman, Michelle Langenfeld and Jeff Simon.

Co-Chair Arco motioned to approve the Board Agenda. Jeff Simon seconded. Motion passed on a 6-0 vote.

CONSENT AGENDA

Jeff Simon moved and Michelle Langenfeld seconded the motion to approve the following **consent agenda** items:

- a. **Minutes** from the February 26, 2024 School Board meeting.
- b. **Personnel items** as follows:

RETIREMENTS

Name	Current or Most Recent Position	Last Date Employed
Cynthia Messer	Ramsey, ParaEducator Spec Ed Cntr Base	06/06/2024
Sheila Peterson	ESC, Confidential Employee	10/31/2024
Amy Reiter-Taylor	Ramsey, ParaEducator Special Education	06/06/2024
Maria Smith	Sorteberg ECC, ParaEducator Special Education	02/28/2024
Cindy Thomas	ESC-Special Ed, ParaEducator Special Ed COTA	06/06/2024
Lisa Veer	Blaine High, ParaEducator Suppl Prg AVID	06/06/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Heidi Estrem	Hamilton, Teacher Social Worker	03/27/2024
Kelli Frericks	Roosevelt Middle, Asst Principal Middle 10 Month	06/14/2024
Sonya Kuznetsov Duffy	ESC-Special Ed, Teacher SA-TALS	03/08/2024

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Tammy Berg	Andover DC-Bridges, Teacher MSH	02/09/2024	05/10/2024
Tammy Berg	Andover DC-Bridges, Teacher MSH	01/12/2024	01/24/2024
Tammy Berg	Andover DC-Bridges, Teacher MSH	11/21/2023	02/02/2024
Tracy Burman	Andover DC-Bridges, Para Health	02/23/2024	03/07/2024
Courtney Decowski	Andover, Teacher E/BD	02/20/2024	05/20/2024
Jill Duerr	Coon Rapids High, ParaEducator Spec Ed Cntr Base	02/01/2024	06/06/2024
Lisa Ann-Caverl Duhamel	Hoover, ParaEducator Special Education	02/05/2024	03/19/2024
Jessica Fabb	Sorteberg ECC, ECFE Child Educator Pro Rated	04/12/2024	04/29/2024
Aaron Hansen	McKinley, ParaEducator Elementary	01/29/2024	03/08/2024
Madeline Knutson	ChamplinBrklynPk Academy, Teacher Grade 3	01/17/2024	02/15/2024
Madeline Knutson	ChamplinBrklynPk Academy, Teacher Grade 3	02/22/2024	03/09/2024
Amie Labo	Eisenhower, A+ Site Leader full year	02/22/2024	05/22/2024
Mary Protas	Coon Rapids Middle, Educ Office Prof	02/15/2024	03/04/2024
Janey Shampine	Verndale, Teacher EC/SE Stretch Calendar	02/20/2024	05/17/2024
Mary Stradal	Ramsey, ParaEducator Special Education	02/14/2024	02/27/2024
Nicole Sutton	Crooked Lake, Teacher SA-Coach Literacy Spec	02/26/2024	04/19/2024
Molly Vievering	Anoka High, Teacher English	02/23/2024	06/07/2024
Linda Yang	CED - ECFE, ECFE Cultural Liaison	02/22/2024	04/10/2024

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Thomas Ament	Roosevelt Middle, B/G Custodian	01/29/2024	03/08/2024
Susan Curtis	Anoka High, Educ Office Prof	01/24/2024	03/13/2024
Steven Guider	Blaine High, ParaEducator Technology	02/08/2024	05/24/2024
Nancy Hager	Andover High, ParaEducator Spec Ed Cntr Base	01/24/2024	02/27/2024
Laurie Hale	Hoover, Teacher E/BD	01/17/2024	03/08/2024
Basima Hasna	Oxbow Creek, ParaEducator Spec Ed Cntr Base	01/16/2024	03/01/2024
Lisa Heiden	Mississippi, Teacher Grade 1	08/28/2023	05/24/2024
David Jelinek	Jackson Middle, B/G Custodian	12/12/2023	12/12/2025
Brianna Mueller	Jefferson, A+ Site Leader full year	01/26/2024	03/15/2024
Michelle Peterson	Mississippi, Teacher Grade 4	02/20/2024	05/17/2024
Nicole Pierson	Anoka Middle - FM, Teacher Academic Support	01/08/2024	04/05/2024
Kara Schumann	Wilson, Teacher Grade 2	01/03/2024	02/23/2024
Kevin Stimpson	Morris Bye, B/G Custodian	02/02/2024	03/19/2024
Janelle Voxland-Flomo	Roosevelt Middle, Teacher Math	12/15/2023	03/29/2024

SABBATICALS

Full Name	Current or Most Recent Position	LOA Start	LOA End Date
Hull, Blair E	Anoka High, Teacher English	07/01/2024	06/30/2025
Rueckert, Maren R	Oxbow Creek, Teacher SLD	07/01/2024	06/30/2025

- c. Approved Bid #23032B District Wide Security Upgrades-Bid Pack 1.
 - d. Approved Bid #24035B-Anoka & Blaine High School Science Classroom Renovations.
 - e. Immunization Exclusions—names and specifics are not included because of data privacy.
- Motion passed on a 6-0 vote.

The work session then continued with the following agenda items: Technical Education Programming at Anoka-Hennepin Technical High School & STEP Program; District Calendar 2025-26-First Read; School Board One-Year Calendar Review.

Board Members Langenfeld and Deschene highlighted their Champlin Park High School site visit to learn more about their IB Program. Director Michelle Langenfeld gave a shoutout to the Celebrity Reader events across the district highlighting I Love to Read Month in February. She enjoyed visiting and reading to many students and highlighted her visit to Sandburg Regional High School in their new setting in downtown Anoka. Director Linda Hoekman attended the Robotics Competition in Duluth and cheered on Blaine High School's amazing Robotics team.

Co-Chair Deschene recessed the meeting at 7:12 p.m. Jeff Simon moved and Zach Arco seconded the motion to adjourn the meeting. Motion passed.

Jeff Simon, Clerk
Anoka-Hennepin Independent School District No. 11

Kacy Deschene, Co-Chair

Prepared by: Debbie Koffski, CPS
Recorder

Approved: _____

APPENDIX B

20240325

1

Moved that the Board accepts the personnel recommendations and authorizes the appropriate Board officer(s) or School District administrator(s) to sign all documents necessary to effectuate these agreements.

RETIREMENTS

Name	Current or Most Recent Position	Last Date Employed
Jay Grabowska	Rum River Elementary, B/G Building Supervisor	08/15/2024
Neoma Haugan	Jackson Middle, Child Nutrition Assistant PT	06/06/2024
Cynthia Hiltz	ESC, AsstDir StuServ HealthServices	08/18/2024
Marina Hrab	Jackson Middle, Child Nutrition Assistant FT	06/06/2024
Sandra Johnson	ESC, Educ Office Prof	06/28/2024
Denise Olson	Ramsey, ParaEducator Spec Ed Cntr Base	06/06/2024
Therese Richards	ESC, Communications Tech Asst	06/03/2024
Maria Roberts	Coon Rapids High, Educ Office Prof	06/14/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Kimberly Davis	University Avenue, Asst Principal Elem 10 Month	06/30/2024
Leah Fread	Dayton, Teacher Grade 1	06/07/2024
Erin Hart	Sand Creek, Teacher Speech Clinician	06/07/2024
Diane Hasner	CED - ABE - Blaine, ABE Teacher-Full Time Benefits	03/15/2024
Jeffrey Hedlund	Champlin Park High, Teacher Social Studies	06/30/2024
Tiffany Johnson	Leave Of Absence, ParaEducator Spec Ed Cntr Base	03/30/2024
Rachel Jorgensen	Anoka High, Teacher Work Exp Handicapped	03/18/2024
Nicole Kronzer	Champlin Park High, Teacher English	06/07/2024
Rene Martinez	Andover High, Teacher American Sign Language	06/07/2024
Callie Neumann	ESC, Asst Director Child Nutrition	04/05/2024
Brittany Ridout	Oak View Middle, Teacher Special Educ Lead	06/30/2024
Kathryn Shinn	Blaine High, Teacher English	06/07/2024
Bruce Swanson	Anoka High, B/G Custodian	03/11/2024
Joanne Taylor	McKinley, ParaEducator Special Education	02/22/2024
Jeffrey Wall	Anoka High, Teacher Phys Ed Secondar	06/07/2024

APPENDIX B

20240325

1

Moved that the Board accepts the personnel recommendations and authorizes the appropriate Board officer(s) or School District administrator(s) to sign all documents necessary to effectuate these agreements.

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Nathaniel Albrecht	Northdale Middle, Teacher Phys Ed Secondar	03/19/2024	04/12/2024
Amanda Anderson	Oak View Middle, ParaEducator Secondary	02/14/2024	03/29/2024
Adolphus Bates	Andover DC-Bridges, ParaEducator Spec Ed Cntr Base	03/22/2024	04/22/2024
Taylor Becker	ChamplinBrklynPk Academy, Teacher Grade K	03/18/2024	06/07/2024
David Bestul	Blaine High, Teacher Social Studies	03/26/2024	04/02/2024
Jennifer Bowman	Coon Rapids Middle, Teacher Science	03/05/2024	04/17/2024
Michael Bown	Hamilton, B/G Building Supervisor	03/18/2024	06/07/2024
Michael Bown	Hamilton, B/G Building Supervisor	02/28/2024	03/05/2024
Kathryn Bussey	ESC, Teacher SA-Tech Facilitator	02/01/2024	03/08/2024
Janet Cullen	Northdale Middle, ParaEducator Spec Ed Cntr Base	02/28/2024	04/05/2024
Emily Dittel	Brookside, Teacher ASD (AutismSpectrum)	03/04/2024	05/10/2024
Nicole Gross	Monroe, Teacher Academic Support	01/10/2024	06/07/2024
Maureen Haley	ESC - Transportation, ParaEducator Bus	02/08/2024	03/05/2024
Kristin Hovdet	Jackson Middle, Teacher Math	03/18/2024	06/07/2024
Gina Jaring	Crooked Lake, Child Nutrition Assistant PT	03/04/2024	04/02/2024
Sara Johansen Dexter	ESC-Special Ed, Educ Office Prof Data Mgmt	03/18/2024	04/08/2024
Jessica Johnson	Johnsville, Teacher SLD	03/20/2024	06/07/2024
Madeline Knutson	ChamplinBrklynPk Academy, Teacher Grade 3	03/18/2024	05/17/2024
Amy Lindh	Riverview ECC, Preschool Inst-Full Time Bene	03/25/2024	06/20/2024
Robert Miller	Coon Rapids High, Teacher Industrial Tech	02/29/2024	03/27/2024
Jessica Mills	Champlin Park High, Teacher Science	03/18/2024	06/07/2024
Karan Murphy	Champlin Park High, ParaEducator Spec Ed Cntr Base	02/29/2024	03/22/2024
Ryan Nesvold	Andover High, Teacher ABS (AcadBehav)	04/29/2024	05/03/2024
Katarzyna Niles	Blaine High, Teacher ABS (AcadBehav)	04/30/2024	06/07/2024
Asia Paulus	Northdale Middle, Teacher Grade 6	03/18/2024	05/24/2024
Mary Protas	Coon Rapids Middle, Educ Office Prof	03/05/2024	03/25/2024
Meghan Schneider	Johnsville, Teacher Grade 3	07/01/2024	06/30/2025
Crystal Scott	S.T.E.P., Teacher Career-Technical	12/04/2023	12/22/2023
Crystal Scott	S.T.E.P., Teacher Career-Technical	02/05/2024	02/14/2024
Joshua Stevens	Ramsey, ParaEducator Elem BehavRm	03/06/2024	03/21/2024
Alyssa Wiczek	Evergreen Park, Teacher SA-Coach Literacy Spec	03/01/2024	05/31/2024
Marni Williams	Wilson, ParaEducator Spec Ed Cntr Base	02/26/2024	03/08/2024
Dziyana Yarmolik	Andover, Teacher ESL	03/18/2024	04/23/2024

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Thomas Ament	Roosevelt Middle, B/G Custodian	01/29/2024	03/25/2024
Tracy Burman	Andover DC-Bridges, Para Health	02/23/2024	03/19/2024
Robert Cich	ESC, B/G Driver	08/19/2022	05/01/2024

APPENDIX B

20240325

2

Moved that the Board accepts the personnel recommendations and authorizes the appropriate Board officer(s) or School District administrator(s) to sign all documents necessary to effectuate these agreements.

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Lisa Ann-Caverl Duhamel	Hoover, ParaEducator Special Education	02/05/2024	03/18/2024
Linda Groebner	Roosevelt Middle, Asst Principal Middle School	12/27/2023	05/01/2024
Laurie Hale	Hoover, Teacher E/BD	01/17/2024	06/07/2024
Diane Hasner	CED - ABE - Blaine, ABE Teacher-Full Time Benefits	10/27/2023	03/15/2024
Susan Huemann	Dayton, Teacher Music Elementary	02/07/2024	04/18/2024
Angela Koos	Blaine High, Child Nutrition Site Supv	02/20/2024	03/18/2024
Sherrill Martens	Crooked Lake, ParaEducator Special Education	02/05/2024	05/03/2024
Chris Mertesdorf	ESC, B/G Maintenance Spec Maint	10/13/2023	04/08/2024
Debra Nelson	Coon Rapids High, ParaEducator Spec Ed Cntr Base	09/25/2023	03/25/2024
Lori Onstad	ChamplinBrklynPk Academy, Preschool Inst-Pro Rated Bene	02/09/2024	04/05/2024
Sean Peterson	ESC, B/G Grounds	01/25/2024	04/17/2024
Salvador Rodriguez	Evergreen Park, B/G Custodian	11/27/2023	03/04/2024
Kimberly Simshauser	Verndale, Teacher Blind or Visually Imp	02/05/2024	03/08/2024
Jacob Southmayd	Dayton, Teacher ASD (AutismSpectrum)	02/12/2024	06/07/2024
Joanne Taylor	McKinley, ParaEducator Special Education	09/13/2023	02/22/2024
Becky Thronson	Oak View Middle, Teacher English	08/28/2023	05/24/2024
Tori Volk	Lincoln, ParaEducator Spec Ed Cntr Base	12/02/2022	12/02/2024

SABBATICALS

Full Name	Current or Most Recent Position	LOA Start	LOA End Date
Morley, Anna C	Blaine High, Teacher Math	07/01/2024	06/30/2025
Wisniak, Melissa D	Andover, Teacher K5 Core Inst Support	07/01/2024	06/30/2025

APPOINTMENTS

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Elementary					
Kelsey Bryngelson	ChamplinBrklynPk Academy, Teacher Grade 1 LTS	02/20/2024	Bachelors/1	0.2888	\$13,844
Barbara Fenton	ChamplinBrklynPk Academy, Teacher Grade K LTS	03/19/2024	Masters+60/1	0.3102	\$19,259

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Secondary					
Jenna Adams	Anoka High, Tier 1 Teacher English LTS	02/23/2024	Bachelors+30/3	0.3797	\$19,841
Dylan Chiabotti	Coon Rapids High, Teacher Science LTS	01/16/2024	Bachelors/1	0.4866	\$23,330
Angela Lyman	S.T.E.P., TIER I-Career and Technical	08/28/2023	Bachelors/14	0.6578	\$44,647
Christopher Schiferli	Anoka Middle - WA, Teacher Grade 6	02/01/2024	Bachelors+15/5	0.4652	\$24,457
Jill Waskosky	Northdale Middle, Teacher Grade 6 LTS	03/18/2024	Masters+30/24	0.2727	\$24,079

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Special Education					
Billie Bishop	Brookside, TIER I-ASD (Autism Spectrum)	03/04/2024	Masters/1	0.2406	\$13,462
Kathryn A Deprez	Coon Rapids High, Teacher Social Worker	03/21/2024	Bachelors/9	0.3048	\$18,335
Nancy Hofschulte	ChamplinBrklynPk Academy, Teacher MMH	02/21/2024	Bachelors/20	0.1925	\$13,751
Cynthia Lavall	Hamilton, Teacher ABS (AcadBehav) LTS	01/31/2024	Bachelors/1	0.2406	\$10,852
Mary Karen Noreen	Sorteberg ECC, Teacher EC/SE	01/31/2024	Masters/24	0.1313	\$11,051
Shawn Rodbourne	Blaine ECC, TIER I-Teacher EC/SE	02/29/2024	Bachelors/1	0.3529	\$16,920
Patricia Stay	Andover, TIER I-ABS (AcadBehav) - LTS	02/22/2024	Bachelors/1	0.1551	\$7,435
Mai Lee Yang	Monroe, Teacher ESL	03/21/2024	Bachelors/1	0.2995	\$14,357

Name	Current or Most Recent Position	Effective Date	Days	Salary
Administrative				
This section returned no records				

MOTION

Date:

March 18, 2024

That these disbursements as presented, excluding net payroll, be allowed and charged to funds as follows:

Fund No.	Description	Amount
	Checks	\$ 4,411,640.53
01	General	4,130,446.51
02	Food Service	89,238.74
04	Community Service	109,865.13
06	Building Construction	81,145.23
07	Bond & Interest K-12	-
20	Health-Self Insurance	944.92
21	Dental-Self Insurance	-
22	Work. Comp.-Self Insurance	-
47	OPEB Debt Service	-
	Electronic Payments	\$ 22,164,801.74
01	General	14,951,910.54
02	Food Service	310,242.60
04	Community Service	586,302.29
06	Building Construction	-
07	Bond & Interest K-12	-
20	Health-Self Insurance	5,901,635.22
21	Dental-Self Insurance	321,868.50
22	Work. Comp.-Self Insurance	92,842.59
47	OPEB Debt Service	-
	ACH Payments	\$ 6,542,642.51
01	General	4,732,411.69
02	Food Service	1,259,543.46
04	Community Service	69,460.28
06	Building Construction	307,498.23
07	Bond & Interest K-12	-
20	Health-Self Insurance	161,385.87
22	Work. Comp.-Self Insurance	12,342.98
	P-Card	\$ 110,207.86
01	General	90,419.79
02	Food Service	1,899.54
04	Community Service	13,507.46
06	Building Construction	-
20	Health-Self Insurance	4,381.07
	TOTAL DISTRICT	\$ 33,229,292.64

ANOKA HENNEPIN DISTRICT NO. 11
MONTHLY CASH BALANCES - FY24

	GENERAL 01-101	FOOD SERVICE 02-101	COMMUNITY SERVICE 04-101	BUILDING CONSTRUCTION 06-101 ¹	DEBT SERVICE 07-101	EMP BENE HEALTH 20-101	EMP BENE DENTAL 21-101	EMP BENE WORK COMP 22-101	OPEB DEBT SERVICE 47-101	TOTAL CASH	CASH INVESTMENTS	BUILDING CONSTRUCTION INVESTMENT	SCHOLARSHIP INVESTMENT	TOTAL ALL BALANCES	FY23 Total All Balances (1 year ago comparison)
07/01/23	167,625,306	9,661,551	12,168,757	(2,844,745)	9,201,166	24,002,428	3,225,038	2,287,027	1,304,644	226,631,172	10,000,000	16,854,844	712,365	254,198,381	273,086,188
07/31/23	137,645,718	9,351,636	11,562,339	(619,251)	6,724,711	17,724,437	2,897,721	2,104,797	1,381,049	188,773,157	10,000,000	13,071,820	688,427	212,533,404	241,851,628
08/31/23	168,372,920	9,385,665	11,533,868	(2,681,823)	6,325,755	14,225,288	2,294,219	2,066,908	1,358,476	212,881,277	10,000,000	13,124,816	509,804	236,515,897	271,684,755
09/30/23	185,170,574	8,882,238	13,083,758	(4,131,880)	6,329,633	14,920,089	2,548,666	2,067,015	1,358,523	230,228,616	10,000,000	13,131,309	464,430	253,824,355	276,894,445
10/31/23	184,238,524	8,296,287	12,969,484	(7,425,653)	9,023,567	17,058,314	2,435,497	2,094,463	1,748,359	230,438,843	10,000,000	13,131,309	446,296	254,016,449	275,084,581
11/30/23	164,478,148	10,589,218	13,327,202	(7,902,901)	11,970,274	20,202,785	2,693,195	2,013,482	2,174,822	219,546,225	10,000,000	13,196,500	429,633	243,172,357	257,537,703
12/31/23	161,912,058	11,108,168	13,971,533	(73,950)	13,038,557	22,773,895	2,978,750	2,002,416	2,328,601	230,040,028	0	5,348,208	408,720	235,796,957	252,577,026
01/31/24	162,017,498	11,260,191	13,564,667	(150,818)	3,699,494	24,468,681	2,837,702	1,644,399	522,283	219,864,096	0	5,373,138	438,147	225,675,381	234,692,903
02/28/24	179,211,191	11,007,575	12,553,732	(130,841)	3,699,494	25,203,732	2,997,432	1,539,213	522,283	236,603,810	0	4,982,259	480,389	242,066,458	235,614,483
03/31/24										0				0	
04/30/24										0				0	
05/31/24										0				0	
06/30/24										0				0	

¹ Building Construction Fund is negative because funds are transferred from the Building Construction investment account on a reimbursement basis.

ANOKA-HENNEPIN DISTRICT NO. 11
MONTHLY DONATION REPORT
Feb-24

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
02/12/24	AGHS Hockey Booster Club	Andover HS	Coach bus for girls hockey program use	General	1,925.00
02/26/24	American Online Giving Foundation	Dayton Elem	School/Student supplies & materials	General	48.55
02/26/24	American Online Giving Foundation	Madison Elem	Student Support	General	19.44
02/26/24	American Online Giving Foundation	Hamilton Elem	General Supplies	General	87.48
02/26/24	Andover Football Association	Andover HS	Benches for Husky Stadium	General	6,000.00
02/20/24	Andover HS Swimming & Diving Booster Club	Andover HS	Coach bus	General	3,236.55
02/12/24	BHS Girls Hockey Boosters	Blaine HS	Cover bussing for Duluth game	General	1,575.00
02/20/24	Blaine Band Boosters	BHS	Marching Bank Uniforms	General	16,967.38
02/26/24	Blaine Basketball Volunteers	Blaine HS	Contribution for shot clock table for fieldhouse	General	1,300.00
02/26/24	Blaine Basketball Volunteers	Blaine HS	Contribution for shot clock table for fieldhouse	General	2,000.00
02/12/24	Blaine High School Gymnastics Team	Blaine HS	Bus cost for Moorhead trip	General	2,917.00
02/12/24	Blaine Swimming & Diving Booster Club	Blaine HS	Towards purchase of a new scoreboard for the pool	General	2,345.83
02/12/24	CAF America, C/O Cyber Grants LLC	Jackson MS	Student Materials	General	12.00
02/20/24	Champlin Dayton Athletic Association	Champlin Park HS	Indian Ed Speaker for Eng class	General	700.00
02/20/24	Champlin Park Baseball Association	Champlin Park HS	Indian Ed Speaker for Eng class	General	700.00
02/12/24	Charites Aid Foundation America C/O CyberGrants LLC	Blaine HS	ASL Club	General	66.00
02/12/24	Charities Aid Foundation America	Eisenhower Elem	Student Incentives	General	10.00
02/12/24	Charities Aid Foundation America	Rum River Elem	Student/General Supplies	General	10.00
02/12/24	Charities Aid Foundation America	Anoka MS	Non instructional supplies	General	20.00
02/20/24	Charities Aid Foundation America	Andover Elem	Classroom Supplies	General	20.00
02/20/24	Charities Aid Foundation America	BHS	General Supplies	General	40.00
02/26/24	Coon Rapids Lions Club	CRHS	Leo Club activities and events for students	General	1,700.00
02/26/24	Coon Rapids Lions Club	CRHS	Youth Frontier Conference Costs	General	500.00
02/20/24	Coon Rapids Swim and Dive Booster Club	CRHS	Northdale Pool Scoreboard	General	4,345.83
02/20/24	Coon Rapids Swim and Dive Booster Club	CRHS	Forgo Bus	General	2,400.00
02/12/24	Crooked Lake Parent Teacher Organization	Crooked Lake Elem	4th grade kindness retreat	General	1,655.68
02/12/24	Crooked Lake Parent Teacher Organization	Crooked Lake Elem	5th grade Long Lake field trip	General	1,862.00
02/12/24	Dayton Elementary PTO	Dayton Elem	5th Grade field trip	General	200.00
02/12/24	ECFE/Preschool Parent Advisory Council	AH ECFE Program	Curriculum materials for each ECFE site	General	1,509.00
02/12/24	ECFE/Preschool Parent Advisory Council	AH Preschool	Curriculum Materials for each preschool classroom	General	6,335.00
02/26/24	Edward B Cutter Post No. 102, INC	Anoka MS	Arts for Youth	General	100.00
02/26/24	First	Andover HS	Materials for Robotics Program	General	1,000.00
02/26/24	Fraisa USA, INC	Andover HS	Materials for the Robotics Program	General	500.00
02/20/24	Front Stream SPV LLC	BHS	General Supplies-Front Stream SPV LLC	General	96.00
02/12/24	Jane E Korpella	STEP Automotive	Classroom instruction/Car maintenance	General	266.54
02/12/24	Kopp Family Foundation	STEP	Students in need, school supplies, testing fees	General	500.00
02/26/24	Madison PTO	Madison Elem	Gr 1 transportation to Como	General	474.00
02/26/24	Madison PTO	Madison Elem	VSC Sponsor Payment	General	6,480.00
02/20/24	MN School Social Workers Association	ISD#11	SEL Resources for Secondary Students	General	500.00

02/20/24	Oxbow Creek PTO	Oxbow Creek Elem	Chromebook Purchase	General	15,570.00
02/12/24	The Blackbaud Giving Fund	Champlin Park HS	Student Recognition	General	108.00
02/12/24	The Blackbaud Giving Fund	CBPA	Supplies for School	General	250.00
02/12/24	The Blackbaud Giving Fund	CBPA	Supplies for School	General	20.00
02/12/24	The Blackbaud Giving Fund by its agent, Your Cause	Andover HS	General Instruct Supplies Usage	General	20.00
02/12/24	The Blackbaud Giving Fund by its agent, Your Cause	Oxbow Creek Elem	School Supplies	General	10.00
02/20/24	The Blackbaud Giving Fund by its agent, Your Cause	Andover Elem	Classroom Supplies	General	25.00
02/20/24	The Blackbaud Giving Fund by its agent, Your Cause	Champlin Park HS	Student Recognition	General	50.00
02/20/24	The Blackbaud Giving Fund by its agent, Your Cause	Andover Elem	Classroom Supplies	General	22.40
02/26/24	The Blackbaud Giving Fund by its agent, Your Cause	Sand Creek Elem	Classroom/Student Supplies	General	420.00
02/26/24	University Ave Elementary PTO	University Elem	VSC Sponsor Payment	General	4,000.00

*MATERIAL, EQUIPMENT, OR LABOR DONATION

TOTAL \$ 90,919.68

STUDENT ACTIVITIES

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
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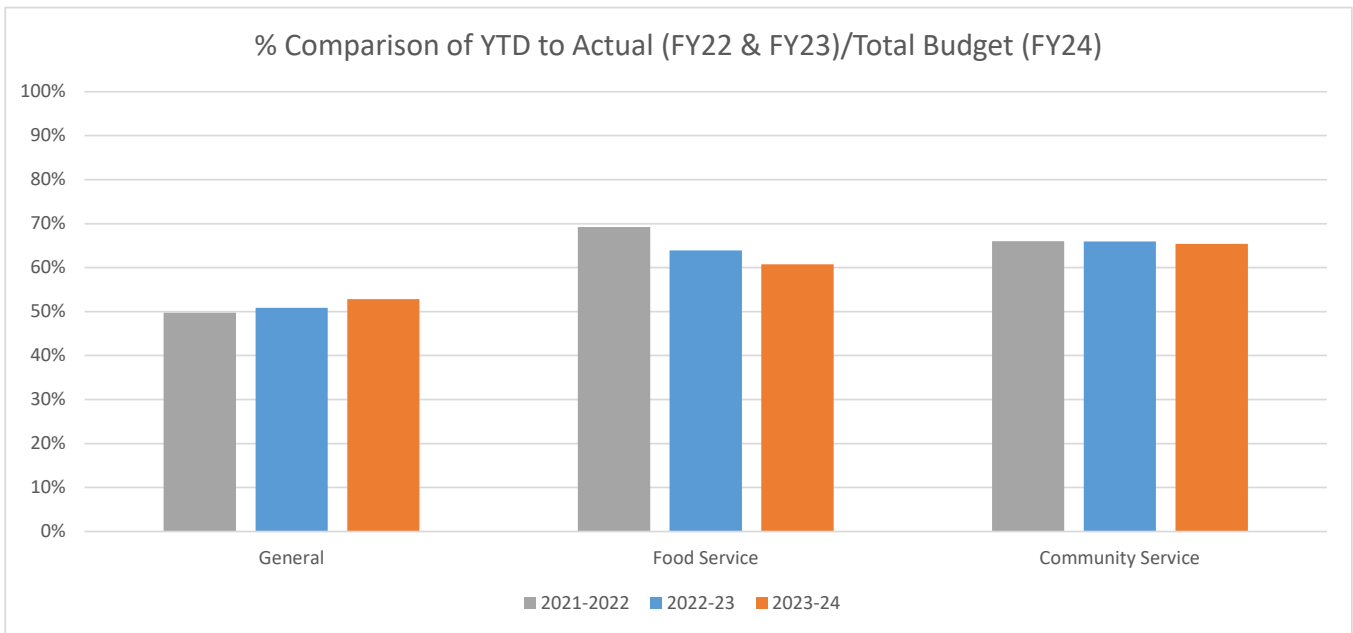
TOTAL _____

SCHOLARSHIP DONATIONS

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
02/14/24	Anoka High School Softball Booster	Anoka High School	Anoka High School Girls Softball Scholarship	Scholarship	1,000.00
02/14/24	Anoka Lions Club Scholarship	Anoka High School	Anoka Lions Club Scholarship	Scholarship	6,000.00
02/14/24	Anoka-Hennepin Education Minnesota Scholarship	Anoka High School	Anoka-Hennepin Education Minnesota Scholarship	Scholarship	500.00
02/14/24	Champlin Park High School Dugout Club	Champlin Park High School	Champlin Park Community Baseball Scholarship	Scholarship	3,000.00
02/28/24	Coon Rapids Veterans	Andover High School	Coon Rapids Veterans	Scholarship	500.00
02/14/24	Corbey, K & Pariana, J	Anoka High School	Anna Arnold Hedgeman Scholarship	Scholarship	1,040.00
02/14/24	Davenport, Edward	Anoka High School	Kenneth Davenport Memorial Scholarship	Scholarship	800.00
02/28/24	Davenport, Edward & Janet	Anoka High School	Class of '63 Scholarship	Scholarship	100.00
02/28/24	Edward B Cutter Post #102	Anoka High School	American Legion Scholarships	Scholarship	10,000.00
02/14/24	Ginny Karbowski - TruStage	STEP	Ginny Karbowski Scholarship	Scholarship	1,000.00
02/14/24	Hennek, Gail	Anoka High School	Hennek Chemistry Scholarship	Scholarship	1,000.00
02/28/24	Hoernemann, Thomas	Andover High School	Major Jeffrey Hoernemann Memorial Scholarship	Scholarship	1,500.00
02/28/24	Kaufenberg, Joseph	Andover High School	Justin Kaufenberg Memorial Football & Swimming	Scholarship	2,000.00
02/14/24	Mercy Medical Staff	Anoka High School	Mercy Hospital Physician Scholarship	Scholarship	600.00
02/28/24	Mercy Medical Staff	Andover High School	Mercy Hospital Medical Staff Scholarship	Scholarship	600.00
02/28/24	Neumann, Mary & Scott	Anoka High School	Neumann Family Engineering Scholarship	Scholarship	2,000.00
02/28/24	Northeast Bank	Andover High School	Northeast Bank Scholarship	Scholarship	500.00
02/28/24	Northern Starz Theatre Company	Andover High School	Starz Scholarship	Scholarship	250.00
02/28/24	Orr, Karen & Sam	Anoka High School	Class of '61 Scholarship	Scholarship	1,000.00
02/28/24	Oswell, Larry & Casandra	Andover High School	Vocational Training Scholarship	Scholarship	1,000.00
02/14/24	Sons of American Legion Scholarship-Edward B Cutter P	Anoka High School	Sons of American Legion Scholarship	Scholarship	1,000.00
02/28/24	Toys for Joy, Inc.	Andover High School	Toys for Joy Giving Back to the Community Schol	Scholarship	1,000.00
02/14/24	Verkuilen, James or Jennifer	Anoka High School	Stepping Up Scholarship	Scholarship	1,000.00
				SCHOLARSHIP TOTALS	\$ 37,390.00
				TOTAL DONATIONS	\$ 128,309.68

**Anoka-Hennepin ISD #11
Statement of Revenues
For the month ended February 29, 2024**

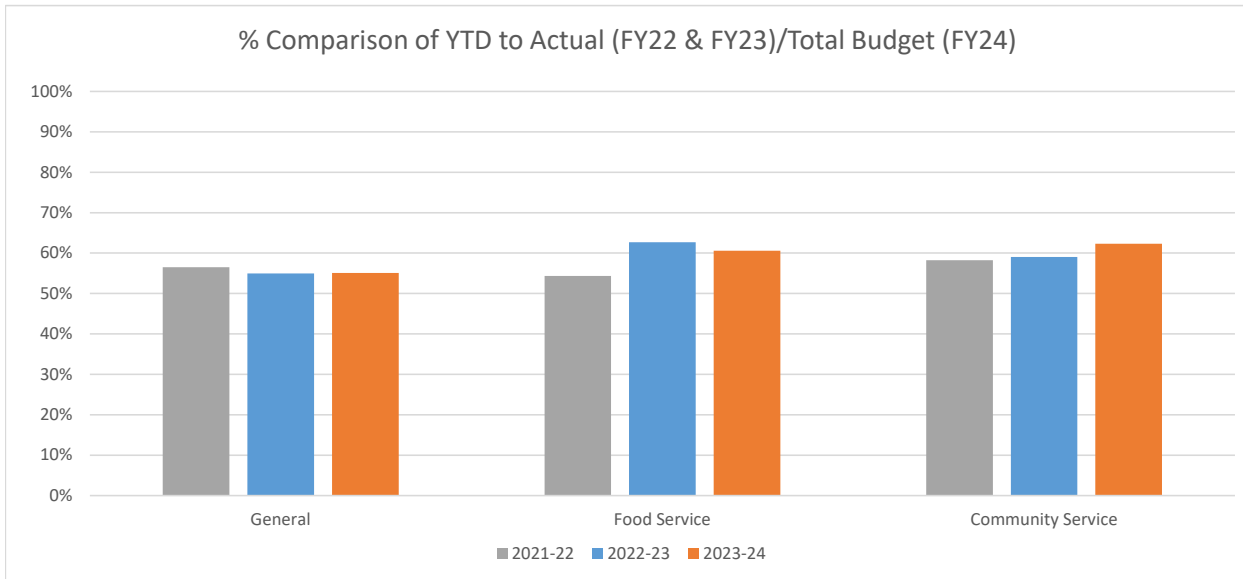
Fund	Month to Date	Year to Date	Budget	FY23 YTD is % of Budget FY21 & FY22 YTD is % of Actual		
				2023-24	2022-23	2021-2022
General	63,775,530	326,292,438	617,825,830	53%	51%	50%
Food Service	3,112,183	16,290,532	26,803,221	61%	64%	69%
Community Service	1,165,024	18,125,405	27,718,687	65%	66%	66%
Building Construction ¹	22,334	344,532	20,000	1723%	38087%	-36%
Debt Service	-	9,580,022	15,394,194	62%	64%	58%
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 68,075,071	\$ 370,632,929	\$ 688,511,932	54%	52%	51%



¹Conservative budgeting

**Anoka-Hennepin ISD #11
Statement of Expenditures
For the month ended February 29, 2024**

Fund	Month to Date	Year to Date	Budget	FY23 YTD is % of Budget FY21 & FY22 YTD is % of Actual		
				2023-24	2022-23	2021-22
General						
Salaries & Benefits	38,195,972	260,428,014	498,124,467	52%	54%	54%
Purchased Services	5,142,270	35,404,178	57,920,406	61%	59%	56%
Supplies	634,930	14,724,635	25,741,355	57%	66%	74%
Capital Expenditures	2,758,334	24,766,623	25,118,614	99%	63%	105%
Other Exp & Transfers	64,123	1,063,299	4,058,066	26%	27%	31%
Total General Fund	\$ 46,795,629	\$ 336,386,749	\$ 610,962,908	55%	55%	57%
Food Service	3,361,692	14,794,897	24,429,676	61%	63%	54%
Community Service	2,109,068	17,084,495	27,419,770	62%	59%	58%
Building Construction	393,235	8,289,473	8,850,000	94%	50%	62%
Debt Service	-	15,441,703	15,444,303	100%	100%	100%
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 52,659,624	\$ 391,997,317	\$ 687,856,657	57%	56%	58%



PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. "Public" means that the data is available to anyone who requests it.

B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. "Confidential" means the data are not public and are not available to the data subject.

D. "Personnel data" means data on individuals collected because they are or were employees of the school district, or an individual was an applicant for employment, or volunteers or independent contractors for the school district.

E. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

F. "Public officials" means business managers; human resource directors, athletic directors whose duties include at least 50 per cent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

A. The following information on current and former employees, volunteers and independent contractors, is public:

1. Personal information

- name
- education and training background
- previous work experience

2. Compensation-related information

- actual gross salary

- salary range
 - actual gross pension
 - value and nature of employer paid fringe benefits
 - the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary
 - payroll time sheets or other comparable data that are only used to account for the employees work time for payroll purposes, except to the extent that release of time sheets would reveal the employee's reasons for use of sick or other medical leave or other non-public data.
3. Work and performance information
- job title and bargaining unit
 - employee identification number which may not be the employee's social security number
 - job description
 - date of first and last employment
 - work location
 - work telephone number
 - work email addresses
 - honors and awards received
 - existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in disciplinary action
 - the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district.
 - Special rule where employee is also a public official as defined by Minnesota Statutes. Minn. Stat. § 13.43, Subd. 2(e) Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision. For purposes of this paragraph, "public official" means: business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals under Minnesota Rules.
 - the terms of any agreement settling any dispute arising out of the employment relationship
4. Applicants for Employment
- With respect to employment applicants, the following information is public information:
- the names of "finalists" are public; a finalist is one who has been selected to be interviewed for the opening
 - veterans status
 - relevant test scores
 - rank on eligible list
 - job history
 - education and training
 - work availability

- B. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services (“BMS”) to the extent dissemination is ordered or authorized by the Commissioner of BMS. Employee social security numbers are not necessary to implement the provisions of Chapter 179 or 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee’s dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. An individual’s checking account number is private when submitted to a government entity.
- E. Personnel data may be disseminated to labor organizations consistent with Section IV.B above.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district’s investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such

a crime or alleged crime.

- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. Unless otherwise required by state or federal law, when allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. The school district shall make any report to the board of teaching as required by Minn. Stat. § 122A.20, subd. 2 and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of the Minnesota Department of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- N. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data

remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.

- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by the Minnesota Government Data Practices Act, or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS

The classification of data in the possession of the school district shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The Superintendent is the responsible authority for the school district for carrying out the duties and responsibilities of government data as required by federal and/or state law.

By written appointment orders, the Superintendent may delegate responsibilities to designees who are employed by the school district.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy. See 406.0F

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.02 (Definitions)
 Minn. Stat. § 13.03 (Access to Government Data)
 Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Anoka-Hennepin District No. 11
Anoka, MN 55303
Adopted January 24, 2000
Revised August 23, 2004
Revised May 11, 2015
Reaffirm: September 13, 2021
Revised: March 25, 2024

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- F. "Public officials" means business managers; human resource directors, athletic directors whose duties include at least 50 per cent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

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- A. The following information on **current and former** employees, ~~including~~ volunteers, and independent contractors, is public:
 1. Personal information
 - name
 - education and training background
 - previous work experience
 2. Compensation-related information
 - actual gross salary

- salary range
- actual gross pension
- value **and** in nature of employer paid fringe benefits
- the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary
 - payroll time sheets or other comparable data that are only used to account for the employees work time for payroll purposes, except to the extent that release of time sheets would reveal the employee's reasons for use of sick or other medical leave or other non-public data.

3. Work and performance information

- job title **and bargaining unit**
- employee identification number which may not be the employee's social security number
- job description
- date of first and last employment
- work location
- work telephone number
- work email addresses
- honors and awards received
- existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in disciplinary action
- ~~the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district. regardless of whether there has been a final disposition, upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e). or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.~~
- **Special rule where employee is also a public official as defined by Minnesota Statutes. Minn. Stat. § 13.43, Subd. 2(e) Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision. For purposes of this paragraph, "public official" means: business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; individuals defined as superintendents and principals under Minnesota Rules.**
- ~~data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.~~
- the terms of any agreement settling any dispute arising out of the employment relationship

4. Applicants for Employment

With respect to employment applicants, the following information is public information:

- the names of “finalists” are public; a finalist is one who has been selected to be interviewed for the opening
- veterans status
- relevant test scores
- rank on eligible list
- job history
- education and training
- work availability

- B. Personnel data ~~may~~ must be disseminated to labor organizations to the extent ~~the school district determines it is~~ necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and ~~for the labor organization to conduct its business or when authorized by the Commissioner of~~ the Bureau of Mediation Services (“BMS”) to the extent dissemination is ordered or authorized by the Commissioner of BMS. Employee social security numbers are not necessary to implement the provisions of Chapter 179 or 179A.**

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee’s dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. An individual’s checking account number is private when submitted to a government entity.
- E. Personnel data may be disseminated to labor organizations **consistent with Section IV.B above.**~~to the extent the school district determines it necessary for the labor organization to conduct its business or when ordered or authorized by the Bureau of Mediation Services.~~
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district’s investigation of any complaint or charge against the employee.

- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. **Unless otherwise required by state or federal law, ~~W~~when** allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- K. The school district shall make any report to the board of teaching as required by Minn. Stat. § 122A.20, subd. 2 and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of the Minnesota Department of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute

maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- N. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by the Minnesota Government Data Practices Act, or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS

The classification of data in the possession of the school district shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal

actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The Superintendent is the responsible authority for the school district for carrying out the duties and responsibilities of government data as required by federal and/or state law.

By written appointment orders, the Superintendent may delegate responsibilities to designees who are employed by the school district.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy. See 406.0F

Legal References: **Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)**
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Anoka-Hennepin District No. 11

Anoka, MN 55303

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PROTECTION AND PRIVACY OF STUDENT RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of Family Educational Rights and Privacy Act, and consistent with the requirements of the Minnesota Government Data Practices Act.

III. DEFINITIONS

A. Dates of Attendance

“Dates of enrollment”, as referred to in Directory Information, means the period of time during which a student attends or attended a school or schools in the school district including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

B. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name and photo/videotape (excluding security camera videos in schools and/or school bus), name of school attended, date of birth, grade in school, participation in officially recognized activities and sports, awards and honors, weight and height of members of athletic teams, dates of enrollment, last grade completed, date of graduation.

Only that information specifically designated as directory information in the preceding paragraph of this policy shall be directory information. Specifically, and without limitation, directory information does not include:

1. personally identifiable data which references religion, race, color, social position or nationality,
2. a student’s social security number,
3. a student’s identification number,
4. a student’s home address, telephone number, email address, or other personal contact information.

C. Education Records

1. What constitutes "education records." Education records mean those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.

2. What does not constitute an education record. The term "education records" does not include:

a. Records of instructional personnel which:

- (1) are in the sole possession of the maker of the record; and
- (2) are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; and
- (3) are destroyed at the end of the school year.

b. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of their status as a student.

c. Records relating to an eligible student, which are:

- (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

d. Records that only contain information about an individual after he or she is no longer a student at the school district.

e. Grades on peer-graded papers before they are collected and recorded

by a teacher.

D. Student

1. "Student" includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.
2. Dependent student: A student who is a dependent pursuant to Internal Revenue Code.
3. Eligible student: Eligible student means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

E. Juvenile Justice System: "Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

F. Legitimate educational interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
4. Perform a task directly related to responding to a request for data.

G. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights set forth within this policy, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

H. Personally identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

I. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

J. Responsible authority

The Superintendent is the responsible authority for the school district for carrying out the duties and responsibilities of government data as required by federal and/or state law. By written appointment orders, the Superintendent may delegate responsibilities to designees who are employed by the school district.

K. School official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of their performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, an attorney, auditor, or school resource officer for the period of their performance as an employee or contractor.

L. Summary Data

“Summary data” means 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 the individual is ascertainable.

M. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of the Family Educational Rights and Privacy Act, and its regulations.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or corresponding regulations.
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and its regulations.
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, unless provided for within this policy.
2. The written consent must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequence of giving informed consent, and
 - e. if appropriate, a termination date for the consent.
3. If the responsible authority seeks an individual's informed consent to the release of private data to a health insurer/medical assistance or the authorized representative of a health insurer/medical assistance, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program

health-related services provided by a school district that are subject to third party reimbursement.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. When a disclosure is made under this subdivision:
 - a. If the parent or eligible student so requests, the school district shall provide the parent with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in the STATEMENT OF RIGHTS section of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, school districts, or institution of post-secondary education in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon and with proper annual notice (See Part XIX. ANNUAL NOTIFICATION OF RIGHTS), suspension and expulsion information pursuant to section 20 United States Code 7917 (Every Student Succeeds Act) and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. Upon request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this policy.
4. To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or the Commissioner of the State Department of Education or their representative, subject to the conditions relative to such disclosure provided under federal law;
5. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
6. A habitually truant student may be referred to the county attorney.
7. Pursuant to Maltreatment of Minors Reporting Act as set forth in the Disclosure of Confidential Records section of the policy.
8. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal

identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five years;

9. To accrediting organizations in order to carry out their accrediting functions;
10. To parents of a dependent student;
11. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena to not be disclosed. In addition, if the school district initiates legal action against a parent or student it may disclose the student's education records that are relevant to the action to the court without a court order or subpoena. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
12. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health including the mental health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. In addition, an educational agency or institution may include in the educational records of student appropriate information concerning disciplinary action taken

against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student. This exception includes dissemination of records belonging to a missing child.

13. Information the school district has designated as “directory information” pursuant to the RELEASE OF DIRECTORY INFORMATION section of this policy.
14. To military recruiting officers pursuant to the MILITARY RECRUITMENT and Post-Secondary Educational Institutions section of this policy;
15. To the parent of a student who is not an eligible student or to the student themselves.
16. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students.
17. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information. If the student’s parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student’s file.

18. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.

19. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

20. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

21. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

1. The school district will designate certain information as directory information. Directory information is public unless otherwise provided for within this policy.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.
3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Student Photographs

Student photographs, videos and other recordings are considered directory information/data when such information/data would not generally be considered harmful or an invasion of privacy if disclosed. Such information/data will on occasion be used in school, district and community newsletters, e-newsletters, newspapers, activity programs, yearbooks, brochures, educational videos, podcasts, websites, social media sites and television, and for other appropriate

uses. Parents/guardians may choose to limit the use of their child's photograph, video and other recording. Parents/guardians who want to preclude or limit the release of their student's photograph, video and other recordings will be provided one of the following options:

1. Partial Restriction: A student's photo will be taken and used only for the school yearbook (individual and group photos for class and activities), educational apps (e.g., Seesaw, Google classroom) the class photo and school identification records.
2. Full Restriction: A student's photo will be taken but used only for internal school identification records; it will not be used in the school yearbook/class photo.

The parent/guardians' choice will be recorded in the student's records. Parent/guardian may update their photo choice at any time by updating the 'Information Release' component in the Student Online Registration.

Although the school will take reasonable steps to prevent students with full or partial restrictions from being photographed, the school cannot guarantee that a student will not be photographed/ videotaped as part of a large group, such as participating in a school assembly, walking through a school hallway, and other situations where there are large numbers of students.

C. Former Students

Unless a former student affirmatively opted out of the release of directory information in their last year of attendance, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individuals attendance as a student.

D. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify

the school district in writing that he or she does not want any or all of those types of information about the student and/or parent designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy.

E. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

F. Duration

The designation of any information as directory information about a student will remain in effect for the remainder of the school year unless the parent or eligible student provides the necessary written notifications set forth in this section not to disclose data.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

Education records are records which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special

circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements or related information of the student's parent.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare, law, or state enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The data subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff

or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement provided by the complainant to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the District Legal Counsel, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing the student, the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The School District will release the names, addresses, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available), and home telephone numbers of secondary students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available), or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, in writing, by October 1st of each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiters and post-secondary educational institutions; and
7. Specific category or categories of information which are not to be released to the public, including military recruiters and post-secondary educational

institutions.

- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the RELEASE OF DIRECTORY INFORMATION section of this policy also must be followed. Accordingly, to the extent the school district has designated the name, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

The school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure not Prohibited

- 1. Subdivision A of this Section does not preclude the school district from disclosing personally identifiable information under the DISCLOSURE OF EDUCATION RECORDS section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this policy; and
 - b. The school district has complied with the recordkeeping requirements of the RESPONSIBLE AUTHORITY; AND RECORD KEEPING section of this policy.
- 2. Subdivision A of this section does not apply to disclosures made pursuant to court orders, to a subpoena from a federal grand jury or to a subpoena issued for law enforcement purposes, to disclosures of directory information, or to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders, to a subpoena from a federal grand jury or to a subpoena issued for law enforcement purposes, disclosure of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy, or disclosures to a parent or student, inform the party to whom a disclosure is made of the requirements set forth in this Section. In the event that the Family Policy Compliance Office determines that a third party improperly rediscloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY, AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Securing Student Records

The building principal and/or program supervisor must ensure that all educational records containing private data are only accessible to persons whose work assignment reasonably requires access to the data. Such procedures at a minimum must include:

1. Ensuring that all electronic records pertaining to students are password protected and otherwise accessible only by authorized persons;
2. Ensuring that any paper copies of records are maintained and stored in a manner that restricts unauthorized access (e.g. locked storage; kept in areas away from students);
3. Ensuring that paper copies be properly and immediately destroyed when no longer needed by the authorized user (e.g. use of available shredding bins located in the school/facility).

C. Recordkeeping

1. The principal shall, for each request for and each disclosure of personally

identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:

- a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information;
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B of the LIMITS ON DISCLOSURE section of this policy, the record of disclosure required under this Section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
 - b. the legitimate interests under the DISCLOSURE OF EDUCATION RECORDS section of this policy which each of the additional parties has in requesting or obtaining the information.
3. Paragraph (1) of Recordkeeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Paragraph B1(a) of the DISCLOSURE OF EDUCATION RECORDS section of this policy, to requests for disclosures of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy, or to a party seeking or receiving the records as directed by a Federal grand jury, subpoena, or law enforcement, and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or their assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the recordkeeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is also a Dependent Student

The school district shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the DISCLOSURE OF PRIVATE RECORDS section of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A of this Section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A of this Section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the

parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing copies of records. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based recordkeeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. The cost of providing copies shall be borne by the parent or eligible student.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.
4. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction

the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B of this Section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district shall, on request, provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C of this Section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B of this Section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion is maintained by the school district; and
 - b. if the education records of the student or the contested portion is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's

position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A and B of this Section and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by Federal Educational Rights and Privacy Act, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

B. Content of Complaint

A complaint filed pursuant to this Section must contain specific allegations of fact giving reasonable cause to believe that a violation of Federal Educational Rights and Privacy Act and its regulations has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of their rights provided within this policy pursuant to Federal Educational Rights and Privacy Act. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are

reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
 2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
 3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and corresponding regulations authorize disclosure without consent;
 4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of Federal Educational Rights and Privacy Act, and its regulations;
 5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
 6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- B. Notification to Parents of Students Having a Primary Home Language Other than English
- The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. Notification to Parents or Eligible Students Who are Disabled
- The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the Office of the Superintendent.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 et seq. (Child Nutrition Act)
42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 et seq. (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Anoka-Hennepin District No. 11

Anoka, MN 55303

Adopted January 24, 2000

Revised August 23, 2004, Revised May 11, 2015

Revised August 23, 2021

Revised March 25, 2024

APPENDIX A

PUBLIC NOTICE

Anoka-Hennepin Independent School District No. 11 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding student records.

1. Parents and eligible students are informed that they have the following rights:
 - a. That parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district whom the school district has determined to have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of their tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill their professional responsibility and includes, but is

not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll; including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of the Family Education Rights and Privacy Act, its regulations, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, S.W. Washington,
D.C. 20202-4605

- 2. Independent School District No. 11 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
- 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
- 4. Pursuant to applicable law, Independent School District No. 11 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name

and photo/videotape (excluding security camera videos in schools and/or school bus); name of school attended; date of birth; grade in school; participation in officially recognized activities and sports; awards and honors, weight and height of members of athletic teams; dates of enrollment; last grade completed; date of graduation. "Directory information" does not include personally identifiable data which references religion, race, color, social position or nationality.

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT.
 - b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.
 - c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E. SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:
 - (1) NAME OF STUDENT;
 - (2) HOME ADDRESS;
 - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
 - (4) PARENTS LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
 - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.
5. Pursuant to applicable law, Independent School District No. 11 hereby gives notice to parents of secondary students and eligible secondary students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO

THE RESPONSIBLE AUTHORITY, BY OCTOBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the School District's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers OR post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

Appendix Reviewed March 25, 2024

Redline policy

PROTECTION AND PRIVACY OF ~~PUPIL~~ STUDENT RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of ~~pupil~~ student records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of Family Educational Rights and Privacy Act, and consistent with the requirements of the Minnesota Government Data Practices Act.

III. DEFINITIONS

A. Dates of Attendance

“Dates of enrollment”, as referred to in Directory Information, means the period of time during which a student attends or attended a school or schools in the school district including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

B. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name and photo/videotape (excluding security camera videos in schools and/or school bus), name of school attended, date of birth, grade in school, participation in officially recognized activities and sports, awards and honors, weight and height of members of athletic teams, dates of enrollment, last grade completed, date of graduation.

Only that information specifically designated as directory information in the preceding paragraph of this policy shall be directory information. Specifically, and without limitation, dDirectory information does not include:

1. personally identifiable data which references religion, race, color, social position or nationality,
2. a student’s social security number,
3. a student’s identification number,

4. a student's home address, telephone number, email address, or other personal contact information.

C. Education Records

1. What constitutes "education records." Education records mean those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.

2. What does not constitute an education record. The term "education records" does not include:

a. Records of instructional personnel which:

- (1) are in the sole possession of the maker of the record; and
- (2) are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; and
- (3) are destroyed at the end of the school year.

~~b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:~~

- ~~(1) maintained separately from education records;~~
- ~~(2) maintained solely for law enforcement purposes; and~~
- ~~(3) disclosed only to law enforcement officials of the same jurisdiction.~~

~~e.b.~~ Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of **their** ~~his or her~~ status as a student.

~~d.c.~~ Records relating to an eligible student, which are:

- (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in **their** ~~his or her~~ professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the pro

vision of treatment to the student; and

- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

All formatting to be adjusted after approved.

- ~~e.d.~~ Records that only contain information about an individual after he or she is no longer a student at the school district.
- e. Grades on peer-graded papers before they are collected and recorded by a teacher.**

D. Student

1. "Student" includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.
2. Dependent student: A student who is a dependent pursuant to Internal Revenue Code.
3. Eligible student: Eligible student means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

E. Juvenile Justice System: "Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

F. Legitimate educational interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
4. Perform a task directly related to responding to a request for data.

G. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights set forth within this policy, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

H. Personally identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

I. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

J. Responsible authority

The Superintendent is the responsible authority for the school district for carrying out the duties and responsibilities of government data as required by federal and/or state law. By written appointment orders, the Superintendent may delegate responsibilities to designees who are employed by the school district.

K. School official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of **their his or her** performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, an attorney, ~~or an~~ auditor, **or school resource officer or police liaison officer for the period of his or her** their performance as an employee or contractor.

L. Summary Data

“Summary data” means 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 the individual is ascertainable.

M. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of the Family Educational Rights and Privacy Act, and its regulations.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or corresponding regulations.
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and its regulations.
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, unless provided for within this policy.
2. The written consent must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequence of giving informed consent, and
 - e. if appropriate, a termination date for the consent.
3. If the responsible authority seeks an individual's informed consent to the release of private data to a ~~an~~ **health insurer/medical assistance** or the authorized representative of a ~~an~~ **health insurer/medical assistance**, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be

ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. When a disclosure is made under this subdivision:
 - a. If the parent or eligible student so requests, the school district shall provide **the parent** ~~him or her~~ with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in the STATEMENT OF RIGHTS section of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, school districts, or institution of post- secondary education in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon and with proper annual notice (See Part XIX. ANNUAL NOTIFICATION OF RIGHTS), suspension and expulsion information pursuant to section **20 United States Code 7917 (Every Student Succeeds Act) 7165 4155 of the federal No Child Left Behind Act** and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. Upon request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this policy.
4. To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or the Commissioner of the State Department of Education or **their his or her** representative, subject to the conditions relative to such disclosure provided under federal law;
- ~~5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid."Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.~~
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are

disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. A habitually truant student may be referred to the county attorney.
8. Pursuant to Maltreatment of Minors Reporting Act as set forth in the Disclosure of Confidential Records section of the policy.
9. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, ~~and~~ the information is destroyed when no longer needed for the purposes for which the study was conducted, ~~and the school district enters into a written agreement with the organization that:~~ **(a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.** For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies **and independent organizations. In the event the Department of Education** ~~and~~ determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five years;
10. To accrediting organizations in order to carry out their accrediting functions;
11. To parents of a dependent student;
12. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena to not be disclosed. In addition, if the

school district initiates legal action against a parent or student ~~and has made a reasonable effort to notify the parent or eligible student in advance of its use,~~ it may disclose the student's education records that are relevant to the action to the court without a court order or subpoena. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

13. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health including the mental health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. In addition, an educational agency or institution may include in the educational records of student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student. This exception includes dissemination of records belonging to a missing child.
14. ~~To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;~~
15. Information the school district has designated as "directory information" pursuant to the RELEASE OF DIRECTORY INFORMATION section of this policy.
16. To military recruiting officers pursuant to the MILITARY RECRUITMENT and Post-Secondary Educational Institutions section of this policy;
17. To the parent of a student who is not an eligible student or to the student ~~himself or herself~~ **themselves**.
18. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students.
19. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents'

names, home addresses, and telephone numbers;

- b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

20. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.
21. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate

manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

22. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
23. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

1. **The school district will designate certain information as directory information.** Directory information is public unless otherwise provided for within this policy.
2. **The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.**
3. **When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.**

B. Student Photographs

Student photographs, videos and other recordings are considered directory information/data when such information/data would not generally be considered harmful or an invasion of privacy if disclosed. Such information/data will on occasion be used in school, district and community newsletters, e-newsletters, newspapers, activity programs, yearbooks, brochures, educational videos, podcasts, websites, social media sites and television, and for other appropriate uses. Parents/guardians may choose to limit the use of their child's photograph, video and other recording. Parents/guardians who want to preclude or limit the release of their student's photograph, video and other recordings will be provided one of the following options:

1. **Partial Restriction: A student's photo will be taken and used only for the school yearbook (individual and group photos for class and activities), educational apps (e.g., Seesaw, Google classroom) the class photo and school identification records.**
2. **Full Restriction: A student's photo will be taken but used only for internal school identification records; it will not be used in the school yearbook/class photo.**

The parent/guardians' choice will be recorded in the student's records. Parent/guardian may update their photo choice at any time by updating the 'Information Release' component in the Student Online Registration.

Although the school will take reasonable steps to prevent students with full or partial restrictions from being photographed, the school cannot guarantee that a student will not be photographed/ videotaped as part of a large group, such as participating in a school assembly, walking through a school hallway, and other situations where there are large numbers of students.

~~B.C.~~ Former Students

Unless a former student affirmatively opted out of the release of directory information in ~~their~~~~his~~~~or~~~~her~~ last year of attendance, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education

record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

~~C~~.D. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy.

~~D~~.E. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

~~E~~.F. Duration

The designation of any information as directory information about a student will

remain in effect for the remainder of the school year unless the parent or eligible student provides the necessary written notifications set forth in this section not to disclose data.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

Education records are records which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements or related information of the student's parent.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, **chapter 260E**, ~~§ 626.556~~, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare, law, or state enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The data subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minnesota Statutes, **chapter 260E**. ~~§ 626.556, Subd. 11.~~

Regardless of whether a written report is made under Minnesota Statutes, **chapter 260E**, ~~§ 626.556, Subd. 7~~, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement provided by the complainant to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably

intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the District Legal Counsel, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing the student, the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The School District will release the names, addresses, **electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available)**, and home telephone numbers of secondary students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

- C. A parent or eligible student has the right to refuse the release of the name, address, **electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available)**, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, in writing, by October 1st of each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiters and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiters and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 s without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the RELEASE OF DIRECTORY INFORMATION section of this policy also must be followed. Accordingly, to the extent the school district has designated the name, ~~address, phone number,~~ and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

The school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally

identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisdisclosure not Prohibited

1. Subdivision A of this Section does not preclude the school district from disclosing personally identifiable information under the DISCLOSURE OF EDUCATION RECORDS section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this policy; and
 - b. The school district has complied with the recordkeeping requirements of the RESPONSIBLE AUTHORITY; AND RECORD KEEPING section of this policy.
2. Subdivision A of this section does not apply to disclosures made pursuant to court orders, to a subpoena from a federal grand jury or to a subpoena issued for law enforcement purposes, to disclosures of directory information, or to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders, to a subpoena from a federal grand jury or to a subpoena issued for law enforcement purposes, disclosure of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy, or disclosures to a parent or student, inform the party to whom a disclosure is made of the requirements set forth in this Section. In the event that the Family Policy Compliance Office determines that a third party improperly rediscloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY, AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. ~~Plan for~~ Securing Student Records

The building principal and/or program supervisor **must ensure that all educational records containing private data are only accessible to persons whose work assignment reasonably requires access to the data. Such procedures at a minimum must include:**

1. Ensuring that all electronic records pertaining to students are password protected and otherwise accessible only by authorized persons;
2. Ensuring that any paper copies of records are maintained and stored in a manner that restricts unauthorized access (e.g. locked storage; kept in areas away from students);
3. Ensuring that paper copies be properly and immediately destroyed when no longer needed by the authorized user (e.g. use of available shredding bins located in the school/facility).

~~shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:~~

- ~~1. A description of records maintained;~~
- ~~2. Titles and addresses of person(s) responsible for the security of student records;~~
- ~~3. Location of student records, by category, in the buildings;~~
- ~~4. Means of securing student records; and~~
- ~~5. Procedures for access and disclosure.~~

~~D. Review of Written Plan for Securing Student Records~~

~~The responsible authority shall review the plans submitted pursuant to Paragraph C of this Section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C which shall be attached to and become a part of this policy.~~

CE. Recordkeeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information;

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B of the LIMITS ON DISCLOSURE section of this policy, the record of disclosure required under this Section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
 - b. the legitimate interests under the DISCLOSURE OF EDUCATION RECORDS section of this policy which each of the additional parties has in requesting or obtaining the information.

3. Paragraph (1) of Recordkeeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Paragraph B1(a) of the DISCLOSURE OF EDUCATION RECORDS section of this policy, to requests for disclosures of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy, or to a party seeking or receiving the records as directed by a Federal grand jury, subpoena, or law enforcement, and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed.

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or ~~their~~ ~~his or her~~ assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the recordkeeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is also a Dependent Student

The school district shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the DISCLOSURE OF PRIVATE RECORDS section of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A of this Section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A of this Section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing copies of records. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based recordkeeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. The cost of providing copies shall be borne by the parent or eligible student.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.
4. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B of this Section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district shall, on request, provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C of this Section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B of this Section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion is maintained by the school district; and
 - b. if the education records of the student or the contested portion is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A and B of this Section and may be assisted or represented by individuals of **their his or her** choice at **their his or her** own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by Federal Educational Rights and Privacy Act, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

B. Content of Complaint

A complaint filed pursuant to this Section must contain specific allegations of fact giving reasonable cause to believe that a violation of Federal Educational Rights and Privacy Act and its regulations has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of **their his or her** rights provided within this policy pursuant to Federal Educational Rights and Privacy Act. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and corresponding regulations authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of Federal Educational Rights and Privacy Act, and its regulations;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.

B. Notification to Parents of Students Having a Primary Home Language Other than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXII. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the Office of the Superintendent.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 et seq. (Child Nutrition Act)
42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 et seq. (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Anoka-Hennepin District No. 11
Anoka, MN 55303
Adopted January 24, 2000
Revised August 23, 2004, Revised May 11, 2015
Revised August 23, 2021
Revised _____, 2024

APPENDIX A

PUBLIC NOTICE

Anoka-Hennepin Independent School District No. 11 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding ~~pupil~~**student** records.

1. Parents and eligible students are informed that they have the following rights:
 - a. That parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district whom the school district has determined to have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff ~~and law enforcement unit personnel~~) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of **their** ~~his or her~~ tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill **their** ~~his or her~~ professional responsibility and includes, but is

not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll; including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of the Family Education Rights and Privacy Act, its regulations, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, S.W. Washington,
D.C. 20202-4605

- 2. Independent School District No. 11 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
- 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
- 4. Pursuant to applicable law, Independent School District No. 11 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

“Directory information” includes the following information relating to a student: the student's name and photo/videotape (excluding security camera videos in schools and/or school bus); name of school attended; date of birth; grade in school; participation in officially recognized activities and sports; awards and honors, weight and height of members of athletic teams; dates of enrollment; last grade completed; date of graduation. “Directory information” does not include personally identifiable data which references religion, race, color, social position or nationality.

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT.
 - b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.
 - c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE “PRIVATE” (I.E. SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:
 - (1) NAME OF STUDENT;
 - (2) HOME ADDRESS;
 - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
 - (4) PARENTS LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
 - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.
5. Pursuant to applicable law, Independent School District No. 11 hereby gives notice to parents of secondary students and eligible secondary students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR

CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, BY OCTOBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the School District's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers OR post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

~~Anoka-Hennepin District No. 11~~
~~Anoka, MN 55303~~
~~Adopted January 24, 2000~~
~~Revised August 23, 2004~~
~~Revised May 11, 2015~~
~~Revised August 23, 2021~~
Revised 2024 Appendix Reviewed 2024



ANOKA-HENNEPIN SCHOOLS

EDUCATIONAL SERVICE CENTER

Cory McIntyre, *Superintendent*
 2727 N Ferry St. • Anoka, MN 55303

 763-506-1000 • Fax: 763-506-1013

 ahschools.us

March 8, 2024

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation**
Bid # 24037B-Anoka High School Library Renovations
Opened on Tuesday, March 5, 2024, at 2:00 p.m. LT.

The recap below is a record of the six (6) bids received for this project. The recommendation is made to award a contract to the lowest responsive and responsible bidder, Morcon Construction, CO., Inc., of Fridley, Minnesota, with the acceptance of base bid for \$635,769.00, for a total contract award of \$635,769.00.

Response Tab for Solicitation				
24037B - AHS Library Renovations				
Bid Due Date: Tuesday, March 5, 2024 at 2:00 p.a.m. LT				
Bidders	Total Base Bid Amount	Bid Bond	Addendum 1 & 2	Responsible Contractor Form
Greiner Construction, Inc.	\$858,000.00	X	X	X
KUE Contractors, Inc.	\$715,415.00	X	X	X
Jorgenson Construction, Inc.	\$780,000.00	X	X	X
Kranz Construction, Inc.	\$1,115,000.00	X	X	X
Morcon Construction Company, Inc.	\$635,769.00	X	X	X
Parkos Construction Company	\$811,700.00	X	X	X



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ahschools.us

March 08, 2024

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation**

Bid # 24036B - Coon Rapids Middle School and Coon Rapids High School Library Renovations.

Opened on Thursday, March 07, 2024, at 2:00 p.m. LT.

The recap below is a record of the seven (7) bids received for this project. The recommendation is made to award a contract to the lowest responsive and responsible bidder, Jorgenson Construction, Inc., of Minneapolis, Minnesota, with the acceptance of base bid for \$783,900.00, Alternate #1 of \$24,000.00, Alternate #2 of \$52,000.00, and Alternate #3 of \$91,000.00, for a total contract award of \$950,900.00.

Response Tab for Solicitation								
24036B - CRHS and CRMS Library Renovations								
Bid Due Date: Thursday, March 7, 2024 at 2:00 p.m. LT								
Bidders	Total Base Bid Amount	Alternate #1	Alternate #2	Alternate #3	Total	Bid Bond	Addendum 1 & 2	Responsible Contractor Form
Dering Pierson Group	\$810,500.00	\$29,000.00	\$41,000.00	\$83,000.00	\$963,500.00	X	X	X
Jorgenson Construction, Inc.	\$783,900.00	\$24,000.00	\$52,000.00	\$91,000.00	\$950,900.00	X	X	X
Kranz Construction, Inc.	\$960,500.00	\$34,000.00	\$63,500.00	\$135,050.00	\$1,193,050.00	X	X	X
Morcon Construction CO., Inc.	\$830,000.00	\$33,500.00	\$54,000.00	\$111,000.00	\$1,028,500.00	X	X	X
Parkos Construction Company	\$898,800.00	\$65,200.00	\$60,800.00	\$99,800.00	\$1,124,600.00	X	X	X
Snappy Construction Inc.	\$749,000.00	\$69,000.00	\$80,000.00	\$98,000.00	\$996,000.00	X	X	X
Versacon, Inc.	\$905,000.00	\$22,500.00	\$54,500.00	\$92,500.00	\$1,074,500.00	X	X	X



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March 18, 2024

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Authorization to enter Joint Purchasing Agreement with Dawson-Boyd Public School District #378**

In order to enjoy the mutual benefits of cooperative purchase, Minnesota Statute 471.59 authorizes governmental units to enter into joint purchasing agreements. By entering into such an agreement with Dawson-Boyd Public School District #378, Anoka-Hennepin District's buying power and collaborative efforts will be enhanced. The Dawson-Boyd Public School District #378 will be participating in the Minnesota School Food Buying Group contracts, led and administrated by the Anoka-Hennepin School District. There is no cost to the District to do this.

JOINT PURCHASING AGREEMENT

This agreement is made and entered into by and between *Anoka Hennepin School District #11* and *Dawson-Boyd Public School District #378* pursuant to the provisions of Minnesota Statute 471.59, as amended, which authorizes political subdivisions to enter into an agreement to exercise jointly the governmental powers and functions each has individually; and whereas, *Anoka Hennepin School District #11* and *Dawson-Boyd Public School District #378* desire to make available to each party the administrative and financial benefits of cooperative purchasing and selling with respect to common items used by the parties; and whereas, *Anoka Hennepin School District #11* and *Dawson-Boyd Public School District #378* wishes to combine their purchasing powers in order to secure the most favorable terms and conditions on the purchase of equipment, materials, services and supplies;

THEREFORE, in instances where the parties agree it would be mutually advantageous, it is hereby agreed, by and between the parties hereto as follows:

1. When authorized and requested by *Dawson-Boyd Public School District #378*, *Anoka Hennepin School District #11*, through their purchasing department, shall:
 - a. make joint purchases for *Dawson-Boyd Public School District #378* and *Anoka Hennepin School District #11*, or
 - b. permit *Dawson-Boyd Public School District #378* to make purchases under existing *Anoka Hennepin School District #11* contracts, for equipment, materials, services and supplies.
2. When authorized and request by *Anoka Hennepin School District #11*, *Dawson-Boyd Public School District #378*, through their purchasing department shall:
 - a. make joint purchases for *Dawson-Boyd Public School District #378* and *Anoka Hennepin School District #11*, or
 - b. permit *Anoka Hennepin School District #11* to make purchases under existing *Dawson-Boyd Public School District #378* contracts for equipment, materials, services and supplies.
3. This agreement applies to all purchases where the parties have mutually agreed to exercise this right, made through a competitive bidding process where the award is made to the lowest responsible bidder.
4. When making a joint purchase, *Anoka Hennepin School District #11* and *Dawson-Boyd Public School District #378* shall first consult to ensure that requirements of both jurisdictions and the specifications for the equipment, materials, services and supplies that meet the needs of each are included.
5. After bids or other solicitations for joint purchases have been received by the designated purchasing department and a contract has been awarded to the lowest responsible bidder by the issuing party, each party to this agreement shall execute its own purchasing document with the contract vendor.
6. If the purchases are made by one party under an existing contract of the other party, each party to this agreement shall execute its own purchasing document with the contract vendor.

7. Each party shall make payment directly to the contract vendor according to the established procedures of the paying party.
8. Each party shall be separately accountable for its own expenditures of public funds made hereunder.
9. Neither party shall assume any responsibility for the accountability of funds expended by the other by the issuance of a purchase document by the other party.
10. As mutually agreed upon, the parties may share the costs associated with the shared bidding process.
11. This agreement shall be in effect until rescinded by either party.

IN WITNESS WHEREOF, *Anoka Hennepin School District #11* and *Dawson-Boyd Public School District #378* have executed this agreement to be signed and approved by the proper officers of each of the contracting parties, on the dates written below.

Anoka Hennepin School District #11

Dawson-Boyd Public School District #378

Name (please print)

Holly Ward
Name (please print)

Signature

Holly Ward
Signature

Title

Superintendent
Title

Date

2-1-2024
Date



ANOKA-HENNEPIN SCHOOLS

EDUCATIONAL SERVICE CENTER

Cory McIntyre, *Superintendent*

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763-506-1000 • Fax: 763-506-1013

ahschools.us

March 18, 2024

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation**
Bid # 23038B Champlin Park HS Media Center Renovation
Opened on Thursday, March 07, 2024, at 3:00 p.m. LT.

The recap below is a record of the six (6) bids received for this project. The recommendation is made to award a contract to the lowest responsive and responsible bidder, Jorgenson Construction, Inc. of Minneapolis, Minnesota, with the base bid of \$2,137,500.00, Alternate #1 of \$21,000.00, and Alternate #2 of \$99,000.00, for a total contract award of \$2,257,500.00.

Response Tab for Solicitation							
24038B - Champlin Park HS Media Center Renovations Bid Due Date: Thursday, March 7, 2024 at 3:00 p.m. LT							
Bidders	Total Base Bid Amount	Alternate #1	Alternate #2	Total	Bid Bond	Addendum 1 & 2	Responsible Contractor Form
*** Dering Pierson Group	\$2,023,000.00	\$24,850.00	\$85,300.00	\$2,133,150.00	X	X	X
Ebert Inc. dba: Ebert Companies	\$2,273,000.00	\$26,000.00	\$84,600.00	\$2,383,600.00	X	X	X
Jorgenson Construction, Inc.	\$2,137,500.00	\$21,000.00	\$99,000.00	\$2,257,500.00	X	X	X
Morcon Construction CO. Inc.	\$2,368,000.00	\$24,000.00	\$83,000.00	\$2,475,000.00	X	X	X
Rochon Corporation	\$2,533,000.00	\$25,000.00	\$81,000.00	\$2,639,000.00	X	X	X
Versacon Inc,	\$2,575,000.00	\$36,000.00	\$82,500.00	\$2,693,500.00	X	X	X
*** Dering Pierson Group has withdrawn their bid due to a calculation error in total bid amount							

The following committee appointments were proposed for the 2024 calendar year:

Committee/Organization	Representative	Commitment	Charge
AMSD – Association of Metropolitan School Districts	Michelle Langenfeld	Monthly meeting	It is the mission of AMSD to advocate for metropolitan school districts and advance legislation that supports student achievement. The collective and consistent voice of member districts is critical to achieving our mission.
Brooklyn Bridge Alliance for Youth	Michelle Langenfeld	Meets quarterly	Blueprint Goals: <ul style="list-style-type: none"> ● Mobilize Students, Administrator, and Faculty to design, build & implement student-centered scheduling ● Create a Culture of Teaching & Learning that is Culturally Responsive ● Develop and Leverage Partnerships to increase access to opportunities for students to meet their needs and goals ● Consistent Advising, Tutoring, & Navigation support for all students ● Bring Students, Staff & Faculty together to continually identify blocks and build process solutions together ● Expand intentional communication, engagement & involvement with students
Community Education Advisory Committee	Kacy Deschene	4 times annually	The purpose of the Community Education Advisory Council is to advise the School Board regarding the planning, growth, development, and evaluation of Community Education within School District #11. The Advisory Council will strive to foster a close meaningful relationship between the school district and community to improve school and community life.
Labor Management Committee (LMC)	Jeff Simon	Afternoon meetings as needed	The mission of the District-AHEM Labor Management Committee is to foster and facilitate collaboration between AHEM and District representatives in seeking solutions on issues of mutual concern affecting labor management relations.
BrightWorks (Formerly Metro ECSU)	Kacy Deschene	Meets quarterly	As this fall's election has changed the make-up of BrightWorks member school boards, there is a need to seek nominations from BrightWorks' member districts. The BrightWorks board is seeking nominations from electoral districts 1, 2, and 4. After the election, BrightWorks' Board will be comprised of eight (8) elected officials, three (3) community members at large, and two (2) superintendents.
MSBA Delegate Assembly	Michelle Langenfeld	Pre-delegate assembly resolution review meeting and the Delegate Assembly Weekend	<p>The Minnesota School Boards Association, a leading advocate for public education, supports, promotes and strengthens the work of public school boards.</p> <p>These positions are no longer appointed by A-H board chair. Interested persons (must be serving on our school board currently) apply for a 3 year term. The position is elected by the MSBA board member director districts.</p> <p>Members will communicate interest to the Board Chair prior to making application. If there are multiple interested parties, at the Anoka-Hennepin January organizational meeting the board will endorse the appropriate MSBA Delegate(s).</p>

			Serving on this committee does not require Anoka-Hennepin Board endorsement. However, the Anoka-Hennepin name is attached to this service, therefore the Anoka-Hennepin Board will review and endorse board candidates at the January Organization Meeting.
MSHSL League	District Rep: Board Chair		The MSHSL provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools. Andover High School = Matt Audette Anoka High School = Linda Hoekman Blaine High School = Zach Arco Champlin Park High School = Michelle Langenfeld Coon Rapids High School = Jeff Simon
Northwest Suburban Integration District Board	Kacy Deschene	Monthly meeting	NWSISD envisions a global community learning and growing together, by providing students, parents and staff educational opportunities that are multicultural, diverse and promote racial integration. NWSISD and member districts will work to assist students, including students from racially diverse backgrounds, to be prepared for post-secondary success.
SEE - Schools for Equity in Education	Open	Bi-Monthly meeting	SEE is an association of 58 school districts throughout the state of MN. SEE works for: <ul style="list-style-type: none"> • Equal access to quality education for all of MN students regardless of where they live and the property wealth in their local school district. • Legislation that ensures equitable distribution of school resources. • A property tax system that is fair and provides equal access to referendum and bond revenue for low property wealth school districts, communities & their taxpayers. • Holding elected state officials accountable for adequate & equitable funding and policy that enables all students to meet state and federal academic standards and allows them to reach their highest potential.
District Health, Wellness & Safety Committee	Open	Quarterly meeting	This committee is focused on district-wide health, wellness, and safety and we try to commit our meeting time to address each of these with 1/3 of the agenda items. In past years, the committee has been more informational and advisory. While we will continue these functions, we also plan to add tabletop discussions and crisis team direction for all our schools to replicate at the building level.
Anoka-Hennepin Educational Foundation	Jeff Simon	Monthly meeting	Our mission is to cultivate equitable and innovative experiences for students in partnership with compassionate people who have generous hearts. Our board members, including the school board representative, serve three-year terms, ideally.
Policy Review/Advisory Committee	Zach Arco Kacy Deschene	Monthly meeting	The Board Policy Review Committee exists to review all District and MSBA policies. the committee consists of board members and the general counsel's office.
Curriculum, Instruction and Assessment Committee (CIAC)	Matt Audette Linda Hoekman Michelle Langenfeld	Monthly meeting	To review preK-16 curriculum, assessment, and instructional programs through a governance lens. To provide input to the school board regarding academic program improvements

Middle School Play-up Committee	Jeff Simon	3 Meetings a year – prior to each athletic season	The Committee will review student athletes that are brought before the committee by the high school activities directors to determine if they qualify to play up on 9th grade to varsity level teams.
Student Services Leadership Team	Kacy Deschene	Monthly meeting	The Student Services Leadership Team will provide direction for student support programs across the district.
Student Services Advisory Committee	Michelle Langenfeld	Monthly meeting	Anoka-Hennepin Schools will effectively educate each student for success through equitable distribution of district resources, targeted intervention, and enhancements, and supporting staff to meet the needs of all students. This will be accomplished through effective educational practices, policies, curricula, resources, and school cultures that are representative of all students, such that each student has access to meaningfully participate and make progress in high quality learning experiences, resulting in positive outcomes regardless of race, socio-economic status, gender, ability, religious affiliation, national origin, linguistic diversity, or other characteristics.
Tribal Council (TNEC)	Jeff Simon	Meets two times per year, once in October and once in February	The mission of TNEC is to strengthen, protect and advance the overall education experience and opportunities for all tribal (American Indian) students, families, and communities of Minnesota.
Staff Development Advisory Committee	Zach Arco	3 Meetings a year	To develop a staff development plan, assist site professional development teams in developing a site plan consistent with the goals of the plan, and evaluate staff development efforts at the district and site level. The committee may also include school board members.
Science Study Committee	Linda Hoekman	3 Meetings a year	To develop recommendations for the implementation of the new Minnesota Science Standards in Anoka-Hennepin School District.
Social Studies Committee	Michelle Langenfeld	3 Meetings a year	The Social Studies Study Committee will conduct a program evaluation and make recommendations for implementing new social studies standards beginning in the 2023-24 school year.

March 25, 2024

RESOLUTION DISCONTINUING AND REDUCING EDUCATIONAL PROGRAMS AND POSITIONS

Member _____ introduced the resolution and moved its adoption:

WHEREAS, the School Board of Anoka-Hennepin Schools has directed the administration to make recommendations for reductions in programs and/or positions, and

WHEREAS, said recommendations have been received and considered by the School Board,

BE IT RESOLVED by the School Board of Anoka-Hennepin Schools as follows:

That the following positions be discontinued effective at the close of the current 2023-2024 school year.

<u><i>Licensed Positions - Elementary</i></u>	<u><i>FTE</i></u>	<u><i>Licensed Positions – K-12</i></u>	<u><i>FTE</i></u>
Gr K-6 & Explorations	-45.60	Curr Integrator	-1.00
Art Elementary	-2.12	Dance	-0.11
K-5 Core	-0.90	LIT/MIT	-21.78
Media	-1.00	Media	-1.00
Music-Elementary	-1.97	Qcomp	-3.00
Phy Ed-Elementary	-2.35	SA-TALS	-1.93
TD	-1.30	SA-Academic Supp	-11.14
		SA – Achievement Coor	-5.00
		SA-Student Support	-4.19
		Support Services	-0.47
		Tech Coordinator	-0.66
		Tech Facilitator	-0.75
		Tier 1	-32.29

<u><i>Licensed Positions - Secondary</i></u>	<u><i>FTE</i></u>	<u><i>Licensed Positions – Special Ed</i></u>	<u><i>FTE</i></u>
Art	-1.12	ABS	-8.67
Career Tech	-0.97	Adapt PhyEd	-.048
English	-0.72	Counselor	-1.73
Industrial Tech	-0.86	ECSE	-2.03
Math	-2.83	MSH	-0.36
Music-Secondary	-0.86	MMH	-1.32
Science	-0.99	Work Experience	-0.59
Social Studies	-1.76		
World Language	-1.64		

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and nonrenewal of their contracts, as provided by law. That the motion for the adoption of the foregoing resolution was duly seconded by Board Member _____ and upon vote being taken thereon, the following voted in favor _____ and the following voted against _____ whereupon said resolution was declared duly passed and adopted.

Clerk of the Board

3/25/2024

**RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF TEACHING
CONTRACTS OF PROBATIONARY TEACHERS**

Member _____ introduced the resolution and moved its adoption.

WHEREAS, the following persons are probationary teachers in Anoka-Hennepin Independent Schools,

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment and,

WHEREAS, said recommendations have been received and considered by the School Board,

Albertus, Heather E	RECC	Carlson, Carla M	Brookside
Algaard, Julie A	CRMS	Carlson, Sylvia T	Evergreen Park
Alnabi, Saja Z	CRMS/JMS	Charlesworth, Stacey I	ESC
Anfang, Sara	Monroe	Charon, Arianna A	CPHS
Armstrong, Elizabeth M	CRMS	Chesser, Kyla J	Evergreen Park
Balkus, Brenna C	Hamilton	Christenson, Nancy S	Ramsey
Ballou, Kyle M	Wilson/Ramsey	Cole, Amy L	CBPA
Barber, Ashley N	CPHS	Collins, Allison L	AHS
Barrett, Nicholas R	Adams	Cook, Tiffany P	CRHS/AndHS
Beckermann, Hallie E	Oxbow Creek	Cotter, Rachel N	Ramsey
Becklund, Leah K	CBPA	Culliton, Nicholas J	University Avenue
Beranek, Megan N	CBPA	Cunningham, Patricia N	Wilson
Beretta, Josiah D	Adams	Dale, Jennifer A	Monroe/RRE/CBPA
Berglund, Stephanie A	Sand Creek	Dalen, Stephanie L	Mc Kinley
Bergstrom, Christine M	ESC-SpEd	Dascalos, Zoe	CRHS
Beyer, Natalie A	Oxbow Creek	Davis, Lynsey N	Wilson/Andover
Binstock, Jennifer W	RRE	DeLion, Kristina R	CBPA
Blatchley, Megan E	SECC	Dornseif, Erick D	AMSFM
Bloomer, Cody J	CRMS	Downey, Kenneth P, II	BHS
Bobbe, John M	AndHS	Drews, Megan M	Madison
Bode, Heather L	Andover	Driessen, Peter J	Brookside
Borg, Katharine A	Oxbow Creek	Dunleavy, Jody D	Hamilton
Bradley, Verlena S	Jefferson/Dayton	Eakins, Voni J	Ramsey
Brinton, Elizabeth A	ECFE - CR Family PI	Eckart, Darla M	NMS
Brody, Tyler S	AHS	Eckton, Dana	Compass/Alex House
Brown, Kristine A	RRE	Evans, Elizabeth Artiera	Mississippi
Brynteson, April M	OVMS	Faust, Mikayla M	RRE
Buelow, Hilary A	Hamilton/McKinley/SC	Ferguson, Alexandra B	CRMS
Bukovich, Katherine N	BECC	Fierro Westberg, Melinda A	AHS/CPHS
Burnette, Erin E	AndHS	Fitzgerald, Mark T	ESC-SpEd
Burns, Chierstan D	University Avenue	Fleischman, Sydney K	CRMS
Burow, Janeen K	Morris Bye	Fluto, Heidi J	Hamilton
Burton, Amy K	AMSFM	Flynn, Kaylee M	CBPA
Buscher, Brett A	Mississippi	Friesen, Emma M	Johnsville
Caracena, Nicole D	CBPA	Frigerio, Patrick A	CRMS
Cardinal, Courtney	OVMS	Fritz, Caitlin J	Hamilton

Fuhs, Amy L	Sand Creek	Lehn, Melissa M	CRMS
Fuller, Elizabeth R	Crooked Lake	Lenart, Melissa A	University Avenue
Gbakoyah, Serina G	OVMS	Leonard, Samantha A	Sunrise
Goar, Sarah C	Ramsey	Limp, Jason A	Sandburg Regional HS
Grapevine, Kathryn L	RMS	Lindgren, Brendan C	JMS
Grewe, Maeghan M	Brookside	Lindstrom, Melissa M	Mc Kinley
Griffin, LaDeva T	Morris Bye	Ludwig, Adam J	AndHS
Gromek, Janet M	Madison	Lukan, Madeline J	Sunrise
Gronski, Brian J	CPHS	Lyons, Joelle N	Madison
Hagberg, Melissa D	BHS	Malchow, Jennifer L	CPHS
Hale, Timothy C	AHS	Malewicki, Alicia M	CRMS
Hanks, Elizabeth M	Sunrise	Mariskanish, Heather L	Crooked Lake
Haseltine, Johanna J	Ramsey	Marks, Kimberly J	CRMS
Hassan, Norhan S	Mississippi	Maroushek, Tamra L	Madison
Hatch, Catherine R	Adams	Martinson, Erin K	ECFE
Hauck, Kaitlyn A	RMS	McDonald, Jessica L	CRMS
Haugen, Sarah O	Ramsey	McDowell, Brenna L	Ramsey
Hazelwood, Kelly J	Brookside	McHugh, Robert H	Hamilton
Hemmerich, Jessica K	S.T.E.P.	Metzler, Amanda R	RMS/JMS
Hemmerich, Kyle R	S.T.E.P.	Meyer, Dawn M	CBPA
Hemmingsen, Katelyn A	Andover	Miller, Ashley N	Ramsey
Henry, Heather L	S.T.E.P.	Miller-Homan, Mariah N	Eisenhower
Herdine, Hailey M	Evergreen Park	Minshull, Rachel E	University Avenue
Hersch, Brandon C	AndHS	Moretter, Jessica L	JMS
Hibbard, Jade E	Adams	Mosha, Angela P	Oxbow Creek
Higby, Nicole	Andover	Nelson, Ronald C	S.T.E.P.
Higgins, Jessica L	Adams	Nygren, Rebecca M	Oxbow Creek
Hill, Kaitlin E	CPHS	Okom, Ogbiji V	Evergreen Park
Hosey, Christopher A	Monroe	Ollanketo, Camille R	Mc Kinley
Howman, Ashley C	Lincoln	Olsen, Gabrielle A	Ramsey
Irmiter, Leah D	Wilson	Olson, Brian K	Adams
Jacobs, Grace M	Adams	Olson, Peggy L	Andover
Jensen, Christina R	ESC-SpEd	Olson, Rebecca J	RRE
Johnson, Danielle K	Madison	Orvis, Collin B	RMS
Johnson, Mackenzie L	Adams	Parkhurst, Josie L	Oxbow Creek
Johnson, Tara L	ESC-SpEd	Pataconi, Joanna M	CRMS
Kaplan, Lori M	ESC-SpEd	Peluf, Sydney R	Johnsville/McKinley/SC
Karpicke, Alex J	ESC-SpEd	Peters, Amanda N	Hoover
Karrow, Katelyn L	Monroe/SC/RRE/CBPA	Peterson, Dianne M	ESC
Kauffman, Isaac J	CRMS	Peterson, Meranda C	Johnsville
Keating, Maya K	RRE	Peterson, Paige E	Hamilton
Kim, So Ryung	Mississippi	Phillips, Meagan M	Mississippi
Kittelson, Jeffrey A	CPHS	Pipes, Emily C	Oxbow Creek
Koland, Kimberly A	Madison	Polster, Travis M	Adams
Kucksdorf, Alyssa R	CRHS	Potter, Christa A	Johnsville
Lance, David D	Sunrise		
Landes, Kathy J	CRHS		
Landsverk, Lauren M	Ramsey		

Przetycki, Rebecca A	RRE	Turner, Kayela J	Jefferson
Rasmussen, Justin D	CBPA	VanLith, Bridget L	Jefferson
Reichert, Kellie A	AMSFM	Varley, Ryan T	Compass Programs
Riccio, Matthew T	CRMS	Vee, Savannah R	Evergreen Park
Roehl, Holly M	Hoover	Vesaas, Amanda L	Evergreen Park
Rotondo, Ann M	Compass Programs	Wacker, Kelli R	Oxbow Creek
Rowe, Gregory A	AndHS	Walker, Kristin C	Hoover
Rupprecht, Dustin	AHS	Walters, Angela M	Adams
Sacks, Anna C	AMSFM	Walton, Margarita R	Evergreen Park
Salmonson, Amanda K	AMSFM/JMS	Warner, Grant E	AMSFM/CRMS
Sand, Kylie A	Hoover	Webster, Olivia K	CBPA
Sargent, Rachel L	Brookside	Wedell, Julie A	RRE
Scanlon, Catherine A	AHS	West, Holly M	Morris Bye
Scheetz, Mary E	RRE	Wheeler, Erica L	Morris Bye
Schiferli, Christopher W	AMSWA	White, Andrew J	Hoover
Schmitt, Jayna M	Mc Kinley	White, Morgan E	Oxbow Creek
Schneck, Sarah M	Mississippi	White, Roshonda N	CPHS
Schultz, Diane K	Eisenhower	Wilson, Gabrielle A	Eisenhower
Schultz, Trina C	Eisenhower	Woods, Samuel Y	NMS
Seevers, Eric	CPHS	Wurdeman, Sarah B	CRMS
Seifert, Taylor L	Mississippi	Wymore, Kirstin M	Compass Programs
Sherman, Andrea J	CRMS	Ylvisaker, Emily S	Johnsville
Sisterman, Carly A	Mississippi	Zabel, Taylor N	Hamilton
Skelly, Lynnea M	Monroe	Zgutowicz, Sydney L	Monroe/RRE/CBPA
Skirka, Andrew D	Oxbow Creek	Beadle, James F	CRHS
Skubitz, Christina A	BECC	Deyo, Kim G	JMS
Smith, Caitlin L	SECC	Drow, Stephanie K	BHS
Smith, Colby M	Eisenhower	Dukowitz, Diane M	Adams
Smith, Kelly J	Compass Programs	Freitag, Erin L	CRHS
Smithwick, Jennifer A	AMSFM	Gronau, Kyla J	CRHS
Sorenson, Nannette J	Hamilton	Hoff, Riza Mae	RTLC
Stanke, Alison R	Eisenhower	Karsnia, Katelyn A	Lincoln
Stark, Sonia M	Madison	Makvandi, Ishabor S	CPHS
Stokes, Elisabeth A	Lincoln	Mastro, Brooke M	Hoover
Swanson, Michaela N	Ramsey	Mathews, Troy J	CBPA
Swanson, Peggy L	Mc Kinley	Montgomery, Melissa A	Sunrise
Tembreull, Erica M	Andover	Olson, Anna C	RMS
Teshome, Tsion	Eisenhower	Olson, Samantha L	Hamilton
Thayer, Haley S	Mc Kinley	Richardson, James K	ESC
Theisen, Giovanna V	RTLC	Roberts, Martha E	Hamilton
Thompson, Emily A	Ramsey	Soucy, Theresa E	RTLC
Thomsen, Shelley L	Mc Kinley	Stueber, Alison A	Ramsey
Tiegs, Holly J	Ramsey	Vankrevelen, Samantha J	CPHS
Torvik, Josiah J	Lincoln/Brookside	Weber, Rachel B	Miss/Adams
Traun, Pamela B	AHS		

3/25/2024

BE IT RESOLVED by the School Board of Anoka Hennepin Schools that pursuant to Minnesota Statute That the motion for the adoption of the foregoing resolution was duly seconded by Board Member _____ and upon vote being taken thereon, the following voted in favor: _____ the following voted against: _____ whereupon said resolution was declared duly passed and adopted.

Clerk of the Board

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF PRINCIPAL CONTRACTS OF PROBATIONARY PRINCIPALS

Member _____ introduced the resolution and moved its adoption.

WHEREAS, the following persons are probationary Principals in Anoka-Hennepin Independent School District No. 11,

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment and,

WHEREAS, said recommendations have been received and considered by the School Board,

Agosto, Erin	Coon Rapids Middle
Plank, Ashley	Blaine High School
Stodola, Thomas	Morris Bye

BE IT RESOLVED by the School Board of Anoka-Hennepin Independent School District No. 11 that pursuant to Minnesota Statute §122A.40, Subdivision 5, the principal contracts of the following probationary Principals in Anoka-Hennepin Independent School District No. 11 are hereby terminated at the close of the current 2023-24 school year.

BE IT FURTHER RESOLVED that written notice be sent to said Principals regarding termination and nonrenewal of their contracts, as provided by law. That the motion for the adoption of the foregoing resolution was duly seconded by Board Member

_____ and upon vote being taken thereon, the following voted in favor:

_____ and the following voted against: _____ whereupon said resolution was declared duly passed and adopted.

Clerk of the Board



March | 2024

ANOKA-HENNEPIN SCHOOLS ISD #11 & USI CONSULTING GROUP

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GASB 75 Actuarial Valuation Results

Today's Agenda

- Post Employment Benefits at the District
- Implicit Rate Subsidy under GASB 75
- Actuarial Valuation Process
- GASB 75 Results at September 1, 2023
- Irrevocable OPEB Trust



GASB 75 Other Post-Employment Benefits

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GASB 75 OPEBs for Anoka-Hennepin School ISD #11

- Post-retirement medical and dental benefits
- Implicit Rate Subsidy/Access to Plan post-retirement for all employees under MN Stat. 471.61 Subd. 2b.
- Subsidized benefits include:
 - Special agreement for one retiree to receive a subsidy to medical and dental premiums for one year for 2023-2024
 - Five long-term disabled participants with post-employment subsidies to medical premiums
- There is no implicit rate subsidy liability being valued after Medicare eligibility, nor for dental benefits
- 5,296 active participants and 124 retirees in the September 1, 2023 GASB 75 valuation that will be used for disclosures at June 30, 2024

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Implicit Rate Subsidy

- Blend retiree claims with active employee claims and “average” the cost - Result is a “blended” rate
- Under GASB the actual cost for the retiree portion must be reflected as an implicit rate subsidy
- Creates an implicit rate subsidy liability, even if the employer does not contribute toward the premium



Implicit Rate Subsidy – Early Retiree Example



=> \$830

Blended Premium Charged
for the Employer Sponsored
Plan



=> \$1,322

Age 60 Actual Cost



=> \$830

Retiree
Premium
(Single)

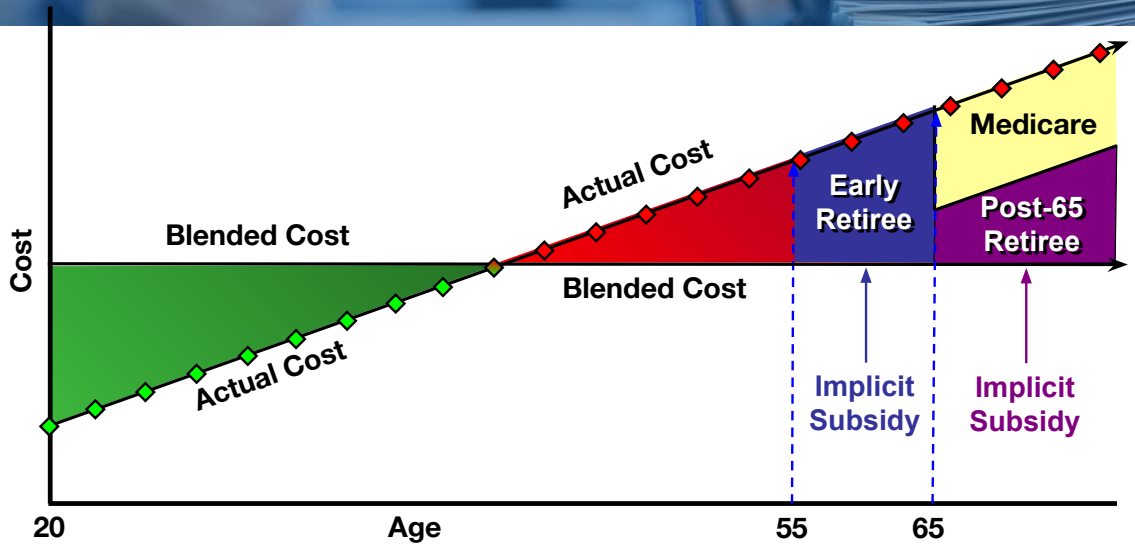


=> \$492

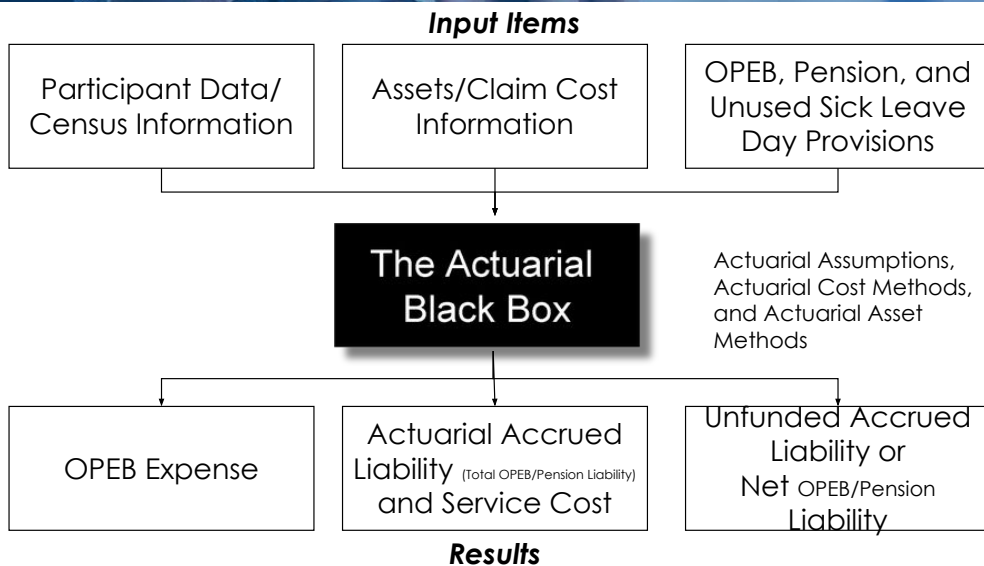
Implicit
Subsidy } Employer must
recognize liability



Implicit Rate Subsidy



Actuarial Valuation Process





GASB 75 (OPEBs) Actuarial Results for Anoka-Hennepin Schools ISD #11

September 1, 2023 Valuation Date

- Present Value of Benefits = \$58.8 million
- Actuarial Accrued Liability = \$31.3 million
 - (\$31.0 million is Implicit Rate Subsidy Only Liability)
- Service Cost without interest = \$2.4 million
- Estimated OPEB Expense for 2023-2024 = \$1.7 million
- Estimated Benefit Payments for 2023-2024 = \$1.4 million
- Discount Rate = 5.50% at September 1, 2023



Irrevocable OPEB Trust

Plan Assets

- Segregated and Restricted in a Trust
- Employer contributions are irrevocable
- Assets are dedicated to providing benefits to retirees/beneficiaries
- Assets are legally protected from creditors

- Anoka-Hennepin Schools ISD #11's OPEB Trust is at \$37.3 million as of September 1, 2022 and \$38.0 million as of September 1, 2023.

- The OPEB trust was at \$36.0 million as of June 30, 2023, making the District 112 % funded for GASB 75 (OPEB) liabilities at June 30, 2023.



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Questions?

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Contact Information

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ANOKA-HENNEPIN
SCHOOLS
A future without limit

Amended Budget

2023-2024

March 25, 2024

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Capital Projects Fund N/C

Debt Service Fund N/C

Trust Fund.....N/C

Note: N/C = No change from the current approved 2023-2024 budget.

**ANOKA-HENNEPIN DISTRICT #11
SUMMARY OF K-12 FUND BALANCES
AMENDED FY 2024 BUDGET**

FUND	6/30/2023 FUND BALANCE	AMENDED FY 2024 REVENUES	AMENDED FY 2024 EXPENDITURES	6/30/2024 PROJECTED FUND BALANCE
GENERAL FUND	\$ 148,941,086	\$ 639,497,059	\$645,802,554	\$ 142,635,592
FOOD SERVICE FUND	\$ 10,016,391	28,303,221	24,771,676	\$ 13,547,936
COMMUNITY SERVICE FUND	\$ 9,579,359	27,589,954	28,726,318	\$ 8,442,995
CAPITAL PROJECTS FUND	\$ 12,985,430	20,000	8,850,000	\$ 4,155,430
DEBT SERVICE FUNDS	\$ 3,563,313	15,394,194	15,444,303	\$ 3,513,204
TRUST FUND	\$ 36,006,775	750,000	750,000	\$ 36,006,775
TOTAL ALL FUNDS	\$ 221,092,355	\$ 711,554,428	\$ 724,344,851	\$ 208,301,932
FY24 Adopted		\$ 688,511,932	\$ 687,856,657	
\$ Change		\$ 23,042,496	\$ 36,488,194	
% Change		3.3%	5.3%	

Anoka-Hennepin ISD 11
2023-2024 Amended Budget Narrative
General Fund

REVENUE

The revenue for the general fund is amended to increase by \$21,671,231 from \$617,825,830 to \$639,497,061 or 3.5%. The 3.5% increase is the result of the following changes:

- Property tax revenue is increasing by \$110,087 in recognition of items that are shifted from the Pay 2024 levy to FY24.
- State aid is increasing by \$16,561,144, or 3.6%:
 - \$12 million increase in Special Education revenue following the finalization of prior year expenditures for reimbursement-based funding and resulting in additional cross-subsidy aid with the legislative buy up to 44% funded.
 - \$3.6 million increase in basic skills revenue primarily due to increased funding for English Learners.
 - \$1.4 million in new state aid for between-term non-licensed hourly workers' unemployment.
 - \$1.3 million reduction in general education formulas that are pupil unit based due to decreased Adjusted Pupil Unit projection of 273 APU.
 - \$671 thousand increase for new restricted Library Aid.
 - \$481 thousand increase for new restricted Student Support Aid.
 - \$500 thousand reduction for Integration Transportation Aid based on prior year.
 - \$129 thousand increase in Achievement and Integration aid based on update pupil units and percentage of students of color.
- Federal special education revenue is increasing by \$5 million due to recognize tuition billing paid from federal special education revenue.

EXPENDITURES

General fund expenditures are amended to increase by \$34,839,646 from \$610,962,908 to \$645,802,554 or 4.0%. The 4.0% increase is a result of the following changes:

- \$18.6 million increase in salaries and benefits for approved and projected collective bargaining settlements.
- \$5 million increase to record special education tuition with federal funds.
- \$2.3 million increase in transportation for additional special education and care and treatment routes.
- \$1.7 million increase in workers' compensation insurance.
- \$1.4 million increase for between-term non-licensed hourly workers' unemployment.
- \$1.1 million increase in special education contracted services.

- \$700 thousand increase in Post Secondary Education Options (PSEO) direct pay contracts due to rate and participation increase.
- \$4 million increase in operating capital funded facility projects.
 - Significant projects include:
 - Champlin Park High School office relocation/security upgrade.
 - ESC Earling Johnson rooms renovations.
 - Sandburg renovations to accommodate the move of Anoka-Hennepin Regional High School.
 - Stadium security.
- \$4 million decrease in technology levy expenditures due to the timing of most of the expenditures for the wired/wireless districtwide replacement project falling in FY23.
- \$5 million increase in strategic investment facility projects.
 - Updated \$10 million strategic investments in facilities include:
 - \$1 million for the Blaine Early Childhood Center remodel.
 - \$1.2 million for targeted aesthetics building improvements.
 - \$6 million addition and remodel of Franklin Elementary.
 - \$600 thousand for security improvement projects.
 - \$1.2 million for remodel of Dayton Elementary walls project.
- \$1 million reduction in strategic investment textbook purchased due to the timing of the order this summer.

FUND BALANCE

Fund balance is amended to decrease by \$6,305,493 to \$142,635,593. The adjusted operating surplus is amended to \$7.1 million. The unassigned fund balance will decrease by \$2.3 million. The unassigned fund balance is projected at 10.1% of operating expenditures and within current school board policy.

**General Fund
Amended FY 2024 Budget Summary**

Beginning Fund Balance 7/1/2023			\$148,941,086
Adopted Budget:	Revenue	Expenditures	Operating Balance
	\$617,825,830	\$610,962,908	\$6,862,923
Adjustments :			
FY24 Special Ed Revenue Adj	12,050,000		
FY24 Tax Shift Rev Adj - CTE and Unemployment	110,087		
FY24 Endowment Aid Adj	(10,759)		
FY24 Gen Ed Aid Adj for Pupil Units	(1,277,167)		
FY24 Integration Transportation Rev Adj based on PY	(500,000)		
FY24 Salary and Benefits Adj per settlements		18,604,891	
FY24 Work Comp Ins Adj		1,721,468	
FY24 PSEO Direct Pay rate (+9%) increase and CY credits(+12%)		700,000	
FY24 Special Ed contracted services based on PY and CY trend		1,096,012	
FY24 Special Ed chartered transport F723		2,000,000	
FY24 Care and Treatment chartered transport F728		300,000	
FY24 Hourly Worker Unemployment	1,417,275	1,417,275	
FY24 Gen Ed Basic Skills Restricted Adj	3,590,615		
FY24 Gen Ed Misc Restricted Adj -Cap, LD, SD, TD	(16,619)		
FY24 Achievement and Integration Adj	129,206		
FY24 Q Comp Adj	68,665		
FY24 LTFM Aid Adj	(41,922)		
FY24 Library Aid	670,522		
FY24 Student Support Aid	481,326		
FY24 Capital Fin 302 Facility Projects		4,000,000	
FY24 Capital Infrastructure C996 strategic investments		5,000,000	
FY24 Textbooks C998 strategic investments		(1,000,000)	
FY24 Fin 795 Timing of wired and wireless project		(4,000,000)	
FY24 Federal Sped Tuition Payment with Fin 419	5,000,000	5,000,000	
Total Adjustments	21,671,229	34,839,646	(\$13,168,417)
Amended Rev/Exp Budget	\$ 639,497,059	\$ 645,802,554	(\$6,305,494) (\$6,305,494)
Projected Fund Balance 6/30/2024			\$142,635,592

ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
GENERAL FUND SUMMARY

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ACTUAL	Adopted 2023-24 BUDGET	Amended 2023-24 BUDGET	\$ CHG	% CHG
REVENUES							
PROPERTY TAX	\$101,208,533	\$103,850,835	\$107,224,740	\$116,492,854	\$116,602,942	\$110,087	0.1%
STATE REVENUE	407,576,523	409,044,856	422,209,385	465,602,820	482,163,964	16,561,144	3.6%
FEDERAL REVENUE	26,623,484	39,317,854	34,864,931	20,416,339	25,416,339	5,000,000	24.5%
LOCAL SALES	244,656	461,724	553,679	286,600	286,600	0	0.0%
OTHER LOCAL REVENUE	6,288,083	11,020,978	17,038,735	15,027,217	15,027,217	0	0.0%
TOTAL REVENUES	\$541,941,280	\$563,696,247	\$581,891,470	\$617,825,830	\$639,497,061	\$21,671,231	3.5%
EXPENDMTURES							
SALARIES	\$320,300,525	\$337,234,779	\$353,375,577	\$371,285,849	\$387,465,092	\$16,179,242	4.4%
BENEFITS	107,235,719	111,027,542	115,233,155	126,838,617	132,403,010	5,564,392	4.4%
PURCHASED SERVICES	48,990,768	57,165,251	66,218,150	57,920,406	67,016,418	9,096,012	15.7%
SUPPLIES	21,143,598	21,563,461	28,720,712	25,741,355	20,741,355	(5,000,000)	-19.4%
CAPITAL & OTHER	30,635,715	41,037,119	37,214,696	29,176,680	38,176,680	9,000,000	30.8%
TOTAL EXPENDMTURES	\$528,306,326	\$568,028,151	\$600,762,291	\$610,962,908	\$645,802,554	\$34,839,647	5.7%
OPERATING SURPLUS(DEFICIT)	\$13,634,954	(\$4,331,904)	(\$18,870,821)	\$6,862,923	(\$6,305,493)		
Strategic Investment Net Spend				\$9,425,000	\$13,425,000		
Adjusted Surplus/(Deficit)	\$13,634,954	(\$4,331,904)	(\$18,870,821)	\$16,287,923	\$7,119,507		
Fund Balance Transfer							
RESTRICTED/RESERVED FUND BALANCE	\$38,748,543	\$40,610,230	\$26,871,630	\$32,596,899	\$36,147,362		
NONSPENDABLE	\$1,723,962	\$2,978,294	\$2,976,925	\$2,976,925	\$2,976,925		
ASSIGNED FUND BALANCE	\$76,695,554	\$64,608,624	\$63,891,335	\$54,466,335	\$50,614,212		
UNASSIGNED FUND BALANCE	\$54,975,752	\$59,614,760	\$55,201,196	\$65,763,850	\$52,897,095		
TOTAL FUND BALANCE	\$172,143,811	\$167,811,907	\$148,941,086	\$155,804,009	\$142,635,593		
PERCENT OF TOTAL EXPENDMTURES	10.4%	10.5%					
PERCENT OF OPERATING EXPENDMTURES			10.5%	12.5%	10.1%		
Adjusted Pupil Units (APU)	40,844	41,211	41,431	41,818	41,585		

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
GENERAL FUND SUMMARY**

FUND GENERAL	6/30/2023 ACTUAL FUND BALANCE	Amended FY24 REVENUES	Amended FY24 EXPENDITURES	6/30/2024 PROJECTED FUND BALANCE	OPERATING BALANCE
01-422-00 UNASSIGNED	\$55,201,196	\$521,716,215	\$524,020,317	\$52,897,095	(\$2,304,102)
01-413-00 ASSIGNED - BLDG. CARRYOVER	\$7,862,190			\$7,862,190	\$0
01-462-00 ASSIGNED - SEPARATION/RET BENEFIT	\$12,376,573			\$12,376,573	\$0
01-462-03 ASSIGNED - Q COMP	\$760,447	10,198,349	10,050,472	\$908,324	\$147,877
01-462-06 ASSIGNED - MATH ACTION PLAN	\$5,404			\$5,404	\$0
01-462-10 ASSIGNED - PROJ LEAD THE WAY	\$1,361,239		225,000	\$1,136,239	(\$225,000)
01-462-04 ASSIGNED - STRATEGIC INVESTMENTS	\$22,207,886		3,200,000	\$19,007,886	(\$3,200,000)
01-462-11 ASSIGNED - MAGNET PROGRAMS EXPANSION	\$718,489		-	\$718,489	\$0
01-462-07 ASSIGNED - CAP EXP, TECH INFR & SECU IMP	\$18,249,143		10,000,000	\$8,249,143	(\$10,000,000)
01-462-08 ASSIGNED - FOR SUB YR DEFICIT	\$0			\$0	\$0
01-462-09 ASSIGNED - IB	\$349,963			\$349,963	\$0
01-460-00 NON-SPENDABLE	\$2,976,925			\$2,976,925	\$0
01-434-00 RESTRICTED - AREA LEARNING CENTER	\$730,542	7,598,360	7,598,360	\$730,542	\$0
01-448-00 RESTRICTED - ACHIEVEMENT & INTEGRATION	\$0	7,720,754	7,702,366	\$18,388	\$18,388
01-441-00 RESTRICTED - BASIC SKILLS	\$3,759,116	37,280,694	27,964,810	\$13,075,000	\$9,315,884
01-407-00 RESTRICTED - CAPITAL TECH LEVY	(\$5,086,300)	5,017,735	1,017,735	(\$1,086,300)	\$4,000,000
01-438-00 RESTRICTED - GIFTED AND TALENTED	\$480,988	540,605	543,634	\$477,959	(\$3,029)
01-467-00 RESTRICTED - LIBRARY AID	\$0	670,522	670,522	\$0	\$0
01-467-00 RESTRICTED - LONG TERM FAC	(\$3,834,227)	15,809,423	15,851,345	(\$3,876,149)	(\$41,922)
01-428-00 RESTRICTED - LEARNING DEVELOPMENT	\$3,403,978	8,210,988	8,129,691	\$3,485,275	\$81,297
01-472-00 RESTRICTED - MA BILLING	\$1,671,281	2,000,000	2,000,000	\$1,671,281	\$0
01-424-00 RESTRICTED - OPERATING CAPITAL	\$19,836,206	14,374,185	18,435,808	\$15,774,583	(\$4,061,623)
01-449-00 RESTRICTED - SAFE SCHOOLS LEVY	\$1,726,266	1,466,229	1,466,229	\$1,726,266	\$0
01-402-00 RESTRICTED - SCHOLARSHIPS	\$712,240	225,000	225,000	\$712,240	\$0
xx-401-xx RESTRICTED - STUDENT ACTIVITY FUNDS	\$136,506	250,000	250,000	\$136,506	\$0
01-403-00 RESTRICTED - STUDENT SUPPORT AID	\$0	481,327	481,327	\$0	\$0
01-403-00 RESTRICTED - STAFF DEVELOPMENT	\$3,335,033	5,936,675	5,969,938	\$3,301,770	(\$33,263)
	\$148,941,086	\$639,497,061	\$645,802,554	\$142,635,593	(\$6,305,493)

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
GENERAL FUND REVENUES**

SRC	Source Title	2020-21 Actual	2021-22 Actual	2022-23 Actual	Adopted 2023-24 Budget	Amended 2023-24 Budget	\$ CHG	% CHG
001	TAX LEVY	\$84,526,374	\$85,945,443	\$89,904,406	\$101,212,854	\$101,001,724		
	Less: Amount of Referendum deferred	\$0		\$0		\$0		
002	DELINQ TAX	0	0	\$0	0	0		
004	MOBILE HOME TAX	0	0	\$0	0	0		
005	UNEMPLOY TAXES	654,266	1,120,022	(450,000)	(450,000)	(128,782)		
009	FISCAL DISPARITIES	15,494,407	15,888,577	16,759,112	15,000,000	15,000,000		
010	COUNTY APPORTIONMENT	490,976	736,817	795,402	730,000	730,000		
011	UNCOLL-TAXES	0		0		0		
012	FORFEIT TAX	0		0		0		
019	PENALTIES & INTEREST	42,509	159,976	215,820	0	0		
Property Tax Total		\$101,208,533	\$103,850,835	\$107,224,740	\$116,492,854	\$116,602,942	\$110,087	0.1%
201	ENDOWMENT AID	\$1,616,827	\$1,542,435	\$1,800,912	\$1,589,187	\$1,578,428		
211	GENERAL ED AID	310,752,077	313,092,239	318,601,032	346,803,369	349,100,198		
212	LITERACY AID	1,825,889	1,944,628	2,074,521	2,050,817	0		
213	SHARED TIME	60,903	41,832	142,364	30,000	30,000		
227	ABATEMENT AID	109,975	80,239	40,145	82,000	82,000		
234	HOMESTEAD AG MKT VALUE CREDIT	5,511	5,582	6,608	4,700	4,700		
258	OTHER STATE CREDITS	0	(119)	0	0	0		
300	STATE AID/GRANT	14,571,413	13,795,862	14,407,539	15,074,455	17,974,991		
317	LONG TERM FACILITIES AID	5,781,310	5,503,859	5,599,203	5,253,293	5,211,371		
360	SPECIAL EDUC AID	70,242,776	70,729,787	77,305,313	92,950,000	105,000,000		
369	REV FROM OTHER STATE AGEN	89,412	108,063	132,432	0	1,417,275		
370	MISC REVENUE - MDE	668,037	255,909	240,964	125,000	125,000		
397	TRA/PERA SPEC FUND REV	1,852,394	1,944,541	1,858,352	1,640,000	1,640,000		
State Rev. Total		\$407,576,523	\$409,044,856	\$422,209,385	\$465,602,820	\$482,163,964	\$16,561,144	3.6%
400	FEDERAL AID THRU SDE	\$26,516,785	\$39,230,796	\$34,779,628	\$20,336,339	\$25,336,339		
405	FEDERAL AID RECD FROM OTHER	30,204	12,652	11,004	0	0		
500	FED GRANTS DIRECT	76,496	74,406	74,298	80,000	80,000		
599	MISC FED DIRECT AID							
Federal Total		\$26,623,484	\$39,317,854	\$34,864,931	\$20,416,339	\$25,416,339	\$5,000,000	24.5%
621	MATERIALS FOR RESALE	\$9,913	\$35,405	\$34,932	\$25,600	\$25,600		
622	MISC SALES REVENUE	218,860	418,756	467,801	259,000	259,000		
623	SALE OF REAL PROPERTY	0	0	0	0	0		
624	SALE OF EQUIPMENT	0	0	0	0	0		
625	INSURANCE RECOVERY	12,591	0	27,933	2,000	2,000		
626	MISC FECPAY SALES REVENUE	3,292	7,563	23,012	0	0		
628	JUDGEMENTS FOR DISTRICT	0	0	0	0	0		
631	BOND SALE PROCEEDS	0	0	0	0	0		
635	CERTIFICATES OF PARTICIPATION	0	0	0	0	0		
Local Sales Total		\$244,656	\$461,724	\$553,679	\$286,600	\$286,600	\$0	0.0%
021	TUITION-OTHER DIST	\$222,776	\$146,807	\$104,420	\$250,000	\$100,000		
031	TUITION- OUT OF STATE	25,770	21,600	27,623	6,000	6,000		
040	TUITION FROM PATRONS	0	0	0	0	0		
050	PARTICIPANT FEES	1,413,349	1,563,203	1,491,453	1,643,443	1,493,443		
051	NURSERY SCHOOL FEES	0	0	0	0	0		
052	SUMMER MUSIC FEES	3,290	4,305	12,569	15,500	15,500		
053	DRIVER TRAINING FEES	389,527	586,498	600,207	482,800	482,800		
055	MUSIC INSTR RENTAL	13,741	13,170	13,339	26,285	26,285		
056	DEPOSIT FEES	0	0	0	9,100	9,100		
058	CHILD CARE CENTER FEES	0	0	0	0	0		
059	TRANSPORTATION FEES	1,480	1,910	1,922	0	0		
060	ADMISSIONS	157,079	581,711	623,712	653,900	623,900		
061	TRANSCRIPT FEES	3,277	794	154	23,000	0		
069	CONFERENCE/REGIONS REVENUE	(5)	(0)	1,861	0	0		
071	MEDICAL ASST RCVD FRM MDHS	1,040,266	3,004,054	1,984,253	2,000,000	2,000,000		
088	EQUIPMENT RENTAL	0	580	630	3,000	3,000		
089	PARKING FEES	57,539	247,281	239,389	265,000	238,500		
091	E-RATE REVENUE	56,492	170,410	56,636	350,000	350,000		
092	INTEREST EARNINGS	159,041	382,177	6,490,385	3,500,000	4,679,500		
093	FACILITIES RENTAL	15,768	145,741	226,278	140,000	140,000		
094	VENUE ADVERTISING	360	0	0	19,000	19,000		
095	DONATED ACTIVITY FEES	0	0	0	0	0		
096	DONATIONS	1,017,447	1,039,311	1,330,625	1,350,000	1,350,000		
097	SCHOLARSHIP DONATIONS	235,791	274,777	297,586	225,000	225,000		
098	N-S-F CHECKS	(454)	(708)	(724)	(6,500)	(6,500)		
099	MISC LOCAL REVENUE	1,475,549	2,837,357	3,536,419	4,071,689	3,271,689		
Other Local Total		\$6,288,083	\$11,020,978	\$17,038,735	\$15,027,217	\$15,027,217	\$0	0.0%
GRAND TOTAL ALL REVENUE		\$541,941,280	\$563,696,247	\$581,891,470	\$617,825,830	\$639,497,061	\$21,671,231	3.5%
Amount of Change		\$13,768,669	\$22,552,617	\$9,282,342	\$45,216,703	\$21,671,231		
Percent of Change		2.6%	4.2%	1.6%	8.0%	3.5%		

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
GENERAL FUND EXPENDITURES**

OBJECT	DESCRIPTION	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
		ACTUAL	ACTUAL	ACTUAL	2023-24 BUDGET	2023-24 BUDGET		
101	BOARD PER DIEM,	\$ 87,600	\$ 87,600	\$ 87,600	\$ 100,611	\$ 100,611		
109	SPED ADMIN NON-LIC	89,038	93,393	100,017	107,625	107,625		
110	ADMIN/SUPV'S	9,067,294	9,455,333	10,212,152	10,495,344	10,495,344		
111	PRINCIPAL	15,571,395	15,941,109	16,349,737	17,101,036	17,508,281		
113	SPECIAL ED CONSULTANTS	1,756,771	1,898,681	1,849,780	2,101,250	2,152,500		
115	COUNSELOR	3,961,443	4,385,432	4,258,814	4,585,950	4,828,162		
116	MEDIA/AV	2,385,865	2,378,736	2,332,554	2,417,983	2,547,729		
117	NURSES	2,020,601	2,078,462	2,217,116	2,262,996	2,384,425		
118	PSYCHOLOGIST	3,940,903	3,944,714	3,927,480	4,103,104	4,323,270		
123	TEACHER INSTR SUPP	10,677,463	10,280,084	11,141,349	12,789,822	13,445,861		
124	TECH FAC TEACHER	279,390	296,466	254,178	294,984	310,812		
130	ADDTL HR-PHYS THERAPST	713	647	175	0	0		
131	ADDTL HR-OCCUP THERAPST	8,118	11,271	11,583	0	0		
132	ADDTL HR-ED SPCH/LANG PATH	44,596	55,498	76,658	0	0		
133	ADDTL HR-SPED	171	36	64	0	0		
135	ADDTL HR-DAPE SPECIALST	545	3,123	4,131	0	0		
136	ADDTL HR-SCHOOL SOCIAL WKR	31,435	2,809	7,498	0	0		
137	ADDTL HR-SCHOOL PSYCHOLOG	16,385	52,337	42,854	0	0		
138	ADDTL HR-AUDIOLOGIST	0	0	0	0	0		
139	ADDTL HR-SCHOOL NURSE(LSN)	26,014	56,836	18,041	0	0		
140	TEACHER	188,780,264	199,080,173	207,433,848	216,552,072	227,936,649		
141	SOCIAL WORKERS,	3,806,047	4,301,165	4,846,648	5,520,725	5,816,959		
142	TEACHER ADD'L HOURS	2,398,966	3,569,702	4,438,110	4,193,961	4,419,003		
143	TEACHER INSTR SUPP-SPED	1,623,611	1,650,914	1,671,356	1,726,086	1,818,705		
144	SUM SCH TEACHER	41,008	41,844	43,304	43,874	46,228		
145	SUBSTITUTE TEACHERS,	1,767,815	3,535,666	4,649,471	3,974,786	4,188,067		
146	EXTRA SERVICE AGREEMENTS	4,669,211	4,327,134	4,474,226	4,931,070	5,003,232		
147	NON-LIC INSTR SUBSS,	285,489	458,979	569,906	1,029,822	1,029,822		
148	PARAPROFESSIONAL	6,484,774	6,540,536	7,130,705	7,216,337	7,495,023		
150	PHYSICAL THERAPIST	1,041,760	1,050,480	1,140,421	1,120,746	1,180,884		
151	OCCUP THERAPIST	1,546,381	1,667,501	1,662,595	1,613,222	1,699,785		
152	ED SPCH/LANG PATHOLOGST	7,687,214	7,755,489	7,708,509	7,824,752	8,244,616		
153	CROSSING GUARDS	576,427	1,015,152	1,105,600	1,026,343	1,041,362		
154	BUSS PARA	595,045	813,195	859,405	1,054,305	1,069,734		
155	DONATION FUNDED ESA-NON LICENS	118,804	109,353	140,806	105,942	107,492		
156	ESA NON-LIC	1,452,921	1,594,660	1,488,677	1,569,308	1,592,273		
158	AUDIOLOGIST	130,567	133,216	137,364	137,190	144,552		
160	JOB COACH	231,165	241,603	277,958	278,234	293,164		
161	PARA SPED	16,238,301	15,986,438	16,905,020	18,526,586	19,219,899		
162	PARA SUPPLEMNT PRG	3,249	41	20,676	17,837	18,533		
163	PARA SUPPLEMNT ADDTL HRS	6,804	26,255	25,608	65,319	67,868		
169	ALCOHOL & CHEM DEP COUNSELOR	61,553	62,780	118,159	65,960	66,925		
170	CUSTODIANS	7,177,309	7,274,926	7,054,020	7,549,151	7,659,626		
171	MAINTENANCE	1,521,742	1,562,868	1,732,761	1,739,853	1,765,315		
172	BLDG SUPVSE	3,640,818	3,734,017	3,828,378	3,976,556	4,034,750		
174	TECH SPECS	628,418	613,391	624,352	689,540	699,631		
175	SECY/CLERICAL	10,045,838	10,673,581	11,346,108	11,527,866	11,696,567		
176	DAPE SPECIALIST	900,633	845,479	1,116,575	1,045,631	1,101,738		
177	CULTURAL LIAISON	219,811	216,584	230,366	234,761	234,761		
179	NON LIC SUB	186,703	516,435	957,047	732,832	732,832		
182	COORDINATOR	373,640	486,627	513,362	866,543	866,543		
183	EXTRA TIME NON-LICENSED(SPED)	187,912	267,968	357,554	399,742	399,742		
185	OTHER SALARY PAYMENTS	0	6,161	8,363	8,200	8,200		
186	DONATION FUNDED ESA POSITION	39,943	27,217	63,377	48,226	48,226		
187	EARLY CHILD SCREENER	(53,324)	(55,257)	(56,970)	0	0		
188	REGISTERED NURSE	82,626	86,540	92,022	0	0		
190	SABBATICAL LEAVES	134,389	519,470	199,364	273,169	273,169		
191	SEVERANCE PAY	751,293	402,121	456,485	1,046,439	1,046,439		
192	LIC SICK BUYBACK	26,503	21,648	22,569	57,039	57,039		
193	NON-LIC SICK BUYBACK,	125,002	80,031	65,367	142,651	142,651		
195	INTER DEPT SALARY CHBK	(70,000)	(76,515)	(76,801)	(70,000)	(70,000)		
197	CELL PHONE STIPEND	269,076	285,414	330,937	300,480	300,480		
198	SAL IN LIEU OF BENE-CAFE PLAN	1,901,365	1,908,922	1,983,216	2,127,972	2,127,972		
199	OTHER SALARIES	2,697,719	2,852,308	2,786,970	3,634,017	3,634,017		
**TOTAL 100'S SALARIES		\$ 320,300,525	\$ 337,234,779	\$ 353,375,577	\$ 371,285,849	\$ 387,465,092	\$ 16,179,242	4.4%
210	FICA-(PERA)	\$ 23,020,960	\$ 24,471,710	\$ 25,760,726	\$ 26,756,630	\$ 27,653,787		
214	PERA	4,316,229	4,475,058	4,748,227	5,330,747	5,402,432		
218	TRA	20,876,811	22,619,145	24,197,983	26,238,150	27,564,874		
220	HOSPITAL-MEDICAL INS	44,126,820	44,092,399	43,960,621	50,263,129	50,263,129		
230	GROUP LIFE INS	210,801	213,526	217,077	333,613	336,096		
235	DENTAL INS	3,806,213	3,806,616	3,825,553	4,794,921	4,794,921		
240	INCOME PROTECT INS	538,127	565,435	584,887	710,956	717,685		
250	SHELTERED ANNUITIES	4,612,477	4,703,322	5,201,789	5,595,906	5,595,906		
251	EMP'ER SPONSORED HRA	2,645,468	2,744,292	2,971,336	3,120,508	3,120,508		

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
GENERAL FUND EXPENDITURES**

OBJECT	DESCRIPTION	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
		ACTUAL	ACTUAL	ACTUAL	2023-24 BUDGET	2023-24 BUDGET		
253	EMPER SPONSORED HRA RETIREE	1,782,736	2,307,957	2,105,237	2,014,500	2,135,370		
270	WORKERS COMP INSURANCE	1,221,180	1,437,851	1,421,184	1,434,557	3,156,025		
280	UNEMPLOYMENT INS	0	(378,782)	188,592	275,000	275,000		
281	UNEMPLOYMENT INS SUMMER			80,975	0	1,417,275		
295	BENEFITS CHBK	77,896	(30,987)	(31,030)	(30,000)	(30,000)		
299	OTHER EMPLOYEE BEN.	0	0	0	0	0		
**TOTAL 200'S BENEFITS		\$ 107,235,719	\$ 111,027,542	\$ 115,233,155	\$ 126,838,617	\$ 132,403,010	\$ 5,564,392	4.4%
301	<25K FED SPED TUITION	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000		
303	FED SUB AWRD 1ST 25K	226,477	419,101	378,678	\$ 227,381	227,381		
304	FED SUB AWRD OVR 25K	200,468	444,349	256,487	125,000	125,000		
305	CONSULTING FEES FOR SERVICE	5,379,296	7,284,634	7,161,818	4,945,877	4,945,877		
306	SPED DUE PROC SERV	19,654	49,105	75,799	0	0		
307	ENTRY FEES/STUDENT TRAVEL ALLO	69,788	354,747	432,191	202,763	202,763		
308	FIELD TRIPS	43,763	292,747	567,518	323,436	323,436		
309	>25K FED SPED TUITION			4,975,000	0	4,975,000		
310	LEGAL SERVICE	259,364	130,690	120,761	200,000	200,000		
312	AUDIT SERVICE	141,345	137,330	140,060	130,000	130,000		
314	DATA PROCESSING	14,985	43,988	51,425	510,537	510,537		
315	REP/MAINT FOR COMPUTER/TECH	250,101	386,320	556,826	23,752	23,752		
316	JPA SERVICES	6,000	0	0	0	0		
318	POLICE LIAISON	748,856	855,288	844,144	889,538	889,538		
319	COMPUTER & TECH SERV (NO FED)	121,571	148,378	48,125	0	0		
320	PHONES/COMMUNIC SERV	563,431	623,486	692,538	468,119	468,119		
321	DATA COMMUNICATIONS	246,067	245,309	253,145	165,255	165,255		
329	POSTAGE	229,906	281,895	284,204	246,379	246,379		
330	ELECTRICITY	3,772,437	4,595,777	4,427,666	4,800,286	4,800,286		
331	WATER AND SEWER	645,924	745,210	756,259	784,254	784,254		
332	GARBAGE	313,262	390,871	406,781	407,784	407,784		
334	NATURAL GAS UTILITY	1,393,694	2,481,162	2,756,778	2,595,660	2,595,660		
340	PROPERTY INS	653,164	481,582	707,756	888,000	888,000		
341	LIABILITY INS	481,600	310,269	401,224	633,000	633,000		
345	EBD - SPED BEN PURCH FRM OTHER DIST		165,528	0	0	0		
350	REPAIRS AND MAINT.SER.	69,686	38,026	1,828	61,421	61,421		
351	REPAIR LABOR-GROUNDS	308,100	288,098	518,695	437,949	437,949		
352	REPAIR LABOR-BLDGS	642,541	774,716	711,707	538,659	538,659		
353	REPAIR LABOR-EQUIP	192,444	230,991	341,696	246,076	246,076		
355	MAINT/REPAIR CHBCK	(360,119)	(452,694)	(506,155)	(294,150)	(294,150)		
358	MENT HLTH PRACT OVR 25K	1,032,799	831,896	485,526	626,325	626,325		
361	CHARTER TRANS	13,257,658	17,149,761	16,943,175	18,826,209	19,126,209		
362	COLLEGE VISIT TRANS	0	0	0	0	0		
363	DISABLED TRANS.	7,709,838	11,034,895	12,709,298	11,410,658	13,410,658		
364	TO FD 4 ADVENTURES +	(4,284)	(6,500)	(6,768)	0	0		
365	TRANSPORTATION CHBCK	(74,551)	(121,672)	(129,968)	(488,264)	(488,264)		
366	TRAVEL	149,780	317,906	369,917	379,399	379,399		
367	TRAVEL PROF-DEV	229,094	309,998	440,250	276,339	276,339		
368	OUT OF STATE TRAVEL	775	125,598	208,178	74,489	74,489		
369	TO FD 1- LATE ACT.	0	6,384	9,450	4,000	4,000		
370	RENTAL-LEASE	94,564	141,819	183,182	66,935	66,935		
371	RENTAL-LAND/BLDG	2,211,912	826,544	1,287,313	1,285,162	1,285,162		
373	RENTAL-ICE TIME	296,596	421,707	0	0	0		
380	ADVERTISING	821,077	115,234	111,493	813,471	813,471		
381	PRINTING-OUTSIDE	120,449	147,224	190,767	193,843	193,843		
382	LAUNDRY-DRY CLEANING	403	10,853	8,315	1,200	1,200		
383	PRINTING-IN HOUSE	(52,489)	(52,945)	(87,965)	(271,880)	(271,880)		
388	MENT HLTH PRAC 1ST 25K	25,000	75,000	30,047	0	0		
390	TUITION OTHER DIST	1,022,107	1,142,092	854,470	1,374,500	1,374,500		
391	REIMB TO MN SCHOOL DISTRICTS	583,725	578,823	614,767	614,767	614,767		
392	OUT STATE DIST/OTH AGENCY	67,052	110,452	37,723	107,000	107,000		
393	SP ED CONTRACT SERV FOR PUPIL	73,458	60,286	236,067	110,000	110,000		
394	PAYMENT OTHER ED	4,784,099	4,661,440	6,213,964	4,490,030	6,286,042		
395	SPED SAL PURCH FROM OTH DIST		21,478	66,894	0	0		
397	CNP CHARGEBACK	154	54	7,887	30,798	30,798		
398	INTERDEP CHARGES	7,747	(2,489,980)	(1,953,779)	(1,535,901)	(1,535,901)		
399	PARENTIAL INVOLV. CHBK.	0	0	0	(25,650)	(25,650)		
**TOTAL 300'S PURCHASED SERVICES		\$ 48,990,768	\$ 57,165,251	\$ 66,218,150	\$ 57,920,406	\$ 67,016,418	\$ 9,096,012	15.7%
401	GENERAL SUPPLIES	\$ 4,942,005	\$ 5,073,292	\$ 3,962,547	\$ 4,497,381	\$ 4,497,381		
403	LAVATORY SUPPLIES	157,981	276,892	344,048	216,638	216,638		
405	NON-INSTR COMP SWARE/LICENSE	1,852,666	1,240,135	1,382,661	1,113,754	1,113,754		
406	INSTR COMP SOFTWARE LIC	997,594	1,669,267	2,432,179	149,644	149,644		
409	CUSTODIAL UNIFORMS	37,411	40,037	36,927	42,150	42,150		
410	CUSTODIAL SUPPLIES	476,753	548,215	717,982	441,000	441,000		
420	REPAIR SUPP GROUNDS	252,275	204,078	433,604	189,096	189,096		
421	REPAIR SUPP BLGDS	857,792	1,125,852	1,149,950	1,102,350	1,102,350		

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
GENERAL FUND EXPENDITURES**

OBJECT	DESCRIPTION	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
		ACTUAL	ACTUAL	ACTUAL	2023-24 BUDGET	2023-24 BUDGET		
422	REPAIR SUPP EQUIP	241,200	281,490	277,757	341,503	341,503		
423	TRUCK EXPENSE	97	216	67	15,000	15,000		
430	INSTRUCTIONAL SUPPLIES	1,583,871	1,658,855	1,707,964	2,996,830	2,996,830		
432	SOFTWARE	0	15,979	1,403	15,901	15,901		
433	INDIV INS MATERIALS	648,050	820,079	1,169,496	482,830	482,830		
435	SUPPLY LOSS-DAMAGE	(10,136)	(29,915)	9,380	1,200	1,200		
440	FUEL FOR BUILDINGS	(27,083)	(164,188)	597,446	129,600	129,600		
450	RESALE MATERIAL	10,765	123,136	49,739	46,935	46,935		
455	NON-INSTR TECH SUPPLIES	182,986	176,876	228,997	85,770	85,770		
456	INSTR TECH SUPPLIES	94,607	101,958	68,011	33,574	33,574		
460	TEXTBOOKS	537,286	860,624	2,040,502	6,566,931	5,566,931		
461	STANDARD TESTS	735,690	611,890	634,306	677,793	677,793		
465	NON-INSTR NON-CAP TECH EQUIP	590,183	650,670	3,205,491	153,701	153,701		
466	NSTR NON-CAP TECH EQUIP	6,231,250	5,038,420	6,823,483	5,427,854	1,427,854		
470	LIBRARY BOOKS	321,760	321,308	377,238	473,097	473,097		
471	E-LIBRARY BOOKS	255,069	297,787	242,718	207,065	207,065		
480	AUDIO VISUAL AIDS	100	18	256	4,652	4,652		
489	PERIODICALS	38,142	29,607	23,358	34,129	34,129		
490	FOOD	150,845	644,665	752,818	294,977	294,977		
498	INVTY ADJ-VECHILE ST	(823)	(675)	(2,325)	0	0		
499	INVTY ADJ-OPRNS SUPP	(15,487)	(53,109)	52,707	0	0		
**TOTAL 400'S SUPPLIES		\$ 21,143,598	\$ 21,563,461	\$ 28,720,712	\$ 25,741,355	\$ 20,741,355	\$ (5,000,000)	-19.4%
505	CAP NON-INSTR TECH SOFTWARE	\$ 345,155	\$ 337,502	\$ 483,133	\$ 350,000	\$ 350,000		
506	CAP INSTRUCT TECH SOFTWARE	263,627	263,296	59,542	0	0		
510	SITE ACQUISITION	11,506	0	0	0	0		
511	SITE IMPROVEMENT	927,729	9,814,558	5,789,255	3,677,000	3,677,000		
512	SITE IMP. PRIN	175,042	537,364	410,098	690,505	690,505		
520	BUILDING AQUISITIONS	0	4,571,266	314,231	1,573,500	6,573,500		
522	BUILDING RENOVATION	16,783,276	14,168,977	18,503,533	12,750,814	16,750,814		
523	BUILDINGS LEASED	0	0	0	0	0		
524	BLDG. RENO.-PRINC.	360,471	564,776	343,891	1,467,977	1,467,977		
530	EQUIPMENT PURCHASE	3,970,260	2,002,217	2,049,086	287,396	287,396		
531	EQUIP. LOSSSED OR DAMAGED	0	0	0	0	0		
533	OTH EQUIP SPED DIR INSTR	73,653	129,594	307,715	23,750	23,750		
535	CAPITAL LEASES	566,843	709,084	620,055	0	0		
545	WOOD SHOP CHARGES	0	0	0	0	0		
550	VEHICLES	84,446	5,286	53,567	50,000	50,000		
555	TECHNOLOGY EQUIP.	248,420	411,699	78,108	0	0		
556	TECH EQUIP SPED DIR INSTR	0	12,434	17,413	345,956	345,956		
560	PRINCIPAL LT COMP/TECH LEASE	0	910,642	947,379	171,869	171,869		
561	INTEREST LT COMP/TECH LEASE	0	186,190	190,072	12,565	12,565		
570	PRINCIPAL LT BLDG/LAND LEASE	0	996,903	2,433,499	994,064	994,064		
571	INTEREST LT BLDG/LAND LEASE	0	200,187	1,341,564	199,681	199,681		
580	LEASE-PRIN.	1,225,000	1,280,000	0	1,340,000	1,340,000		
581	LEASE-INTEREST	1,297,888	1,242,037	0	1,183,537	1,183,537		
589	LEASE TRANSACTIONS/ IN	(566,843)	(709,084)	(620,055)	0	0		
591	TIES SERVICES	0	0	0	0	0		
**TOTAL 500'S CAP. EXP.		\$25,766,472	\$37,634,926	\$33,322,085	\$25,118,614	\$34,118,614	\$9,000,000	35.8%
740	LOAN INTEREST	\$ 86,753	\$ 49,744	\$ -	\$ -	\$ -		
790	OTHER DEBT EXPENSE	0	0	0	0	0		
**TOTAL 700'S DEBT SERVICE		\$ 86,753	\$ 49,744	\$ -	\$ -	\$ -	\$ -	0.0%
810	JUDGEMENTS	\$ 45,085	\$ 62,170	\$ (13,623)	\$ 50,000	\$ 50,000		
820	DUES AND MEMBERSHIPS	496,613	511,045	472,038	557,556	557,556		
891	TRA/PERA PENSION EXPENSE	1,852,394	1,944,541	1,858,352	1,640,000	1,640,000		
892	SOLID WASTE SPEC ASSESSMENT	31,288	31,011	83,290	16,800	16,800		
893	SPED/SCHL READINESS SLOT/PLACE	0	0	726,761	791,000	791,000		
894	SCHOLARSHIPS	605,356	435,112	492,963	405,000	405,000		
895	INDIRECT COSTS	0	(0)	0	220,000	220,000		
896	TAXES & SPECIAL ASSESSMENT	178,822	85,525	0	0	0		
897	NATL COMP MISC EXP	0	5,967	4,326	0	0		
898	STATE TOURN MISC EXP	21,798	57,397	65,136	0	0		
899	MISC EXPENSE	107,771	122,306	97,777	322,710	322,710		
**TOTAL 800'S OTHER EXPENSE		\$ 3,339,127	\$ 3,255,072	\$ 3,787,020	\$ 4,003,066	\$ 4,003,066	\$ -	0.0%
910	TRANS TO OTHER FUNDS	\$ 1,443,363	\$ 97,376	\$ 105,591	\$ 55,000	\$ 55,000		
911	COVID-19 TRANSFERS OUT	0	0	0	0	0		
**TOTAL 900'S TRANSFERS		\$1,443,363	\$97,376	\$105,591	\$55,000	\$55,000	\$0	0.0%
TOTAL EXPENDITURES		\$528,306,326	\$568,028,151	\$600,762,291	\$610,962,908	\$645,802,554	\$34,839,647	5.7%
AMOUNT OF CHANGE		\$6,332,582	\$39,721,825	\$15,734,489	\$10,200,617	\$34,839,647		
PERCENT OF CHANGE		1.2%	7.5%	2.7%	1.7%	5.7%		

Anoka-Hennepin ISD 11
2023-2024 Amended Budget Narrative
Food Service Fund

REVENUE

Revenue is increasing by \$1,500,000 from \$26,803,221 to \$28,303,221, or 5.6%. This is due to state of Minnesota enrolling in the federal program to directly certify student on Medicaid resulting in an increase in the district students having access to free and reduced meals and increasing the federal meal reimbursement by \$1.5 million.

EXPENDITURES

Expenditures are increasing by \$342,000 from \$24,429,676 to \$24,771,676, or 1.4%. The increases is due to increased equipment purchases of \$340,000 and consulting costs of \$2,000 associated with kitchen upgrades.

FUND BALANCE

The fund balance is projected to be \$13,547,936 or 54.7% of expenditures. Our current fund balance will be used to cover all equipment and upgrades needed to maintain our kitchens.

The USDA allows a maximum of three months, or 33%, of operating costs in the Child Nutrition Fund balance (it should be noted that USDA calculates this figure based on the 9-month school year). The fund balance is projected to be above the 3 months operating cost limit by 21.7% in the 2023 - 2024 school year. It is important to note that the excess fund balance reserve is used for capital expenditures as much as possible, and for major capital equipment needs, unforeseen equipment failures and unforeseen fluctuations in the volatile marketplace.

We will be working on equipment and kitchen improvement plans to lower our fund balance.

ANOKA-HENNEPIN SCHOOL DISTRICT #11
Food Service Fund
Amended FY 2024 Budget Summary

Beginning Fund Balance 7/1/2023 **\$10,016,391**

	Revenue	Expenditures	Operating Balance	
Adopted Budget:	\$26,803,221	\$24,429,676	\$2,373,545	
Adjustments :				
State aid	\$1,500,000			
Contracted services		\$2,000		
Equipment		\$340,000		
Total Grants and Adjustments	\$1,500,000	\$342,000	\$1,158,000	
Amended Rev/Exp Budget	\$ 28,303,221	\$24,771,676	\$3,531,545	\$3,531,545
Projected Fund Balance 6/30/2024				\$13,547,936

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
FOOD SERVICE FUND SUMMARY**

DESCRIPTION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ACTUAL	ADOPTED 2023-24 BUDGET	AMENDED 2023-24 BUDGET	\$ CHG	% CHG
REVENUES							
LOCAL REVENUE	\$14,996	\$43,207	\$418,209	\$11,200	\$11,200	\$0	0.0%
STATE REVENUE	3,359	677,452	1,074,856	10,481,750	10,481,750	-	0.0%
FEDERAL REVENUE	11,642,021	25,764,982	14,797,947	13,341,972	14,841,972	1,500,000	11.2%
LOCAL SALES	565,613	1,593,711	8,168,037	2,968,299	2,968,299	-	0.0%
TRANSFERS IN	1,302,831	-	-	-	-	-	0.0%
TOTAL REVENUES	\$13,528,821	\$28,079,352	\$24,459,049	\$26,803,221	\$28,303,221	\$1,500,000	5.6%
EXPENDITURES							
SALARIES	\$5,788,776	\$6,640,261	\$6,852,805	\$7,442,872	\$7,442,872	\$0	0.0%
BENEFITS	2,294,970	2,324,243	2,459,454	2,661,388	2,661,388	0	0.0%
PURCHASED SERVICES	159,981	2,675,354	2,064,079	2,176,517	2,178,517	2,000	0.1%
SUPPLIES	5,066,077	9,806,988	11,800,094	11,022,746	11,022,746	0	0.0%
EQUIPMENT	186,192	147,726	1,204,884	1,093,153	1,433,153	340,000	31.1%
OTHER	30,577	30,325	34,248	33,000	33,000	0	0.0%
TOTAL EXPENDITURES	\$13,526,574	\$21,624,896	\$24,415,563	\$24,429,676	\$24,771,676	\$342,000	1.4%
OPERATING SURPLUS(DEFICIT)	\$2,248	\$6,454,456	\$43,486	\$2,373,545	\$3,531,545		
ENDING FUND BALANCE	\$3,518,449	\$9,972,905	\$10,016,391	\$12,389,936	\$13,547,936		
PERCENT OF TOTAL EXPENDITURES	26.0%	46.1%	41.0%	50.7%	54.7%		

FOOD SERVICE FUND
AMENDED REVENUE BUDGET
FY 2024

SOURCE	DESCRIPTION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ACTUAL	ADOPTED 2023-24 BUDGET	AMENDED 2023-24 BUDGET	\$ CHG	% CHG
092	INTEREST EARNINGS	\$625	\$11,912	\$353,199	\$4,200	\$4,200		
096	DONATIONS	12,385	662	5,645				
098	N-S-F- CHECKS	(20)	(189)	(840)	(3,000)	(3,000)		
099	MISC LOCAL REVENUE	2,006	30,823	60,205	10,000	10,000		
TOTAL LOCAL REVENUE		\$14,996	\$43,207	\$418,209	\$11,200	\$11,200	\$0	0.0%
300	STATE AID- OTHER	\$3,359	\$677,452	\$1,074,856	\$10,481,750	\$10,481,750		
397	TRA/PERA SPEC FUND REVENUE	0	0					
TOTAL STATE AID		\$3,359	\$677,452	\$1,074,856	\$10,481,750	\$10,481,750	\$0	0.0%
400	FEDERAL THRU STATE	\$359,488	\$0	\$0	\$0	\$0		
405	FED RECD FROM OTHER STATE LOCAL	\$26,740	0	5,950	0	0		
471	FEDERAL LUNCH AID	\$0	1,096,599	1,789,149	1,856,745	1,856,745		
472	FEDERAL NEEDY	0	17,903,564	8,837,482	7,748,374	9,248,374		
473	COMMODITY-FEDERAL-CASH REBATE	38,716	1,021	0	0	0		
474	COMMODITIES - FEDERAL	1,314,792	1,507,752	1,756,069	1,504,996	1,504,996		
476	FEDERAL BREAKFAST	0	4,795,618	2,313,056	2,096,975	2,096,975		
477	CASH COMMODITIES	22,494	0	0				
479	SUMMER SCHOOL	9,879,792	460,428	96,241	134,882	134,882		
TOTAL FEDERAL AID		\$11,642,021	\$25,764,982	\$14,797,947	\$13,341,972	\$14,841,972	\$1,500,000	11.2%
601	LUNCH SALE - STUDENT	\$264,318	\$1,308,240	\$7,661,898	\$1,710,678	\$1,710,678		
606	LUNCH SALE - ADULT	181,993	166,342	381,534	406,407	406,407		
608	MISC LUNCH	119,302	119,129	124,604	851,214	851,214		
624	SALE OF EQUIPMENT	0						
TOTAL LOCAL SALES		\$565,613	\$1,593,711	\$8,168,037	\$2,968,299	\$2,968,299	\$0	0.0%
649	TRANSFERS IN	\$1,302,831	\$0	\$0	\$0			
650	COVID 19 TRANSFERS IN	0	0	0	0			
TOTAL TRANSFERS		\$1,302,831	\$0	\$0	\$0	\$0	\$0	0.0%
TOTAL REVENUE		\$13,528,821	\$28,079,352	\$24,459,049	\$26,803,221	\$28,303,221	\$1,500,000	5.6%
AMOUNT OF CHANGE		(\$5,361,211)	\$14,550,530	(\$3,620,303)	\$2,344,172	\$1,500,000		
PERCENT CHANGE		-28.4%	107.6%	-12.9%	9.6%	5.6%		

**FOOD SERVICE FUND
AMENDED EXPENDITURE BUDGET
FY 2024**

OBJECT	DESCRIPTION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ACTUAL	ADOPTED 2023-24 BUDGET	AMENDED 2023-24 BUDGET	\$ CHG	% CHG
110	ADMIN/SUPVR	\$470,288	\$493,864	\$613,214	\$647,256	\$647,256		
158	FOOD SERVICE SITE SUPV	2,449,642	2,437,350	2,362,113	2,481,489	2,481,489		
159	FOOD SERVICE	2,484,970	3,249,682	3,281,398	3,664,646	3,664,646		
170	CUSTODIANS	1,464	0	0	0	0		
171	MAINT CREWS	72,662	75,048	90,250	150,000	150,000		
172	BLDS & GROUNDS SUPVR	0	0	0	0	0		
175	SECRETARIAL/CLERICAL	87,568	90,724	100,784	110,805	110,805		
179	NON INSTR SUB	57,885	185,420	290,998	262,189	262,189		
191	SEVERANCE	71,197	21,611	16,894	25,000	25,000		
193	NON-LIC SICK BUY BACK	0	0	0	2,000	2,000		
197	CELL PHONE STIPEND	5,574	5,838	6,462	7,655	7,655		
198	SAL IN LIEU OF BENE - CAFÉ PLAN	29,511	36,837	41,752	37,488	37,488		
199	OTHER SALARIES	58,014	43,887	48,940	54,344	54,344		
**TOTAL 100'S SALARIES		\$5,788,776	\$6,640,261	\$6,852,805	\$7,442,872	\$7,442,872	\$0	0.0%
210	FICA - (PERA)	\$411,155	\$481,343	\$502,205	\$569,391	\$569,391		
214	P E R A	423,171	482,143	500,006	558,223	558,223		
218	TRA	4	0	0	0	0		
220	HEALTH INSURANCE	1,069,075	1,002,995	1,031,413	1,146,417	1,146,417		
230	GROUP LIFE INS	4,467	4,287	4,293	4,408	4,408		
235	DENTAL INSURANCE	100,785	99,972	101,057	107,563	107,563		
240	LTD/INCOME PROTECT.	7,951	8,117	8,136	8,841	8,841		
250	TSA	152,376	154,950	155,863	168,121	168,121		
251	EMP'ER SPONSORED HRA	61,000	60,133	66,765	68,424	68,424		
253	EMP'ER SPONSORED HRA - RETIREE	73,403	0	59,413	0	0		
270	WORKER'S COMP	30,304	30,304	30,304	30,000	30,000		
295	BENEFITS CHARGEBACK	(38,720)	0	0	0	0		
**TOTAL 200'S BENEFITS		\$2,294,970	\$2,324,243	\$2,459,454	\$2,661,388	\$2,661,388	\$0	0.0%
305	CONTRACTED SERVICES	\$21,640	\$244,280	\$120,249	\$222,567	\$224,567		
315	REP/MAINT FOR COMPUTER/TECH	0	0	0	0	0		
320	PHONES/COMMUNICATION	2,365	2,773	3,450	4,000	4,000		
329	POSTAGE	24,857	23,533	9,449	25,000	25,000		
330	ELECTRICITY	0	0	0	0	0		
332	GARBAGE	0	0	0	0	0		
353	REPAIR LABOR	72,104	66,875	154,293	83,800	83,800		
355	MAINT/REPAIR CHBK	0	0	0	0	0		
366	TRAVEL	906	3,129	4,129	3,150	3,150		
367	TRAVEL FOR STAFF DEV.	125	3,784	5,461	20,000	20,000		
368	OUT OF STATE TRAVEL	0	0	3,259	4,000	4,000		
370	RENTAL/STORAGE	25,542	0	0	0	0		
381	PRINTING - OUTSIDE	439	1,174	2,970	0	0		
382	LAUNDRY/UNIFORMS	0	0	0	0	0		
383	PRINTING - INSIDE	19,442	11,589	19,578	14,000	14,000		
397	CNP CHARGEBACK	0	0	0	0	0		
398	INTER DEPT CHBK	(7,440)	2,318,217	1,741,241	1,800,000	1,800,000		
**TOTAL 300'S PURCHASED SERVICES		\$159,981	\$2,675,354	\$2,064,079	\$2,176,517	\$2,178,517	\$2,000	0.1%
401	GENERAL SUPPLY	\$65,848	\$27,016	\$98,050	\$107,023	\$107,023		
402	NON-FOOD	371,347	668,546	653,249	702,448	702,448		
403	OTHER FOOD SER. OPER.	57,383	120,780	301,997	114,250	114,250		
404	UNIFORMS	26,641	29,764	27,284	35,690	35,690		
405	NON-INSTR COMP SWARE/LICENSE	89,658	5,395	79,600	79,000	79,000		
422	REPAIR SUPPLIES	89,369	109,005	168,898	90,250	90,250		
432	SOFTWARE SUPPORT	0	255	0	0	0		
440	BUILDING FUEL			367	500	500		
455	NON-INSTR TECH SUPPLIES	2,580	3,876	9,193	5,000	5,000		
465	NON-INSTR NON-CAP TECH EQUIP	13,200	0	216,070	4,000	4,000		
490	FOOD	2,724,546	6,715,132	8,001,221	7,744,527	7,744,527		
491	COMMODITIES	1,314,792	1,507,752	1,756,069	1,504,996	1,504,996		
495	MILK	310,714	619,469	488,097	635,062	635,062		
**TOTAL 400'S SUPPLIES		\$5,066,077	\$9,806,988	\$11,800,094	\$11,022,746	\$11,022,746	\$0	0.0%

**FOOD SERVICE FUND
AMENDED EXPENDITURE BUDGET
FY 2024**

OBJECT	DESCRIPTION	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 ACTUAL	ADOPTED 2023-24 BUDGET	AMENDED 2023-24 BUDGET	\$ CHG	% CHG
530	EQUIPMENT	\$186,192	\$133,772	\$1,133,701	\$1,055,000	\$1,395,000		
520	BLDG ACQUISITION	0	0	0	0	0		
550	VEHICLES	0	0	57,228	25,000	25,000		
555	TECHNOLOGY EQUIP	0	0	0	0	0		
560	PRINCIPAL LT COMP/TECH LEASE/FIN	0	12,911	13,153	13,153	13,153		
561	INTEREST COMP/TECH LEASE/FIN	0	1,043	801	0	0		
**TOTAL 500'S CAPITAL		\$186,192	\$147,726	\$1,204,884	\$1,093,153	\$1,433,153	\$340,000	31.1%
820	DUES - MEMBERSHIP	\$30,577	\$30,325	\$34,248	\$33,000	\$33,000		
892	SOLID WASTE SPEC ASSESSMENT	0	0	0	0	0		
891	TRA/PERA SPEC FUND EXP	0	0	0	0	0		
**TOTAL 800'S OTHER EXPENSE		\$30,577	\$30,325	\$34,248	\$33,000	\$33,000	\$0	0.0%
**TOTAL EXPENDITURES		\$13,526,574	\$21,624,896	\$24,415,563	\$24,429,676	\$24,771,676	\$342,000	1.4%
AMOUNT OF CHANGE		(\$5,437,678)	\$8,098,322	\$2,790,667	\$14,113			
PERCNET OF CHANGE		-28.7%	59.9%	12.9%	0.1%			

Anoka-Hennepin ISD #11
2023-2024 Amended Budget Narrative
Community Service Fund

REVENUE

Community Service Fund revenue is projected to decrease from the originally adopted budget target by \$128,733 (0.5%) from \$27,718,687 to \$27,589,954. Revenue expectations were adjusted across several Community Ed program areas to reflect updated program enrollment projections as well actual state and federal aid entitlements. Program-specific revenue budget adjustments are detailed below:

- The overall decrease in Community Service Fund budgeted revenue is attributable to Adventures Plus. Revenue expectations for the program were lowered by \$522 thousand (4.3%), reflecting lower than anticipated summer childcare enrollment.
- Adult Basic Education program revenue expectations were raised by \$124 thousand (3.0%). The increase reflects more favorable state aid and federal aid entitlements.
- School Readiness program revenue expectations were raised by \$12 thousand (1.7%). A drop in fee revenue due to lower than projected program enrollment was offset by more favorable state aid entitlement.
- ECFE program revenue increased \$27 thousand (0.8%) based on higher projected fee-based program enrollment.
- Community Schools program revenue increased \$145 thousand (9.1%) based on higher projected fee-based program enrollment.
- Central Services revenue increased \$74 thousand (107%) driven by anticipated interest earnings.
- Non-public and Homeschool revenue was raised by \$11 thousand to reflect additional aid based on actual 2023-2024 program counts.

EXPENDITURES

Community Service Fund expenditures are expected to increase from the original budget target by \$1,306,548 (4.8%) from \$27,419,770 to \$28,726,318. The increase in budgeted spending is primarily attributable to wage adjustments, a one-time payment to staff, and one-time capital investments at early learning sites. These overall cost increases were partially offset by lower services and supplies budgets. Program-specific expense budget adjustments are detailed below:

- Adventures Plus program budgeted expenditures were increased by \$791 thousand (6.8%). Wage adjustments to childcare positions and a secretary position addition were partially offset by lower enrollment-driven service and supplies budgets.
- Adult Basic Education program expenditures were increased \$15 thousand (0.4%) due primarily to higher entitlements paid to Metro North member districts.

- Community Schools programs expenditures were increased by \$67 thousand (7.7%) reflecting a wage adjustment for coordinators and enrollment-driven changes to hourly staffing and services costs.
- Early Childhood Family Education program expenditures were increased by \$178 thousand (5.2%). The increase reflects the addition of a second cultural liaison position, grow your own investments, and one-time capital investments at early learning sites.
- School Readiness program expenditures were raised \$89 thousand (2.5%). The increase reflects the addition of a second cultural liaison position and higher than anticipated transportation costs.
- Community Ed Central Services budgeted expenditures were raised \$150 thousand (104%) primarily due to a one-time payment to staff, strategic capital equipment investments, and a decrease in admin chargebacks due to lower program revenue.

FUND BALANCE

The fund balance for the Community Service Fund is projected to decrease \$1,136,364 to \$8,442,995, or 29.4% of projected expenditures. Wage adjustments above what has been budgeted for groups still negotiating 2023-24 contracts would likely result in additional use of fund balance.

ANOKA-HENNEPIN SCHOOL DISTRICT #11
Community Service Fund
Amended FY 2024 Budget Summary

Beginning Fund Balance 7/1/2023

\$9,579,359

	Revenue	Expenditures	Operating Balance
Adopted Budget:	\$27,718,687	\$27,419,770	\$298,917
Adjustments :			
General Community Ed	\$73,623	\$150,085	
Adults with disabilities			
Community Schools	\$5,500	\$21,731	
Other Community Programs	\$10,535	\$8,304	
Adult Basic Ed	\$123,625	\$15,318	
School Readiness	\$12,408	\$89,393	
Middle School Athletics	\$71,482	(\$873)	
Recreation	\$30,300	\$32,622	
Aquatics	\$38,000	\$20,346	
School Age Care	(\$521,712)	\$791,392	
Early Childhood Family Ed - Q Comp		\$150	
Early Childhood Family Ed	\$27,506	\$178,080	
Total Grants and Adjustments	(\$128,733)	\$1,306,548	(\$1,435,281)
Amended Rev/Exp Budget	\$ 27,589,954	\$ 28,726,318	(\$1,136,364) (\$1,136,364)
Projected Fund Balance 6/30/2024			<u>\$8,442,995</u>

ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
COMMUNITY SERVICE FUND SUMMARY

DESCRIPTION	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
	ACTUAL	ACTUAL	ACTUAL	2023-24	2023-24		
REVENUE							
LOCAL REVENUE	\$11,514,451	\$16,738,022	\$18,096,237	\$18,733,597	\$18,252,478	(\$481,119)	-2.6%
STATE REVENUE	7,288,507	7,498,936	7,909,349	8,386,617	8,743,136	356,519	4.3%
FEDERAL REVENUE	2,992,233	2,483,992	1,842,136	393,939	481,260	87,321	22.2%
TRANSFERS IN	140,532	97,376	105,591	204,534	113,080	(91,454)	-44.7%
TOTAL REVENUE	\$21,935,724	\$26,818,326	\$27,953,313	\$27,718,687	\$27,589,954	(\$128,733)	-0.5%
EXPENDITURES							
SALARIES	\$14,567,834	\$15,492,460	\$16,919,339	\$17,290,961	\$18,329,306	\$1,038,345	6.0%
BENEFITS	4,207,544	4,378,929	4,644,017	4,945,517	5,185,314	239,797	4.8%
PURCHASED SERVICES	1,640,662	2,585,833	3,083,474	3,533,045	3,517,040	(16,005)	-0.5%
SUPPLIES	757,851	1,241,849	1,669,247	1,556,112	1,480,118	(75,994)	-4.9%
CAP. EXP.	28,682	122,218	254,219	85,500	206,000	120,500	140.9%
OTHER EXPENSE	8,155	5,756	4,900	8,635	8,540	(95)	-1.1%
TOTAL EXPENDITURES	\$21,210,729	\$23,827,045	\$26,575,196	\$27,419,770	\$28,726,318	\$1,306,548	4.8%
OPERATING SURPLUS (DEFICIT)	\$724,995	\$2,991,281	\$1,378,116	\$298,917	(\$1,136,364)		
ENDING FUND BALANCE	\$5,209,962	\$8,201,243	\$9,579,359	\$9,878,276	\$8,442,995		
PERCENT OF TOTAL EXPENDITURE\$	24.6%	34.4%	36.0%	36.0%	29.4%		

ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
COMMUNITY SERVICE FUND EXPENDITURES

OBJECT	DESCRIPTION	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
		ACTUAL	ACTUAL	ACTUAL	2023-24	2023-24		
					BUDGET	BUDGET		
110	ADMIN/SUPV'S	\$727,269	\$730,603	\$757,456	\$765,993	\$767,597		
115	COUNSELORS	992	1,015	1,031	1,082	1,082		
117	NURSES	73,567	63,417	64,906	67,248	67,248		
120	ECFE COORDINATOR	906,785	900,225	888,875	979,683	984,535		
140	LIC INSTRUCT	3,362,022	3,735,853	4,069,518	4,405,985	4,406,157		
141	NON LIC INSTRUCT	2,082,640	2,133,060	2,378,526	2,596,102	2,886,283		
142	NON-LIC ASSISTANT	3,378,860	3,341,337	3,701,826	3,941,938	4,488,785		
143	NON-LIC ASST INSTR	160,409	137,655	223,520	0	0		
144	NON-LIC INSTR SUPPORT	90,788	92,558	101,894	104,463	102,949		
145	LICENSED SUBSTITUTE	0	477	9,067	2,300	2,300		
148	PARAPROFESSIONALS	50,910	1,177	45	2,910	2,910		
150	NON-LIC INSTR SUBSTITUTE	5,074	4,257	3,470	3,550	3,343		
151	POOL SHIFT SUPERVISOR	550	6,236	19,832	10,763	21,967		
155	LIC NURSING SERVICES		23,943	3,725	72,800	36,400		
171	EARLY LEARN OUTRCH FACILITATOR	65,465	81,680	108,467	166,475	78,014		
175	SECY/CLERICALS	676,451	702,986	796,333	808,484	880,237		
177	CULTURAL LIAISON					110,665		
178	BUILDING SECURITY	93,491	141,283	198,578	138,062	144,172		
179	NON INSTR SUBS	1,842	1,411	736	1,000	1,000		
180	ASST COORDINATORS	1,521,614	1,421,161	1,521,473	1,609,564	1,601,110		
182	PROG COORDINATORS	1,028,063	1,138,899	1,245,845	1,325,547	1,347,823		
183	PROGRAM SUPERVISORS	46,952	77,163	12,261	0	0		
187	EARLY CHILD SCREENER	56,007	68,656	68,148	75,000	75,000		
188	LIFE GUARDS	3,865	24,228	38,710	32,698	42,879		
191	SEVERANCE PAY	44,348	28,960	26,667	0	0		
192	LICENSED SICK BUYBACK	2,811	3,884	1,846	1,500	2,300		
193	NON-LIC SICK BUY	7,635	7,811	10,499	0	400		
195	INTERDEPT EMPL SALARY CHBK	0	6,515	6,801	9,068	9,068		
197	CELL PHONE STIPEND	39,949	53,408	68,993	81,149	76,332		
198	SAL IN LIEU OF BENE CAFÉ PLAN	60,683	54,220	51,460	51,597	48,950		
199	OTHER SALARIES	78,794	508,384	538,832	36,000	139,800		
**TOTAL 100'S SALARIES		\$14,567,834	\$15,492,460	\$16,919,339	\$17,290,961	\$18,329,306	\$1,038,345	6.0%
210	FICA-(PERA)	\$1,081,779	\$1,157,071	\$1,267,911	\$1,322,953	\$1,395,435		
214	P E R A	680,967	737,061	813,012	873,406	945,371		
218	T R A	357,852	404,170	435,278	475,422	485,724		
220	HEALTH INS	1,550,975	1,488,205	1,598,355	1,734,367	1,780,355		
230	LIFE INS	8,908	8,723	9,013	9,392	9,458		
235	DENTAL INS	164,203	159,998	163,320	172,302	173,985		
240	LTD INS	17,748	18,203	19,329	21,061	21,352		
250	TSA	166,801	168,350	157,216	162,428	199,926		
251	EMP'ER SPONSORED HRA	98,871	97,908	105,751	111,051	110,573		
253	EMP'ER SPONSORED RETIREE	88,422	78,060	13,609	0	0		
270	WORKERS COMP INS	60,194	60,194	60,194	60,195	60,195		
295	BENEFITS CHARGEBACK	(69,176)	987	1,030	2,940	2,940		
**TOTAL 200'S BENEFITS		\$4,207,544	\$4,378,929	\$4,644,017	\$4,945,517	\$5,185,314	\$239,797	4.8%
303	FED SUB AWARD 1ST 25K	\$21,358	\$45,892	\$23,406	\$26,500	\$25,000		
305	CONSULT/FEES FOR SERVICE	756,809	1,220,751	1,445,434	1,829,179	1,691,207		
307	ENTRY FEES/STUDNT	714	1,521	1,421	1,600	1,600		
315	REP/MAINT FOR COMPUTER/TECH	0	0	1,565	650	650		
320	PHONES/COMMUNIC	33,103	63,687	66,920	76,245	76,885		

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
COMMUNITY SERVICE FUND EXPENDITURES**

OBJECT	DESCRIPTION	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
		ACTUAL	ACTUAL	ACTUAL	2023-24 BUDGET	2023-24 BUDGET		
321	DATA COMMUNICATIONS	9,462	9,459	9,551	10,125	10,125		
329	POSTAGE/EXPRESS	44,573	50,150	61,139	63,507	63,357		
330	ELECTRICITY	20,701	26,216	23,658	30,263	30,263		
331	WATER AND SEWER	1,109	42	1,793	1,292	1,292		
332	GARBAGE	304	469	372	338	338		
334	NATURAL GAS UTILITY	12,374	19,083	22,062	22,041	22,041		
350	REPAIR/MAINT SERV	600	0	0	0	0		
353	REPAIR LABOR-EQUIP	1,830	1,730	7,237	9,400	9,400		
355	MAINT/REPAIR CHRGBCK	0	8,855	307	9,675	9,675		
358	MENT HLTH PRACT OVR 25K	346	0	0	0	0		
361	CHARTER TRANSPORT	115,101	208,760	351,726	357,035	429,602		
364	TRANSPORT TRANSFER	4,284	6,500	6,768	0	0		
365	TRANSPORT CHARGEBACK	74,551	121,672	129,968	138,000	138,000		
366	TRAVEL	19,380	37,368	50,540	58,425	58,425		
367	TRAVEL-PROF DEVELOP	18,626	25,626	46,609	75,395	76,395		
368	OUT OF STATE TRAVEL	0	18,609	148	13,000	13,000		
370	RENTAL-LEASES	18,711	41,766	37,151	41,350	42,850		
371	RENTAL LAND-BLDGS	130	144	0	0	0		
372	RENTAL/LEASE TELCOM	0	0	0	0	0		
380	ADVERTISING	28,338	557	0	50	50		
381	PRINTING-OUTSIDE	46,993	64,100	62,226	69,800	69,750		
383	PRINTING-IN HOUSE	32,761	41,323	68,353	66,415	66,465		
387	FOR LANG INTER 1ST 25K							
389	STAFF TUITION AND OTHER REIMB					10,000		
391	REIMB. TO OTHER DISTRICTS	399,345	412,882	461,738	463,727	489,898		
394	PAYMT FOR ED-OTH AGEN	5,277	13,042	13,575	15,000	15,000		
397	CNP CHARGEBACK	0	0	3,040	1,350	1,350		
398	ADMIN COSTS ALLOC	(26,117)	115,948	154,407	120,133	131,872		
399	PROGRAM CHARGEBACK	0	29,683	32,360	32,550	32,550		
**TOTAL 300'S PURCHASED SERVICES		\$1,640,662	\$2,585,833	\$3,083,474	\$3,533,045	\$3,517,040	(\$16,005)	-0.5%
401	GENERAL SUPPLIES	\$148,652	\$272,922	\$258,991	\$300,510	\$325,280		
402	PROGRAM SUPPLIES	181	3,903	887	500	500		
405	NON-INSTR COMP SWARE/LIC	77,184	82,674	61,910	103,281	68,138		
406	INSTR COMP SOFTWARE LIC	26,934	56,963	68,407	65,804	74,060		
422	REPAIR SUPP EQUIP	1,957	4,957	3,594	7,600	7,600		
430	INSTR SUPPLIES	126,473	298,964	252,118	257,955	254,960		
433	IND INSTR SUPPLIES	23,883	19,687	6,692	0	0		
440	BUILDING FUEL	0	350	0	0	0		
450	MATERIALS FOR RESALE		0	0	500	500		
455	NON-INSTR TECHNOLOGY SUPPLIES	2,433	14,137	14,919	7,750	7,750		
456	INSTR TECH SUPPLIES	1,829	7,445	5,919	150	150		
460	TEXTBOOKS	103,820	107,487	112,045	179,887	178,606		
461	STANDARD TESTS	9,988	39,774	12,591	5,500	5,500		
465	NON-INSTR TECHNOLOGY DEVICES	55,198	112,803	111,812	39,450	43,450		
466	INSTR NON-CAP TECH EQUIP	60,677	154,235	11,412	100	100		
489	PERIODICALS/PAPERS	98	321	285	328	328		
490	FOOD	115,591	64,882	744,987	586,797	513,196		
495	MILK	2,955	347	2,677	0	0		
**TOTAL 400'S SUPPLIES		\$757,851	\$1,241,849	\$1,669,247	\$1,556,112	\$1,480,118	(\$75,994)	-4.9%
522	BLDG RENOVATION	\$0	\$4,958	\$1,287	\$6,000	\$6,000		

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
COMMUNITY SERVICE FUND EXPENDITURES**

OBJECT	DESCRIPTION	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
		ACTUAL	ACTUAL	ACTUAL	2023-24 BUDGET	2023-24 BUDGET		
530	EQUIPMENT PURCHASE	28,682	83,561	216,324	42,550	163,050		
555	TECHNOLOGY EQUIPMENT	0	0	0	0	0		
560	PRINCIPAL LT COMP/TECH LEASE/FIN		27,325	29,699	36,950	36,950		
561	INTEREST LT COMP/TECH LEASE/FIN		6,374	6,909				
**TOTAL 500'S CAP. EXP.		\$28,682	\$122,218	\$254,219	\$85,500	\$206,000	\$120,500	140.9%
820	DUES-MEMBERSHIPS	\$8,155	\$5,756	\$4,900	\$8,540	\$8,540		
891	TRA/PERA SPEC FUND EXP	0	0	0	0	0		
895	FED/NONPUB INCIR CHBK	0	0	0	95	0		
**TOTAL 800'S OTHER EXPENSE		\$8,155	\$5,756	\$4,900	\$8,635	\$8,540	(\$95)	-1.1%
TOTAL EXPENDITURES		\$21,210,729	\$23,827,045	\$26,575,196	\$27,419,770	\$28,726,318	\$1,306,548	4.8%
AMOUNT OF CHANGE		(\$3,636,523)	\$2,616,317	(\$353,437)	(\$353,437)	(\$353,437)		
PERCENT OF CHANGE		-14.6%	12.3%	-1.3%	-1.3%	-1.3%		

**ANOKA-HENNEPIN SCHOOL DISTRICT #11
AMENDED FY 2024 BUDGET
COMMUNITY SERVICE FUND REVENUE**

SOURCE	2020-21	2021-22	2022-23	ADOPTED	AMENDED	\$ CHG	% CHG
	ACTUAL	ACTUAL	ACTUAL	2023-24 BUDGET	2023-24 BUDGET		
001 TAX LEVY	\$3,159,998	\$3,624,497	\$3,562,213	\$4,700,295	\$4,657,226		
002 DEL. TAXES	0	0	0	0	0		
003 LEVY ALLOCATION			0		(10,174)		
009 FISCAL DISPARITIES	587,328	679,301	631,935	0	0		
040 TUITION FOR PATRONS	371,309	373,266	372,688	371,309	371,309		
050 COMM ED FEES	6,637,360	11,424,658	12,419,222	13,070,193	12,518,535		
051 POOL FEES	9,212	9,736	8,608	9,000	9,000		
052 POOL LESSON FEES	124,558	195,923	210,348	195,000	233,000		
053 REGISTRATION FEES	29,504	60	30	0	0		
054 STUDENT MEALS	0	0	0	0	0		
055 NON-SCHOOL DAY CE FEES	94,896	147	136	0	0		
057 LATE PAYMENT FEE	8,564	300	75	0	0		
060 ADMISSIONS	0	13,746	24,643	15,200	15,200		
080 MUNICIPAL GRANTS	168,001	100,000	74,767	50,000	47,000		
088 EQUIPMENT RENTAL	500	237	950	250	250		
092 INTEREST REVENUE	4,037	20,004	440,206	20,000	100,000		
093 RENTAL - SCHOOL FACILITIES	162,128	131,202	130,626	123,000	123,000		
095 SECURITY - SCHOOL FACILITIES	89,824	116,016	155,205	143,500	143,500		
096 GIFTS AND DONATIONS	18,509	5,939	16,732	8,000	13,882		
098 NSF CHECKS	(35)	(82)	(170)	0	0		
099 MISC LOCAL REV.	48,759	43,073	48,025	27,850	30,750		
TOTAL LOCAL REVENUE	\$11,514,451	\$16,738,022	\$18,096,237	\$18,733,597	\$18,252,478	(\$481,119)	-2.6%
211 GENERAL ED AID	\$0	\$0	\$0	\$0	\$0		
227 ABATEMENT AID	2,529	208	869	700	2,997		
234 HOMESTEAD AG MKT VALUE CREDIT	698	813	834	700	700		
258 OTHER STATE AID	0	(17)	0	0	0		
298 LEVY EQUITY ADJ			0				
299 STATE AID ADJUSTMENT			0				
300 STATE AID	6,878,803	7,145,505	7,489,234	7,907,803	8,125,190		
301 NON PUBLIC STATE AID	406,477	352,427	418,412	477,414	487,949		
TOTAL STATE REVENUE	\$7,288,507	\$7,498,936	\$7,909,349	\$8,386,617	\$8,743,136	\$356,519	4.3%
400 FEDERAL AID	\$2,303,836	\$1,394,417	\$433,887	\$393,939	\$481,260		
405 FEDERAL AID FROM OTHER STATE/LOCAL	688,398	1,089,575	1,408,249	0	0		
TOTAL FEDERAL REVENUE	\$2,992,233	\$2,483,992	\$1,842,136	\$393,939	\$481,260	\$87,321	22.2%
649 TRANSFERS IN	\$140,532	\$97,376	\$105,591	\$204,534	\$113,080		
650 COVID TRANSFERS IN	0	0	0	0	0		
TRANSFERS IN	\$140,532	\$97,376	\$105,591	\$204,534	\$113,080	(\$91,454)	-44.7%
TOTAL REVENUE	\$21,935,724	\$26,818,326	\$27,953,313	\$27,718,687	\$27,589,954	(\$128,733)	-0.5%
AMOUNT OF CHANGE	(\$2,749,629)	\$2,207,316	\$1,441,347	(\$234,626)	(\$128,733)		
PERCENT OF CHANGE	-11.1%	9.0%	5.4%	-0.8%	-0.5%		

Budget amendment 2023-24

March 25, 2024

Michelle Vargas, chief financial officer



ANOKA-HENNEPIN
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Budget timeline

Overview

- Final adjustment:
 - Updated student counts.
 - Projected adjusted pupil unit reduction of 273 pupil units.
 - Updated pupil units, revenues, and expenditures based on prior year actuals, contract settlements, and current year trends.
- Capital projects, debt service and trust funds are unchanged.

2023-24 Amended budget

All funds

Fund	Fund balance June 30, 2023	Amended 2023-24 revenues	Amended 2023-24 expenditures	Projected fund balance June 30, 2024
General fund	\$148,941,086	\$639,497,059	\$645,802,554	\$142,635,592
Food service fund	\$10,016,391	\$28,303,221	\$24,771,676	\$13,547,936
Community service fund	\$9,579,359	\$27,589,954	\$28,726,318	\$8,442,995
Capital projects fund	\$12,985,430	\$20,000	\$8,850,000	\$4,155,430
Debt service fund	\$3,563,313	\$15,394,194	\$15,444,303	\$3,513,204
Trust fund	\$36,006,775	\$750,000	\$750,000	\$36,006,775
Total revenues, expenditures and fund balance	\$221,092,355	\$711,554,428	\$724,344,851	\$208,301,932
FY24 Adopted		\$688,511,932	\$687,856,657	
\$ Change		\$23,042,496	\$36,488,194	
% Change		3.3%	5.3%	

Amended general fund FY24

Amended summary

	Revenue	Expenditures	Operating Balance	
Beginning Fund Balance 7/1/2023			\$6,862,923	\$148,941,086
Adopted Budget:	\$617,825,830	\$610,962,908		
Adjustments :				
FY24 Special Ed Revenue Adj	12,050,000			
FY24 Tax Shift Rev Adj - CTE and Unemployment	110,087			
FY24 Endowment Aid Adj	(10,759)			
FY24 Gen Ed Aid Adj for Pupil Units	(1,277,167)			
FY24 Integration Transportation Rev Adj based on PY	(500,000)			
FY24 Salary and Benefits Adj per settlements		18,604,891		
FY24 Work Comp Ins Adj		1,721,468		
FY24 PSEO Direct Pay rate (+9%) increase and CY credits(+12%)		700,000		
FY24 Special Ed contracted services based on PY and CY trend		1,096,012		
FY24 Special Ed chartered transport F723		2,000,000		
FY24 Care and Treatment chartered transport F728		300,000		
FY24 Hourly Worker Unemployment	1,417,275	1,417,275		
FY24 Gen Ed Basic Skills Restricted Adj	3,590,615			
FY24 Gen Ed Misc Restricted Adj -Cap, LD, SD, TD	(16,619)			
FY24 Achievement and Integration Adj	129,206			
FY24 Q Comp Adj	68,665			
FY24 LTFM Aid Adj	(41,922)			
FY24 Library Aid	670,522			
FY24 Student Support Aid	481,326			
FY24 Capital Fin 302 Facility Projects		4,000,000		
FY24 Capital Infrastructure C996 strategic investements		5,000,000		
FY24 Textbooks C998 strategic investements		(1,000,000)		
FY24 Fin 795 Timing of wired and wireless project		(4,000,000)		
FY24 Federal Sped Tuition Payment with Fin 419	5,000,000	5,000,000		
Total Adjustments	21,671,229	34,839,646	(\$13,168,417)	
Amended Rev/Exp Budget	\$ 639,497,059	\$ 645,802,554	(\$6,305,495)	(\$6,305,495)
Projected Fund Balance 6/30/2024				\$142,635,592

Amended general fund FY24

Summary detail

- Projected adjusted pupil units (APU) of 41,818 adjusted down by 273 to 41,545 based on October 1, 2023 count and prior year ending APU.
- Revenue increase of \$21.7 million, or 3.5 percent.
- Expenditures increase of \$34.8 million, or 5.7 percent.
- Ending general fund balance of \$142,635,593.
- Ending unassigned fund balance of \$52,897,095 of 10.1 percent.

Amended FY24 general fund

Unrestricted revenue and expenditures

- Unrestricted revenue is increasing by \$10.3 million.
 - \$12 million increase in special ed revenue and special ed cross subsidy aid.
 - \$1.3 million reduction in general education aid and endowment aid due to reduced pupil unit estimate from 41,818 to 41,545.
 - \$500K reduction in integration transportation aid based on prior year.
- Unrestricted expenditures are increasing by \$24.4 million.
 - \$18.6 million increase for approved and projected collective bargaining settlements.
 - \$1.7 million increase in workers' compensation insurance.
 - \$700K increase in PSEO direct pay contracts due to rate and participation increase.
 - \$1.1M increase in special education contracted services.
 - \$2.3M increase in special ed, and care and treatment transportation.
- Net unrestricted operating deficit of -\$14.1 million.
- Adopted unrestricted operating surplus \$10.5 million.
- Adjusted operating deficit of -\$3.6 million.
- Adjusted for library aid and student support exp shift to -\$2.3 million.



Amended FY24 general fund

Restricted revenue and expenditures

- Restricted revenue is increasing by \$11.3 million.
 - \$1.4 million increase in between-term non-licensed hourly workers unemployment aid.
 - \$3.6 million increase in restricted gen ed revenue - primarily basic skills revenue.
 - \$129K increase in achievement and integration aid.
 - \$69K increase in Q comp aid.
 - \$42K reduction in LTFM aid.
 - \$671K new library aid.
 - \$481K new student support aid.
 - \$5 million increase in federal special ed aid to record tuition.
- Restricted expenditures are increasing by \$10.4 million.
 - \$1.4 million increase in between-term non-licensed hourly workers unemployment.
 - \$4 million increase in facility projects in capital funding.
 - \$5 million increase in facility and security projects in capital infrastructure strategic investment.
 - \$1 million decrease in textbook strategic investment purchases.
 - \$4 million decrease in tech levy wired/wireless project due to budgeted expenses occurring in FY23.
 - \$5 million increase in federal special ed tuition to record payment.
- Net restricted operating surplus of \$.9 million.
- Adopted restricted operating deficit of \$3.7 million.
- Adjusted for library aid and student support exp shift to a deficit of \$4 million.



Amended general fund FY24

Expenditure assumptions

- \$13.425 million assigned funded strategic investment one-time funding included in budget:
 - \$6 million for addition to Franklin Elementary facility.
 - \$2.85 million for textbooks adoptions.
 - \$1.2 million building remodel Dayton Elementary.
 - \$1.2 million building aesthetics improvements.
 - \$1 million for building remodel Blaine Early Childhood Center.
 - \$600 thousand for building security upgrades.
 - \$350 thousand middle school literacy coaches (3 FTE).
 - \$225 thousand for project lead the way technology and training.

General fund FY24

Budget summary

	2022-23 Actual	Adopted 2023-24 budget	Amended 2023-24 budget	\$ Change	% Change
Revenues					
Property tax	\$107,224,740	\$116,492,854	\$116,602,942	\$110,087	0.1%
State revenue	\$422,209,385	\$465,602,820	\$482,163,964	\$16,561,144	3.6%
Federal revenue	\$34,864,931	\$20,416,339	\$25,416,339	\$5,000,000	24.5%
Local sales	\$553,679	\$286,600	\$286,600	\$0	0.0%
Other local revenue	\$17,038,735	\$15,027,217	\$15,027,217	\$0	0.0%
Total revenues	\$581,891,470	\$617,825,830	\$639,497,061	\$21,671,231	3.5%
Expenditures					
Salaries	\$353,375,557	\$371,285,849	\$387,465,092	\$16,179,242	4.4%
Benefits	\$115,233,155	\$126,838,617	\$132,403,010	\$5,564,392	4.4%
Purchased services	\$66,218,150	\$57,920,406	\$67,016,418	\$9,096,012	15.7%
Supplies	\$28,720,712	\$25,741,355	\$20,741,355	(\$5,000,000)	-19.4%
Capital and Other	\$37,214,696	\$29,176,680	\$38,176,680	\$9,000,000	30.8%
Total expenditures	\$600,762,270	\$610,962,908	\$645,802,554	\$34,839,647	5.7%
Operating surplus (deficit)	(\$18,870,821)	\$6,862,923	(\$6,305,493)		
Strategic investment net spend		\$9,425,000	\$13,425,000		
Adjusted operating surplus (deficit)		\$16,287,923	\$7,119,507		
Fund balance					
Restricted/reserved fund balance	\$26,871,630	\$32,596,899	\$36,147,362		
Non-spendable	\$2,976,925	\$2,976,925	\$2,976,925		
Assigned fund balance	\$63,891,335	\$54,466,335	\$50,614,212		
Unassigned fund balance	\$55,201,196	\$65,763,850	\$52,897,095		
Total fund balance	\$148,941,086	\$155,804,009	\$142,635,593		
Percent of total expenditures(FY22)	10.5%	12.5%	10.1%		
Percent of operating expenditures(FY23/FY24)					

General fund FY24

General fund	Fund balance June 30, 2023	Amended FY24 revenues	Amended FY24 expenditures	Projected fund balance June 30, 2024	Operating balance
Unassigned	\$55,201,196	\$521,716,215	\$524,020,317	\$52,897,095	(\$2,304,102)
Assigned, building carryover	\$7,862,190			\$7,862,190	\$0
Assigned, separation/ret benefit	\$12,376,573			\$12,376,573	\$0
Assigned, q comp	\$760,447	\$10,198,349	\$10,050,472	\$908,324	\$147,877
Assigned, math action plan	\$5,404			\$5,404	\$0
Assigned, project lead the way	\$1,361,239		\$225,000	\$1,136,239	(\$225,000)
Assigned, strategic investments	\$22,207,886		\$3,200,000	\$19,007,886	(\$3,200,000)
Assigned, magnet expansion	\$718,489		\$0	\$718,489	\$0
Assigned, cap exp/tech infr/sec	\$18,249,143		\$10,000,000	\$8,249,143	(\$10,000,000)
Assigned, ib	\$349,963			\$349,963	\$0
Non-spendable	\$2,976,925			\$2,976,925	\$0
Restricted, area learning center	\$730,542	\$7,598,360	\$7,598,360	\$730,542	\$0
Restricted, achievement & integration	\$0	\$7,720,754	\$7,702,366	\$18,388	\$18,388
Restricted, basic skills	\$3,759,116	\$37,280,694	\$27,964,810	\$13,075,000	\$9,315,884
Restricted, capital tech levy	(\$5,086,300)	\$5,017,735	\$1,017,735	(\$1,086,300)	\$4,000,000
Restricted, gifted and talented	\$480,988	\$540,605	\$543,634	\$477,959	(\$3,029)
Restricted, library aid	\$0	\$670,522	\$670,522	\$0	\$0
Restricted, long-term fac maint	(\$3,834,227)	\$15,809,423	\$15,851,345	(\$3,876,149)	(\$41,922)
Restricted, learning development	\$3,403,978	\$8,210,988	\$8,129,691	\$3,485,275	\$81,297
Restricted, ma billing	\$1,671,281	\$2,000,000	\$2,000,000	\$1,671,281	\$0
Restricted, operating capital	\$19,836,206	\$14,374,185	\$18,435,808	\$15,774,583	(\$4,061,623)
Restricted, safe schools levy	\$1,726,266	\$1,466,229	\$1,466,229	\$1,726,266	\$0
Restricted, scholarships	\$712,240	\$225,000	\$225,000	\$712,240	\$0
Restricted, student activity funds	\$136,506	\$250,000	\$250,000	\$136,506	\$0
Restricted, student support aid	\$0	\$481,327	\$481,327	\$0	\$0
Restricted, staff development	\$3,335,033	\$5,936,675	\$5,969,938	\$3,301,770	(\$33,263)
	\$148,941,086	\$639,497,061	\$645,802,554	\$142,635,593	(\$6,305,493)

Food service fund FY24

Amended summary

Beginning Fund Balance 7/1/2023				\$10,016,391
			Operating	
	Revenue	Expenditures	Balance	
Adopted Budget:	\$26,803,221	\$24,429,676	\$2,373,545	
Adjustments :				
State aid	\$1,500,000			
Contracted services		\$2,000		
Equipment		\$340,000		
Total Grants and Adjustments	\$1,500,000	\$342,000	\$1,158,000	
Amended Rev/Exp Budget	\$28,303,221	\$ 24,771,676	\$3,531,545	\$3,531,545
Projected Fund Balance 6/30/2024				\$13,547,936

Food service fund FY24

Revenue and expenditure detail

- Revenue increase of \$1,500,000 or 5.6 percent:
 - \$1.5 million federal aid increase due to change in MN Meal Act that direct certified more students for free and reduced lunch and increasing federal reimbursement.
- Expenditure increase of \$342,000 or 1.4 percent:
 - \$340 thousand increase in kitchen equipment purchases.
 - \$2 thousand increase in contracted services for kitchen upgrades.

Food service fund FY24

Budget summary

Revenues	2022-23 Actual	Adopted 2023-24 budget	Amended 2023-24 budget	\$ Change	% Change
Revenues					
Local revenue	\$418,209	\$11,200	\$11,200	\$0	0.0%
State revenue	\$1,074,856	\$10,481,750	\$10,481,750	\$0	0.0%
Federal revenue	\$14,797,947	\$13,341,972	\$14,841,972	\$1,500,000	11.2%
Local sales	\$8,168,037	\$2,968,299	\$2,968,299	\$0	0.0%
Transfers in	\$0	\$0	\$0	\$0	0.0%
Total revenues	\$24,459,049	\$26,803,221	\$28,303,221	\$1,500,000	5.6%
Expenditures					
Salaries	\$6,852,805	\$7,442,872	\$7,442,872	\$0	0.0%
Benefits	\$2,459,454	\$2,661,388	\$2,661,388	\$0	0.0%
Purchased services	\$2,064,079	\$2,176,517	\$2,178,517	\$2,000	0.1%
Supplies	\$11,800,094	\$11,022,746	\$11,022,746	\$0	0.0%
Capital and other	\$1,239,131	\$1,126,153	\$1,466,153	\$340,000	30.2%
Total expenditures	\$24,415,563	\$24,429,676	\$24,771,676	\$342,000	1.4%
Operating surplus (deficit)	\$43,486	\$2,373,545	\$3,531,545		
Fund balance					
Restricted/reserved fund balance	\$10,016,391	\$12,389,936	\$13,547,936		
Percent of total expenditures	41.0%	50.7%	54.7%		

Community service fund FY24

Amended summary

Beginning Fund Balance 7/1/2023				\$9,579,359
	Revenue	Expenditures	Operating Balance	
Adopted Budget:	\$27,718,687	\$27,419,770	\$298,917	
Adjustments :				
General Community Ed	\$73,623	\$150,085		
Adults with disabilities				
Community Schools	\$5,500	\$21,731		
Other Community Programs	\$10,535	\$8,304		
Adult Basic Ed	\$123,625	\$15,318		
School Readiness	\$12,408	\$89,393		
Middle School Athletics	\$71,482	(\$873)		
Recreation	\$30,300	\$32,622		
Aquatics	\$38,000	\$20,346		
School Age Care	(\$521,712)	\$791,392		
Early Childhood Family Ed - Q Comp		\$150		
Early Childhood Family Ed	\$27,506	\$178,080		
Total Grants and Adjustments	(\$128,733)	\$1,306,548	(\$1,435,281)	
Amended Rev/Exp Budget	\$ 27,589,954	\$ 28,726,318	(\$1,136,364)	(\$1,136,364)
Projected Fund Balance 6/30/2023				\$8,442,995

Community service fund FY24

Revenue summary

- Revenue decrease of \$128,733 or -0.5 percent:
 - \$522 thousand decrease in Adventures Plus school-age child care revenue due to lower summer enrollment.
 - \$124 thousand increase in Adult Basic Education revenue primarily due to an increase in state and federal aid.
 - \$269 thousand increase in other community education programs.
 - \$39 thousand increase in school readiness and early childhood programming readiness aid due to growth on the early childhood formula and increased fees for school readiness.
 - \$145 thousand increase in community schools programming due to enrollment growth.
 - \$74 thousand increase in central services due to anticipated investment earnings.
 - \$11 thousand increase in non-public and homeschool revenue due to state aid increase for projected student counts.

Community service fund FY24

Expenditure summary

- Expenditure increase of \$1,306,548 or 4.8 percent:
 - \$791 thousand increase in Adventures Plus school-age child care expenditures due to wage adjustments.
 - \$115 thousand increase in Adult Basic Education expenditures primarily due to higher entitlements paid to Metro North consortium member districts.
 - \$67 thousand increase in other community school programming due to wage adjustments and enrollment.
 - \$178 thousand increase in school readiness and early childhood programming readiness expenditures due to additional positions, one-time capital investments and higher transportation costs.
 - \$150 thousand increase in central community education services due to one-time wage payments and capital equipment purchases.



Community service fund FY24

Budget summary

Revenues	2022-23 Actual	Adopted 2023-24 budget	Amended 2023-24 budget	\$ Change	% Change
Revenues					
Local revenue	\$18,096,237	\$18,733,597	\$18,252,478	(\$481,119)	-2.6%
State revenue	\$7,909,349	\$8,386,617	\$8,743,136	\$356,519	4.3%
Federal revenue	\$1,842,136	\$393,939	\$481,260	\$87,321	22.2%
Transfers in	\$105,591	\$204,534	\$113,080	(\$91,454)	-44.7%
Total revenues	\$27,953,313	\$27,718,687	\$27,589,954	(\$128,733)	-0.5%
Expenditures					
Salaries	\$16,919,339	\$17,290,961	\$18,329,306	\$1,038,345	6.0%
Benefits	\$4,644,017	\$4,945,517	\$5,185,314	\$239,797	4.8%
Purchased services	\$3,083,474	\$3,533,045	\$3,517,040	(\$16,005)	-0.5%
Supplies	\$1,669,247	\$1,556,112	\$1,480,118	(\$75,994)	-4.9%
Capital and other	\$259,119	\$94,135	\$214,540	\$120,405	127.9%
Total expenditures	\$26,575,196	\$27,419,770	\$28,726,318	\$1,306,548	4.8%
Operating surplus (deficit)	\$1,378,116	\$298,917	(\$1,136,364)		
Fund balance					
Restricted/reserved fund balance	\$9,579,359	\$9,878,276	\$8,442,995		
Percent of total expenditures	36.0%	36.0%	29.4%		



2023-24 Amended budget

All funds

Fund	Fund balance June 30, 2023	Amended 2023-24 revenues	Amended 2023-24 expenditures	Projected fund balance June 30, 2024
General fund	\$148,941,086	\$639,497,059	\$645,802,554	\$142,635,592
Food service fund	\$10,016,391	\$28,303,221	\$24,771,676	\$13,547,936
Community service fund	\$9,579,359	\$27,589,954	\$28,726,318	\$8,442,995
Capital projects fund	\$12,985,430	\$20,000	\$8,850,000	\$4,155,430
Debt service fund	\$3,563,313	\$15,394,194	\$15,444,303	\$3,513,204
Trust fund	\$36,006,775	\$750,000	\$750,000	\$36,006,775
Total revenues, expenditures and fund balance	\$221,092,355	\$711,554,428	\$724,344,851	\$208,301,932
FY24 Adopted		\$688,511,932	\$687,856,657	
\$ Change		\$23,042,496	\$36,488,194	
% Change		3.3%	5.3%	

Comments and questions

ahschools.us



ANOKA-HENNEPIN
SCHOOLS
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Anoka-Hennepin School Board

Briefing Notes

DATE: 3/25/2024

CLASSIFICATION: Report/Update

AUTHOR: Greg Cole, Chief Operations Officer
Tim Fournier, Manager of Security and Emergency Operations

SUBJECT: Update on the status of School Resource Officers in Anoka-Hennepin Schools

PURPOSE:

This is an update on the status of School Resource Officers (SROs) returning to Anoka-Hennepin's schools based on recent legislative adjustments to statute 121A.58 Corporal Punishment; Prone Restraint; and Certain Physical Holds and 121A.582 Student Discipline; Reasonable Force. Based on revisions to these statutes, law enforcement agencies that serve the communities of Anoka-Hennepin Schools will once again have SROs back at their original assigned schools immediately or in a couple of instances very soon.

BACKGROUND:

While Anoka-Hennepin's schools have had SROs in place since the 1970's, changes made to the state statutes in 2023 created confusion over what level of reasonable force school resource officers could use. In August 2023, the language prompted several law enforcement agencies across the state to pull their SROs out of school buildings for the 2023-24 school year, including an initial decision to remove SRO's by the six law enforcement agencies that serve Anoka-Hennepin's schools.

The district has a strong history of relationships with law enforcement agencies in Anoka and Hennepin Counties and has coordinated with six of those agencies for school resource police officers at 12 secondary schools and programs:

- Anoka County Sheriff: Andover High School, Oak View Middle School
- Anoka Police: Anoka High School, Anoka Middle School for the Arts
- Blaine Police: Blaine High School, Roosevelt Middle School
- Brooklyn Park Police: Champlin Park High School
- Coon Rapids Police: Coon Rapids High School, Coon Rapids Middle School, Northdale Middle School, River Trail Learning Center at L.O. Jacob,
- Champlin Police: Jackson Middle School

These departments also support the district's 25 elementary school sites in both counties.

It was clear that a change in state law was necessary to return SRO's to all sites and the School Board advocated for their return as a legislative priority. All legislators who serve the district voted in favor of this updated language in a bi-partisan approach.

CONSIDERATIONS:

The Anoka-Hennepin School District values its relationship with area law enforcement partners and the positive impact the SRO program has had over the years. The district has facilitated the speedy return of SROs to school sites for the remainder of the 2023-2024 school year in alignment with the School Board legislative priority. Contract details with each law enforcement agency will be finalized as and presented for approval as soon as possible over the next few weeks.

RECOMMENDATIONS/NEXT STEPS:

Anoka-Hennepin Schools continues to work with area law enforcement partners on a revised SRO Memorandum of Understanding for the 2024-2025 school year to reflect statutory language changes and recommendations by the Peace Officer Standards and Training Board.

STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.

B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

C. The school district will provide reasonable break times and make reasonable efforts to provide clean, private, and secure locations other than a bathroom or toilet stall for students who need to express milk.

D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.

E. It is the responsibility of every school district employee to comply with this policy.

F. The school board has designated a Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator.

H. Any reports of unlawful discrimination under this policy will be handled, investigated, and acted upon in the manner specified in Policy 525.

Anoka-Hennepin District No. 11
Anoka, MN 55303
August, 1982

Amended _____ 2024

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

~~PREGNANT STUDENTS~~

~~Pregnant students have the same educational rights and responsibilities as other students. To insure that the school district recognizes the needs for their special condition, the School Board endorses several options for continuing education.~~

~~In all instances, the choice of options is determined by the student, the school administrator, and the school support staff on the basis of information provided by the student, her parents (or husband), her physician, and the social service agencies (if any) involved with her. These options include:~~

- ~~1. Remaining in the home school with a regular or modified program.~~
- ~~2. Transferring to the Teen Parent Program.~~
- ~~3. Homebound instruction if a physician certifies that special health problems and those of normal pregnancy preclude attendance at any school.~~

~~Regardless of the educational options, the School Board will make available to the student the necessary support services to assist her in continuing her education.~~

~~Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
August, 1982
Amended _____ 2024~~

~~PREGNANT STUDENTS~~

~~Pregnant students have the same educational rights and responsibilities as other students. To insure that the school district recognizes the needs for their special condition, the School Board endorses several options for continuing education.~~

~~In all instances, the choice of options is determined by the student, the school administrator, and the school support staff on the basis of information provided by the student, her parents (or husband), her physician, and the social service agencies (if any) involved with her. These options include:~~

- ~~1. Remaining in the home school with a regular or modified program.~~
- ~~2. Transferring to the Teen Parent Program.~~
- ~~3. Homebound instruction if a physician certifies that special health problems and those of normal pregnancy preclude attendance at any school.~~

~~Regardless of the educational options, the School Board will make available to the student the necessary support services to assist her in continuing her education.~~

~~Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
August, 1982
Amended _____ 2024~~

|



Anoka-Hennepin School Board

Briefing Notes

DATE: 3/25/2024

AUTHOR: Dr. Jennifer Cherry, Executive Director of Human Resources

SUBJECT: District Calendar, 2025-26 School Year

PURPOSE:

Provide a second reading of the proposed 2025-26 school calendar and recommend Board adoption.

BACKGROUND:

The school calendar is developed two years in advance. The district Calendar Committee meets several times each fall/winter to review calendar implications and make recommendations for the School Board to consider prior to adopting the school calendar. Through this committee, the District fulfills our statutory and contractual obligation to Meet & Confer with AHEM regarding the annual school calendar.

CONSIDERATIONS:

The Calendar Committee, made up of Building and District administration and members of the Teachers' and Paraeducators' Bargaining Units, reviewed the following parameters for development of the 2025-26 District Calendar:

1. Legal guidelines
 - a. State testing dates
 - b. State holidays when school is not allowed (MN Statutes 645.44, Subd. 5)
 - c. School commences after Labor Day (MN Statutes 120A.40)
 - d. Student contact days include 170 days for elementary and 171 days for secondary students (Kindergarten is variable) to meet required minutes of instruction (MN Statutes 120A.41)
 - e. Para training requirements (MN Statutes 121A.642, Subd. 1)
2. Collective bargaining agreements
 - a. 187 teacher duty days
 - b. No teachers on MEA (Minnesota Educator Academy conference is October 16, 2025)
 - c. Between November 1 and April 30 there shall be 15 days or more during which school shall not be in session per teacher contract
 - d. Two days off during Spring Break per non-teaching bargaining group agreements
3. District practice
 - a. Four teacher work days are used for conferences
 - b. Grading/planning day (no students) follows the conclusion of each trimester term
 - c. Instructional days balanced across the trimesters
 - d. Election Day (even numbered years), Super Tuesday (every 4 years) closed for student safety/security not an issue in 2025-26
4. Additional items considered:
 - a. Timing of Spring Break, length of Winter Break, placement of non-students contact days. Current calendar avoids 1 day school weeks and limits 2 day school weeks, balances non-school days throughout the school year

- b. Religious, cultural, and significant non-religious activity dates that are not currently state or federal holidays and could impact attendance (Good Friday/Easter Monday, Ramadan/Eid, Rosh Hashanah/Yom Kippur, fishing opener, etc)
- c. Previous calendars and expectations/feedback received from various stakeholders (Survey results from 2022-2023)

OPTIONS/CONCLUSIONS:

The calendar committee considered three different calendar options and recommended the Proposed 2025-2026 Calendar (attached). Significant school dates include:

September 2, 2025	First day of school
October 6, 2025	Elementary conferences / school day for secondary
October 16 - 20, 2025	No school
November 21, 2025	Last day of trimester 1 (56 days)
November 24 - 28, 2025	No school
December 24, 2025 - January 2, 2026	No school
January 19, 2026	No school
February 16 - 17, 2026	No school
March 5, 2026	Last day of trimester 2 (58 days)
March 6 - 9, 2026	No school
March 30 - April 3, 2026	No school
May 8, 2026	No school
May 25, 2026	No school
June 5, 2026	Last day of trimester 3 (57 days)/ End of school year

RECOMMENDATIONS/NEXT STEPS:

Recommend adoption of [2025-26 Calendar](#)



ANOKA-HENNEPIN
SCHOOLS
A future without limit

2025-26 CALENDAR

GRADES K THROUGH 12

2025-26 Calendar Key Dates - GRADES K-12

- Jul 4.....District closed, holiday
- △ Aug 19 – 21New teacher orientation
- Aug 25-27No students, workshops
- Aug 28No students, workshops, Para staff dev
- Sep 1.....District closed, holiday
- Sep 2.....First day of School**
- Oct 6No elem students
elem PLC/conf/staff dev, K-5 para staff dev
- Oct 16 - 17..... No school, MEA
- Oct 20 No students, staff dev
- **Nov 21End of trimester one**
- Nov 24 No students, PLC/staff dev
- Nov 25No students, staff planning, grades
- Nov 26No school, conf conversion day
- Nov 27-28 District closed, holiday
- Dec 24-25..... District closed, holiday
- Dec 26-31..... No school, winter break
- Jan 1.....District closed, holiday
- Jan 2..... No school, winter break
- Jan 19.....District closed, holiday
- Feb 16.....District closed, holiday
- Feb 17No students
elem PLC/conf/staff dev, sec staff dev
- **Mar 5 End of trimester two**
- Mar 6.....No students, staff planning, grades
- Mar 9.....No students, PLC/staff dev, Para staff dev
- Mar 30-Apr 1.....No School, spring break
- Apr 2-3.....District closed, holiday
- May 8 No students, staff dev
- May 25District closed, holiday
- **Jun 5 End of trimester three**
- Jun 5 Last day of school**
- Jun 8No students, staff planning, grades
- June 19District closed, holiday

NOTE: If instructional days are lost due to emergency closings, the district may convert days as "staff planning," reduce spring break or extend the school year in order to make up lost days.

School Board approved xx/xx/xx

Proposed 2/29/2024

ahschools.us

JULY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

03.25.24 V.3

JANUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

For an explanation or interpretation of the contract, call your Association or the Labor Relations and Benefits Department.

MASTER CONTRACT

Anoka-Hennepin Independent School District No. 11
Anoka, Minnesota

and

School Service Employees
SEIU, Local 284

CLC

Regarding Terms and Conditions of Employment for
Building Service Employees
Anoka-Hennepin Independent School District No. 11

July 1, ~~2021-2023~~ through June 30, ~~2023~~2025

ARTICLE I

PURPOSE

The purpose of this agreement is to encourage and increase orderly, constructive and harmonious relationships between the Employer and Building Service Employees; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the Employer and the Union pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the "PELRA."

ARTICLE II

RECOGNITION

The School Board recognizes School Service Employees Local 284 as the duly authorized exclusive representative of the Building Service Employees of the Anoka-Hennepin Independent School District No. 11. The School Board hereby agrees that it will not recognize or negotiate with any person, association, group, committee or entity other than the Union with respect to such matters and will deal solely through the agency of and with the Union.

The Building Service Employees hereby agree that Local 284 School Service Employees shall be the sole agency representing the Building Service Employees of Independent School District No. 11 for the duration of this agreement.

ARTICLE III

MANAGEMENT RIGHTS

The laws of the State of Minnesota have vested in the Employer the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, rules and regulations for the district. All such authority and power of the Employer shall continue unimpaired, except as limited by specific provisions of this Agreement.

Any portion of this Agreement which violates any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated there under, either now or hereafter, shall be null and void and without force and effect. Any provision of this Agreement may be severable if any provision under any circumstance is held invalid; it shall not affect any other provisions of this Agreement or the applications of such provisions under other circumstances. The Employer reserves the right to amend any provision of this Agreement as necessary to comply with federal or state laws or rules and regulations promulgated there under.

ARTICLE IV

HOURS

The work year shall be twelve months including earned holidays and vacations. The work week shall be forty (40) hours, consisting of five (5) consecutive ~~eight-hour~~**eight-hour** days for all employees. There are to be no split shifts.

Overtime must be authorized.

It shall be the practice of the Administration to notify local union officers of major changes in shifts or hours.

ARTICLE V

COMPENSATION

Effective July 1, ~~2021~~**2023**, the following schedule of salaries and rules affecting wages shall be implemented:

1. **For custodians, placement on the first three steps will be based on licensure. Custodians without a license will be placed on step 1. Custodians will be placed on step 2 upon obtainment of a specialist license. Custodians will be placed on step 3 upon obtainment of a 2nd class boilers license. Subject to change in negotiations, step movement for Custodians with a boilers license of second class or greater will be effective the beginning of each year (July 1) until the maximum step is reached. To be eligible for a step increment, an employee must have been placed on Step 3 prior to April 1 of the relevant year. Custodians placed on Step 3 between April 1 and June 30 of the relevant year shall remain on the third step with no step movement until the following July 1, if applicable.**

For warehouse and grounds employees, ~~t~~he date of employment will determine placement and advancement on the salary schedule. New employees shall be placed on the initial step rate. Subject to change in negotiations, step movement will be effective the beginning of each year (July 1) until the maximum step is reached. To be eligible for a step increment, an employee must have been hired prior to April 1 of the relevant year. ~~Custodians~~**Employees** hired between April 1 and June 30 of the relevant year shall remain on the initial step with no step movement until the following July 1, if applicable.

2. Lead Pay: Employees designated and assigned as leads shall receive lead pay as set forth in the Salary Schedule. ~~Currently, designated leads include the day and afternoon lead in the high schools and middle schools with pools, and at the Andover and Ramsey elementary schools.~~ Building leads must have a minimum boiler license one grade below what is required for that building. Lead designation **may also include** an employee in **Grounds, the Warehouse,** the Woodshop, Electrical Low Voltage, and Maintenance areas **which do not require a boilers license.**
3. Custodians or those employees on special assignments will be paid the listed rate per this contract or \$2.00 per **hour** above their base rate **beginning the first day of such assignment.**~~after two~~

~~consecutive work days of such assignment, retroactive to the first day of absence.~~ Special assignments include special work projects as defined by the District and/or filling in as a Building Supervisor. After 20 consecutive work days excluding holidays, vacation days, and sick days filling in for the Building Supervisor, the additional stipend will be \$5.00 per hour above the base rate, prospectively. Filling in for an afternoon lead, as directed by the Building Supervisor, will also be included and will be paid at the corresponding lane of pay for that step. Special assignment work projects (except filling in for Building Supervisor) of 30 days or more will be posted and filled with the best qualified candidate, which is determined by the District. Workdays are defined in Article IV and do not include weekends.

4. Work performed in excess of eight hours per day or forty hours per week shall be compensated at time and one-half rate. Emergency work required on Thanksgiving Day, Christmas Day, Easter Sunday, or any holiday listed in Article VIII shall be compensated at double time rate excluding building checks which are compensated at a time and one-half rate.
5. Shift Pay: Additional pay ~~shall be paid to~~ for those employees assigned to **second and third shift assignments is included on the salary schedule. Employees assigned to second and third shift assignments during the school year but not the summer will continue to be paid at the second or third shift rate during the summer.** ~~the following shifts:~~
 - ~~Second shift—employees assigned to work the second shift shall be paid an additional \$.20 per hour. Lead employees who work the second shift (commencing on or after 2:00 p.m.) shall receive an additional \$.35 per hour. (Therefore, second shift leads receive a total of \$.55 per hour)~~
 - ~~Third shift—employees assigned to work the third shift (12:00 midnight—8 a.m. or 11:00 p.m.—7:00 a.m.) shall be paid an additional \$.30 per hour.~~
 - ~~The afternoon position (currently 3:30 p.m.—12:00 midnight) at the ESC shall be paid an additional \$.20 per hour.~~
 - ~~Grounds crew that are not being used as custodians during November 1st thru March 31st will be paid an additional \$.30 per hour for the four winter months.~~
6. All applicants for a vacant position shall possess the required license at time of bid. All employees (excluding drivers, warehouse, grounds, and maintenance employees) must have a second class boiler license by the end of two years employment. Employees (excluding drivers, warehouse, grounds, and maintenance employees) may receive additional pay on the wage schedule by obtaining the applicable license (2nd, 1st, Chief). Employees who show evidence of successfully completing tests for boiler license or renewal shall be reimbursed the license fee and shall be placed on the appropriate wage rate lane commensurate with the license.

In the event an employee lets his/her license lapse as verified by District review of Minnesota Department of Labor and Industry records, the employee will be placed on his/her current ~~step~~ **lane** on the “no license” ~~lane~~ **step** effective on the next available paycheck. Effective upon receipt by the Building & Grounds office that the employee has obtained licensure, the employee will be placed on the appropriate step and lane effective on the next available paycheck.

7. Building Check: Employees shall receive a minimum of two hours pay for building checks. Maintenance and all custodians will be paid a minimum of two hours overtime when called back to work after normal working hours. This will include travel time but does not include building checks.

Employees who conduct remote work (e.g. problem solving phone call) after their normal working hours shall be compensated for time worked, in 15 minute increments, as approved by supervisor.

8. Mileage will be paid at the rate set by the School Board for authorized travel between buildings and certain locations:

~~9. Effective 07-01-2021 through 6-30-2022: Step movement~~

STEP	NO License	Specialist +\$.25	2 nd -Class	1 st -Class +\$.15	Chief +\$.20	Drivers, WHSE, Leads, GRDS	Lead w/1 st +\$.15	Lead w/Chief +\$.20
1&2	16.00	16.25	18.30	18.45	18.65	19.65	19.80	20.00
3	16.20	16.45	19.20	19.35	19.55	20.55	20.70	20.90
4	16.47	16.72	19.70	19.85	20.05	21.05	21.20	21.40
5	17.39	17.64	20.70	20.85	21.05	22.05	22.20	22.40
6	17.74	17.99	21.75	21.90	22.10	23.10	23.25	23.45
7			22.85	23.00	23.20	24.20	24.35	24.55
8			24.58	24.73	24.93	25.93	26.08	26.28
9			26.18	26.33	26.53	27.53	27.68	27.88
10			26.53	26.68	26.88	27.88	28.03	28.23
	Maintenance		Maint. w/Lic*	Maint. w/Lic**		Maint-Lead	Maint-Lead w/Lic*	Maint-Lead w/Lic**
	33.15		35.40	37.65		34.50	36.75	39.00

~~*Refrig/RPR Zone/Low Voltage Licensure — **Electrician's/DDC/HVAC/Master Gas Licensure~~

~~— One time off schedule payment of \$1,000 for returning maintenance employees who do not get seniority pay. Payment to be processed Spring 2022.~~

~~Effective 07-01-2022 through 6-30-2023: Step movement~~

STEP	NO License	Specialist +\$.50	2 nd -Class	1 st -Class +\$.15	Chief +\$.20	Drivers, WHSE, Leads, GRDS	Lead w/1 st +\$.15	Lead w/Chief +\$.20
1	16.50	17.00	18.80	18.95	19.15	20.20	20.35	20.55
2&3	16.70	17.20	19.70	19.85	20.05	21.10	21.25	21.45
4	16.97	17.47	20.20	20.35	20.55	21.60	21.75	21.95
5	17.54	18.04	20.85	21.00	21.20	22.25	22.40	22.60
6	17.89	18.39	21.90	22.05	22.25	23.30	23.45	23.65
7			23.00	23.15	23.35	24.40	24.55	24.75
8			24.73	24.88	25.08	26.13	26.28	26.48
9			26.33	26.48	26.68	27.73	27.88	28.08
10			26.88	27.03	27.23	28.28	28.43	28.63
	Maintenance		Maint. w/Lic*	Maint. w Lic**		Maint-Lead	Maint-Lead w/Lic*	Maint-Lead w/Lic**
	33.65		36.05	38.35		35.05	37.45	39.75

~~*Refrig/RPR Zone/Low Voltage Licensure — **Electrician's/DDC/HVAC/Master Gas Licensure~~

~~➤ — One time off schedule payment of \$2,000:~~

- ~~▪ — For returning maintenance employees who do not get seniority pay~~
- ~~▪ — For Employees who were on step 10 in 2021-2022 and do not get seniority pay.~~

➤ ~~One-time off schedule payment of \$750 for those with 15 years of seniority~~

9. Salary Schedule: Effective 07-01-2023 through 06-30-2024: Step Movement

Custodial Positions

	LANE STEP	Day / Midshift	Day Lead	2nd shift	2nd shift - ESC	Afternoon Lead	3rd shift	3rd Shift - Pool License
No License	1	\$19.50	\$20.90	\$19.70	\$19.90	\$21.45	\$19.80	\$21.05
Spec. Lic.	2	\$20.00	\$21.40	\$20.20	\$20.40	\$21.95	\$20.30	\$21.55
2nd class or Higher	3	\$21.00	\$22.40	\$21.20	\$21.40	\$22.95	\$21.30	\$22.55
	4	\$22.00	\$23.40	\$22.20	\$22.40	\$23.95	\$22.30	\$23.55
	5	\$23.00	\$24.40	\$23.20	\$23.40	\$24.95	\$23.30	\$24.55
	6	\$24.00	\$25.40	\$24.20	\$24.40	\$25.95	\$24.30	\$25.55
	7	\$25.00	\$26.40	\$25.20	\$25.40	\$26.95	\$25.30	\$26.55
	8	\$26.50	\$27.90	\$26.70	\$26.90	\$28.45	\$26.80	\$28.05
	9	\$28.00	\$29.40	\$28.20	\$28.40	\$29.95	\$28.30	\$29.55

Warehouse/Grounds Positions

LANE STEP	Warehouse / Driver	Warehouse / Driver – Lead	Grounds	Grounds - Mechanic/ Irrigation	Grounds - Pesticide/ Playground License	Grounds Lead	Grounds Lead - Mechanic/ Irrigation	Grounds Lead - Pesticide/ Playground License
1	\$20.90	\$22.30	\$21.20	\$22.20	\$22.45	\$22.60	\$23.60	\$23.85
2	\$21.40	\$22.80	\$21.70	\$22.70	\$22.95	\$23.10	\$24.10	\$24.35
3	\$22.40	\$23.80	\$22.70	\$23.70	\$23.95	\$24.10	\$25.10	\$25.35
4	\$23.40	\$24.80	\$23.70	\$24.70	\$24.95	\$25.10	\$26.10	\$26.35
5	\$24.40	\$25.80	\$24.70	\$25.70	\$25.95	\$26.10	\$27.10	\$27.35
6	\$25.40	\$26.80	\$25.70	\$26.70	\$26.95	\$27.10	\$28.10	\$28.35
7	\$26.40	\$27.80	\$26.70	\$27.70	\$27.95	\$28.10	\$29.10	\$29.35
8	\$27.90	\$29.30	\$28.20	\$29.20	\$29.45	\$29.60	\$30.60	\$30.85
9	\$29.40	\$30.80	\$29.70	\$30.70	\$30.95	\$31.10	\$32.10	\$32.35

Maintenance Positions

Base	Licensed - Refriger. / Universal Lic. - RPR - Low Voltage	Carpenter	Licensed - - Electrician - DDC - HVAC - Master Gas - Master Refrigeration - Plumber - Pipefitter	Lead - Base	Lead - Licensed - Refriger. / Universal Lic. - RPR - Low Voltage	Lead - Carpenter	Lead - Licensed - Electrician - DDC - HVAC - Master Gas - Master Refrigeraton - Plumber - Pipefitter
\$34.65	\$37.05	\$37.90	\$39.35	\$36.05	\$38.45	\$39.30	\$40.75

***Upon ratification of the contract, maintenance specialists and members on steps 9 and 10 in 2022-2023 shall receive a one-time payment of \$1000.**

Effective 07-01-2024 through 06-30-2025: Step Movement

Custodial Positions

	LANE STEP	Day / Midshift	Day Lead	2nd shift	2nd shift - ESC	Afternoon Lead	3rd shift	3rd Shift - Pool License
No License	1	\$20.00	\$21.50	\$20.20	\$20.45	\$22.05	\$20.30	\$21.85
Spec. Lic.	2	\$20.50	\$22.00	\$20.70	\$20.95	\$22.55	\$20.80	\$22.35
2nd class or Higher	3	\$21.50	\$23.00	\$21.70	\$21.95	\$23.55	\$21.80	\$23.35
	4	\$22.50	\$24.00	\$22.70	\$22.95	\$24.55	\$22.80	\$24.35
	5	\$23.50	\$25.00	\$23.70	\$23.95	\$25.55	\$23.80	\$25.35
	6	\$24.50	\$26.00	\$24.70	\$24.95	\$26.55	\$24.80	\$26.35
	7	\$25.50	\$27.00	\$25.70	\$25.95	\$27.55	\$25.80	\$27.35
	8	\$27.00	\$28.50	\$27.20	\$27.45	\$29.05	\$27.30	\$28.85
	9	\$28.50	\$30.00	\$28.70	\$28.95	\$30.55	\$28.80	\$30.35

Warehouse/Grounds Positions

LANE STEP	Warehouse / Driver	Warehouse / Driver – Lead	Grounds	Grounds - Mechanic/ Irrigation	Grounds - Pesticide/ Playground License	Grounds Lead	Grounds Lead - Mechanic/ Irrigation	Grounds Lead - Pesticide/ Playground License
1	\$21.50	\$23.00	\$21.80	\$22.80	\$23.30	\$23.30	\$24.30	\$24.80
2	\$22.00	\$23.50	\$22.30	\$23.30	\$23.80	\$23.80	\$24.80	\$25.30
3	\$23.00	\$24.50	\$23.30	\$24.30	\$24.80	\$24.80	\$25.80	\$26.30
4	\$24.00	\$25.50	\$24.30	\$25.30	\$25.80	\$25.80	\$26.80	\$27.30
5	\$25.00	\$26.50	\$25.30	\$26.30	\$26.80	\$26.80	\$27.80	\$28.30
6	\$26.00	\$27.50	\$26.30	\$27.30	\$27.80	\$27.80	\$28.80	\$29.30
7	\$27.00	\$28.50	\$27.30	\$28.30	\$28.80	\$28.80	\$29.80	\$30.30
8	\$28.50	\$30.00	\$28.80	\$29.80	\$30.30	\$30.30	\$31.30	\$31.80
9	\$30.00	\$31.50	\$30.30	\$31.30	\$31.80	\$31.80	\$32.80	\$33.30

Maintenance Positions

Base	Licensed - Refriger. / Universal Lic. - RPR - Low Voltage	Carpenter	Licensed - Electrician - DDC - HVAC - Master Gas - Master Refrigeration - Plumber - Pipefitter	Lead - Base	Lead - Licensed - Refriger. / Universal Lic. - RPR - Low Voltage	Lead - Carpenter	Lead - Licensed - Electrician - DDC - HVAC - Master Gas - Master Refrigeration - Plumber - Pipefitter
\$35.70	\$38.20	\$39.20	\$40.70	\$37.20	\$39.70	\$40.70	\$42.20

B. Specialist Schedule

~~I. Drivers, Leads, Grounds, Warehouse See salary schedule; effective 7/1/21, \$1.35 added to applicable step; effective 7/1/22 \$1.40 added to applicable step)~~

~~II. Maintenance Leads See salary schedule; Effective 7/1/21, \$1.35 added to applicable step; effective 7/1/22 \$1.40 added to applicable step.~~

~~III. Maintenance Specialist positions for whom the District requires licensure will receive the following stipends (included on salary schedule):~~

	<u>7/1/21</u>	<u>7/1/22</u>
• Electricians License	4.50	4.70
• DDC HVAC	4.50	4.70
• Refrigeration/Universal License	2.25	2.40
• Master Gas License	4.50	4.70
• Reduced Pressure Zone State Certification	2.25	2.40
• Low Voltage Power Limited Technician	2.25	2.40

~~There shall be no stacking of licenses; in addition, the parties may mutually agree to add additional licenses as may be necessary.~~

~~IV. An employee who has an assignment, as designated by the District, to perform the duties and have obtained and provided the appropriate license or certification to Employee Services will receive the following stipends (not included on salary schedule). These stipends do not apply to employees on special assignment.~~

	7/1/21	7/1/22
• Carpenter	3.00	3.25
• Pesticide/Herbicide Applicator's License	1.00	1.25
• Certified Playground Safety Inspector	1.00	1.25
• Pool Certification	1.00	1.25

B. Additional Compensation

- I. Additional compensation for Drivers, Leads, Grounds, and Warehouse employees is reflected on the salary schedule.**
- II. Additional compensation for certain positions for which the District requires licensure or additional knowledge and skills are reflected on the salary schedule. These include:**

Custodial: Pool Certification

**Grounds: Pesticide/Herbicide Applicators License
 Certified Playground Safety Inspector
 Mechanic
 Irrigation**

**Maintenance: Refrigeration/ Universal License
 Reduced Pressure Zone State Certification
 Low Voltage Power Limited Technician
 Electricians License
 DDC
 HVAC
 Master Gas License
 Master Refrigeration License
 Plumbers License
 Pipefitter License
 Carpenter**

The additional compensation included on the salary schedule does not apply to employees on special assignment. There shall be no stacking of licenses; in addition, the parties may mutually agree to add additional licenses as may be necessary.

III. Advanced Boilers License Pay:

Compensation for custodians with specialist and 2nd class boilers licenses is included on the salary schedule. The following additional stipend (not included on salary schedule) will be provided for employees in custodial positions who hold advanced boilers licenses:

1st Class License: \$0.~~25~~50 per hour
Chief License: \$0.~~50~~75 per hour

IV. Longevity Pay:

From July 1, 2023 – June 31 2024, Employees with seniority dates prior to July 1, 2008 will receive an additional stipend of fifty cents (\$0.50) per hour.

Beginning July 1, 2024, Employees with seniority dates between July 1, 2004 and June 30, 2009 will receive an additional fifty cents (\$0.50) per hour, and employees with seniority dates prior to July 1, 2004 will receive an additional stipend of seventy five cents (\$0.75) per hour (not included on salary schedule).

10. Emergency closing. When schools are closed and/or evening programs, meetings or events are canceled due to District wide closings because of inclement weather, employees are expected to complete their shift assignment. For purposes of this Article, the length of an emergency closing shall be defined as follows: when schools are closed in the morning prior to commencement of the school day, the length of the emergency closing will be defined as the first, second, and third shifts; when school is closed in the evening prior to the school day, the length of the emergency closing will be defined as the third, first, and second shifts; when schools are closed during the school day, the length of the emergency closing will be defined as the second and third shift. In the event closing is on a Friday morning prior to commencement of school or during the school day on Friday, then the third shift is considered to be the Friday third shift or the Saturday shift. **When evening activities are cancelled, mid-shift employees will be paid an additional straight time rate for hours worked beyond the end of the school day.**

Employees who are called in to report to work will be paid an additional straight time rate. Following an employee's personal contact with his/her supervisor to confirm the employee's status for the shift, an employee who is not required to stay or report to work for his/her shift shall remain on call and shall receive no loss in pay; if personal contact is not made, the employee shall not be paid for the shift. For purposes of this paragraph, personal contact includes leaving a voice message to the employee's supervisor with a phone number and location where the employee may be reached for call-back purposes. If an employee is absent using sick or vacation time (except Board approved leaves) when an emergency closing occurs, the leave shall not be deducted.

11. Short Staffed

In the event a substitute custodian is not found, a supervisor may offer an on-shift custodian up to two (2) hours of additional work, to be paid at the over-time rate.

ARTICLE VI

INSURANCE1. Eligibility

New full time (260 days per year and 8 hours per day) employees shall be eligible for the District Hospitalization-Medical-Major Medical plans on their first day of full-time work.

The eligibility date for Long Term Disability Insurance will be effective the first of the month following completion of the probation period.

2. Hospitalization-Medical-Major Medical Insurance

The school district shall provide hospitalization insurance for all full time staff members who are eligible and enrolled in the plan. Effective September 1, ~~2021~~**2023**, the District contributions shall be:

- A. Single Contribution:- Effective September 1, ~~2021~~**2023**, the District shall contribute up to seven hundred ~~seventy~~ **seventy** dollars (~~\$700.00~~**770.00**) per month of the premium for single coverage for full-time employees who qualify for and are enrolled in the School District group health and hospitalization plan. Effective September 1, ~~2022~~**2024**, the District shall contribute up to ~~seven~~ **eight** hundred ~~fifteen~~ **ten** dollars (~~\$715.00~~**810.00**) per month of the premium for single coverage for full-time employees who qualify for and are enrolled in the School District group health and hospitalization plan.
- B. Family District Contribution: Effective September 1, ~~2021~~**2023**, the District shall contribute up to one thousand ~~two~~ **three** hundred ~~fifty~~ **seventy five** dollars (~~\$1,250.00~~**1,375.00**) per month towards the premium for family coverage for full-time benefit eligible employees who qualify for and are enrolled in the District group health and hospitalization plan. Effective September 1, ~~2022~~**2024**, the District shall contribute up to one thousand ~~two~~ **five** hundred ~~eighty~~ **fifteen** dollars (~~\$1,280.00~~**1,515.00**) per month towards the premium for family coverage for full-time benefit eligible employees who qualify for and are enrolled in the District group health and hospitalization plan.
- C. Dual Spouse Contribution: Effective September 1, ~~2021~~**2023**, if both married spouses work full time for the District and both are benefit eligible and enrolled, the District shall contribute up to ~~one~~ **two** thousand ~~nine~~ **one** hundred ~~fifty~~ **forty five** dollars (~~\$ 1,950.00~~**2,145.00**) per month of the premium for family coverage. Effective September 1, ~~2022~~**2024**, if both married spouses work full time for the District and both are benefit eligible and enrolled, the District shall contribute up to ~~one~~ **two** thousand ~~nine~~ **three** hundred ~~ninety~~ **twenty five** dollars (~~\$ 1,995.00~~**2,325.00**) per month of the premium for family coverage.
- D. Any additional cost of the premium shall be paid by the employee via payroll deduction.

3. Long Term Disability

Effective September 1, 2006, the District shall continue to pay the cost for Long Term Disability Insurance for all ~~full-time~~**full-time** employees. Eligibility for LTD benefits is the first of the month following completion of the probation period.

4. Term Life Insurance

Effective September 1, 2006, the School District shall continue to provide a \$50,000 term life insurance policy for each ~~full-time~~**full-time** employee.

5. Dental Insurance

The District shall contribute up to eighty dollars (\$80.00) per month of the premium for all full-time benefit eligible and enrolled employees in accordance with the School District Dental plan. Any additional cost of the premium shall be paid by the employee via payroll deductions.

6. Worker's Compensation

Subd. 1. If any employee is absent from work as a result of compensable injury under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Subd. 2. Any employee who terminates his/her employment during a period of absence eligible for Workers' Compensation and has been overpaid shall be required to return the overpayment to the school district.

7. Long-term Disability

Subd. 1. Employees who are on a long-term disability leave shall be allowed to continue participation in any group insurance plan in which they participated prior to going on long-term disability.

Subd. 2. The District shall contribute an amount equal to that contributed for active employees for single health/hospitalization coverage up to Medicare eligibility. Dependent coverage contribution by the District shall continue at the amount in effect at the time of disability and shall cease two years from the time of long-term disability.

Subd. 3. The District shall contribute the full premium for the term life insurance until the waiver of premium commences. If the waiver of premium is not approved, the employee may continue the term life insurance by paying the School District at the group rate cost.

Subd. 4. Dental Insurance may be continued by the employee by paying the entire premium in effect for active employees.

8. Dock Days

Notwithstanding District guidelines for absence without pay (dock days) which may include docking of insurance benefits, the parties agree that the District shall not dock insurance benefits due to disciplinary unpaid suspensions.

ARTICLE VII

VACATION1. General Guidelines

All full time employees are considered to have a work year of 2080 hours. Employees working less than 2080 hours will be given vacation and sick leave benefits in an amount proportionate to the relationship between the regular hours worked and 2080 hours.

2. Qualifications

The employee's seniority date shall determine the accrual rate for vacation as follows:

Seniority Guidelines

- a. Less than 5 years of consecutive employment accrues:
10 days per year
- b. 5 or more and less than 10 years of consecutive employment accrues:
15 days per year
- c. 10 or more and less than 15 years of consecutive employment accrues:
20 days per year
- d. 15 or more and less than 17 years of consecutive employment accrues:
21 days per year
- e. 17 or more years and less than 20 years of consecutive employment accrues:
22 days/per year
- f. 20 or more years of consecutive employment accrues:
23 days per year

Employees with less than one year of employment will receive pro-rated vacation from the first date of hire.

- 3. Carry over: Employees may carry over an unlimited amount of vacation days. Normally, the maximum vacation taken during any fiscal year shall not exceed ~~one (1) year annual accrual~~ **28 days**; however, additional earned vacation time ~~may~~ **shall** be allowed ~~with the approval of the employee's supervisor~~ **while on FMLA approved leaves**.
- 4. Schedule: Request for vacation must be approved by the employee's supervisor. Consideration for approval will be dependent on the time of year of the request, operation and maintenance needs of the work area, and availability of other building staff. While every effort shall be made to meet the desire of the employees requesting their periods of vacation leave, vacation schedules must conform to the requirements of operations and vacations must be taken as scheduled by the supervisor. Conflicting requests for vacations shall be resolved on the basis of seniority preference and timing of request.
- 5. Terminal Vacation: If an employee resigns, he/she shall be paid unused vacation earned up to one year's annual accrual.

If an employee retires, the employee may be paid for up to ~~30~~ 40 days of earned but unused vacation.

If terminated for just cause, employees shall not be eligible for any vacation pay off.

ARTICLE VIII

HOLIDAYS

Twelve-month employees shall have ~~11~~ 12 paid holidays. These holidays shall coincide with the school year calendar and will normally be Independence Day, Labor Day, two days at Thanksgiving, two days winter break, New Year's Day, **Martin Luther King Day**, two days spring break, Memorial Day, and President's Day. **If Juneteenth is observed as an additional School District Holiday, it will become a paid holiday.**

Any paid holidays which fall within an employee's vacation period shall not count as a vacation day. Any employee who shall be asked to work on any paid holiday as described above shall be compensated at double time rate unless it is for a building check.

ARTICLE IX

SICK LEAVE

Sick leave will be earned at the rate of ~~4.3 hours per payday (14-15 days per year)~~ of employment and it will be allowed to accumulate to an unlimited amount. Sick leave may be used for personal illness or serious illness of the employee's spouse or children or on account of death of a member of the immediate family. The immediate family shall include spouse, children, grandparents, grandchildren, mother, father, brother, sister and in-laws of similar degree of relationship.

Up to 80 hours of accrued sick time may be used for any other uses allowable under MN Statute 181.9413, such as safety leave and care of relatives not included in the definition of immediate family members from the first paragraph of this section.

An employee must make one phone call, and make personal contact with the Building Supervisor/immediate supervisor, Supervisor of Operations, or his/her designee. The Supervisor may ask for a doctor's slip if he feels the employee is abusing sick leave based on the mutual agreement with the union. This agreement is good for one year but may be renewed if requested by the District and approved by the union.

Three days of personal leave per year may be granted without salary deduction, the day(s) to be deducted from sick leave. The personal leave shall be for funerals, emergencies, and for personal business that cannot be conducted during non-work hours. Personal leave will not be approved for absence resulting from weather conditions and its effect on transportation (except a schedule change by common carrier due to inclement weather) nor for wages or profit. Requests for personal leave must be submitted to the staff member's supervisor in writing two days in advance, except in unusual cases. All requests must have the approval of the Director of Labor Relations and Benefits. Personal leave days are not cumulative.

Any employee who has used less than half of the year's allotted sick leave during the fiscal year of July 1 through June 30 of the relevant year, and has accumulated 30 sick days may choose to buy back up to five unused days at the regular hourly rate of pay set forth in Article V, paragraph 11.

Absence due to injury as a result of assault while on the job shall not be charged against sick leave.

ARTICLE X

MATERNITY LEAVE

MATERNITY/CHILD CARE LEAVE OF ABSENCE: Maternity/**Child Care** leave of absence will be granted in accordance with **District policy, State and Federal Laws, and** the following regulations:

Subd. 1: ~~Within ninety (90) days of learning of pregnancy, the employee shall provide a doctor's statement to her supervisor confirming pregnancy and anticipated delivery date.~~ **A leave of absence request shall be provided to the Employee Services Department at least ninety (90) days before the anticipated delivery or adoption date if possible.**

~~Subd. 2: A "Request for Maternity Leave of Absence" shall be submitted to her supervisor addressed to the Employee Services Department at least ninety (90) days before the anticipated delivery date.~~

Subd. 32: The Superintendent or designee shall consider the employee's ability to perform the job assignment, and the wishes of the employee, in determining the starting date for the leave of absence. Notice of the leave will be forwarded to the employee and ~~her~~ supervisor.

Subd. 43: A maternity/**child care** leave ~~is defined as the period of time of disability and shall not normally exceed thirty (30) working days. A child care leave~~ is defined as the period of time an employee intends for the convenience and comfort of the employee as well as the care of the child **following the birth or adoption of a child**. Maternity/child care leave shall normally be no longer than a maximum of twelve (12) weeks per year. **Child care leave must commence within the first twelve months of the birth or adoption.**

Subd. 54: Employees on leave shall have the district contribution of health insurance continued by the District in accordance with District FMLA policies and guidelines.

District seniority shall accumulate during the leave of absence.

An employee may choose to use earned sick leave for the regular duty days ~~she is disabled up to and including thirty (30) days, upon submitting written request to the Labor Relations & Benefits Department. This disability shall begin no later than the first day of birth.~~ **included in a maternity/child care leave.**

Subd. 65: Circumstances of unusual nature may receive special consideration.

Subd. 76: Employees returning from maternity/**child care** leave shall return to the same position; in the event the position no longer exists, the provisions of Article XIV shall apply. Employees returning from FMLA leave shall return to the same or equivalent position.

Subd. 87: Sick leave and vacation benefits accumulated at the start of the maternity/child care leave will be granted at the return of the leave.

SECTION 42. FAMILY/MEDICAL LEAVE:

An employee will be eligible for family medical leave in accordance with state and federal law, as well as District policy and practice.

~~SECTION 5. ADOPTION/PARENTAL LEAVE:~~

~~A father, following the birth of his child, or a mother and/or father following the adoption of a child may use up to seven (7) days sick leave. The leave must commence within the first twelve months of the birth or adoption.~~

ARTICLE XI

JURY DUTY

Custodians called for jury service shall serve with no loss of pay. Full salary will be paid by the school district but compensation received for the jury service shall be returned to the school

ARTICLE XII

CLOTHING ALLOWANCE

The District shall allocate up to \$155.00 per employee per fiscal year for District uniforms (the allocation may be increased annually based on any increase in the cost of the District standard uniform of three trousers and three shirts). Maintenance and Grounds crew will receive an additional allocation of up to \$30.00. The School District will designate a coordinated uniform for employees that will include options for shirts, T-shirts, sweatshirts, coveralls, trousers and shorts in cotton and multi-blend fabrics. Employees will be responsible for keeping uniforms clean and neat. ~~After two years of employment in the unit, employees may receive approval and the option to purchase a jacket. Grounds positions, after two years of employment in the unit, may use their clothing allowance towards the purchase of district-approved work boots.~~

During winter months, adequate cold weather gear will be available for **building and** grounds ~~custodians~~ **employees** on a reasonable advance request.

ARTICLE XIII

DUES CHECK-OFF

Employees have the right to dues check off for the exclusive representative organization. The Employer shall continue such deductions in succeeding years until notified by the Union to cease. Any dispute as to the validity of a specific deduction shall be solely between the Union and the individual employee. The Union warrants that it will indemnify and hold harmless the Employer and its agents from any and all causes of action which any organization or employee may have, or claim to have, now or in the future, arising out of or by reason of the deduction of dues pursuant to this Article.

The District will provide the Union access to payroll deductions, employee information, union orientation time, and any other union access as required under MN Statute 179.A.

ARTICLE XIV

SENIORITY AND JOB POSTINGS

1. Seniority

Layoff shall be on the basis of seniority, last person hired shall be the first person laid off. Seniority is figured on the first day of reporting to work in a full-time assignment. Employees on layoffs shall hold rights to be hired back before any new employees are hired. The District will provide two weeks written notice to any employee who is to be laid off.

Seniority for those employees who are absent for extended periods of time shall be handled in the following manner:

- a. Time credited for step progression will continue up to ninety days of continuous absence. Absence after ninety continuous days shall not be accumulated.
- b. Bargaining unit members who leave the unit to take another position within the District and who return shall be credited all years of service in the District for purposes of vacation accrual, retirement severance eligibility, and step placement on the salary schedule. Bargaining unit seniority retained prior to leaving the unit as well as seniority earned following return will be utilized for purposes of layoff. Bargaining unit seniority earned prior to leaving the unit will not be retained for purposes of job bidding or vacation scheduling. Return to the unit would be to available unassigned positions for the first sixty (60) calendar days after which the returning employees would be eligible to bid on posted custodial positions.

The District shall provide Local #284 and Union stewards a copy of the updated seniority list by March 1st of each year.

2. Postings

In the event of changes within the district, creating a vacancy in a better position, this position shall be posted for the information of present employees. This vacancy shall be filled by the selection of the best qualified person with the longest record of service. Individuals who are on a leave of absence may not bid for jobs unless they receive approval of the Buildings and Grounds Operations Supervisor. There shall be no "bumping" from, one position to another.

Qualifications shall be established for maintenance, driver, lead, grounds and warehouse positions and shall be posted as the openings occur. The Union will be notified promptly of any changes in qualifications. Qualified unit applicants for grounds and warehouse positions shall be given preference over non-unit applicants.

3. If an employee who holds a position not classified as qualified in 2 above has six months continuous absence, their job placement shall be filled by the bidding process. Upon their return they will go to the unassigned position based on mutual agreement with the union.
4. During an employee's probationary period the employee shall not be able to bid out of a position.

ARTICLE XV

RULES

1. Probation and Discharge

The probationary period for new employees shall be a minimum of six (6) calendar months which may be extended up to an additional three (3) calendar months with District notice to the Union; any probationary period beyond nine (9) calendar months may only occur upon mutual agreement between the District and the Union. Employees who have completed their probationary period shall be regarded as permanent employees and will be discharged only for cause. This shall not apply to temporary summer help employed on an hourly basis. The causes for discharge are to be as follows:

- a. Stealing (This will be grounds for immediate dismissal.)
- b. Being intoxicated while on the job.
- c. Insubordination - refusal to comply with any request of the Buildings and Grounds Director or Supervisors constitutes grounds for suspension.
- d. Inefficiency or inability to meet acceptable standards of work-- such employee is expected to improve his/her skills in performing the many types of jobs needed for good building maintenance work.
- e. Failure to pass any physical examination that may be required by the Board of Education.

Administration will discuss c, d and e with the representative of Local Union No. 284, but the decision of the Board shall be final, subject to the grievance procedure.

2. Health and Safety

- a. A health certificate issued by a physician following a physical examination is required of every new employee. It may be required periodically of all employees.
- b. All regulations and laws of the State of Minnesota and OSHA governing the safety of employees and building occupants shall be complied with by the employer and employees. Any employee driving a district vehicle must have a current operative driver's license.

3. Demerit System

- a. Verbal Warning: If a permanent employee commits a minor infraction of a policy, work rule or work performance, he/she shall be issued a verbal warning by the Building Supervisor and a notation shall be sent to the Building & Grounds Operations Supervisor.
 - b. Written Warning: Should a repeated minor violation happen and/or a more serious violation take place, the employee shall be issued a written warning by the Buildings and Grounds Department. A copy of the warning shall be sent to the Local Union Steward and one placed in the employee's personnel file.
 - c. Reasonable time and assistance will be granted for the correction of deficiencies. If requested, an employee's records shall be examined annually by the District and records of work performance deficiencies that have been satisfactorily corrected shall be removed from the file; work rule or policy violations may be removed at the discretion of the District. Employees unable to correct work performance deficiencies or continue to violate work rules or policies will be asked to resign or be discharged.
4. In no event will part-time employees be hired to replace full-time employees.
 5. The union shall be entitled to use the district mail distribution service for distribution of union material free of charge. This privilege shall not be used for any political activity.

ARTICLE XVI

GRIEVANCE PROCEDURE

Section I. Definition

- A. Grievance means a dispute or disagreement as to the interpretation or application of any term or terms of the "written agreement."
- B. Employee is an employee or employee organization that is certified as an appropriate unit in the school district and not classified as confidential, supervisory, or principal/assistant principal as defined in PELRA-71.
- C. First Level Supervisor shall mean building supervisor/principal/assistant principal.
- D. Second Level Supervisor shall mean the person to whom the first level supervisor reports.
- E. Days: Days shall be considered "working days" as defined for the employee except at the end of the school year. The days in this instance shall be week days.

Section II. Procedure

Grievances as defined in Section I shall be settled in the following manner and the steps set forth must be followed in the order listed within the time limits prescribed.

Step 1: The grievance shall be orally presented to the employee's first level supervisor within ten (10) days after employee knew or should have known of the violation. In the case of posted

notices, the ten (10) days shall start as of the actual date of the posting in each building. No settlement in this Step 1 shall be made in violation of the "written contract."

If a settlement is not reached within two (2) days after oral presentation to the first level supervisor the grievance shall be reduced to writing on form No. G-1 with a clear statement of the issues involved. This shall be presented to the first level supervisor who shall transmit the written grievance within five (5) days to the ~~General Counsel~~**Executive Director of Human Resources** for handling in accordance with Step 2.

Step 2: The ~~General Counsel~~**Executive Director of Human Resources** shall establish a Step 2 hearing with the aggrieved and the appropriate second level supervisor. The Step 2 meeting shall be held within ten (10) days after the employee has filed the written grievance. The time and place for meetings under Step 2 shall be at the discretion of the ~~General Counsel~~**Executive Director of Human Resources**. The employee shall be allowed a maximum of three district unit members at the meeting.

The ~~General Counsel~~**Executive Director of Human Resources** shall prepare a report of the meeting, together with a written disposition of the matter and forward copies thereof to the employee and to the employee's exclusive representative organization, within (5) days after the Step 2 hearing.

If agreement is not reached in Step 2, the aggrieved shall, within five (5) days of the date of the disposition of the grievance, notify the General Counsel, in writing, that a Step 3 meeting is required.

Step 3: Grievances referred to Step 3 shall be discussed between the employee's exclusive representative and the General Counsel. This discussion shall take place within five (5) days after the grievance has been referred to Step 3. General Counsel shall issue a disposition of Step 3 within five (5) days from the Step 3 meeting.

If agreement is reached the disposition of the matter shall be final and binding. If agreement is not reached, the aggrieved shall, within five (5) days from the date of disposition, notify, in writing, the General Counsel that arbitration is required.

Step 4 Arbitration: In cases referred to Step 4 the parties shall attempt to agree on an arbitrator. If Agreement is not reached within three (3) days the parties shall petition the Bureau of Mediation Services for a list of arbitrators for the parties to select one arbitrator to preside over the hearing.

The arbitrator shall set the time and place for the Step 4 hearing, the method of procedure and make all necessary rulings.

The arbitrator shall have no power to add to, subtract from or modify any of the terms of the written agreement or to any agreement made supplementary hereto, and shall only be allowed to rule on those cases that apply to the definition of a grievance as described in this article. The decision of the arbitrator, if within the scope of his power, shall be binding on both parties within the limitation of PELRA. The expense and fees of the arbitrator shall be borne jointly

by the school district and the Union. A party requesting a transcript of the arbitration shall bear the full cost.

Section III. Rules

Any loss of time by the employee and his representatives to attend Step 4 in the grievance procedure shall not be compensated.

The number of days indicated at each step of the grievance procedure should be considered as maximum and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual written consent. The failure of an aggrieved person to proceed from one step of the grievance procedure to the next step within the time limits set forth shall be deemed to be acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.

The failure of an administrator to communicate his/her decision or hold a meeting within the specific time limits shall permit the aggrieved to proceed to the next step in the grievance procedure.

An employee shall be allowed to have a union representative at any step in the grievance procedure.

No reprisals shall be brought against any employee because of his/her filing a grievance.

Grievance cases shall be as confidential as possible. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

ARTICLE XVII

Retirement/Severance

All custodians hired into the District on or after July 1, 2006 are not eligible for Section 1.

SECTION 1. Retirement Severance: Employees who are immediately eligible to receive a state retirement pension upon retirement, have ten (10) years seniority in the district, and notify the District of intended retirement no later than two (2) months prior to the retirement date, shall qualify for up to ~~100-80~~ unused sick leave days times their daily rate (hourly rate on schedule and shift differential) of pay less any District contributions to a matching 403(b) as set forth in Section 2 403(b) of this Article in retirement severance compensation; ~~employees with at least twenty five (25) years of service shall qualify for up to 120 unused sick leave days less any District 403(b) contribution.~~

Subd. 1: Payment shall be made in one lump sum upon retirement to the District's Special Pay Plan in accordance with federal rules and regulations. Deductions, such as state and federal income tax, social security or PERA shall be made only as required by law. If the retiree dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or, lacking same, to the estate of the deceased. This section shall not apply to any employee who is discharged for cause by the School District.

SECTION 2. 403(b):

Subd. 1 All employees who are eligible for insurance as set forth in Article VI are eligible for this benefit.

Subd. 2 Effective July 1, ~~2006~~**2023**, the District shall establish a matching contribution, of up to ~~\$2,000.00~~**2600.00** per fiscal year allocated on a per pay period basis in a 403(b) matching program for all fulltime employees with at least two years of service as of July 1 of the relevant year. ~~Effective July 1, 2022, the District shall establish a matching contribution, of up to \$2,300.00 per fiscal year allocated on a per pay period basis in a 403(b) matching program for all fulltime employees beginning upon hire.~~

~~Subd. 3 The maximum individual lifetime matching contribution by the District shall be \$40,000.00.~~

SECTION 3. Health and Dental Insurance: Benefit eligible and enrolled employees eligible for retirement severance as established by this Article (immediately eligible for a state retirement pension and has ten (10) years seniority) may elect to continue to participate in the District's Health and Dental insurance programs. Effective after ratification of this agreement, the value of sick leave over ~~90~~**80** sick leave days ~~(or over 120 sick leave days if 25 years of service)~~ shall be allocated to the Health Care Savings Plan for the individual retiring employees.

ARTICLE XVIII

DURATION AND RENEGOTIATION OF AGREEMENT

This Agreement shall become effective on July 1, ~~2021~~**2023**, and shall continue in full force and effect **up** to and including June 30, ~~2023~~**2025**.

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days, but not more than ninety (90) days prior to any anniversary Agreement date thereafter. A notice to desire to modify this Agreement shall set forth proposed modifications sought by the party, and clauses of this Agreement for which no modification is sought shall be renewed automatically. Negotiation with respect to proposed modification may commence at any time after notice of proposed modifications has been given.

In keeping with the philosophy stated in Article I, issues other than compensation may be open for discussion and/or modification by mutual consent of the parties. This item shall not be subject to the grievance procedure.

IN WITNESS WHEREOF, the parties have executed the Agreement as follows:

School Service Employees Local 284

Anoka-Hennepin Independent School District No. 11

Executive Director of Human Resources

Dated _____

For an explanation or interpretation of contract, call
your Association or the Labor Relations and
Benefits Department.

~~Establishing Terms and Conditions of Employment~~ **MASTER AGREEMENT**

by and between
Anoka-Hennepin Independent School District No. 11
Anoka, Minnesota

and

Anoka-Hennepin Office Professional Supervisors Association

July 1, ~~2021-2023~~ through June 30, ~~2023~~**2025**

ARTICLE I- PURPOSE

The purpose of this contract is to encourage and increase orderly, constructive, and harmonious relationships between the Employer and the Association; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the Employer and the Association pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended. (hereinafter referred to as the "PELRA").

ARTICLE II DEFINITIONS

- A. PELRA shall mean the Public Employment Labor Relations Act of 1971 as amended.
- B. SUPERINTENDENT shall mean the Superintendent of Schools of Independent School District No. 11 or a designated representative.
- C. SCHOOL BOARD shall mean the School Board of Independent School District No. 11 or its designated representative.
- D. SCHOOL OFFICE SUPERVISOR shall mean supervisory personnel covered by this contract.
- E. ASSOCIATION shall mean the Anoka-Hennepin Office Professional Supervisors Association or Anoka-Hennepin Office Professional Supervisors designated representative.
- F. OTHER TERMS not defined in this contract shall have those meanings as defined by PELRA

ARTICLE III - LAWS, RULES, AND REGULATIONS

The parties agree to abide by the state and federal laws, and reasonable rules and regulations established by the School Board. Such School Board rules and regulations will not conflict with this contract.

The exclusive representative recognizes that the School Board, all employees covered by this agreement, and all provisions of this contract are subject to the laws of the State of Minnesota, federal laws, and valid rules, regulations, and orders of state and federal government agencies. Any provision of this contract found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

The exclusive representative recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time if deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this contract.

ARTICLE IV - RECOGNITION

In accordance with the PELRA, as amended, the School Board recognizes the Anoka-Hennepin Office Professional Supervisors Association, (hereinafter referred to as the "Association"), as the exclusive representative of all School Office Supervisors employed by the School Board of Anoka-Hennepin Independent School District No. 11. The terms School Board and Association shall include authorized officers, representatives, and agents. Despite references herein to School Board and Association as such, each reserves the right to act hereunder by designated representative.

ARTICLE V - SCHOOL OFFICE SUPERVISOR'S RIGHTS

SECTION 1. RULE, LAW, AND REGULATION:

The School Office Supervisors have all rights afforded them by state and federal rules, laws, and regulations established by state boards and School Board policies.

SECTION 2. RIGHT TO JOIN:

School Office Supervisors shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. School Office Supervisors in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such School Office Supervisors.

SECTION 3. DEDUCTION OF DUES:

School Office Supervisors, who are full members, shall have the right to request and shall be allowed dues check off for the Exclusive Representative Organization. The Employer, upon notification by the Exclusive Representative of such School Office Supervisors, shall be obligated to check off said fee from the earnings of the School Office Supervisor and transmit the same to the Exclusive Representative each regular pay period. Any dispute as to the validity of a specific deduction shall be solely between the Association and the individual employee. The Association warrants that it will indemnify and hold harmless the Employer and any of its agents from any and all actions which any organization or employee may have, or claim to have, now or in the future, arising out of or by reason of the deduction or lack thereof.

SECTION 4. USE OF FACILITIES:

The Association shall have the right to use District buildings before or after hours for meetings, scheduling such use with the Superintendent, provided that this shall not interfere with or interrupt school district operations. Expenses incident to the meeting shall be borne by the Association in accordance with District policy.

SECTION 5. TRANSACTION OF BUSINESS:

The Association shall be entitled to use the district mail distribution service for distribution of Association material free of charge. This privilege shall not be used for any political activity.

SECTION 6. PROBATIONARY PERIOD

Following a probationary period of one (1) calendar year, School Office Supervisors shall not be disciplined or reduced in compensation without just cause. ~~A School Office Supervisor is considered to have satisfied the probationary period and is exempt from the probationary period if all of the conditions below are met:~~

- ~~• Was employed as a Principal's Secretary at the District as of 6/30/2021~~
- ~~• Worked as a Principal's Secretary at the District for at least 1 (one) calendar year~~
- ~~• Was a member of Anoka-Hennepin Office Professional Supervisors Association on July 1, 2021~~

ARTICLE VI - SCHOOL DISTRICT RIGHTS

SECTION 1. INHERENT MANAGERIAL RIGHTS:

The Association recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the

functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection, direction, and number of personnel.

SECTION 2. RESERVATION OF MANAGERIAL RIGHTS:

The foregoing enumeration of Board rights and duties shall not be deemed to exclude other inherent management rights, and management functions not expressly delegated in this contract are reserved to the School Board.

ARTICLE VII - HOURS AND DUTY DAY

SECTION 1. BASIC DUTY YEAR:

The work year for the School Office Supervisor at the Compass Program will be 230 days, including earned holidays and vacation. For all other School Office Supervisors, the work year shall be 12 months including earned holidays and vacations.

Although the basic duty day will be eight (8) hours per day, not including the 30 minutes of the unpaid lunch break, the School Office Supervisors, because of their managerial and supervisory responsibilities, agree to commit whatever additional time is necessary to accomplish such managerial and supervisory duties and responsibilities. There shall be no paid overtime.

SECTION 2. HOLIDAYS:

There shall be ~~ten~~**eleven** (~~10~~**11**) paid holidays for positions with a basic duty year of less than 12 months: Labor Day, two days at Thanksgiving, two days during Winter break, New Year's Day, **Martin Luther King, Jr. Day, President's Day** two days during spring break, **and** Memorial Day, ~~and President's Day.~~

There shall be ~~eleven~~**twelve** (~~11~~**12**) paid holidays for 12-month employees: Independence Day, Labor Day, two days at Thanksgiving, two days in winter break, New Year's Day, **Martin Luther King, Jr. Day, President's Day**, two days in spring break, **and** Memorial Day, ~~and President's Day.~~

If ~~Martin Luther King Day~~**Juneteenth** is observed as a School District holiday for employees, **12 month** School Office Supervisors will receive it as a paid holiday.

SECTION 3. VACATION:

Vacation accrual shall be allocated on the pay period following an employee's anniversary date. Vacation shall be accrued in the following manner:

Less than five years of consecutive employment with the district:

10 days*

Five or more years and less than ten years of consecutive employment with the district:

15 days*

Ten or more years and less than fifteen years of consecutive employment with the district:

22 days*

Fifteen or more years and less than twenty years of consecutive employment with the district:

23 days*

Twenty or more years of consecutive employment with the district:

25 days*

* *This contract item is subject to pro-rata calculations for any Office Supervisor working less than full time.*

For purposes of this section, the District may credit new hires with up to five years of employment depending on background and experience.

Requests for vacation must be approved by the immediate supervisor. ~~Generally, the~~ **The** maximum vacation taken during any fiscal year shall not exceed ~~twentythree~~ **five (2530)** days; ~~however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed with the approval of the immediate supervisor.~~

Vacation days not used during the fiscal year will be accumulated to an unlimited amount.

School Office Supervisors who retire with three months' notice shall be paid up to a maximum of fifty (50) days of unused vacation.

School Office Supervisors who resign with two weeks' notice shall be paid up to a maximum of thirty (30) days of unused vacation.

ARTICLE VIII- BASIC COMPENSATION

SECTION 1. SALARY SCHEDULE ~~2021-23~~:

	Elementary, Bridges/Pathways, Compass, River Trail, Sorteberg/Riverview BECC/RECC/SECC	Middle School, STEP, Sandburg Regional /Technical HS	High School
	TIER 1	TIER 2	TIER 3
2021-22 (year 1) 2023-24			
Base Salary year Step 1 (post 7/1/20)	50,275 53,440	52,275 55,690	53,275 56,690
Base Salary year Step 2 (7/1/19-6/30/20)	50,900 54,065	52,900 56,315	53,900 57,315
Base Salary year Step 3 (7/1/18-6/30/19)	51,525 54,690	53,525 56,940	54,525 57,940
Base Salary year Step 4 (7/1/17-6/30/18)	52,150 55,315	54,150 57,565	55,150 58,565
longevity 1 (5-9 years) (7/1/12-6/30/17)	52,775	54,775	55,775
longevity 2- 10 (10-14 years) -(7/1/097-6/30/142)	55,275 57,815	57,275 60,065	58,275 61,065
longevity 3- 15 (15-19 years) -(7/1/042-6/30/097)	57,775 60,315	59,775 62,565	60,775 63,565
longevity 4- 20 (20-24 years) -(7/1/997-6/30/042)	60,275 62,815	62,275 65,065	63,275 66,065
longevity 5- 25 (25+ years) -(pre 7/1/997)	62,775 65,315	64,775 67,565	65,775 68,565
2022-23 (year 2) 2024-25			
	TIER 1	TIER 2	TIER 3
Base Salary year Step 1 (post 7/1/21)	51,275 55,225	53,275 57,475	54,275 58,475
Base Salary year Step 2 (7/1/20-6/30/21)	51,900 55,850	53,900 58,100	54,900 59,100
Base Salary year Step 3 (7/1/19-6/30/20)	52,525 56,475	54,525 58,725	55,525 59,725
Base Salary year Step 4 (7/1/18-6/30/19)	53,150 57,100	55,150 59,350	56,150 60,350
longevity 1 (5-9 years) (7/1/13-6/30/18)	53,775	55,775	56,775

longevity 2-10 (10-14 years) -(7/1/ 1008-6/30/153)	56,275 59,600	58,275 61,850	59,275 62,850
longevity 3-15 (15-19 years) -(7/1/ 053-6/30/1008)	58,775 62,100	60,775 64,350	61,775 65,350
longevity 4-20 (20-24 years) -(7/1/ 0098-6/30/053)	61,275 64,600	63,275 66,850	64,275 67,850
longevity 5-25 (25+ years) -(pre 7/1/ 0098)	63,775 67,100	65,775 69,350	66,775 70,350

In year one, there will be a one-time off-schedule payment of ~~\$600~~**\$800.00** per School Office Supervisor at time of ratification **for any Employee who are not scheduled to receive a step increase (including longevity steps) for the 2023-24 or 2024-25 fiscal year.**

SECTION 2. SALARY SCHEDULE PLACEMENT

Upon hire, each Employee will be given a step and career date for purposes of placement and advancement on the Salary Schedule. The career date will reflect prior experience in the School Office Supervisors' and Education Office Professionals' bargaining units as well as other relevant experience as determined by the District.

Step movement will be provided on July 1. Employees hired on or after March 1 will not be eligible for step movement in their first year.

SECTION 3. LARGE SCHOOL STIPEND

Beginning July 1, 2024, Employees in elementary schools with more than 900 students, middle and high schools with more than 2,000 students, and those who supervise Office Professionals in multiple buildings will receive an additional stipend of \$1,000 per year. The October 1 student count will be used to determine allocation of the stipend each year.

SECTION 24. DAILY PAY RATE:

For purposes of retirement benefits, the daily rate shall be based on the annual salary divided by 260 duty days. For purposes of pay deduction, the daily rate will be based on the annual salary divided by the number of duty days, including holidays, in the fiscal year.

SECTION 35. MILEAGE:

The employee will be reimbursed for authorized travel in accordance with District Policy and per IRS regulations.

SECTION 46. PAY CHECKS AND PAY DEDUCTIONS:

Paychecks will be issued electronically by direct deposit on pay dates as determined by the District Payroll Department. If the normally scheduled payday occurs on a bank holiday, reasonable effort will be made to issue paychecks on the last working day before the bank holiday. Overpayment or compensation which exceeds the normal compensation of the employee for whatever reason shall be recoverable by the School District. Underpayment of compensation shall be recoverable by the School Office Supervisor.

ARTICLE IX - GROUP INSURANCE

SECTION 1. CARRIER SELECTION:

The selection of the insurance carrier or carriers to provide the group insurance program shall remain with the district.

SECTION 2. HOSPITAL-MEDICAL-MAJOR MEDICAL: INSURANCE:

The School District provides hospitalization insurance for all full-time employees.

1. Single Contribution: The School Board shall contribute up to ~~\$715.00~~**770.00** (seven hundred ~~fifteen-seventy~~ dollars) per month of the premium for single coverage for full-time employees who qualify for and are enrolled in the School District group health and hospitalization plan; effective September 1, ~~2022~~**2024**, ~~through August 31, 2023~~, the School Board shall contribute up to ~~\$715.00~~**810.00** (~~seven hundred fifteen~~**eight hundred ten** dollars) of the premium for single coverage for eligible, enrolled employees.

2. Family Contribution: The School Board shall contribute up to ~~\$1,280.00~~**1,375.00** (one thousand ~~two-three~~ hundred ~~eighty-seventy-five~~ dollars) per month for full-time eligible and enrolled employees; effective September 1, ~~2022~~**2024**, ~~through August 31, 2023~~, the School Board shall contribute up to ~~\$1,280.00~~**1,515** (one thousand ~~two-five~~ hundred ~~eighty-fifteen~~ dollars) per month for full-time eligible and enrolled employees.

3. Dual Spouse Contribution: If both married spouses work full time for the District and both are benefit eligible, the School Board shall contribute up to ~~\$1,995.00~~**2,145.00** (~~one-two~~ thousand ~~nine~~**one** hundred ~~ninety-forty~~-five dollars) per month toward the premium for family coverage; effective September 1, ~~2022~~**2024** ~~through August 31, 2023~~, if both married spouses work full time for the District and both are benefit eligible, the School Board shall contribute up to ~~\$1,995.00~~**2,325** (~~one-two~~ thousand ~~nine-three~~ hundred ~~ninety-twenty~~-five dollars) per month toward the premium for family coverage.

SECTION 3. LONG TERM DISABILITY INSURANCE:

The District will pay the full cost for Long Term Disability insurance for all eligible employees.

SECTION 4. TERM LIFE INSURANCE:

A \$50,000-term life insurance policy will be paid by the District for all eligible employees.

SECTION 5. DENTAL INSURANCE:

The District shall contribute no more than \$80.00/month of the premium for all full time eligible and enrolled employees in accordance with the School District Dental plan.

SECTION 6. PAYROLL DEDUCTION:

The difference between the actual monthly premium cost of the group insurance programs and the District's contribution shall be paid by the enrolled School Office Supervisor through payroll deduction.

SECTION 7. VOLUNTARY PARTICIPATION:

Participation by eligible School Office Supervisors in the insurance programs is voluntary. School Office Supervisors who choose not to participate shall receive no additional compensation in lieu of not participating.

SECTION 8. DURATION OF COVERAGE:

School Office Supervisors shall be eligible for District contribution through their last duty day of employment. District contributions shall cease as of the date of separation from employment.

SECTION 9. WORKERS COMPENSATION:

Subd. 1. If any employee is absent from work as a result of a compensable injury under provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the regular rate of pay to the extent of the employee's earned accrual of sick leave (unless the employee requests that sick leave not be utilized).

Subd. 2. Any employee who terminates his/her employment during a period of absence eligible for Workers' Compensation and has been overpaid shall return the overpayment to the School District.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of total daily, weekly, or monthly compensation that exceeds the regular compensation of the employee.

ARTICLE X - LEAVES OF ABSENCE

SECTION 1. SICK LEAVE:

School Office Supervisors shall be granted fifteen (15) days of sick leave per year. School Office Supervisors terminating employment during the year shall be required to reimburse the District for sick leave days taken but not earned.

Subd. 1. Use of Sick Leave. Earned sick leave may be used because of personal injury or illness, serious injury or illness in the School Office Supervisor's immediate family, or death in the School Office Supervisor's immediate family as determined by state law.

Subd. 2. Definition of Immediate Family. The immediate family is designated as the School Office Supervisor's spouse, child, parent, siblings, grandparents, grandchildren, mother-in-law, father-in-law, and stepparent.

Subd. 3. Earned Safe and Sick Time. Up to 80 hours of accrued sick leave may be used for any other uses allowable under MN Statute 181.9413, such as safety leave and care of relatives not included in the definition of immediate family members.

Subd. 34. Accumulation. Unused sick leave shall accumulate to an unlimited amount.

Subd. 45. School Office Supervisor's absence due to injury as a result of assault by a student or nonstudent while performing school business shall not be charged against the School Office Supervisor's sick leave days during the three calendar day workers compensation waiting period.

Subd. 56. An employee with accrued sick leave or vacation may not use dock days for illness.

SECTION 2. PERSONAL/EMERGENCY LEAVE:

Three (3) days of personal leave per year may be deducted from sick leave, for personal business and emergencies, transaction, hearing or consultation which requires the presence of the staff member during working hours, and which would be impossible to fulfill at any other time. Personal leave will not be approved for absence resulting from weather conditions and its effect on transportation. Requests for personal leave must be submitted to the staff member's supervisor in writing five (5) days in advance,

except in emergency cases. All requests must have the approval of the Labor Relations and Benefits Department. Leave days are not cumulative.

SECTION 3. JURY DUTY:

School Office Supervisors shall be compensated by the District for the difference between the School Office Supervisor's regular salary and fees received while on jury duty. However, mileage fees paid to the School Office Supervisor in lieu of said duty shall be kept by the School Office Supervisors

SECTION 4. MILITARY LEAVE OF ABSENCE:

A military leave of absence shall be granted to School Office Supervisors in accordance with applicable state and federal laws.

SECTION 5. MATERNITY/PARENTAL LEAVE OF ABSENCE:

A maternity leave of absence shall be granted for Employees in accordance with applicable State and Federal Laws. Earned sick leave may be used for all work days included in a FMLA approved maternity or parental leave.

ARTICLE XI - SENIORITY/LAYOFF

SECTION 1. PROCEDURES:

Seniority shall be established by the following procedures:

1. Seniority in the District shall be computed on the basis of continuous employment as a School Office Supervisor from the first day of actual work as a Supervisor.
2. Tiebreaker seniority shall be based on the first day of continuous employment in a benefit eligible position with the District.

SECTION 2. PROCEDURES FOR LAYOFF:

Within each school level as set forth above, in the event of reduction in School Office Supervisor positions, School Office Supervisors will be displaced/laid off in reverse seniority order subject to the following rules:

1. A School Office Supervisor may only be displaced by another School Office Supervisor working at the school tier level equal or greater to their own (elementary, middle, or high school) and with greater seniority.
2. The District shall assign the least senior displaced employee to a vacancy at the employee's current school tier level. In the event more than one vacancy exists, the District shall seek the displaced employees' vacancy preferences before the District makes a final placement decision.
3. If no vacancy exists at the current level, the School Office Supervisor whose position has been eliminated may choose whether to accept layoff, displace the least senior School Office Supervisor within the same school level, or accept assignment to a vacancy at a lower level if a vacancy exists.
4. When the least senior School Office Supervisor is bumped out of their level they will have the choice of layoff or bumping to the next lower level to accept assignment to a vacancy, or to the extent their seniority is greater, to bump the least senior School Office Supervisor in the next lower level.

5. If no position exists for the least senior displaced employee, the employee shall be laid off.
6. In the event that a new position is created at a higher level than current employees on layoff previously held, that position will be posted for internal transfer.
7. Recall rights will be in reverse order of layoff; a School Office Supervisor may not be recalled into a higher level or greater duty day position unless the District determines, at its sole discretion, that they are qualified for the position.
8. The recalled School Office Supervisor must be qualified for the position. An individual's recall rights expire after 24 months from the first effective date of layoff or if the individual declines an offer of recall.
9. Short-term vacancy:
 - a. When an employee on leave results in a short-term vacancy, the employee still has rights to a position. A laid off employee will not be recalled to a short-term vacancy. A laid off employee may temporarily fill a short-term vacancy, subject to school district approval and selection.
 - b. If selected: A laid off employee's recall duration will not be altered or lengthened. A laid off employee will not be eligible for school district contribution to benefits or leave benefits (i.e. sick leave). However, a laid off employee may apply available sick or vacation time prior to layoff to absences defined by Article X, Section I, during the short-term assignment. A laid off employee will be paid at the daily rate for the position that the employee is covering, including any previously earned longevity credit.

ARTICLE XII - RETIREMENT/SEVERANCE

To be eligible for District retirement/severance benefits, School Office Supervisors must have ten (10) years active service in the District, be enrolled in the district health insurance plan, and be immediately eligible for a Minnesota State retirement pension.

All School Office Supervisors with a School District employment date on or after July 1, 2001, are not eligible for Section 1.

SECTION 1. SEVERANCE:

School Office Supervisors who provide three months' notice to the district of intended retirement of the relevant school year will qualify for a payment of up to 80 unused sick days times the School Office Supervisor's daily rate of pay and less any District contribution to a matching 403(b) plan as set forth in Section 2. 403(b) of this Article.

Subd. 1. The severance payment shall be made as a lump sum payment upon retirement to the District's Special Pay Plan in accordance with federal rules and regulations. Deductions, such as state and federal income tax, social security, or PERA shall be made only as required by law.

Subd. 2. If a retired School Office Supervisor dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or, lacking a beneficiary, to the estate of the deceased.

Subd. 3. This section shall not apply to any School Office Supervisor who is discharged for cause by the School District.

Subd. 4. For purposes of this section, active service includes FMLA and statutory leaves of absences but excludes all other unpaid leaves of absence.

SECTION 2. 403(b):

Subd. 1 All School Office Supervisor~~s~~ who are eligible for insurance as set forth in Article IX are eligible for this benefit.

Subd. 2 The District shall establish a matching contribution of up to \$2,500.00 in a 403(b) matching program for all School Office Supervisors. Effective July 1, ~~2022~~**2024**, the District shall establish a matching contribution of up to ~~\$2500.00~~**\$2,860.00** in a 403(b) matching program ~~for all School Office Supervisor~~**on a per paycheck basis over 26 pay periods (20 pay periods for 10 month employees). Employees who begin contributions after the start of the year will receive a prorated amount of the full annual district match.**

~~Subd. 3 The maximum individual lifetime matching contribution by the District shall be \$60,000.~~

SECTION 3. HEALTH AND DENTAL:

a. Health and Dental Insurance: Benefit eligible and enrolled employees eligible for retirement as established by Section 1 may elect to continue to participate in the District’s Health and Dental insurance programs. The value of accumulated sick leave over 80 sick days shall be allocated to the Health Care Savings Plan in accordance with Plan documents for the individual retiring employees.

b. This section shall not apply to any School Office Supervisor who is discharged for cause by the school district. The employee notification of retirement shall be waived in the event of District layoff or position elimination for the employee.

SECTION 4. RETIREMENT BENEFITS:

Severance and Retirement Health Benefits shall be available only once in a School Office Supervisor's employment with the District.

SECTION 5: MANDATORY RETIREMENT:

Retirement shall be mandatory only to the extent required by law.

ARTICLE XIII: EMPLOYEE DISCIPLINE:

Subd. 1. A Non-probationary employee shall not be disciplined, reprimanded, or reduced in rank or compensation without just cause.

Subd. 2. Progressive discipline will be applied at the District’s discretion:

- a. verbal warning
- b. written warning
- c. suspension without pay
- d. termination

If a supervisor meets with an employee to discuss possible discipline, the employee shall be entitled to have an association representative present. The meeting shall occur within two (2) working days after the District's request for such meeting unless mutually agreed by the Association and the District.

Subd. 3. Certain instances may require immediate termination.

Subd. 4. After three (3) years of the date of the most recent documentation of performance deficiency, an employee may request the District to remove from the employee's personnel file written performance deficiencies that have been satisfactorily corrected. If the District denies the request, the District shall provide the employee with its reasons for denial.

ARTICLE XIV GRIEVANCE PROCEDURE

SECTION 1. DEFINITIONS:

Subd 1. A grievance is any controversy between the Board and the Association or between the Board and an employee as to:

- a. Interpretation of this Agreement
- b. A charge of violation of this Agreement
- c. An alleged violation involving wages, hours or working conditions

Subd. 2. Supervisor shall mean supervisor/principal/assistant principal or the person to whom the employee reports.

Subd. 3. Days shall be considered "working" days, defined as Monday through Friday excluding District-designated holidays.

SECTION 2. PROCEDURE:

Grievances as defined in Section 1 shall be settled in the following manner and the steps set forth must be followed in the order listed within the time limits prescribed:

Step 1. The grievance shall be orally presented by the employee and/or the Association to the employee's supervisor within thirty (30) calendar days after the employee knew or should have known of violation. No settlement in this Step 1 shall be made in violation of the "written contract". If a settlement is not reached within three (3) days after oral presentation to the first level supervisor, then, within ten (10) days of the oral presentation, the grievance shall be submitted in written form by the employee and/or the Association with a clear statement of the issue(s) involved to the ~~General Counsel~~**Executive Director of Human Resources** for handling in accordance with Step 2.

Step 2. The ~~General Counsel~~**Executive Director of Human Resources** shall establish a Step 2 meeting with the Association and/or its representatives, the aggrieved and appropriate District representatives. The Step 2 meeting shall be held within ten (10) days after the employee has filed the written grievance. The time and place for meetings under Step 2 shall be at the discretion of the Association and ~~General Counsel~~**Executive Director of Human Resources**. The ~~General Counsel~~**Executive Director of Human Resources** shall prepare a report of the meeting, together with a written disposition of the matter and forward copies to the employee and to the Association within ten (10) days after the Step 2 hearing. If the employee or Association is dissatisfied with the ~~General Counsel's~~**Executive Director of Human**

Resources' written disposition the employee and/or Association may appeal to Step 3 within five (5) days of the receipt of the written disposition.

Step 3. Grievances referred to Step 3 shall be discussed between the Association and/or its representatives and the General Counsel. This discussion shall take place within ten (10) days after filing the Step 3 appeal. The General Counsel shall have ten (10) days to respond in writing to the Association. The Step 3 response may be appealed to Step 4 by the Association within ten (10) days by written notice to General Counsel.

Step 4. ARBITRATION: In cases referred from Step 3 the parties shall attempt to agree on an arbitrator. If agreement is not reached within five (5) days, the parties shall petition the Bureau of Mediation Services for selection of an arbitrator under the rules of the PELRA. The arbitrator shall set the time and place for the Step 4 hearing, the method of procedure and make all necessary rulings. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of the written agreement or to any agreement made supplementary hereto, and shall only be allowed to rule on those cases that apply to the definition of a grievance as described in this article. The decision of the arbitrator, if within the scope of his power, shall be binding on both parties within the limitations of the PELRA. The expense and fees of the arbitrator shall be borne jointly by the School District and the Association.

SECTION 3. RULES:

Any loss of time by the employee and the employee's representatives to attend Step 4 in the grievance procedure shall not be compensated. The number of days indicated at each step of the grievance procedure should be considered as maximum and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual written consent. The failure of an aggrieved person to submit or present a grievance within the time limits or to proceed from one step of the grievance procedure to the next step within the time limits set forth shall be deemed to accept the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of an administrator to communicate a decision or hold a meeting within the specific time limits shall permit the aggrieved to proceed to the next step in the grievance procedure. Grievance cases shall be as confidential as possible. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

SECTION 4. TIME LIMITATIONS ARE MANDATORY:

The time limitations set forth herein relating to the time for filing a grievance and demand for arbitration shall be mandatory. Failure to follow said limitations shall result in the grievance being waived and it shall not be submitted to arbitration. In the event the District does not reply to the grievance as required in Step 2, and the time limits contained therein are not extended by mutual consent, the grievance shall be referred to the next step. The time limitations provided herein may be extended by mutual written Agreement of the District and the Union.

ARTICLE XV – DURATION

SECTION 1. TERMS AND REOPENING NEGOTIATIONS:

This agreement shall remain in full force and effect for a period commencing on July 1, ~~2021-2023~~ through June 30, ~~2023-2025~~ and thereafter until modifications are made pursuant to the PELRA as amended. If either party desires to modify or amend this agreement commencing on July 1, ~~2023-2025~~, it shall give written notice of such intent no later than April 1, ~~2023-2025~~. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this agreement.

SECTION 2. EFFECT:

This agreement constitutes the full and complete agreement between the School Board and the Anoka-Hennepin Office Professional Supervisors Association. Provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements, resolutions, practices, School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with the provisions.

SECTION 3. FINALITY:

It is further agreed that any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the terms of this Agreement.

SECTION 4 .SEVERABILITY:

The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provisions thereof under different circumstances.

The rest of this page is intentionally left blank.

IN WITNESS WHEREOF, the parties have executed the Agreement as follows:

Anoka-Hennepin Office Professional

Anoka-Hennepin Independent

Supervisors Association

School District No. 11

Resources

~~General Counsel~~ **Executive Director of Human**

Date

Date

For an explanation or interpretation of the agreement, call your Association or the Labor Relations and Benefits Department.

MASTER AGREEMENT

Anoka-Hennepin Independent School District No. 11

Anoka, Minnesota

and

Anoka-Hennepin School Technical Specialists

Minnesota School Employees Association

Regarding Terms and Conditions of Employment for
School Technical Specialists Employees
(Including Print Shop Employees)

Anoka-Hennepin Independent School District No. 11

July 1, ~~2021~~**2023**- June 30, ~~2023~~**2025**

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ARTICLE I - PURPOSE

The purpose of this agreement is to encourage and increase orderly, constructive, and harmonious relationships between the employer and the School Technical Specialists; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the employer and the union pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the "PELRA").

ARTICLE II - RECOGNITION

Section 1. RECOGNITION:

In accordance with the PELRA, as amended, the School Board, hereinafter referred to as the Board, recognizes the Minnesota School Employees Association, hereinafter referred to as the Association, as the exclusive representative of School Technical Specialists employed by the School Board of Anoka-Hennepin Independent School District No. 11, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described by this agreement. The terms Board and Association shall include authorized officers, representatives, and agents. Despite references herein to Board and Association as such, each reserves the right to act hereunder by designated representatives.

Section 2. EQUAL APPLICATION:

The provisions of this contract shall be applied equally to all employees in the bargaining unit without discrimination as to race, creed, religion, color, national origin, disability, sex (unless sex is a bona fide occupational qualification), marital status, or status with regard to public assistance.

Section 3. EXCLUSIVITY:

The employer will not during the life of this agreement meet or negotiate relative to terms and conditions of employment with any employee or group of employees who are covered by this agreement except through the exclusive bargaining representative.

Section 4. INCLUSION OF NEW POSITIONS:

If positions are created during the life of this agreement that carry duties and responsibilities similar to employees in the bargaining unit and are not reasonably covered by another employment category, the parties will meet and attempt to agree on

the inclusion or exclusion of the new position in the bargaining unit. If the parties cannot agree, the question will be sent to the director of the bureau of mediation services for a determination of the inclusion or exclusion of such position.

ARTICLE III - LAWS, RULES, AND REGULATIONS

The parties agree to abide by the state and federal laws, and reasonable rules and regulations established by the Board. Such Board rules and regulations will not be in conflict with this agreement.

ARTICLE IV - DEFINITIONS

Section 1. DESCRIPTION OF APPROPRIATE UNIT:

The term School Technical Specialist shall mean all School Technical Specialists, **Print Shop Employees, and Curriculum Materials Attendants employed by** of Independent School District No. 11, Anoka-Hennepin, who are public employees within the meaning of Minnesota Statute 179A.03, subdivision 14, excluding supervisory, confidential, and all other employees.

Section 2. TERMS AND CONDITIONS OF EMPLOYMENT:

Terms and conditions of employment shall mean the hours of employment the compensation thereof including fringe benefits, and the employer's personnel policy affecting the working conditions of the employees.

Section 3. OTHER TERMS:

Terms not defined in this agreement shall have those meanings as defined by the PELRA.

ARTICLE V - SCHOOL DISTRICT'S RIGHTS

Section 1. INHERENT MANAGERIAL RIGHTS:

The Association recognizes that the Board is not required to meet and negotiate on matters of inherent managerial policy, which include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection, direction, and number of personnel.

Section 2. RESERVATION OF MANAGERIAL RIGHTS:

The foregoing enumeration of Board rights and duties shall not be deemed to exclude other inherent management rights, and management functions not expressly delegated in this contract are reserved to the Board.

Section 3. MANAGEMENT RESPONSIBILITIES:

The Association recognizes the right and obligation of the Board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligations to provide educational opportunity for the students of the school district.

ARTICLE VI - EMPLOYEE RIGHTS

Section 1. RULE, LAW, AND REGULATION:

The School Technical Specialists have all rights awarded them by state and federal rules, laws, and regulations established by the State Board of Education and School Board policies.

Section 2. DUES CHECKOFF:

Technical Specialists who are full members shall have the right to request and shall be allowed dues check off for the Exclusive Representative Organization. The Employer, upon notification by the Exclusive Representative of such Technical Specialists, shall be obligated to check off said fee from the earnings of the Technical Specialists and transmit the same to the Exclusive Representative each regular pay period. Any dispute as to the validity of a specific deduction shall be solely between the Association and the individual employee. The Association warrants that it will indemnify and hold harmless the Employer and any of its agents from any and all actions which any organization or employee may have, or claim to have, now or in the future, arising out of or by reason of the deduction or lack thereof.

The District will provide the Association access to payroll deductions, employee information, union orientation time, and union access as required under MN Statute 179A.

Section 3. PRIVILEGES UNDER PELRA:

All School Technical Specialists employees in the school district shall enjoy all of the privileges and responsibilities granted to them under the provisions of PELRA.

Section 4. OUTSIDE ACTIVITY:

No exercise of any right of citizenship or any religious or political activity of any union member shall be grounds for disciplinary or discriminatory action with respect to the

employment of such member. It is expressly recognized that the private and personal life of any member is not within the concern of the Board, providing that it does not interfere with the educational program of the Board or the performance of the School Technical Specialist's duties.

Section 5. PERSONNEL FILES:

The district personnel file relating to each individual School Technical Specialist shall be available during regular office business hours to each individual specialist upon written request. The School Technical Specialist shall have the right to reproduce any of the contents of the file at the specialist's expense and to submit for inclusion written information in response to any material contained therein.

Section 6. EMPLOYEE DISCIPLINE:

Subd. 1: A School Technical Specialist shall not be disciplined, reprimanded, or reduced in rank or compensation without just cause.

Subd. 2: Normal discipline will be prescribed in the following manner

- a) Verbal warning
- b) Written warning
- c) Temporary suspension without pay
- d) Termination

If a supervisor meets with an employee to discuss possible written reprimand, suspension, or discharge, the employee may have a union representative present.

Subd 3: Extreme instances may require immediate termination.

ARTICLE VII - ASSOCIATION RIGHTS

Section 1. USE OF FACILITIES:

The Association shall be afforded reasonable use of the school buildings. Prior approval for such use must be obtained from the building principal.

Section 2. TRANSACTION OF BUSINESS:

Duly authorized representatives of the Association shall be permitted to transact official Association business on school premises contingent upon the approval of the building principal, provided that this shall not interfere with nor interrupt the normal operations of the school. The Association may use the District mail service and employee mail boxes for communications to employees. This cannot be used for endorsement of political candidates, and any abuse of this privilege will result in its immediate termination.

Section 3. BULLETIN BOARDS:

The Association has the right to post announcements and notices of its activities and concerns on school bulletin boards designated for such use in accordance with the building policy. The Association shall be responsible to remove notices on a timely basis.

Section 4. ACCESS OF INFORMATION:

Upon request, the employer or the employer's designee agrees to provide the Association information available to it concerning the School Technical Specialist staffing and financial resources of the school district, including the names and addresses and positions in the pay rate schedule of all employees in this bargaining unit and such other information requested by the Association in contract matters or in the processing of a grievance, unless such information is not available pursuant to the Minnesota Government Data Practices Act.

Section 5. TIME OFF FOR EXCLUSIVE REPRESENTATIVE:

The district will provide reasonable time off to elected officers or appointed representatives of the exclusive representative for the purpose of conducting the duties of the exclusive representative including grievance investigation and processing and conferring with district representatives and immediate supervisors with respect to the establishment, interpretation, and application of the provisions of this Agreement. The exclusive representative shall notify his/her immediate supervisor at least two days prior to the use of such time off except in emergency situations.

Section 6. JOB POSTINGS:

In the event a new bargaining unit position is created or a current position is vacant, the president of the Association will be provided with a copy of that job posting. The job posting will include the classification of the position.

ARTICLE VIII - HOURS OF SERVICE

Section 1. WORK YEAR:

The full-time work year shall be 2080 hours, based on 52 weeks at 40 hours per week. The relationship between 2080 hours and the hours actually worked by a specialist will produce the fraction or percentage of any other base time to be calculated. The year that shall be considered shall start on July 1 and end on June 30 of that fiscal year.

Section 2. BUILDING HOURS:

The specific hours of any position may vary according to the need of the program. The specific hour for each position will be designated by the appropriate director, principal, or supervisor.

Section 3. WORKING HOURS:

The normal workday shall consist of eight hours per day and a minimum 30-minute lunch hour shall be provided each employee. Relief breaks that do not conflict with the needs of service shall be provided.

Section 4. OVERTIME:

Hours worked beyond eight hours per day or 40 hours per week shall be paid at a time and one half rate. The overtime worked must be approved by the employee's immediate supervisor except in emergency situations. Compensation time in lieu of overtime may be taken by mutual consent of the employee and the immediate supervisor at the overtime rate. Compensatory time may not exceed 40 hours at any time. Hours worked on Saturday, Sunday, or legal holidays will be paid double time if specifically directed and approved by the appropriate supervisor.

Section 5. EMERGENCY CLOSING:

In the event school is closed at any time due to an emergency, employees will not be reduced in compensation.

Section 6. JURY DUTY:

When requested, a School Technical Specialist may serve on jury duty. The employee shall receive his/her salary provided that such employee agrees to return to the employer all wages received for serving on jury duty. This does not include mileage or other reimbursable expenses.

Section 7. MILITARY LEAVE:

School Technical Specialists employees shall be granted military leave as required or allowed by federal or state statutes.

Section 8. CALL-BACK PAY:

Any employee who is required to return to work following the completion of his/her workday shall be compensated by time and one-half the employee's regular rate of pay for a minimum of two hours.

Section 9. NOTIFICATION OF SCHEDULES:

The employer shall provide 30-day written notice to the employee affected by a permanent change in his/her work schedule.

Section 10. TEMPORARY CHANGES IN WORK SCHEDULES:

Any employee who is required by the District to work outside of the hours of 7:00 a.m. to 5:00 p.m. will receive \$1.00 an hour above his/her regular rate of pay for all hours worked that day.

Section 11. SUBSTITUTE RATE:

A regularly scheduled bargaining unit employee who is assigned to substitute for the print shop production supervisor will receive \$2.00 per hour above his/her regular rate of pay for all hours worked retroactive to the first day of absence.

ARTICLE IX – RATES OF PAY

Section 1. PLACEMENT ON SCHEDULE:

Subd. 1: The District shall place successful candidates for employment on the salary schedule on an appropriate step level based on the individual candidate's education and job related experience. If the District assigns a candidate above the initial step level, the District will inform the Exclusive Representative of that placement. In the event an in-district employee is selected for employment within the bargaining unit, the probationary period for the position shall extend for ninety (90) days.

Subd. 2: Classification/Reclassification/Notification: The District will classify newly created positions before posting and will notify the exclusive representative of that classification. If the District reclassifies an existing position, the exclusive representative will be informed of the reclassification and the rationale for it.

If an employee seeks a reclassification due to recent and significant changes in the employee's position, the employee may submit a written request for review for reclassification to the General Counsel along with a copy to the Association and employee's supervisor. Requests must be submitted by October 30th of each year to be considered. The request for review should include detailed reasons for the recommended reclassification. The General Counsel shall consider the request in accordance with its normal job evaluation system processes. The General Counsel and/or his/her designee shall provide an initial disposition of the matter within thirty (30) days of the request to the employee(s) and the Association. The initial disposition will state that the request has been denied, or that the request is being forwarded to the District's consultant for further review with an approximate time frame for final determination. The District's disposition of the matter shall be final and binding.

Section 2. SCHEDULE:

Subd. 1: Technical Specialists: Effective July 1, ~~2021~~2023

Step→ Class↓	1	2	3	4	5	6	7	8	Seniority Pre-7/1/ 2006 (15 years)	Seniority Pre-7/1/ 2004 (20 years)
A	17.29	17.76	18.27	18.79	19.31	19.73	20.34	21.22	21.64	22.07
B	20.29	20.87	21.53	22.16	22.78	23.30	24.13	25.12	25.62	26.12
C	21.12	21.69	22.31	22.94	23.50	24.18	25.01	26.06	26.58	27.10
D	22.47	23.09	23.71	24.38	25.01	25.67	26.50	27.83	28.39	28.95

Step	Class A	Class B	Class C	Class D
2	18.57	21.82	22.68	24.13
3	19.10	22.52	23.33	24.79
4	19.64	23.16	23.98	25.49
5	20.19	23.81	24.58	26.14
6	20.63	24.36	25.28	26.84
7	21.27	25.22	26.14	27.71
8	22.19	26.27	27.24	29.41
Seniority Pre-7/1/13 (10 years)	22.86	27.05	28.06	30.29
Seniority Pre-7/1/08 (15 years)	23.30	27.58	28.61	30.88

Subd. 2: Technical Specialists: Effective July 1, ~~2022~~2024

Step→ Class ↓	1	2	3	4	5	6	7	8	Seniority Pre-7/1/ 2007 (15 years)	Seniority Pre-7/1/ 2002 (20 years)
A	17.64	18.03	18.54	19.07	19.60	20.03	20.65	21.54	22.19	22.62
B	20.70	21.18	21.86	22.49	23.12	23.65	24.49	25.50	26.27	26.78
C	21.54	22.02	22.65	23.28	23.86	24.54	25.38	26.45	27.24	27.77
D	22.92	23.43	24.07	24.75	25.38	26.06	26.90	28.55	29.41	29.98
Step Class A Class B Class C Class D										

2	19.13	22.47	23.36	24.86
3	19.67	23.19	24.03	25.54
4	20.23	23.86	24.70	26.26
5	20.80	24.53	25.31	26.93
6	21.25	25.09	26.03	27.65
7	21.91	25.98	26.93	28.54
8	22.86	27.05	28.06	30.29
Seniority Pre-7/1/14 (10 years)	23.55	27.86	28.90	31.20
Seniority Pre-7/1/09 (15 years)	24.00	28.40	29.46	31.80

Section 3. ADVANCEMENT ON SALARY SCHEDULE:

Employees shall advance one step on the salary schedule on July 1 if they have completed 120 days of employment.

Section 4. PAYDAYS:

Paydays will occur every other Friday. If the normally scheduled payday occurs on a holiday, reasonable effort will be made to issue payments on the last working day before the holiday.

Section 5. MILEAGE:

Any employee who is directed by the supervisor to use a private vehicle for any assigned task shall be reimbursed at the prevailing rate of the district upon submitting the proper forms.

Section 6. PROBATION:

New employees shall serve a one (1) year probation period

Section 7. WORKSHOPS:

At the discretion and with the prior approval of the appropriate supervisor, School Technical Specialists may attend seminars, workshops, or other training sessions directly related to their current assignment. Registration fees shall be paid by the district, and the day counted as a day worked.

Section 8: CLOTHING:

The District shall allocate up to \$~~100.00~~**150.00** dollars per year for print shop and for daycare employees toward District designated uniforms. Employees will be responsible for keeping uniforms clean and neat.

Section 9: LICENSURE/CERTIFICATION FEES:

For those employees whose positions require licensure/certification, the District will reimburse the cost of that licensure/re-certification fee.

ARTICLE X - VACATION/HOLIDAYS

Section 1. GENERAL:

The full-time work year shall be 2080 hours based on 52 weeks at 40 hours per week. The relationship between the 2080 hours and the hours actually worked by the School Technical Specialist shall produce the fraction or percentage of the vacation/ holiday time that is due. For purposes of vacation accrual, seniority is defined as years of continuous regular District employment as of June 30, of the relevant year. The year that shall be considered shall begin on July 1 and end on June 30. Vacation is accrued and earned for employees on 12 month positions.

Section 2. VACATION CALCULATION earned and prorated on a per pay day basis:

Subd. 1: Employees who have less than five (5) years seniority shall earn ten days vacation.

Subd. 2: Employees who have at least five (5) and less than ten (10) years seniority shall earn 15 days vacation.

Subd. 3: Employees who have at least ten (10) and less than fifteen (15) years seniority shall earn 20 days vacation.

Subd. 4: Employees who have at least fifteen (15) and less than seventeen (17) years seniority shall earn 21 days vacation.

Subd. 5: Employees who have at least 17 years seniority and less than twenty (20) years seniority shall earn 22 days vacation.

Subd. 6: Employees who have at least 20 years seniority shall earn 23 days vacation.

Section 3. SCHEDULE:

Subd. 1. All vacation time must be approved in advance by the appropriate supervisor. Employees are encouraged to use their annual accrual within the next fiscal year. Exceptions may be granted by the supervisor.

Subd 2. Normally, the maximum vacation taken during any fiscal year shall not exceed one (1) year's annual accrual; however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed with the approval of the employee's supervisor. Employees on twelve (12) month (260 days) assignments may carry over an unlimited amount of vacation days.

Section 4. TERMINAL VACATION:

Employees who have one or more year's seniority and are terminated or resign with adequate notification shall be paid for up to twenty-five (25) days of accrued vacation based on the individual's seniority set forth in Section 2 of this Article. Employees terminated for just cause will not be eligible for terminal vacation payoff. Employees terminated as a result of District elimination of bargaining unit positions are eligible for vacation payoff up to 25 days. **Employees who retire may be paid up to forty (40) days of accrued vacation.**

Section 5. HOLIDAYS:

All 12-month employees shall have 11 paid holidays and 10-month employees shall have 10 paid holidays. These holidays shall coincide with the school year calendar and will normally be Independence Day, Labor Day, two days at Thanksgiving, two days at Christmas, New Year's Day, **Martin Luther King, Jr. Day**, President's Day, two days in spring, and Memorial Day. **If Juneteenth is observed as an additional School District Holiday for employees, it will become a paid holiday for 12 month employees.**

ARTICLE XI - INSURANCE

Section 1. ELIGIBILITY:

The employer shall provide insurance benefits annually for all full-time employees who are employed a minimum of the school term, 40 hours per week.

Section 2. BENEFITS:

Subd. 1. Hospitalization-Medical-Major Medical:

A. Single District Contribution: The School Board shall contribute up to **\$700-00770.00** per month of the premium for single coverage for full-time employees who qualify for and are enrolled in the School District group health and hospitalization plan; effective September 1, **20222024**, the School Board

shall contribute up to ~~\$715.00~~**10.00** per month of the premium cost to the District plan for full-time eligible and enrolled employees.

B. Family District Contribution: The District shall contribute up to ~~\$1,250.00~~**1,375.00** per month for full-time eligible and enrolled employees towards the premium for family coverage; effective September 1, ~~2022~~**2024**, the School Board contribution shall be up to ~~\$1,280.00~~**1,515.00** per month.

C. Dual Spouse District Contribution: If both married spouses work full time for the District and both are benefit eligible and enrolled, the District shall contribute up to ~~\$1,950.00~~**2,145** per month of the premium for family coverage; effective September 1, ~~2022~~**2024**, the School Board contribution shall be up to ~~\$1,995.00~~**2,325** per month.

D. Any additional cost of the premiums shall be paid by the employee via payroll deductions.

Subd. 2. Dental Insurance: The District shall contribute up to a maximum of \$80.00 per month for eligible enrolled employees in accordance with the School District Dental plan.

Subd. 3. Income Protection: The employer will pay the premium of income protection insurance for employees who work eight (8) hours or more per day in the normal school year. Employees who are on a long-term disability leave shall be allowed to continue participation in any group insurance plan in which they participated prior to going on LTD.

Subd. 4. Term Life Insurance: A \$50,000 term life insurance policy for each employee in the normal school year will be paid by the employer.

Section 3. WORKERS' COMPENSATION:

The employer shall provide workers' compensation as required by law with the following provision: Upon the request of the employee who is absent from work as a result of a compensable injury, the employer will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave.

Section 4. LIABILITY INSURANCE:

The employer shall provide liability insurance on all employees to cover acts of the employees while acting within the scope of their employment. Such policy shall include an errors and omission clause.

Section 5. LEAVE OF ABSENCE COVERAGE:

Employees on approved leave of absence shall be allowed to continue participation in any group insurance plan available (except long-term disability and workers' comp) provided they pay the premium themselves. Questions regarding eligibility for continuation of insurance coverage at the employee's expense during the leave should be directed to the Labor Relations and Benefits Department.

ARTICLE XII - LEAVES OF ABSENCE

Section 1. SICK LEAVE:

All 12 month/40 hours per week employees will be granted fifteen days of sick leave earned and prorated on a per pay day basis at the start of each school year for personal illness, serious illness of a member of the immediate family, or on account of death of a member of the immediate family. The immediate family shall include spouse, children, mother, father, sister, brother, and in-laws of similar degree of relationship as defined under Minnesota state law. Sick leave for full-time school year or part-time or part-year employees shall be prorated.

Sick leave shall accumulate to an unlimited amount.

Any employee who has used less than half of the year's allotted sick leave may choose to buy back up to three unused days at the employee's current wage rate of the salary schedule.

Section 2. PERSONAL LEAVE:

Three days of personal leave per year without salary deduction, the day to be deducted from sick leave, for business transaction, hearing, or consultation which requires the presence of a staff member during working hours and which would be impossible to fulfill at any other time. Personal leave will not be approved for absence resulting from weather conditions and its effect on transportation. Request for personal leave must be submitted to the staff member's first-level supervisor in writing two days in advance except in emergency cases. All requests must have the prior approval of the Labor Relations and Benefits Department. Personal leave days are not cumulative.

Section 3. MATERNITY/CHILD CARE LEAVE:

Maternity/child care leave of absence will be granted in accordance with **State and Federal Law and** the following regulations:

~~Subd. 1: Within ninety (90) days of learning of pregnancy, the employee shall provide a doctor's statement to her supervisor confirming pregnancy and anticipated delivery date.~~

Subd. 21: A "~~Request for Maternity~~ Leave of Absence" **request** shall be submitted to ~~her supervisor addressed to~~ the Employee Services Department at least ninety (90) days before the anticipated delivery **or adoption** date **if possible**.

Subd. 32: The Superintendent of Schools or designee shall consider the employee's ability to perform the job assignment, and the wishes of the employee, in determining the starting date for the leave of absence. Notice of the leave will be forwarded to the employee and her supervisor.

Subd. 43: A maternity leave ~~is defined as the period of time of disability and shall not normally exceed thirty (30) working days.~~ A child care leave is defined as the period of time an employee intends for the convenience and comfort of the employee as well as the care of the child **following the birth or adoption of the child**. Maternity/child care leave shall normally be no longer than a maximum of twelve (12) weeks per year. **Child care leave must commence within the first 12 months of the birth or adoption**. The return date shall be aligned with the beginning of school/fiscal/program calendar needs.

Subd. 54: Employees on leave shall have the district contribution of health insurance continued by the District in accordance with District FMLA policies and guidelines.

District seniority shall accumulate during the leave of absence.

An employee may choose to use earned sick leave for the regular duty days **included in a maternity/child care leave**. ~~she is disabled up to and including thirty (30) days, upon submitting written request to the Labor Relations and Benefits Manager. This disability shall begin no later than the first day of birth.~~

Subd. 65: Circumstances of unusual nature may receive special consideration.

Subd. 76: Employees returning from maternity leave shall return to the same position; in the event the position no longer exists, the provision of Article XIII shall apply. Full-time twelve (12) or ten (10) month employees returning from child care leave shall return to the same position or a comparable position if it exists.

Subd. 87: Sick leave and vacation benefits accumulated at the start of the maternity/child care leave will be granted at the return of the leave.

Section 4. FAMILY/MEDICAL LEAVE:

An employee will be eligible for family medical leave in accordance with state and federal statute.

Section 5. ADOPTION LEAVE:

~~A father, following the birth of his child, or a mother and/or father following the adoption of a child may use up to seven (7) days sick leave. The leave must commence within the first twelve months of the birth or adoption.~~

Section 6. UNPAID ABSENCE:

Absence without pay may be granted at the discretion of the employee's immediate supervisor.

Section 7. EDUCATIONAL LEAVE:

Subd. 1: Eligibility: Employees requesting educational leaves of absence must have completed two full years of employment at Anoka-Hennepin Independent School District No. 11. To qualify for an educational leave of absence, the employee must participate in an educational growth program directed at (1) enhancement of knowledge or skills within his/her current position, or (2) development of new skills or knowledge appropriate to preparation for advancement to another position in the school district.

Subd. 2: Application: The employee must present his/her planned program for educational growth to the appropriate district administrator (the administrator designated to authorize employment decisions for this particular category of employees) and obtain approval and recommendation at least 90 days prior to the starting date of the proposed leave. Final approval shall be at the discretion of the School Board.

Subd. 3: Duration: Educational leaves of absence will be granted for up to one full school year. Continuity of services will be of consideration in the granting of leaves of absence which begin or end at times other than the beginning or ending of the school year.

Subd. 4: Notification of Intent to Return: Any classified employee on an educational leave of absence shall notify the district in writing to the personnel department of the intention to return no later than 90 days prior to the return date previously approved for the leave of absence.

Subd. 5: Benefits: Educational leaves shall be unpaid leaves of absence.

Subd. 6: Return: A classified employee returning from an educational leave of absence shall be offered the same position or, if such position is not available, a comparable position. The employee shall retain previously approved seniority while on educational leave of absence.

ARTICLE XIII - LAYOFF/SENIORITY/TRANSFER

Section 1. SENIORITY:

The employee's seniority date shall be determined by the employee's date of employment. An updated seniority list will be published by May 1 of each year and sent to the exclusive representative of the School Technical Specialists.

Section 2. LAYOFF:

In the event of layoffs due to elimination of position, the District shall give the affected incumbent 30 calendar days' notice. Recognizing the unique nature of each position within this unit, an affected incumbent will have rights to a position held by a less senior employee only if said incumbent has the qualifications and demonstrated ability to perform the duties of the less senior employee. Management reserves the right to make the final selection.

Section 3. RECALL:

Recall rights shall exist for two years from the date of layoff. Employees with recall rights shall be notified of any open positions or any new positions and shall be given the opportunity to request consideration for them under the conditions described in Section 2. Management reserves the right to make the final selection.

Section 4. TRANSFER:

All vacancies or new positions within the scope of this agreement shall be posted at all appropriate work locations for ten days. Employees may apply by submitting an electronic application to the Director of Employee Services. Special consideration will be given to School Technical Specialists, provided the employee is able to demonstrate sufficient ability and qualification to perform the duties of the position. Management reserves the right to make the final selection.

ARTICLE XIV - GRIEVANCE PROCEDURE

Section 1. DEFINITIONS:

Subd. 1: A grievance shall mean a disagreement between a School Technical Specialist and the district as to the interpretation or application of terms and conditions contained in this agreement.

Subd. 2: "Days" mean calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota statutes.

Subd. 3: "Service" means personal service or by mail.

Subd. 4: "Reduced to writing" means a concise statement outlining the nature of the grievance, the provisions of the contract in dispute, and the relief requested.

Subd. 5: "Answer" means a concise response outlining the employer's position on the grievance.

Section 2. REPRESENTATIVE:

The School Technical Specialist, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

Section 3. PROCEDURE:

Grievances as defined in SECTION 1 shall be settled in the following manner and the steps set forward must be followed in the order listed within the time limit prescribed.

Step 1 - The grievance shall be orally presented to the supervisor within 20 days after the employee knew or should have known of the alleged violation. No settlement in this step shall be made in violation of the written contract. If a settlement is not reached within two days after oral presentation to the assistant director, the grievance shall be reduced in writing with a clear statement of the issues involved. This shall be sent to the ~~General Counsel~~**Executive Director of Human Resources** with a copy to the supervisor for handling in accordance with Step 2.

Step 2 - The ~~General Counsel~~**Executive Director of Human Resources** shall establish a Step 2 hearing with the aggrieved and the second level supervisor. The Step 2 meeting will be held within five days after the employee has filed the written grievance and at a time and place mutually agreeable to the parties. The ~~General Counsel~~**Executive Director of Human Resources** shall provide an answer to the grievance and forward copies to the employee and to the Association within five days of the Step 2 hearing. If settlement is not reached in Step 2 within three days of disposition, the grievance is referred to Step 3.

Step 3 - Grievances referred to Step 3 shall be discussed between the Association and the General Counsel. This discussion shall take place within five days after the grievance has been referred to Step 3. If agreement is reached as a result of this meeting, the General Counsel shall issue a disposition of the matter which shall be final and binding. If agreement is not reached, the General Counsel shall provide an answer within three days to the Association, and the Association shall then provide within three days, a written notice of its intent regarding arbitration.

Step 4 - If agreement is not reached in Step 3, the aggrieved party shall, at the same time it notifies the General Counsel of its intent, petition the Public Employment Liberal Relations Board for assistance under the rules of PELRA as amended. The arbitrator shall set the time and place for the Step 4 hearing, the method of procedure, and issue

all necessary rulings. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of the agreement, and shall only be allowed to rule on those cases that apply to the definition of a grievance as defined in this article. The decision of the arbitrator, if within the scope of his power, shall be binding on both parties with the limitation of PELRA- as amended. The expense and fees of the arbitrator shall be borne jointly by the Board and the Association.

Section 4. RULES:

Any loss of time by the employee and his representatives to attend Step 4 in the grievance procedure shall not be compensated. The number of days indicated at each step of the grievance procedure shall be considered as maximum, and every effort made to expedite the grievance process. The parties by mutual written agreement may waive any step and extend any time lines in the grievance proceeding. However, failure to adhere to the time limits may result in a forfeiture of the grievance or in the case of the employer require mandatory alleviation of the grievance as outlined in the last statement by the exclusive representative or employee.

ARTICLE XV - RETIREMENT/SEVERANCE

For employees hired after July 1, 2007 the sick leave severance set forth in Section 1 is not available.

Section 1. RETIREMENT/SEVERANCE:

Employees who are immediately eligible for a state retirement pension benefit, have ten (10) years seniority in the District, and who notify the District of retirement no later than two (2) months prior to the retirement date and who receive state retirement benefits, shall qualify for up to ~~one hundred eighty~~ (10080) days of unused sick leave times the daily rate of pay, including seniority less any District contribution to a matching 403(b) as set forth in Section 2, as retirement severance.

- a. Payment shall be made in one lump sum upon retirement to the District's Special Pay Plan in accordance with Federal rules and regulations and Plan documents. Deductions such as state and federal income tax, social security, or PERA shall be made only as required by law. If the School Technical Specialist dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or, lacking same, to the estate of the deceased.
- b. This section shall not apply to any School Technical Specialist who is discharged for cause by the school district. The employee notification of retirement shall be waived in the event of District layoff or position elimination for the employee.

Section 2: 403(b)

The School District shall contribute up to ~~\$2,500.00~~ **\$2,990.00** per year **on a per paycheck**

basis (up to \$115.00 per paycheck over 26 paychecks) towards a matching 403(b) tax-sheltered annuity for all benefit eligible employees. ~~with one-year's seniority as of July 1; effective July 1, 2022, the School District shall contribute up to \$2,800.00 per year towards a matching 403(b) tax sheltered annuity for all benefit eligible employees with one-year's seniority as of July 1. The maximum individual lifetime matching contribution by the District shall be \$40,000.~~

For employees hired prior to July 1, 2007, each dollar contributed by the School District towards the matching 403(b) shall reduce the Retirement Severance payment, as set forth in Section 1, based on unused sick leave by the same dollar amount.

Section 3: Health and Dental

- a. Health and Dental Insurance: Benefit eligible and enrolled employees eligible for retirement as established by Section 1 may elect to continue to participate in the District's Health and Dental insurance programs.
- ~~b.~~ For benefit eligible employees who are immediately eligible for a state retirement pension benefit, have ten (10) years seniority in the District, and who notify the District of retirement no later than two (2) months prior to the retirement date and who receive state retirement benefits, the The value of accumulated sick leave over ~~100-80~~ sick days shall be allocated to the Health Care Savings Plan in accordance with Plan documents for the individual retiring employees.
- ~~bc.~~ This section shall not apply to any School Technical Specialist who is discharged for cause by the school district. The employee notification of retirement shall be waived in the event of District layoff or position elimination for the employee.

ARTICLE XVI - DURATION

Section 1. TERMS AND REOPENING NEGOTIATIONS:

This agreement shall remain in full force and effect for a period commencing on July 1, ~~2021~~**2023**, through June 30, ~~2023~~**2025**, and thereafter until modifications are made pursuant to the PELRA as amended. If either party desires to modify or amend this agreement commencing on July 1, ~~2023~~**2025**, it shall give written notices of such intent no later than April 1, ~~2023~~**2025**. Unless otherwise mutually agreed, the party shall not commence negotiations more than 90 days prior to the expiration of this agreement.

Section 2. EFFECT:

This agreement constitutes the full and complete agreement between the School Board and Minnesota School Employees Association of School Technical Specialists. The provisions herein relating to terms and conditions of employment, supersede and take precedence over any and all prior agreements, resolutions, practices, school district

policies, rules or regulations concerning terms and conditions of employment inconsistent with the provisions.

Section 3. FINALITY:

It is further agreed that any matters relating to the current contract term, whether or not referred to in this agreement, shall not be open for negotiations during the term of this agreement except by mutual agreement.

Section 4. SEVERABILITY:

The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not effect any other provision of this agreement or the application of any provisions thereof under different circumstances.

IN WITNESS WHEREOF the parties have executed the agreement as follows:

Anoka-Hennepin School
Technical Specialists

Anoka-Hennepin Independent School
District No. 11

Human Resources

~~General Counsel~~ **Executive Director of**

Date _____

APPENDIX A
Technical Specialists

Class A Bindery

| Class B **Curriculum Materials Attendant**, Press Operator,
Records Clerk, Special Education Computer Specialist

| Class C Graphic ~~Arts Specialist~~**Designer**, Special Education Accounting
Specialist

| Class D **Graphic Design Lead**, CAPE Center Specialist

The above titles are indicative only of those positions in existence at the time of entering into this contract, and are not a guarantee of continuance.

Labor Relations update

March 25, 2024



1



Labor Relations update

Purpose

Policy 209 Negotiations Code of Ethics:

Administration will review the status of negotiations at public School Board meetings.

Note: Consistent with the Open Meeting Law and PELRA - detailed negotiation discussions are addressed in closed sessions of the School Board.

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Employee groups

Background information

Anoka-Hennepin Schools is comprised of 19 employee groups:

- 5 policy groups (non-bargaining units): administrators/supervisors, cabinet, Misc. Community Education, confidentials, Misc E-12
- 14 bargaining groups:
 - 2021-23: education support specialists, special education program supervisors
 - 2022-24 master agreements: Building supervisors, child nutrition site supervisors, education office professionals, paraeducators, school/kindergarten readiness teachers
 - 2023-25 master agreements: child nutrition assistants, community school coordinators, principals, teachers, school office supervisors, school service employees, technical specialists

3

Education support specialists

2023-25

Exclusive representative:	Education Minnesota Anoka-Hennepin (Community School programmers and early childhood screeners)
Employees:	9
Base cost:	\$570,000
Meetings to date:	0
Next meeting:	March 29, 2024

4

Special Education program supervisors

2023-25

Exclusive representative:	Special Education Program Supervisors Association
Employees:	16
Base cost:	\$2.3 million
Meetings to date:	5
Next meeting:	April 3, 2024

5

Next steps

- Provide regular updates at School Board meetings.
- Update ahschools.us/negotiations
- Begin negotiations in April for 2024-2026 labor contracts.
 - Building supervisors, child nutrition site supervisors, education office professionals, paraeducators, school/kindergarten readiness teachers. ▾

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Questions and comments



ANOKA-HENNEPIN
SCHOOLS
A future without limit