

Tuesday, May 16, 2023

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

**7:00 pm**

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**WORK SESSION**

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

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

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

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

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

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**Superintendent Report** (10 minutes)  
Superintendent Dr. Renee Corneille

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**Levy Survey - The Morris Leatherman** (45 minutes)

Peter Leatherman

The Morris Leatherman Company conducted a telephone random sample survey for the school board. This random survey reached 625 households between April 11-April 25th. The survey results will be shared with the school board by Peter Leatherman, the Chief Executive Officer. The board will use the results of the survey to help determine levy opportunities for the school district.

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**Levy Financials** (45 minutes)  
Controller Phan Tu and Matt Rantapaa - Baird

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

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**Communication Update - Operational Plan** (20 minutes)  
Director of Communications - Wendy Webster and Communication Specialist - Liz Anderson

The District is committed to providing strong communication and building long-lasting relationships with students, staff and the community. This presentation will outline the communication strategies used in the 2022-2023 school year and will take a look at the goals for the 2023-2024 school year.

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#### **Village Fest / National Night to Unite (10 minutes)**

Board Chair Ben Phillip

Village Fest 2023 planning is well underway for August 4 - 6. The parade is scheduled for Friday, August 4, at 7:00 pm.

National Night to Unite is Tuesday, August 1, 2023.

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#### **School Board Evaluation (10 minutes)**

Board Chair Ben Phillip

As the entity legally charged with governing a school district, each school board is responsible to its community for governing efficiently and leading effectively to provide for equitable education, resulting in high student achievement. Effective school boards engage in a continuing process of self-assessment and use the results to identify opportunities for improvement.

Using the MSBA five standards of school board leadership (conduct & ethics, vision, structure, accountability, advocacy & communication), an evaluation toll was developed for the St. Anthony-New Brighton school board to identify effectiveness and opportunities for improvement. The toll will be disseminated to board members. The results will be discussed at an upcoming work session.

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#### **Superintendent Evaluation (10 minutes)**

Board Chair Ben Phillip

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

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#### **Policy Review (10 minutes)**

Board Member - Mageen Caines

This is the second reading of Policy 417, 419, 420, 501, 516.5, 530 and 722. Each policy has been reviewed by MSBA during our policy audit as well as by the policy committee.

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#### **Board Member Reports (10 minutes)**

Board Chair Ben Phillip

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#### **Adjourn**

Board Chair Ben Phillip

Next Meeting(s):

Tuesday, May 23, 2023 – Work Session – SAVHS Media Center

Tuesday, June 6, 2023 – Regular Meeting – City Council Chambers

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

**Regular Meeting –Tuesday, May 2, 2023**

**MINUTES**

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

**Staff Present:** Superintendent Dr. Renee Corneille; District Wellness Coordinator Lori Watzl  
King, Mental Health Coordinator Lucy Rosario; Director of Student Services Hope Fagerland;  
Teaching and Learning Heidi Haagenson and Controller Phan Tu

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

**APPROVAL OF THE AGENDA**

A motion was made by Laura Oksnevad and seconded by Mike Overman to approve the  
May 2, 2023 Regular Meeting agenda per BoardBook, as presented. The motion carries  
6-0.

**APPROVAL OF MINUTES**

A motion was made by Cassandra Palmer and seconded by Leah SlYe to approve the  
Minutes from the April 18, 2023 Work Session, as presented. The motion carries 6-0.

**APPROVAL OF CONSENT AGENDA**

A motion was made by Laura Oksnevad and seconded by Mike Overman to approve the  
May 2, 2023 Consent Agenda, as presented. The motion carries 6-0.

**SUPERINTENDENT REPORT**

Each school board meeting, the superintendent will take time to reflect on the school district's  
achievements, events and stories of students and staff. This report highlighted the Youth Mental  
Health First Aid event; substance use and awareness training for parents; SAMS math team  
presented their redesigned instruction at the Minnesota math conference in Duluth; and  
recognized the School Board secretary.

**ACTION**

**1. Policy 206**

This was the final reading of Policy 206 - Public Input to the School Board and Data Privacy  
Concerns.



**A motion was made by Cassandra Palmer and seconded by Laura Oksnevad to approve Policy 206 - Public Input to the School Board and Data Privacy Considerations, as presented. Motion carries 6-0.**

## **2. Restorative Justice Sign-on Letter**

Minnesota State Representative Sandra Feist is working on legislation to create an Office of Restorative Practices in order to expand restorative justice statewide. Schools would be eligible for grant funding under this proposed bill. Representative Feist is asking for support from the School Board.

**A motion was made by Cassandra Palmer and seconded by Mageen Caines for the School Board of ISD282 to show their support of the Restorative Justice sign-on letter, as presented. A subsidiary motion was made by Casandra Palmer and seconded by Mike Overman to delay the action item. A motion was made by Leah Slye and Mageen Caines to withdraw the main motion. A motion was then made by Cassandra Palmer and seconded by Mike Overman to withdraw the subsidiary motion. The Restorative Justice Sign-on Letter action item will be presented as a discussion item at the May 16, 2023 work session if still pertinent.**

## **3. Agreement to Provide Special Education Related Services**

The NE Metro 916 Itinerant Services Contract is an annual agreement between the ISD282 and NE Metro 916. Special education students receive educational and related services from NE Metro 916 licensed professionals.

**A motion was made by Mageen Caines and seconded by Laura Oksnevad to approve the Agreement to Provide Special Education and Related Staffing, as presented. Motion carries 6-0.**

## **DISCUSSION**

### **1. ASCD Conference Report**

Instructional Coach Heidi Haagenson attended the national conference for the Association for Supervision and Curriculum Development (ASCD). Specifically, Ms. Haagenson also attended the pre-conference session regarding curriculum and assessment for 21st century learning. The presentation outlined the take-aways from the conference and how it overlays the work St. Anthony New Brighton is working toward.

### **2. Wellness Committee Update**

ISD282 is committed to support the learning, health and well-being of students and staff by using the WSCC (Whole School Whole Community, Whole Child) Model to promote lifelong personal well-being. This report provided a review of the work the Wellness Committee has accomplished in the 2022-2023 school year.

**3. Full Service Community School (FSCS) Update**

This presentation on Full Service Community Schools (FSCS) provided detailed background information and a potential timeline for submitting an FSCS application.

**4. 2022 -2023 YTD Budget and 2023-2024 Budget Draft**

Controller Phan Tu presented the 2022-2023 year to date budget as well as the 2023-2024 budget draft for review.

**5. LTFM (Long Term Facilities Maintenance) Budget Update**

School districts are required to annually update their LTFM ten-year plan and submit approved plans to MDE for approval by July 31.

**6. COSSBA Conference Report**

Vice Chair Laura Oksnevad, Clerk Mageen Caines and Superintendent Corneille attended the COSSBA (Consortium of State School Boards Association) National Conference in Tampa, Florida. The conference offered intensive tracks including Advocacy, Collaboration & Communication, Government & Leadership, Legal Issues, School Safety & Mental Health, Stakeholder Involvement and Student Achievement.

**SCHOOL BOARD MEMBER REPORTS**

School Board members attended the following meetings and events: baseball games; AIPAC; SAVHS parent meeting; POPS concert; WP, SAMS and SAVHS building visits; Family Services Collaborative; Wellness meeting; MSBA Legislative chat; dental clinic; track and field meets; Youth Mental Health First Aid; APEX fun run; Community Services Advisory Committee;; Metro ECSU; Coffee and Conversations with the Superintendent; and community conversations.

**Adjourn**

The Regular Meeting of May 2, 2023 was adjourned at 10:29 p.m.  
Signed: Mageen Caines - School Board Clerk Attest: Kim Lannier

**SCHOOL BOARD PROFESSIONAL DEVELOPMENT - May 11, 2023**

**MINUTES**

The School Board professional development meeting was called to order at 6:00 pm and was adjourned at 8:55 pm. The Board engaged in a discussion on the educational system needed to reach the district's success metrics and how the levy would support the process.

**SCHOOL BOARD CONSENT AGENDA**  
**May 16, 2023**

PRESENTER(S): School Board Chair

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

**1. Personnel**

a. Hires(s)

Last Name	First Name	Position	School	Date Effective
Stonebraker	Mikayla	Grade 2	Wilshire Park	August 2023
Lanz	Michelle	School Psychologist	District	August 2023
Frey	Anna	Speech Pathologist	District	August 2023
Myhre	Chad	Grade 3	Wilshire Park	August 2023
Tseng	Hsuyao	Grade 2	Wilshire Park	August 2023
Paraskeva	Nada	Grade 3	Wilshire Park	August 2023

**2. Payment of Bills Checks Paid – May 5, 2023**

General Fund	\$189,975.44
Food Service Fund	\$40,190.78
Transportation Fund	\$74,593.24
Community Service Fund	\$14,274.09
Capital Expenditure Fund	\$54,979.92
Trust Fund	\$654.15
Student Activities	\$1,124.29

**TOTAL:** **\$375,791.91**

**DISPOSITION BY BOARD OF EDUCATION**

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

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

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

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

**Tuesday, May 16, 2023**

**Professional Development learning session**

Monday, May 15 was the last district wide staff professional learning session for the 22-23 school year. Staff were able to finish the series with the Inside Out Team. We are thankful to Joe and Jody for guiding us in this important work. In addition, the Teaching and Learning Team presented their implementation timeline, 23-24 PD plan and the literacy team & cohorts. In the afternoon, Wilshire Park worked on their K-5 Literacy Curricular Resource review; SAMS held a Vision Work session; and the SAVHS staff met with Renee and Wendy.

**Restorative Justice signature of support**

Superintendent Dr. Renee Corneille recently signed on to a letter put forth by Representative Sandra Feist that will support legislation to create an Office of Restorative Practices at the Capitol.



### **Ever Brighter: Linda Amundsen celebrates 30 years of service at SANB**

“Just being a staff member here has been the most rewarding part. I really do work with a team that puts their best foot forward.”

Thank you Linda and the entire food service team! In the picture, Linda Amundsen poses with her food service team and is the third one in from the back left row.

### **Congratulations to our SAVHS art students!**

Some of our SAVHS art students won high marks for their artwork. Most notable is senior Samantha Solboe who won third place at our congressional art competition, where her work will hang for a year in Congressman Illan Omar's Minnesota Congress office. The full story is available on our district news page which includes many more students who won awards for their work!



### **SAVHS Chamber Choir awarded highest ranking**

SAVHS Chamber Choir attended MSHSL Large Group Contest at Stillwater Area High School. This year's Choral Contest brought together students from 12 different choirs in the area to be critiqued and given feedback on their performances. Chamber Choir performed 3 pieces for a panel of 3 judges who awarded them the highest ranking of SUPERIOR!



### **SAVHS students qualify for national speech tournament**

Congratulations to sophomores Luca Stewart-Mariuci and Dorothy Sweere, who qualified for the National Speech and Debate Association National Tournament, to be held in Phoenix in June. Luca and Dorothy will join senior Joey Haddad as St. Anthony - New Brighton Schools first ever competitors at nationals. Luca and Dorothy compete in Duo, and Joey competes in Storytelling. We are very proud of all three students!



### **Ever Brighter: Naomi Teshome and her spirit of activism, shaping public policy**

Naomi, an 11th grade student at St. Anthony Village High School, who is also the president of Key Club and a member of the Minnesota Youth Council, got her start in public policy talking to youth in middle school classrooms. Naomi has an inspiring story and we're so lucky to have her as a student at the St. Anthony Village High School. Read her story to learn more about her life!



# **Saint Anthony-New Brighton School District**

2023 Residential Survey

The Morris Leatherman Company

# Survey Methodology

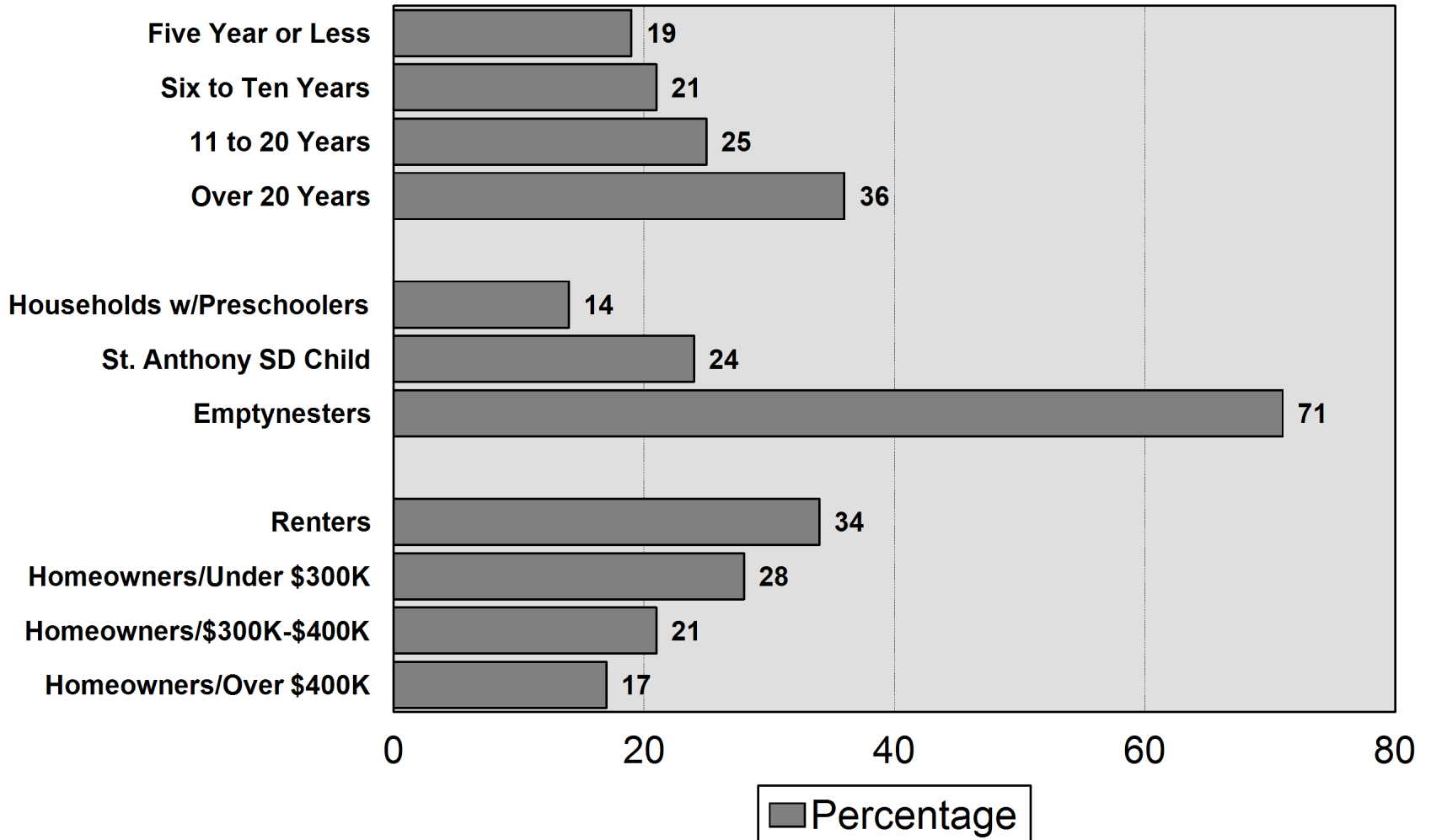
2023 Saint Anthony-New Brighton School District

- ) 625 random household sample of Saint Anthony-New Brighton School District residents
- ) Telephone interviews conducted between April 11th and 25th, 2023
- ) Average interview time of 10 minutes
- ) Non-response level of 5.5%
- ) Projectable within +/- 4.0% in 95 out of 100 cases
- ) Cellphone Only Households: 53%
- ) Landline Only Households: 16%
- ) Both Landline and Cellphone Households: 31%



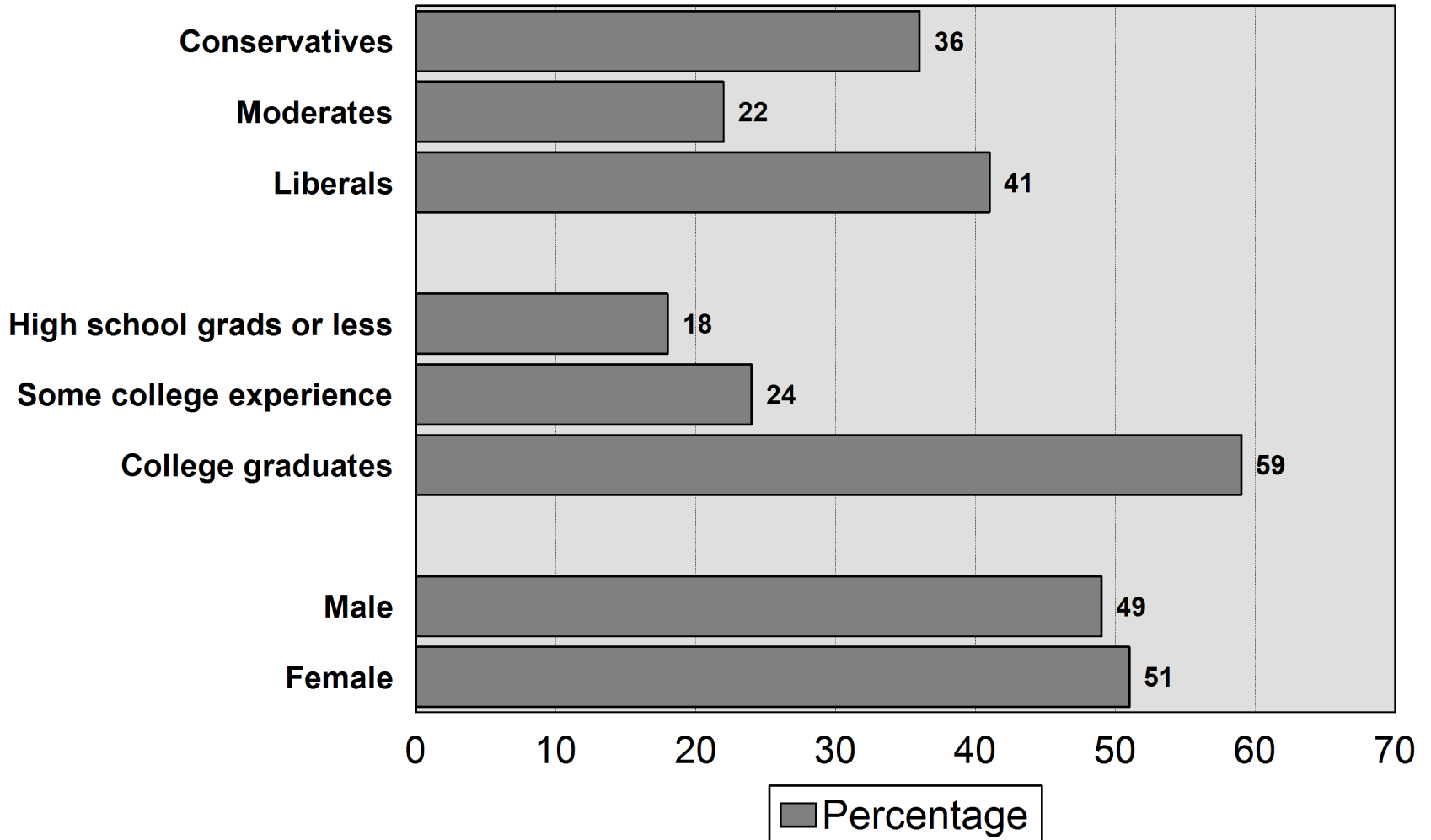
# Demographics I

## 2023 Saint Anthony-New Brighton School District



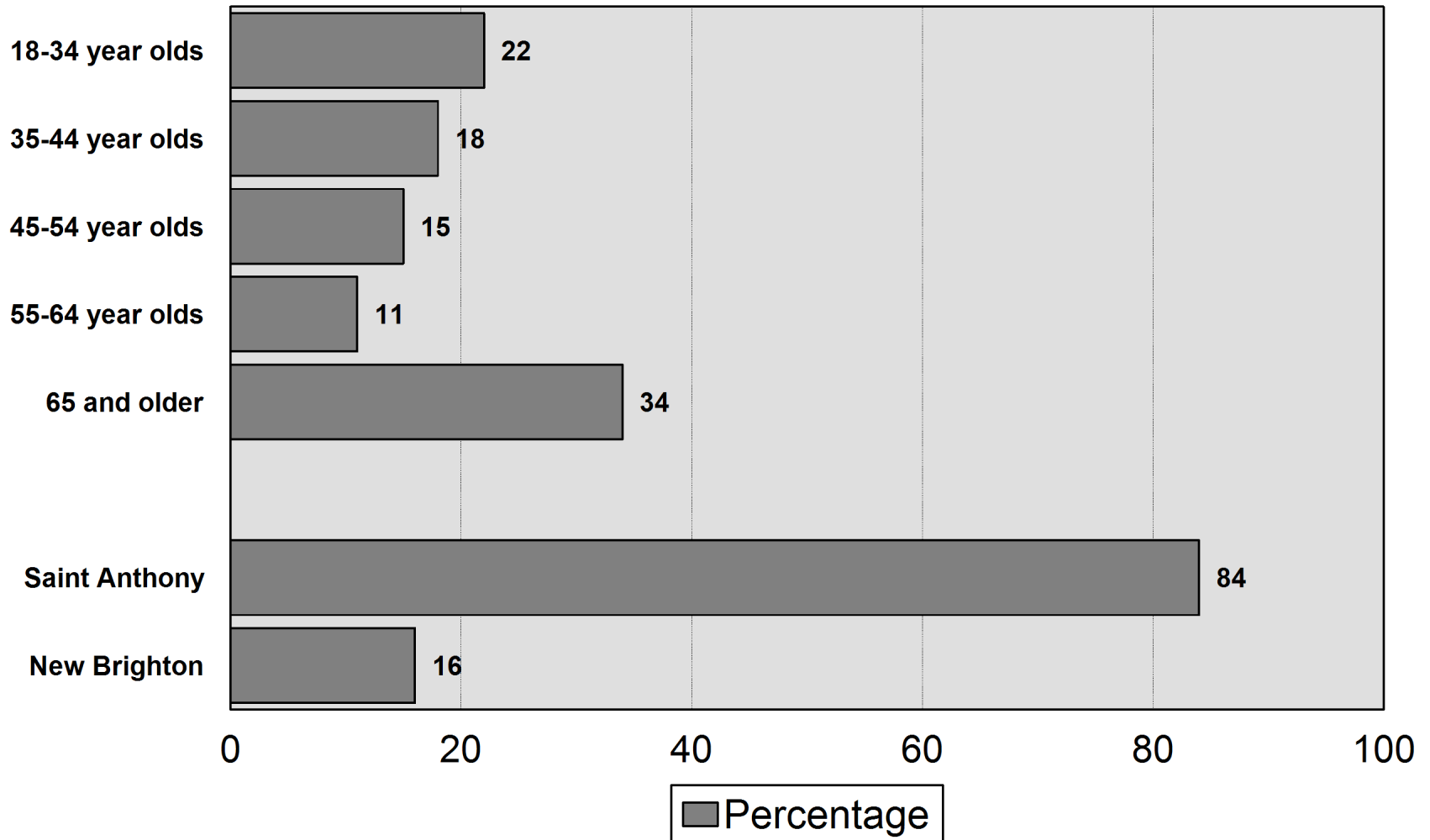
# Demographics II

2023 Saint Anthony-New Brighton School District



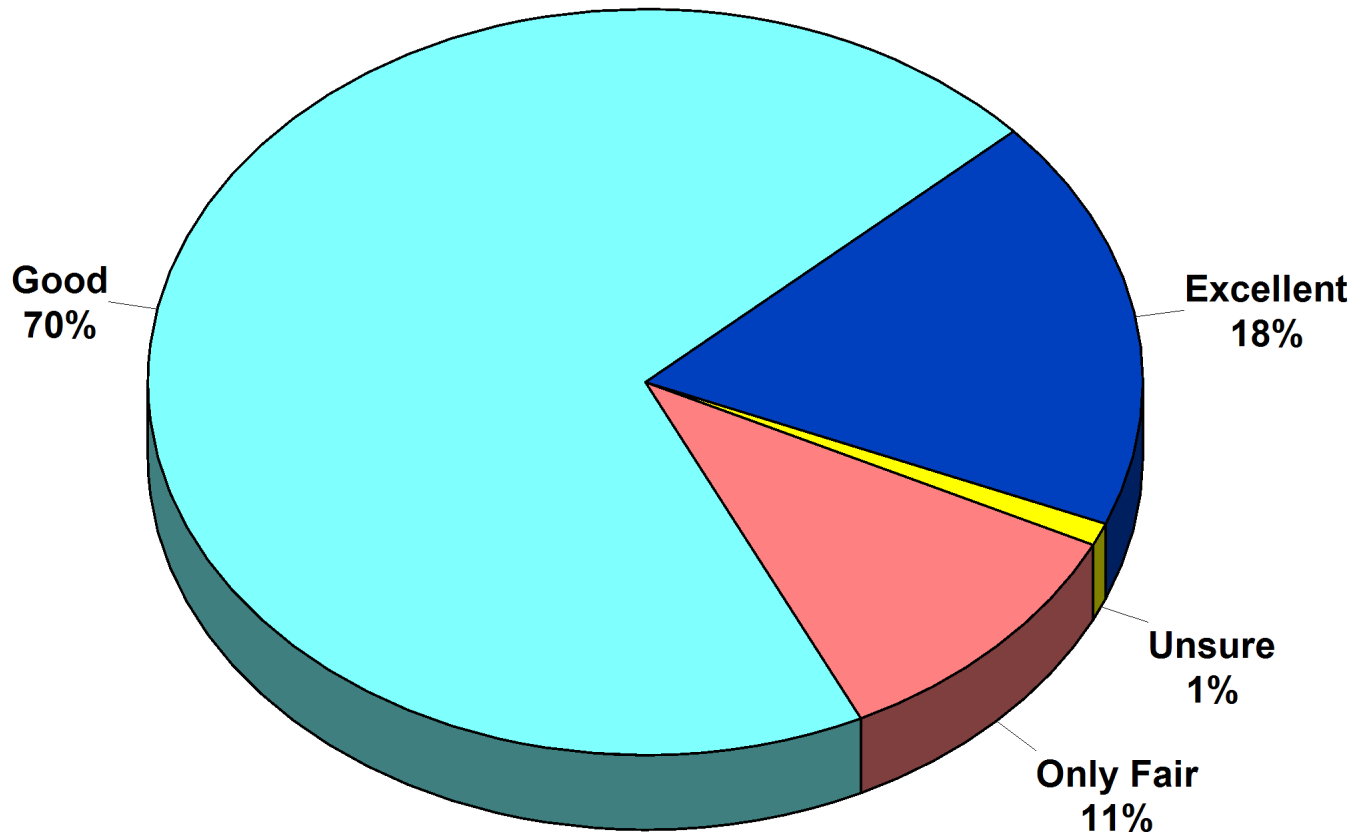
# Demographics III

2023 Saint Anthony-New Brighton School District



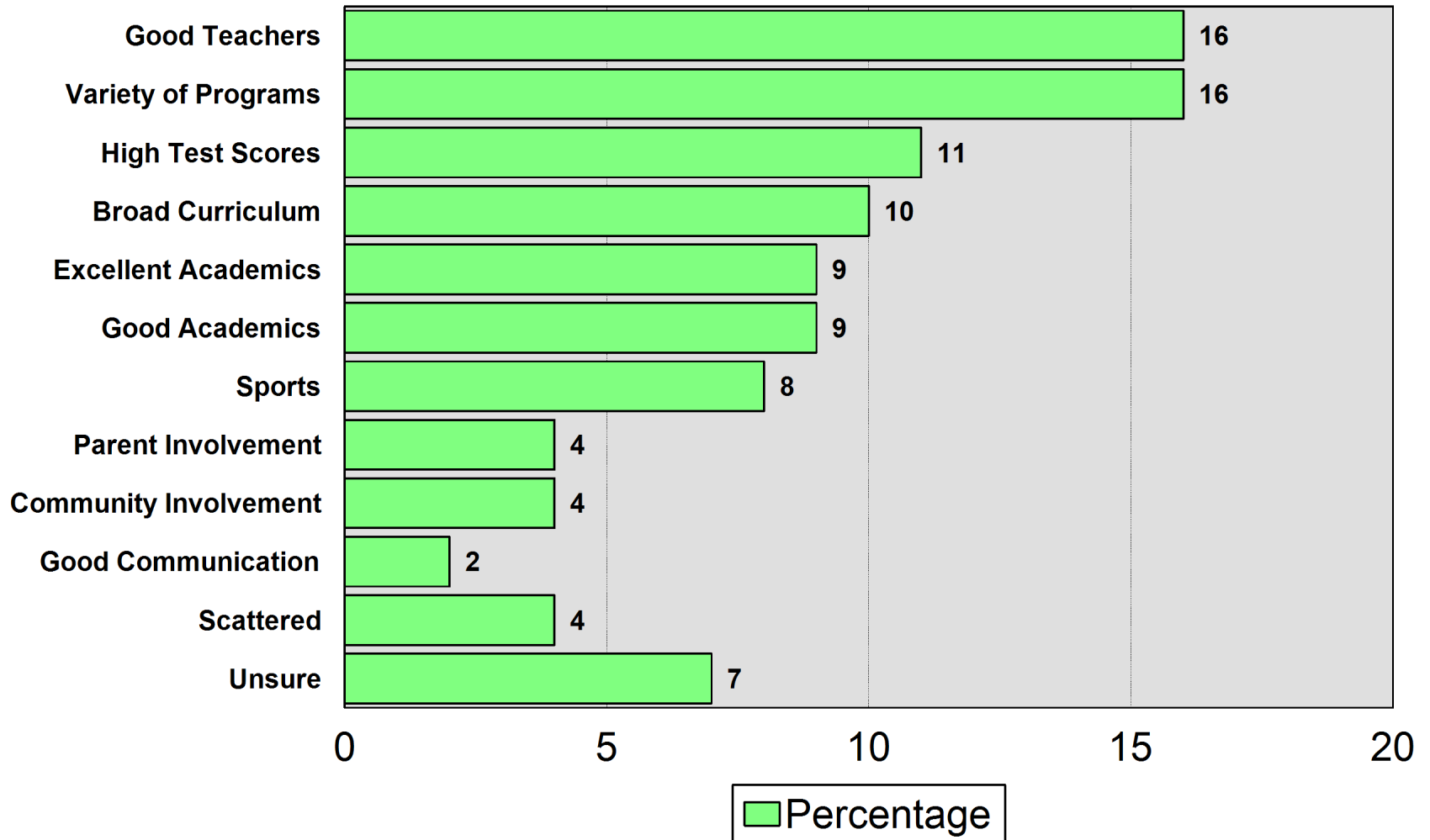
# Quality of Education

2023 Saint Anthony-New Brighton School District



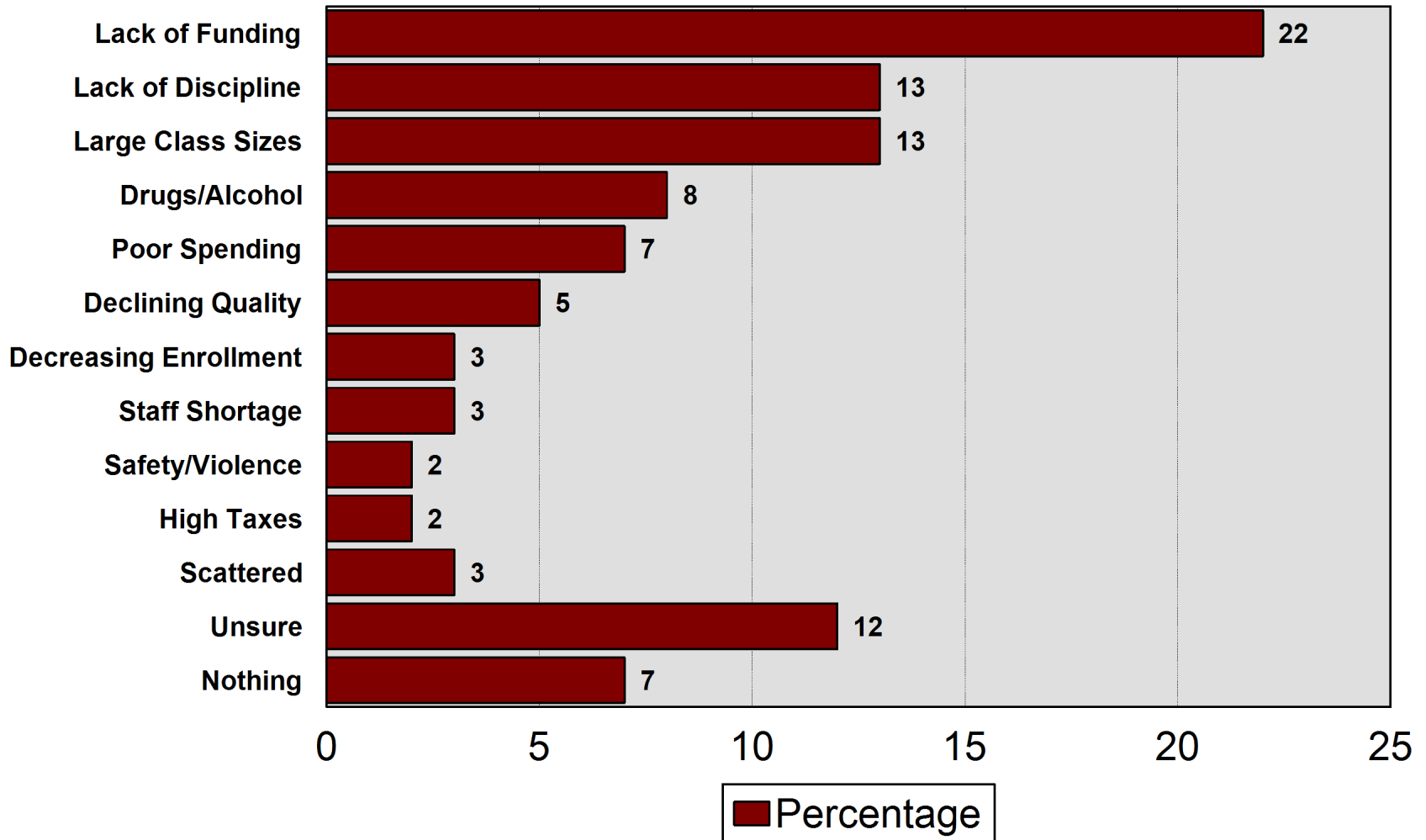
# Like Most

2023 Saint Anthony-New Brighton School District



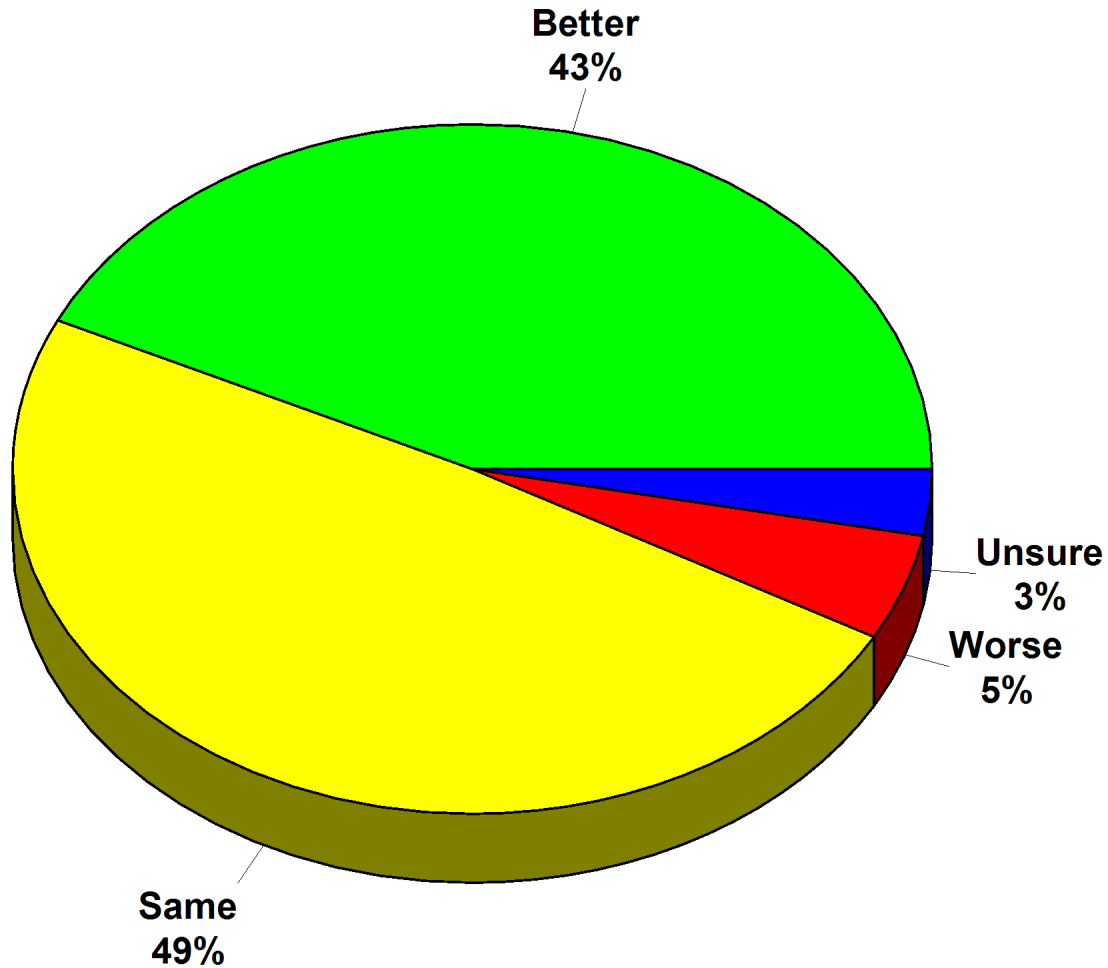
# Most Serious Issue

2023 Saint Anthony-New Brighton School District



# Quality Compared to Three Years Ago....

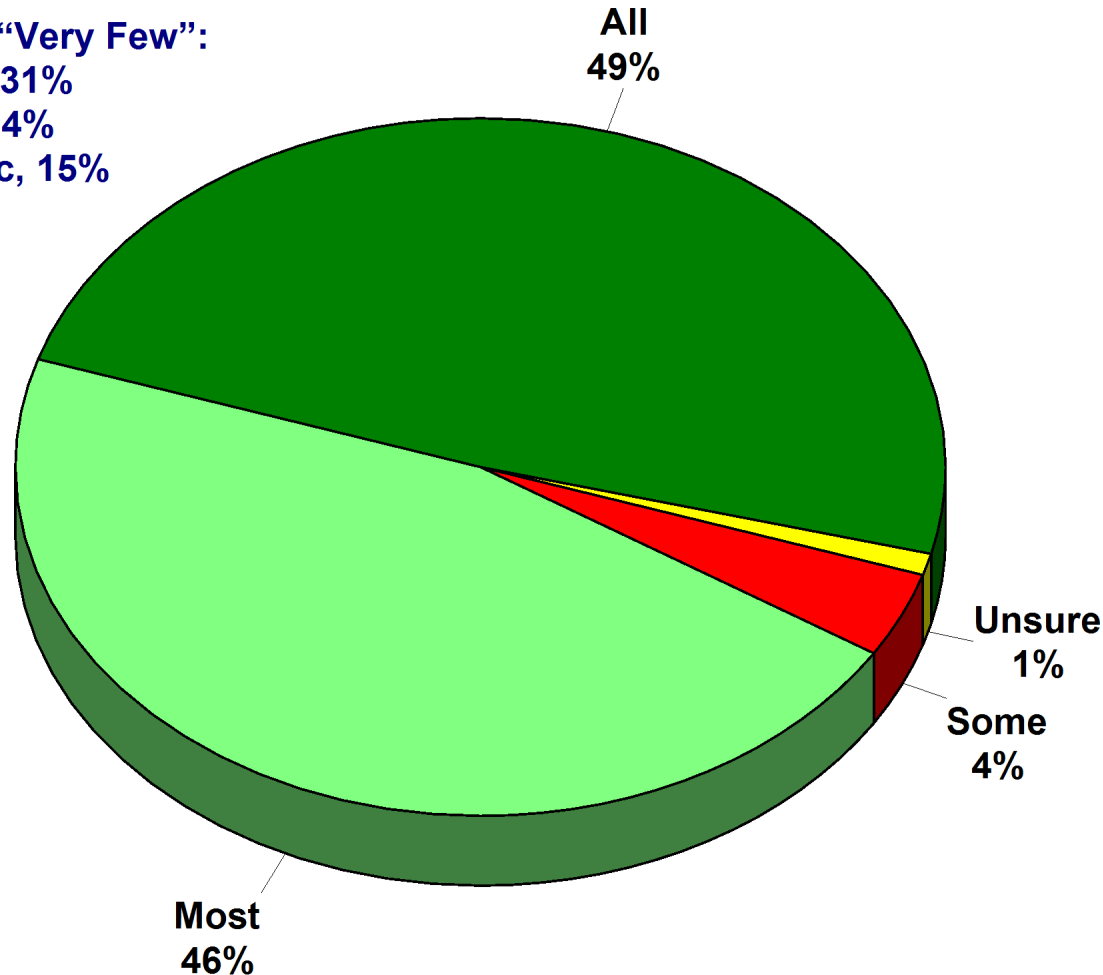
2023 Saint Anthony-New Brighton School District



# Meet Students' Learning Needs

2023 Saint Anthony-New Brighton School District

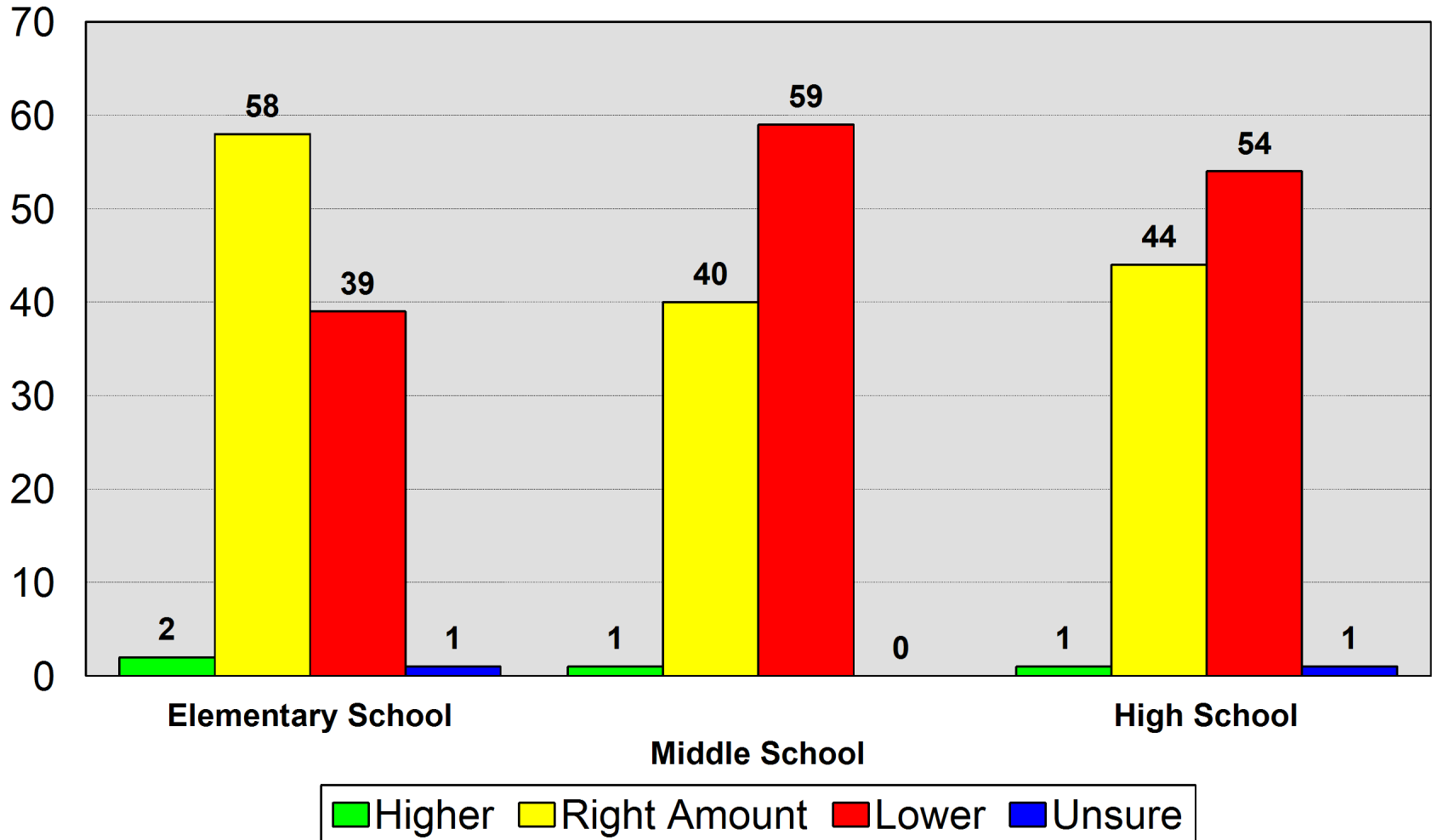
**"Most," "Some" or "Very Few":**  
**Struggling, 31%**  
**Average, 24%**  
**Diverse/Ethnic, 15%**





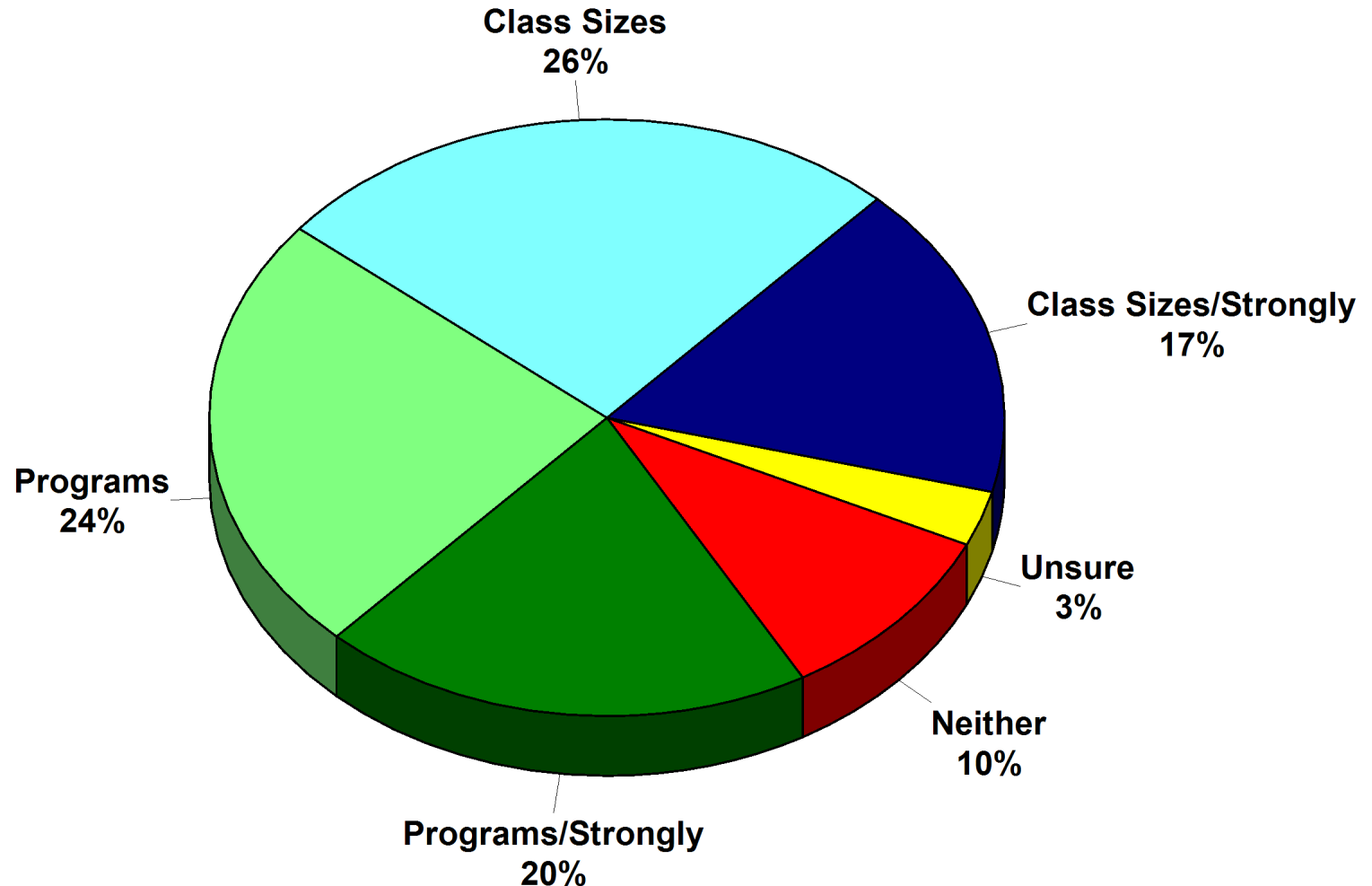
# Class Sizes

2023 Saint Anthony-New Brighton School District



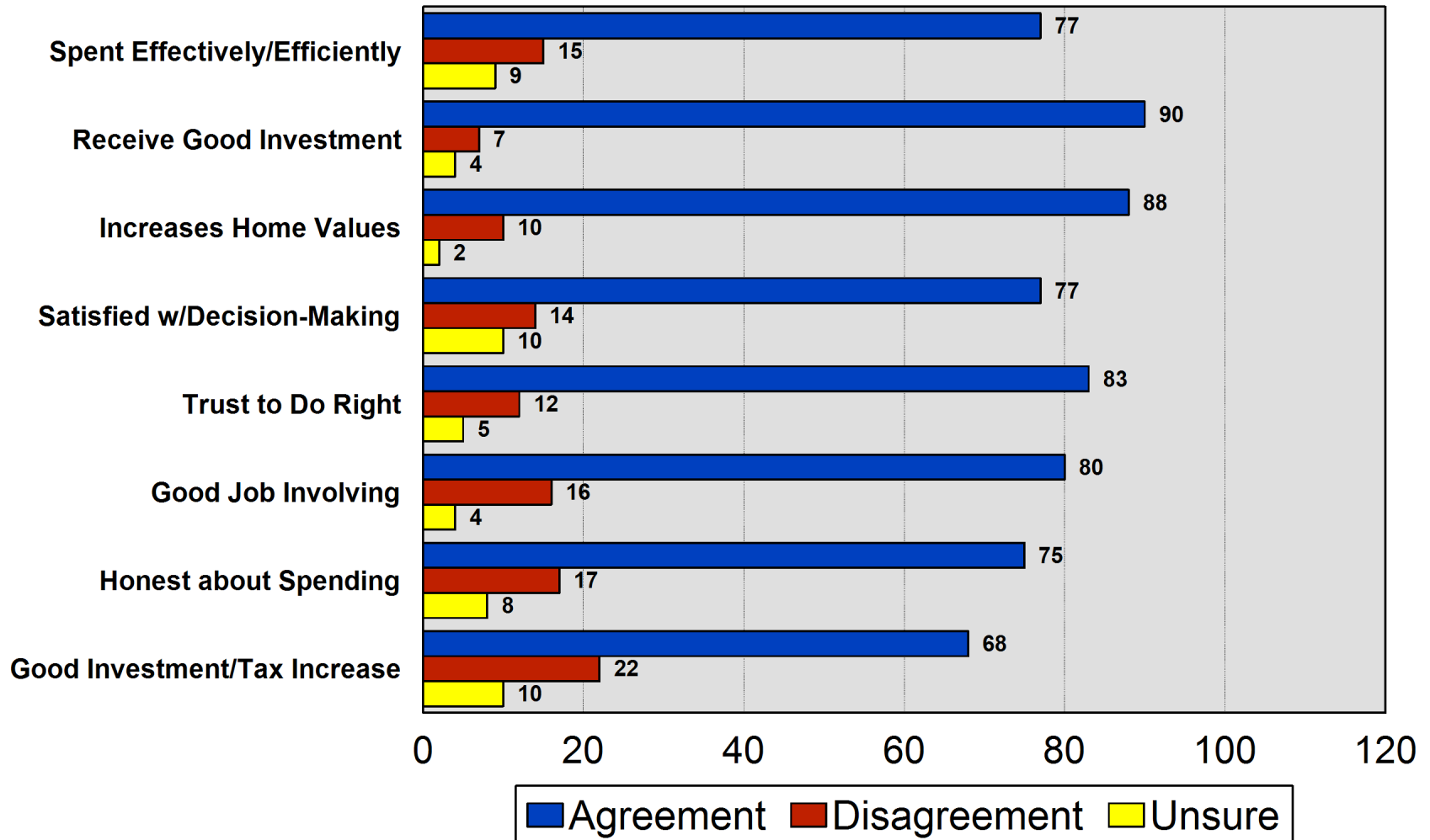
# Decreasing Class Sizes vs. Additional Student Services and Programs

2023 Saint Anthony-New Brighton School District



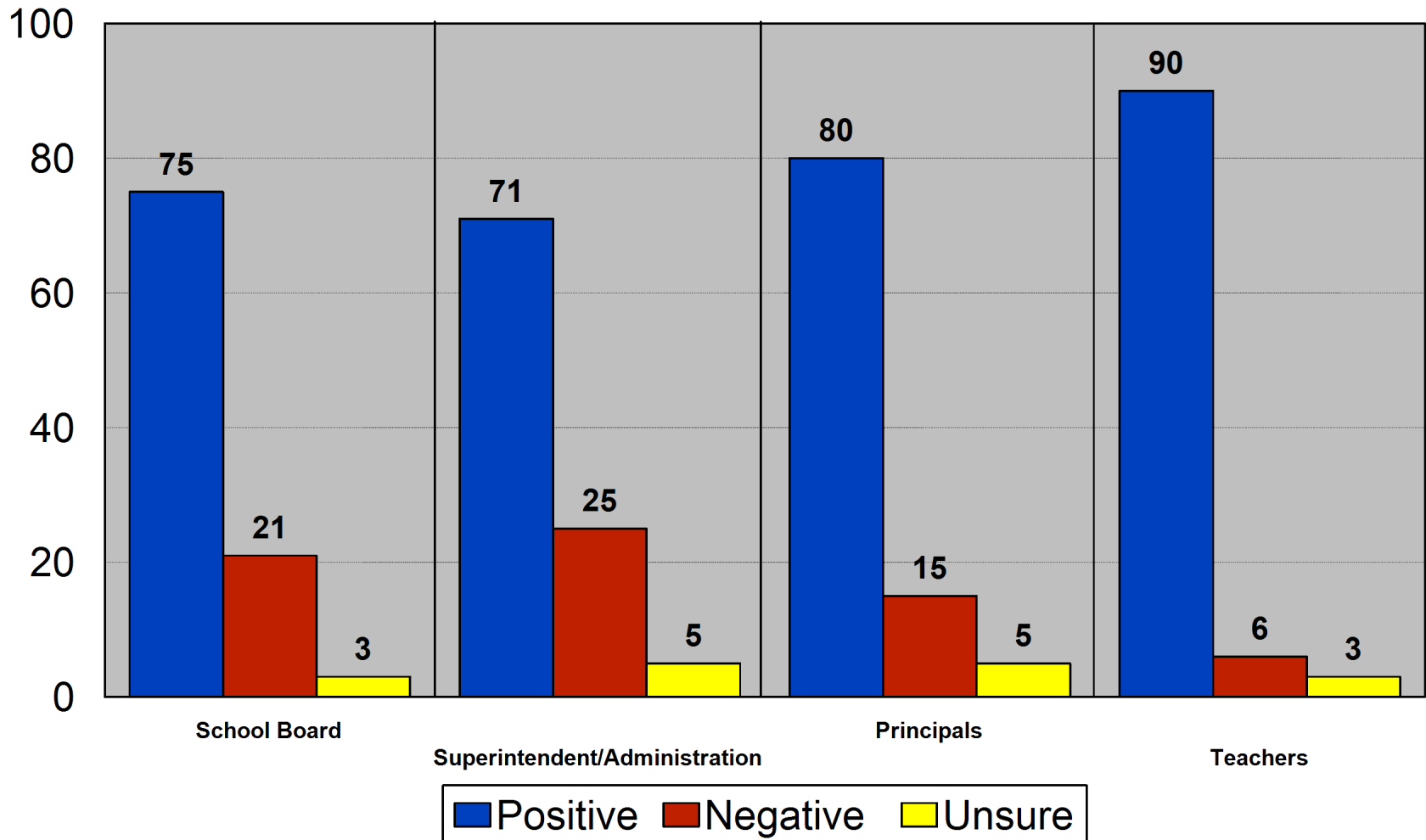
# Specific School District Perceptions

2023 Saint Anthony-New Brighton School District



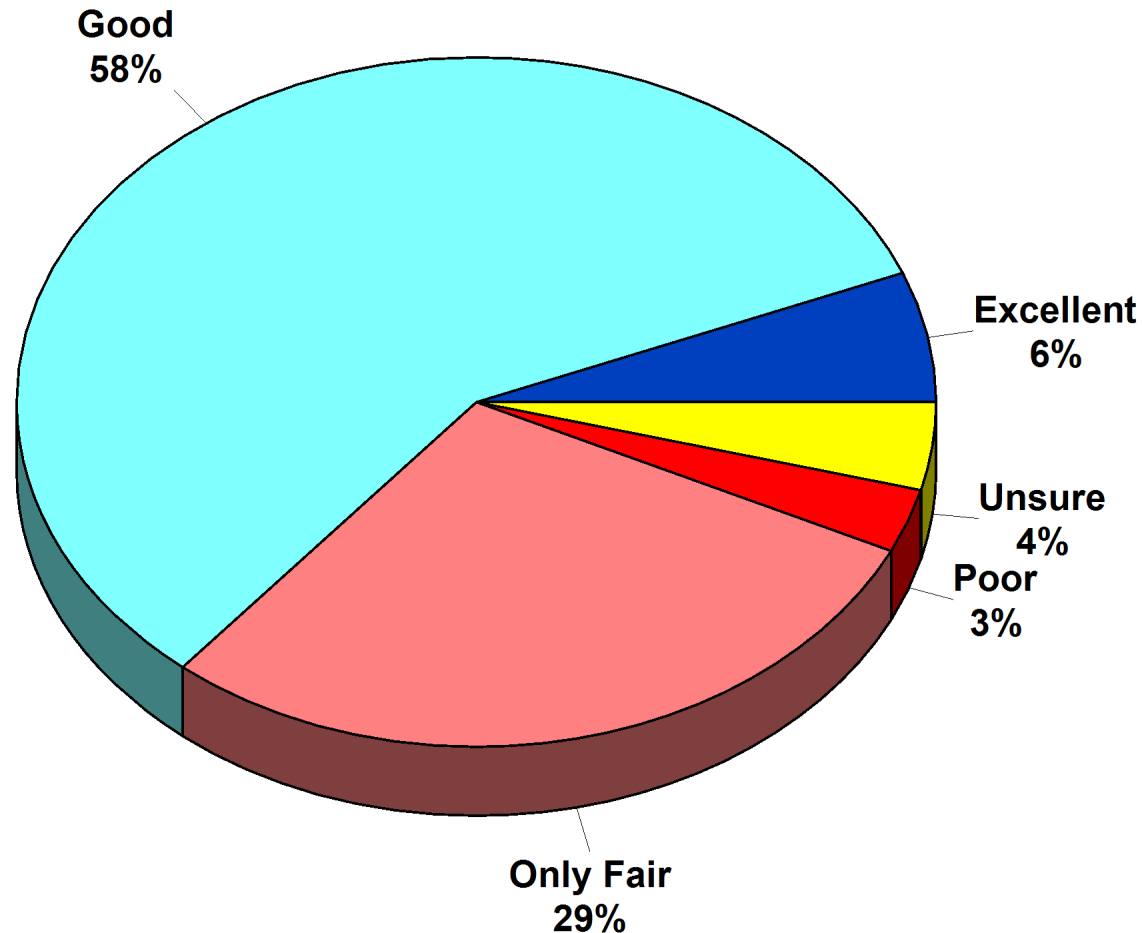
# Job Performance Ratings

2023 Saint Anthony-New Brighton School District



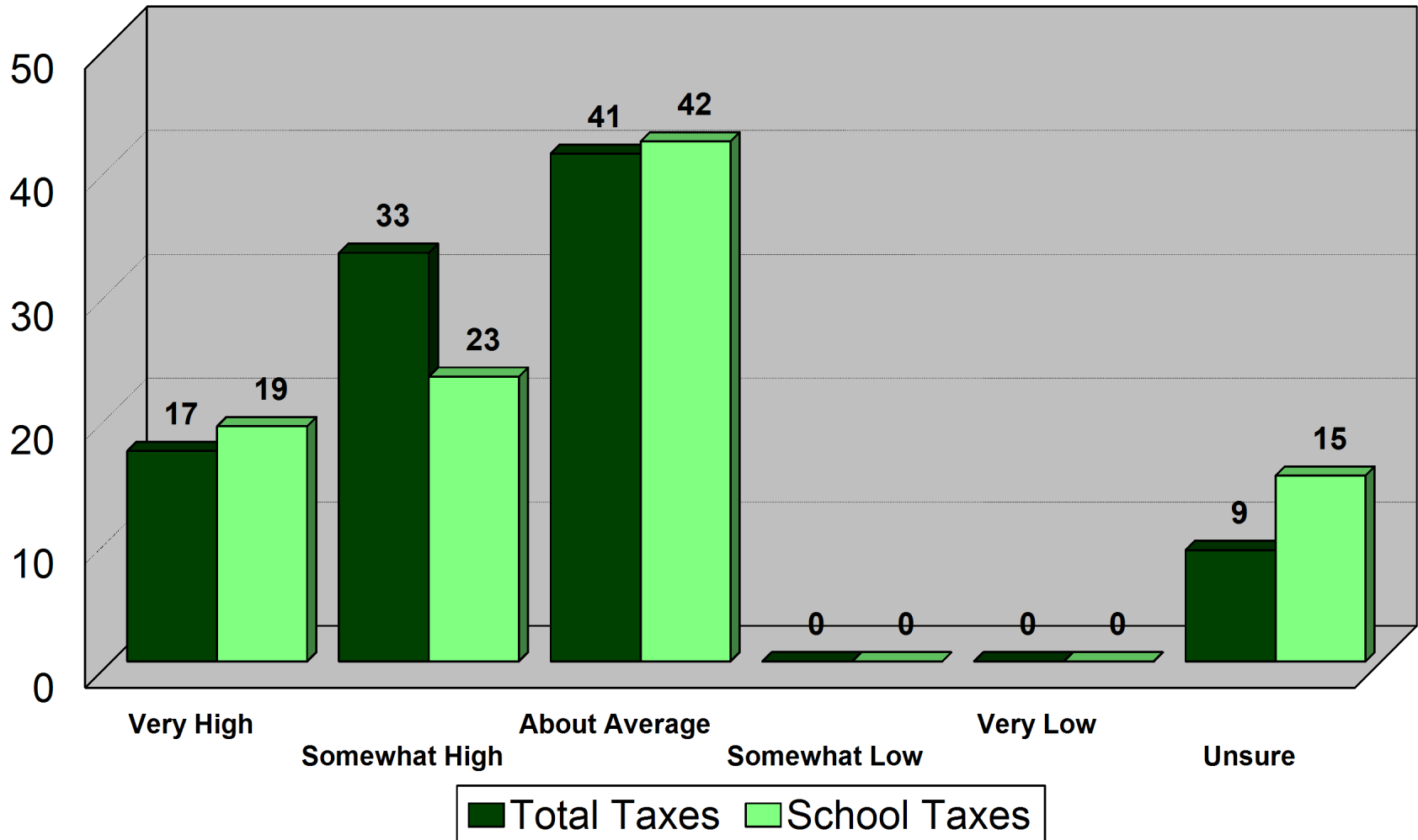
# Financial Management

2023 Saint Anthony-New Brighton School District



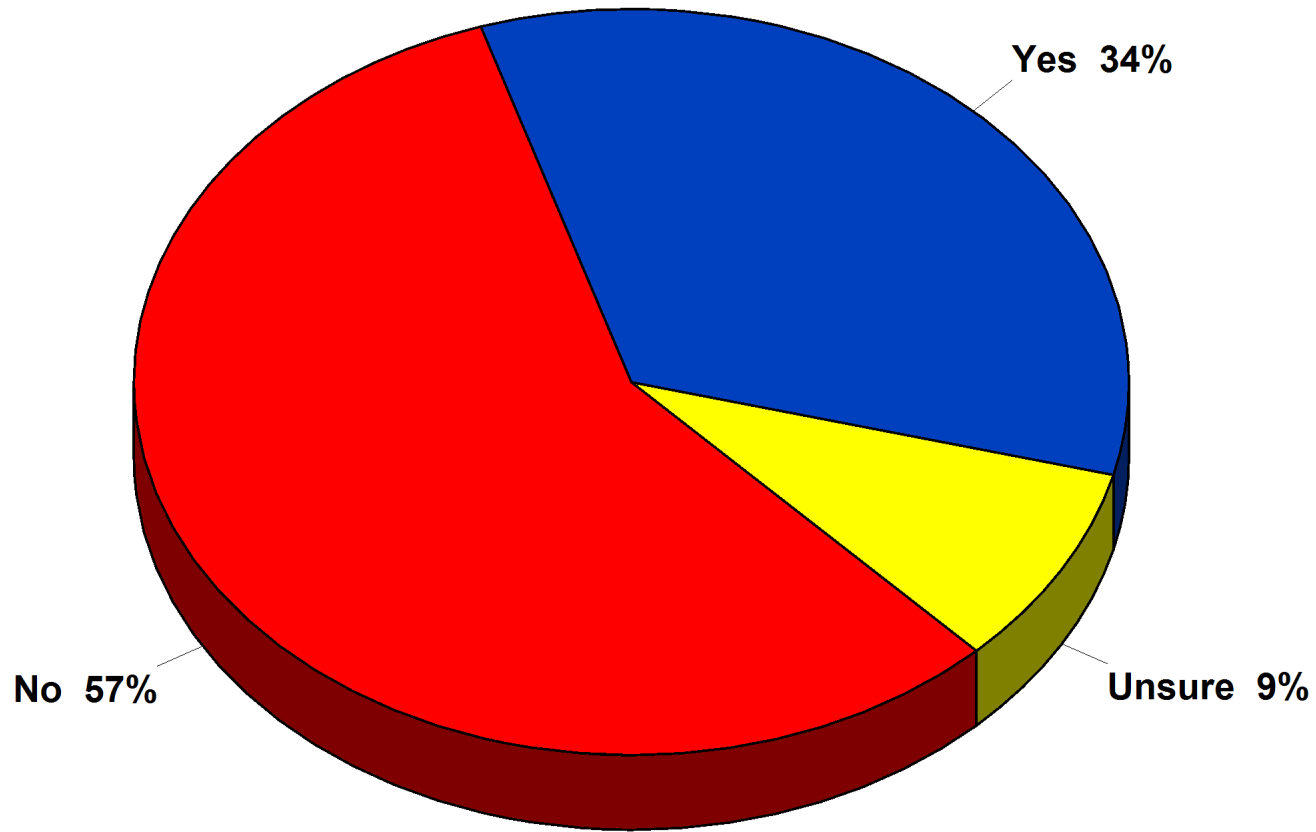
# Property Tax Comparisons

2023 Saint Anthony-New Brighton School District



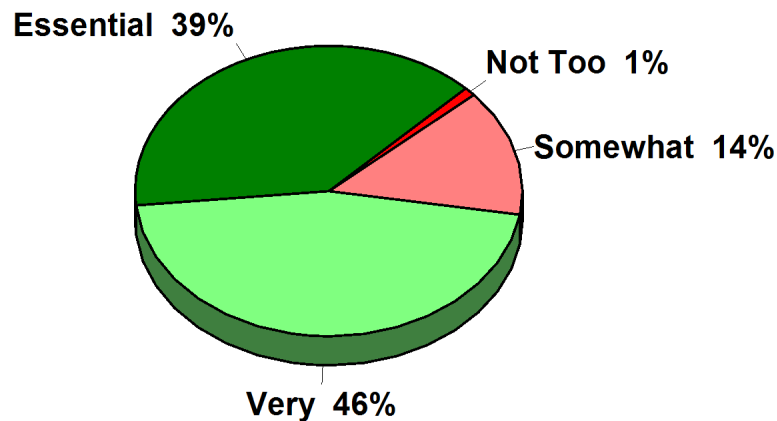
# District Adequately Funded

2023 Saint Anthony-New Brighton School District

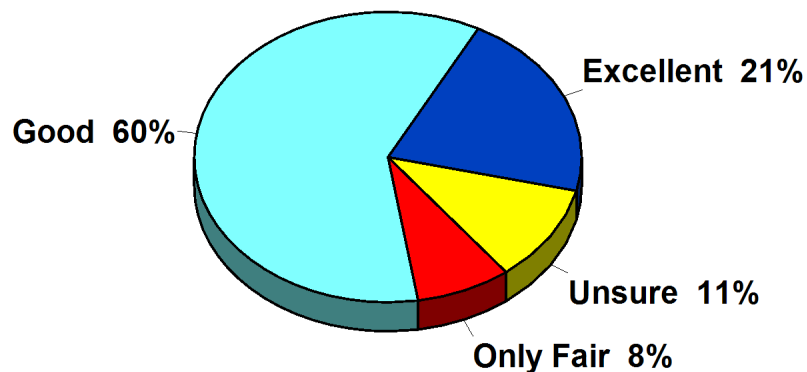


# Technology

2023 Saint Anthony-New Brighton School District



Importance to Use Effectively  
and Efficiently

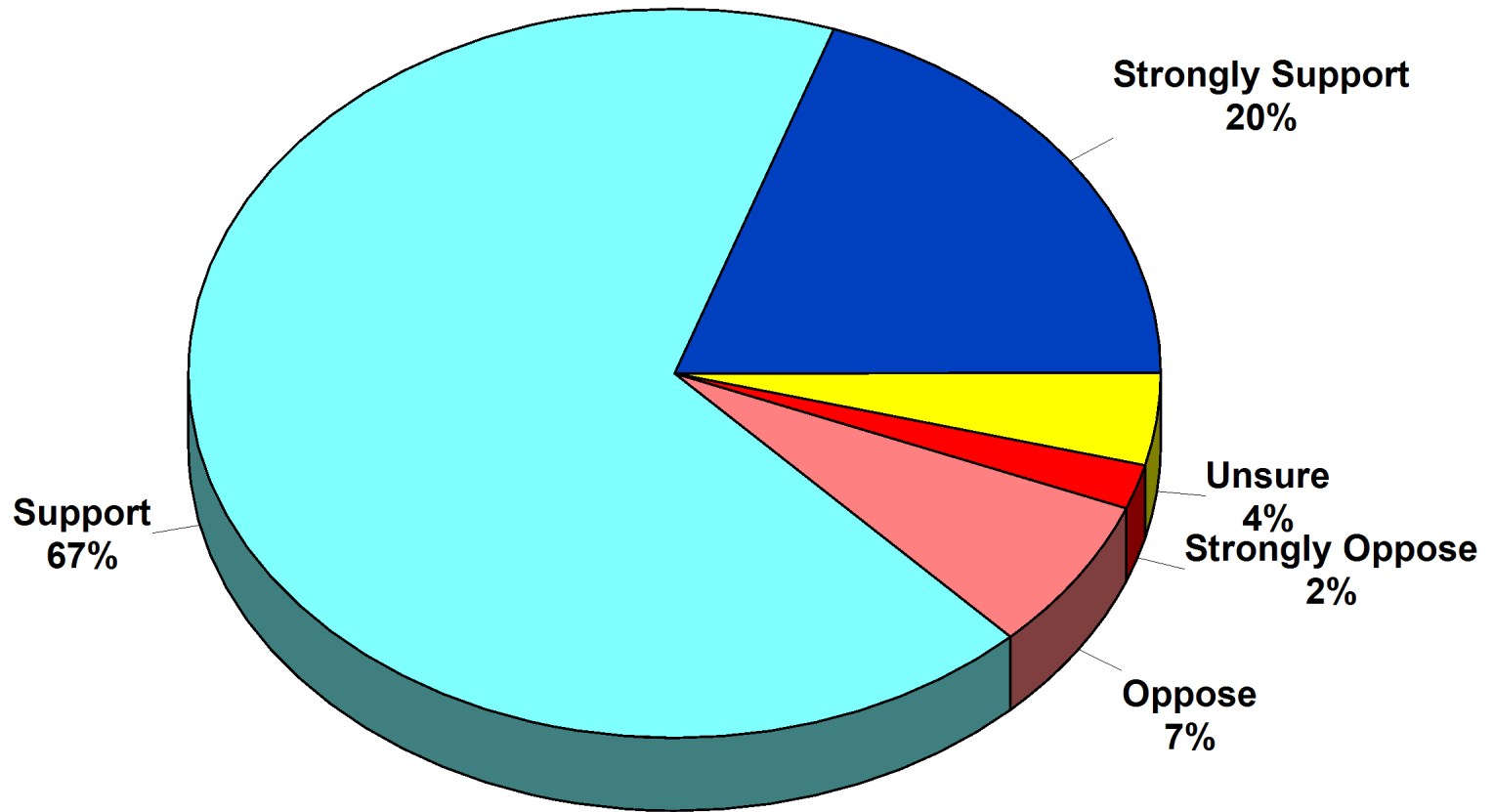


Rating of Technology  
Opportunities in Saint  
Anthony-New Brighton  
Schools



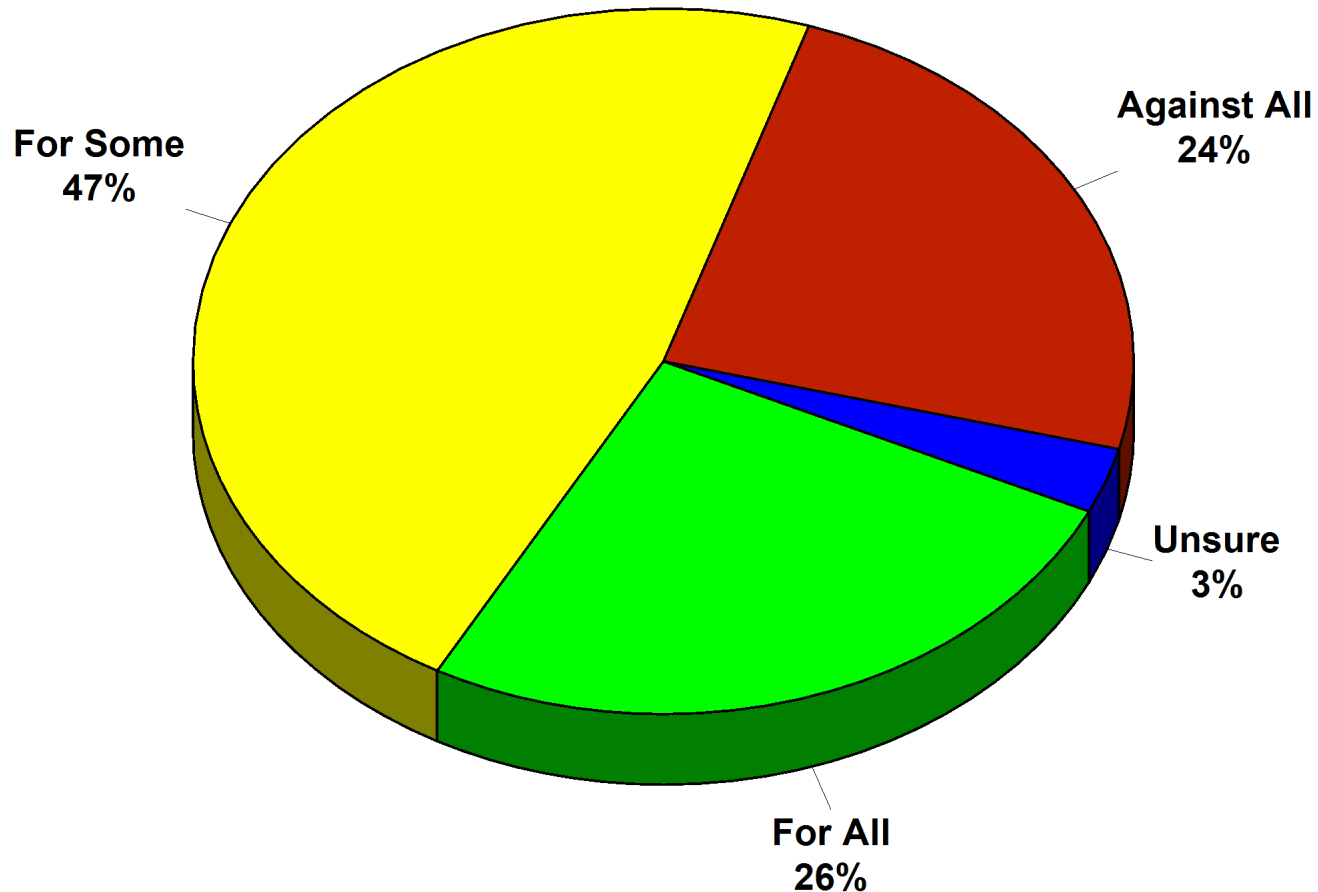
# Capital Technology Levy Renewal

2023 Saint Anthony-New Brighton School District



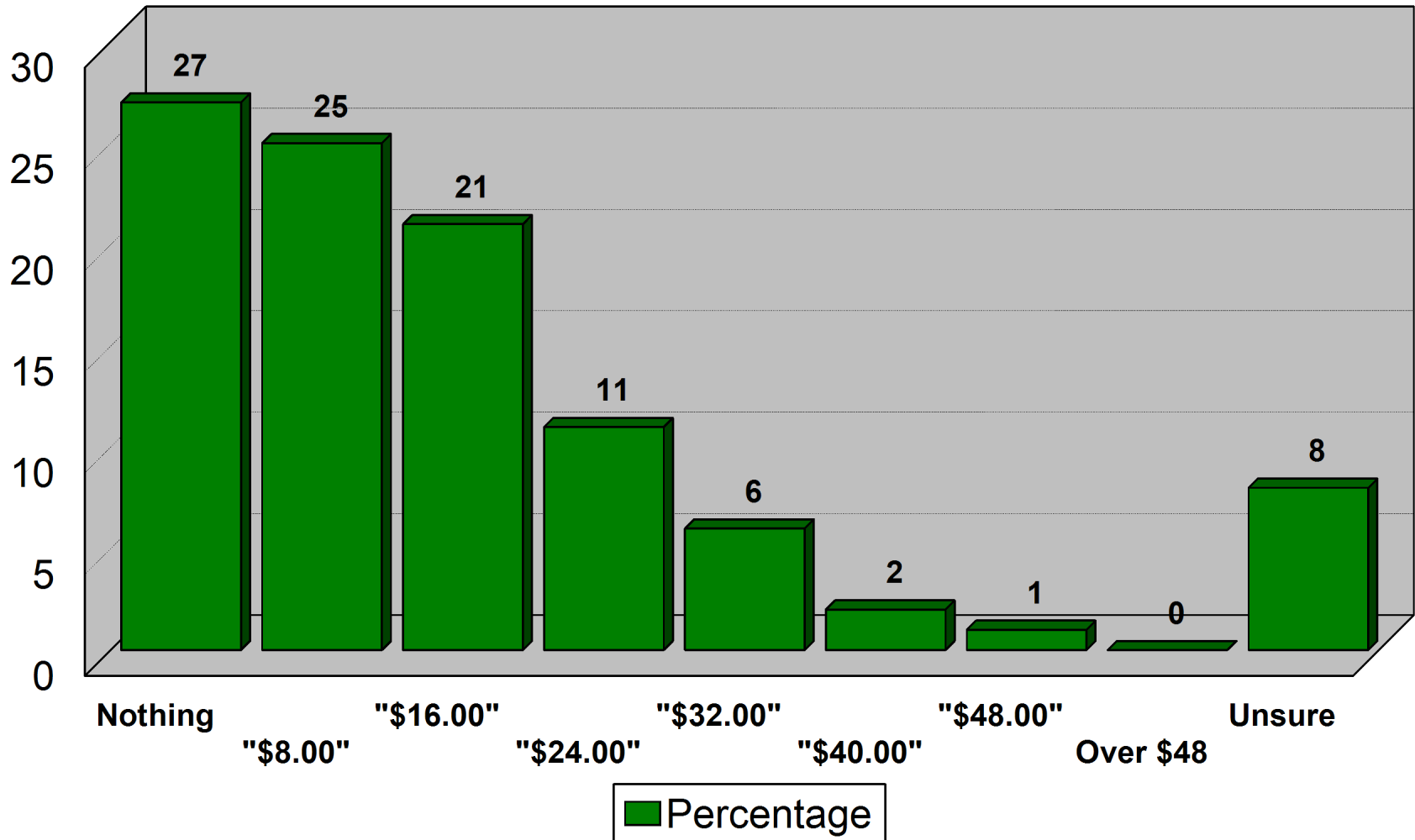
# Tax Increase Predisposition

2023 Saint Anthony-New Brighton School District



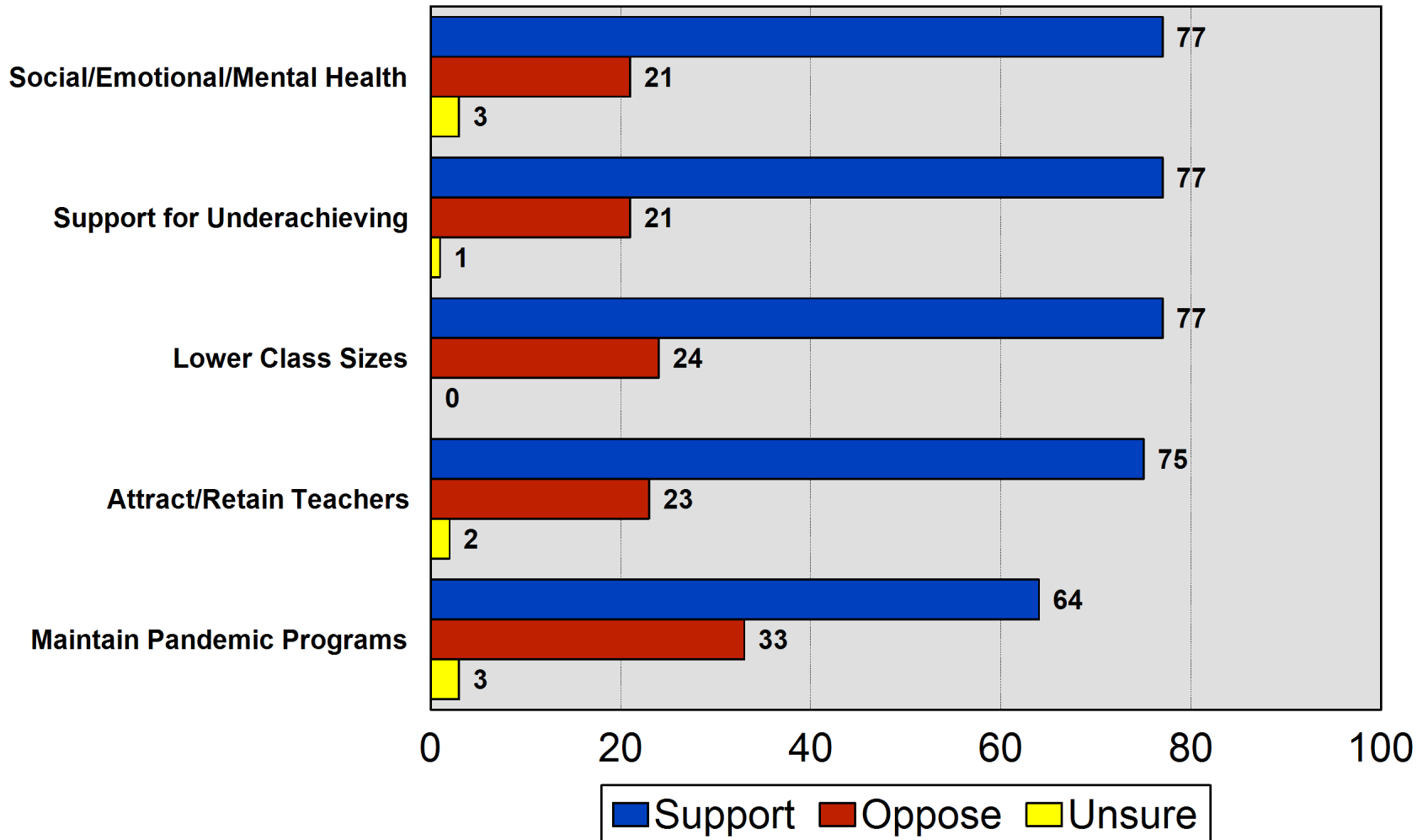
# Tax Increase for Facilities

2023 Saint Anthony-New Brighton School District



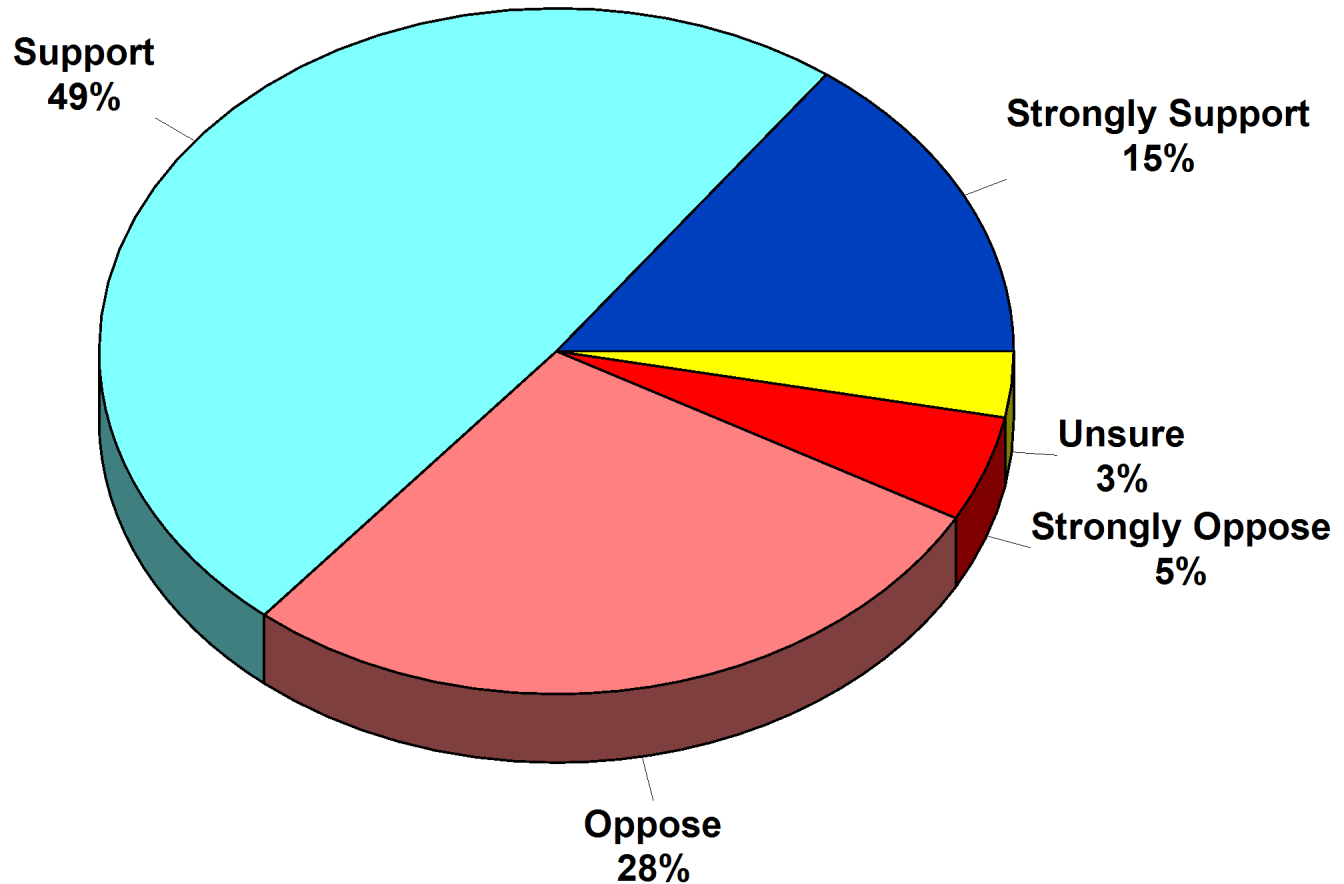
# Property Tax Increase for....

2023 Saint Anthony-New Brighton School District



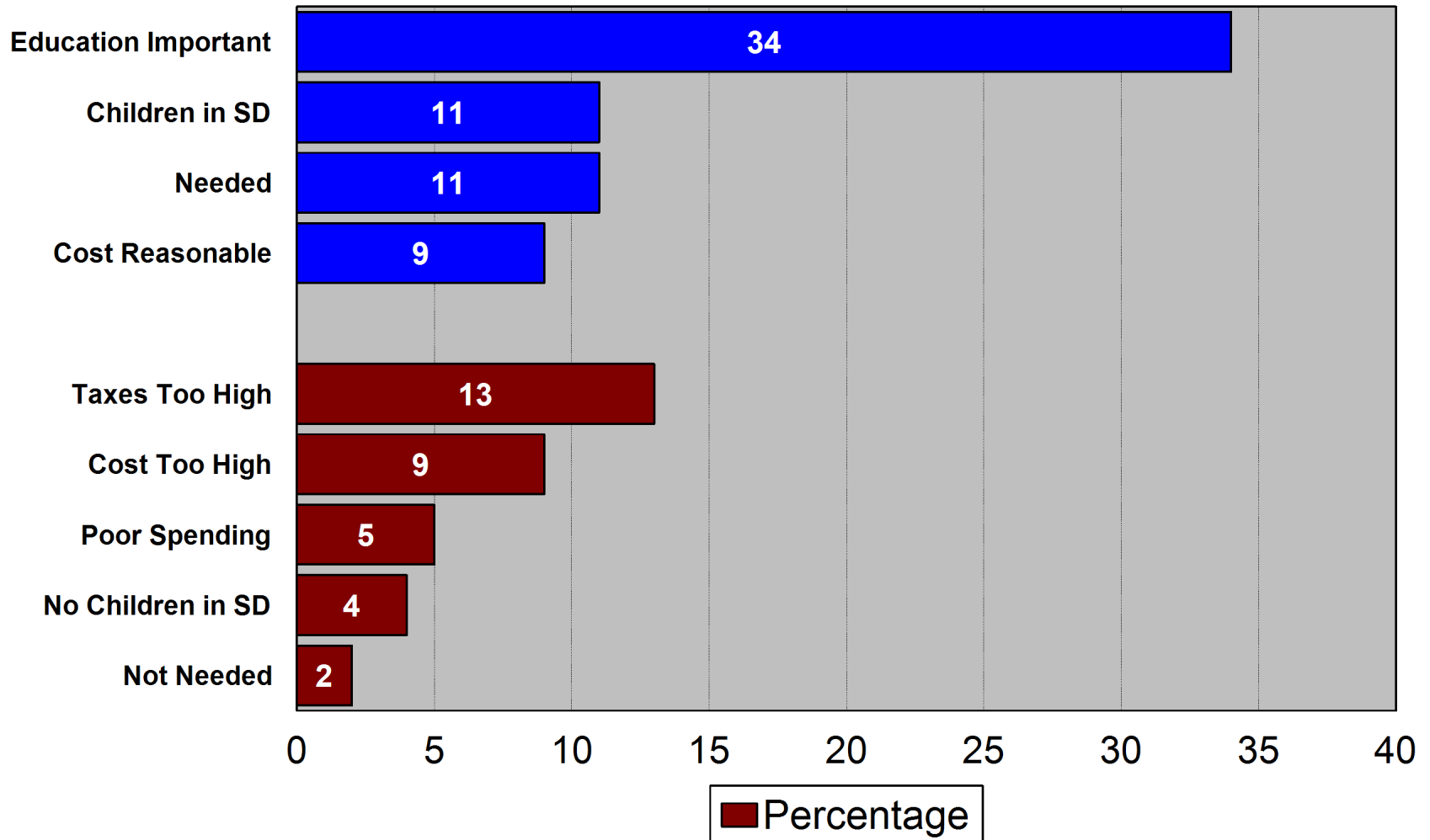
# \$1,819 PPU Operating Levy

2023 Saint Anthony-New Brighton School District



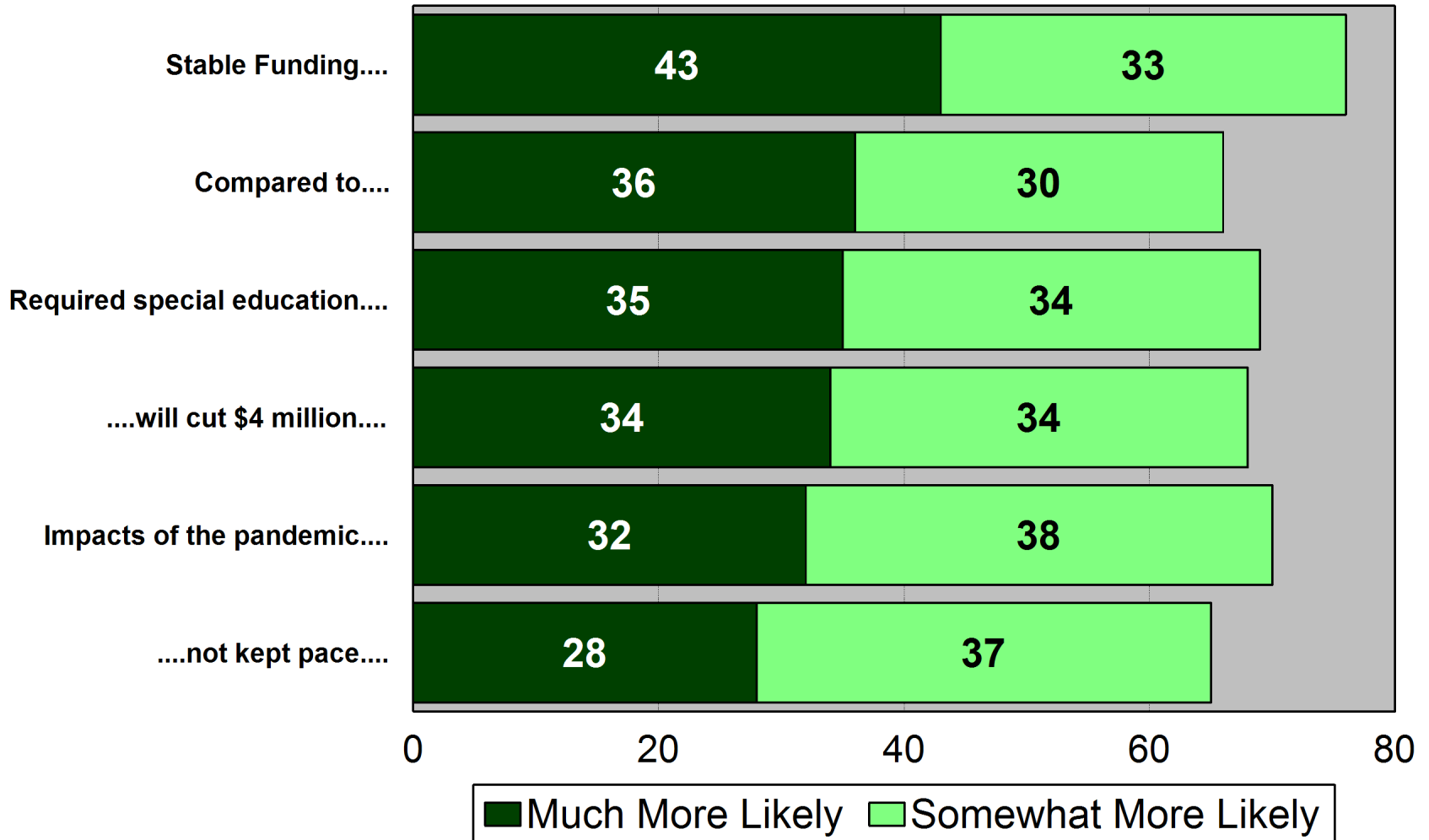
# Reason for Levy Position

2023 Saint Anthony-New Brighton School District



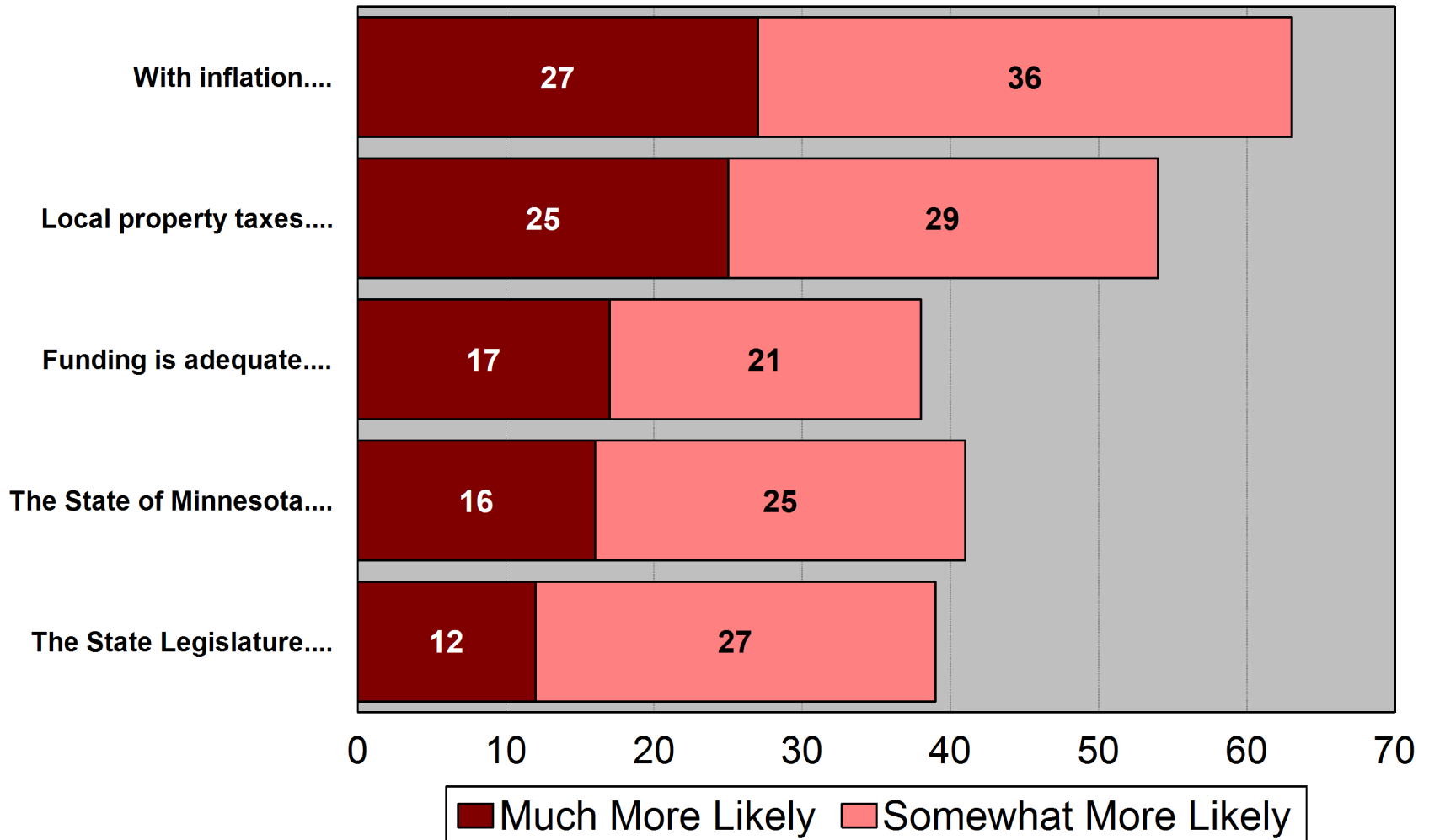
# Arguments for Levy

2023 Saint Anthony-New Brighton School District



# Arguments against Levy

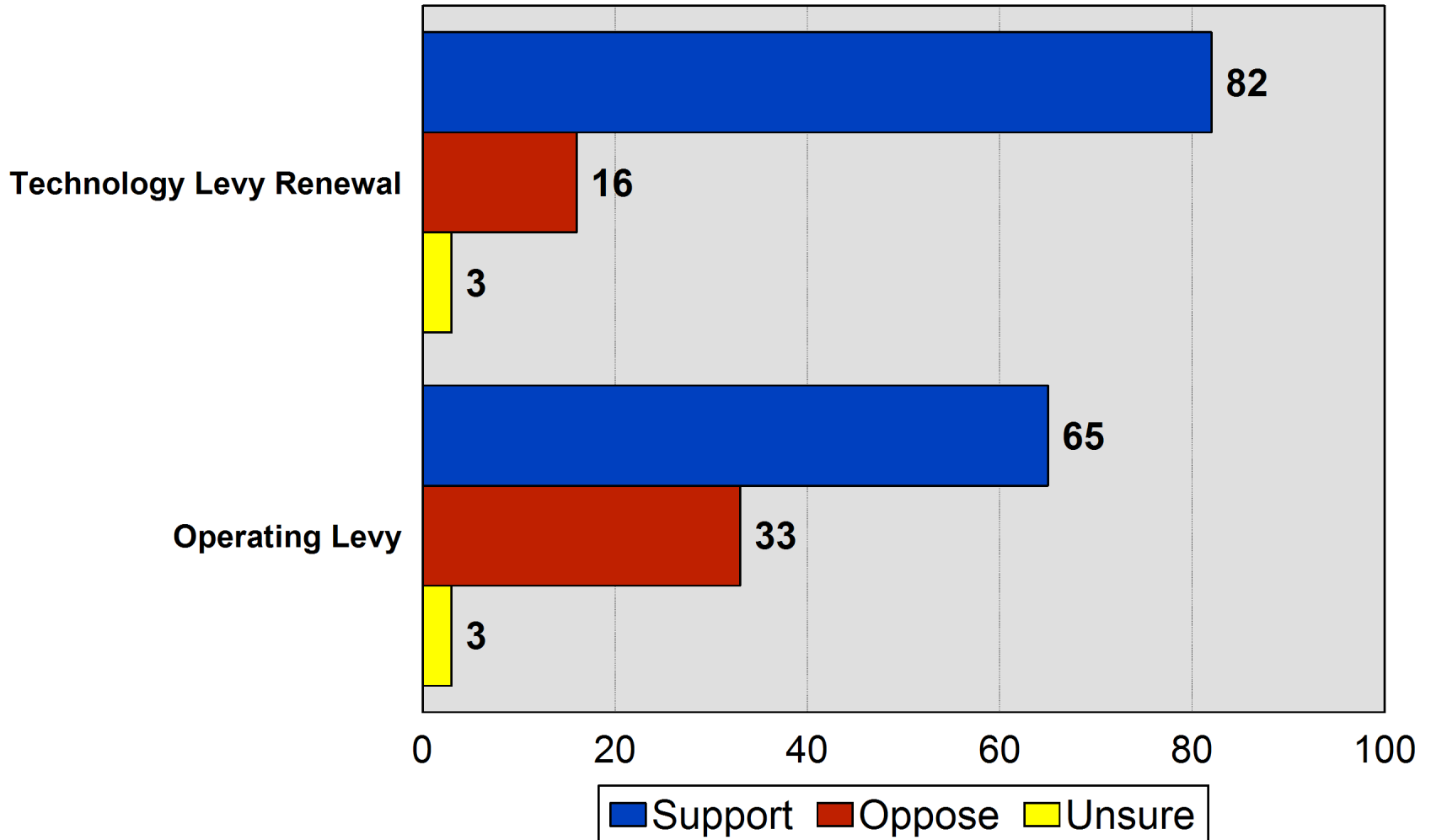
2023 Saint Anthony-New Brighton School District





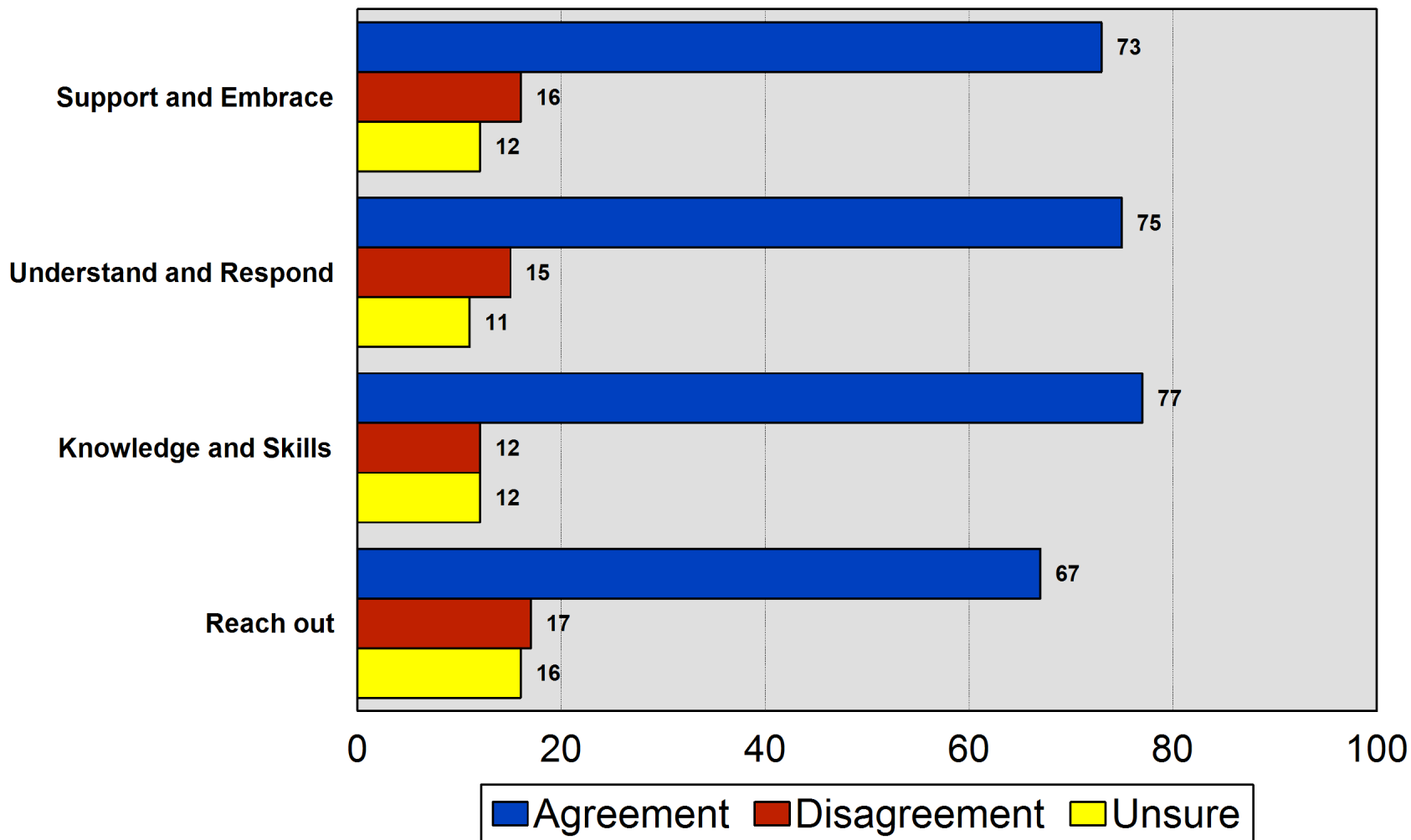
# November Vote

2023 Saint Anthony-New Brighton School District



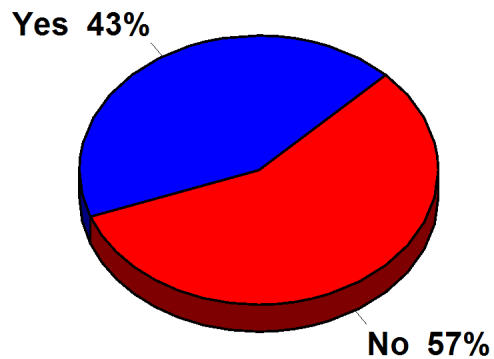
# Diversity and Equity

2023 Saint Anthony-New Brighton School District

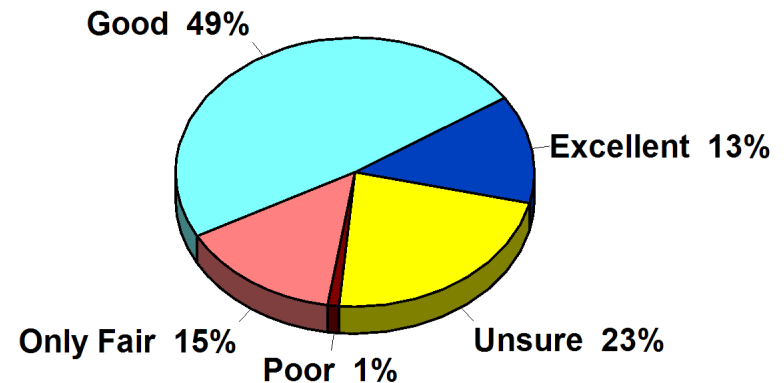


# District's Success Metrics

2023 Saint Anthony-New Brighton School District



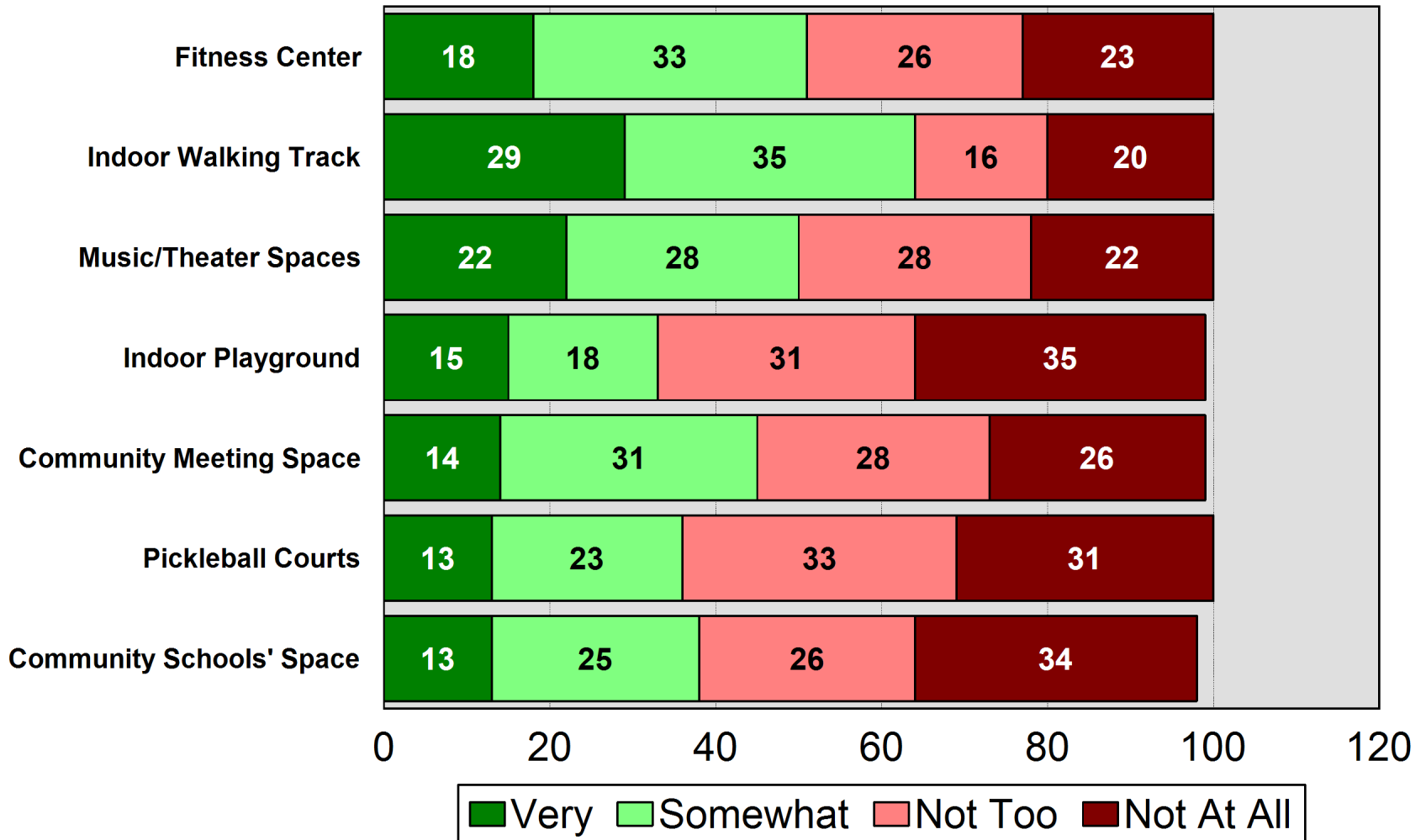
**Awareness**



**Rating Saint Anthony-New  
Brighton Schools in Achieving  
Success Metrics**

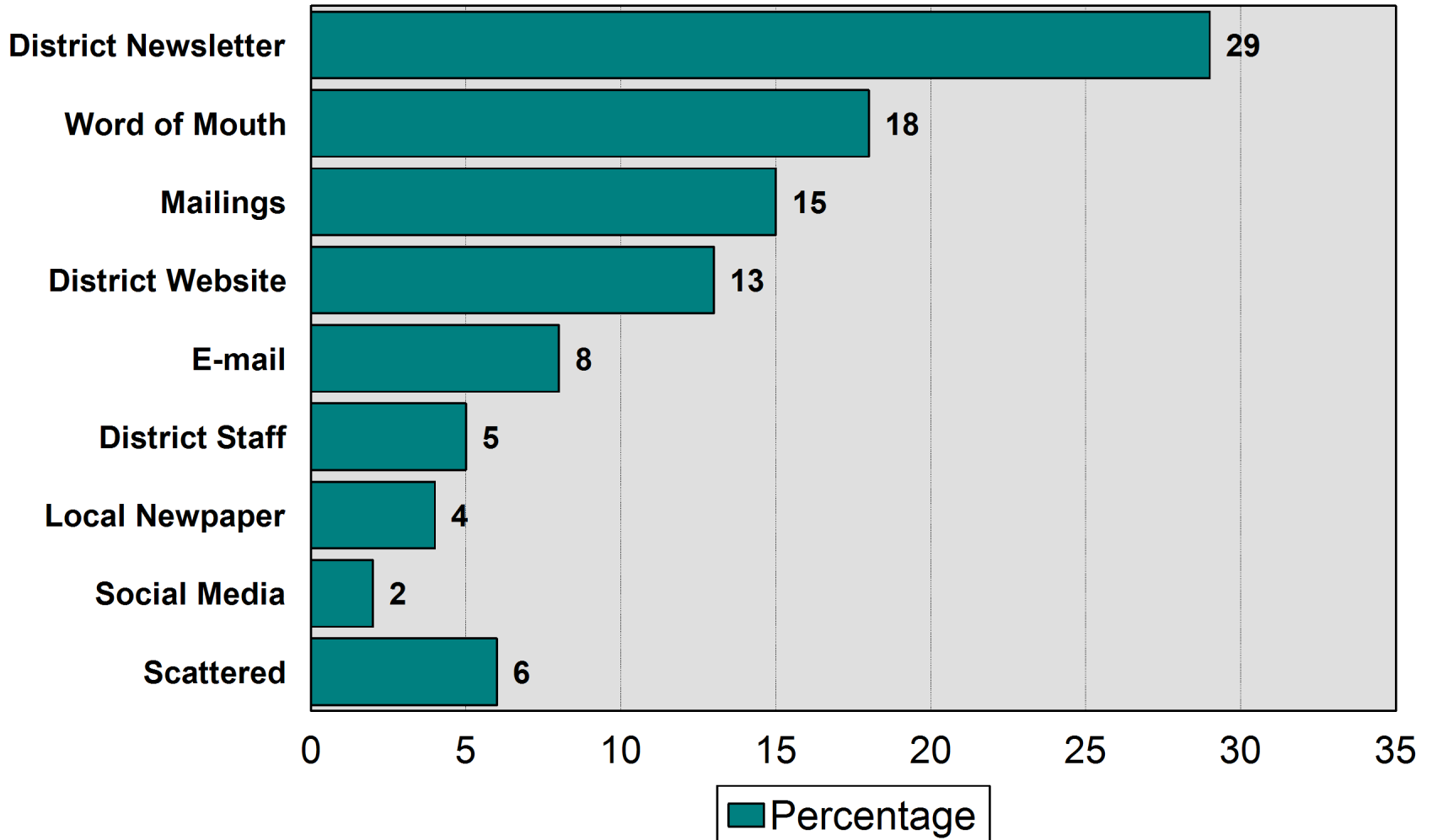
# Use in a Wellness Center

2023 Saint Anthony-New Brighton School District



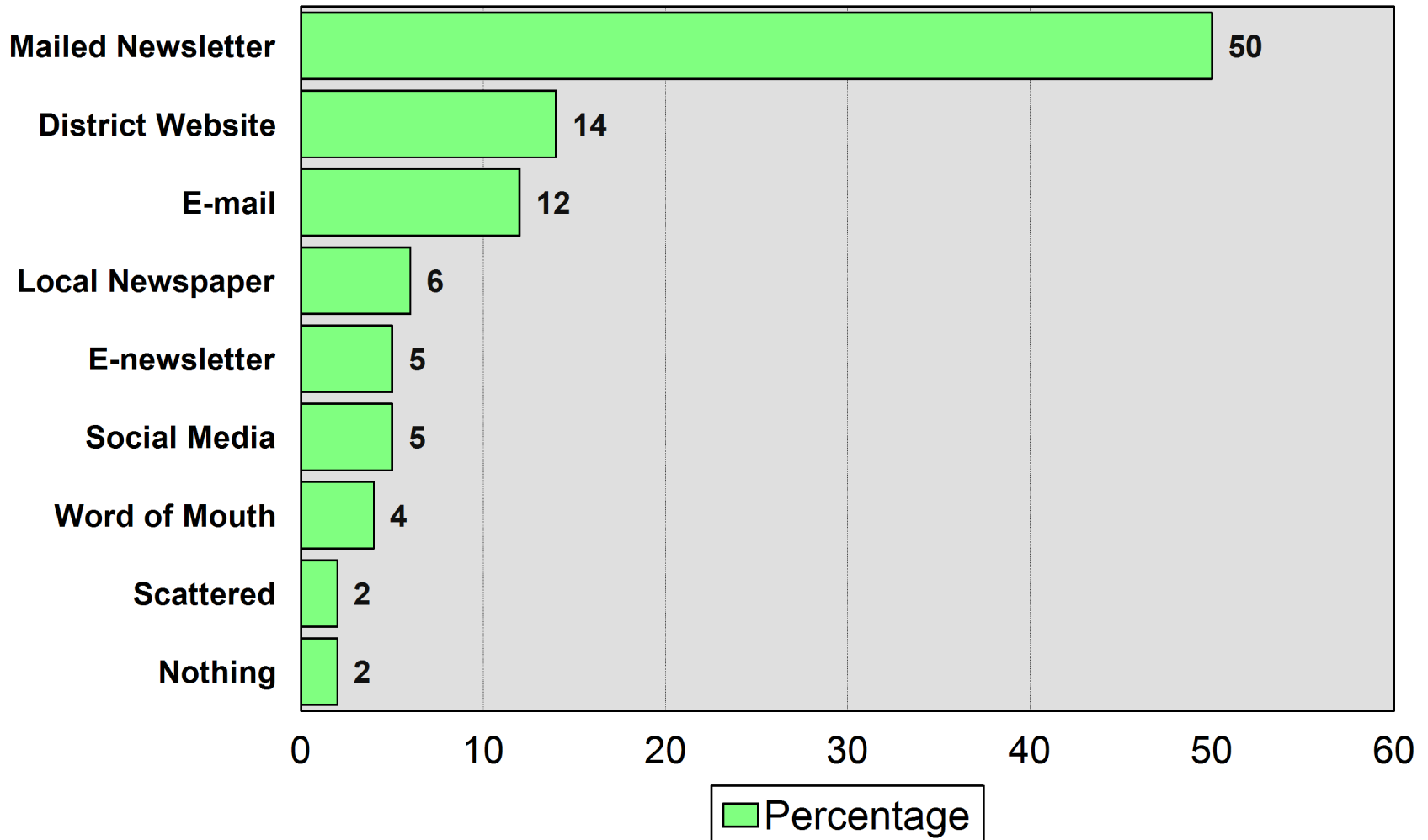
# Principal Source of Information

2023 Saint Anthony-New Brighton School District



# Most Effective Way

2023 Saint Anthony-New Brighton School District



THE MORRIS LEATHERMAN COMPANY  
3128 Dean Court  
Minneapolis, Minnesota 55416

ST ANTHONY-NEW BRIGHTON SD  
2023 Residential Survey  
FINAL APRIL 2023

Hello, I'm \_\_\_\_\_ of the Morris Leatherman Company, a national polling firm located in Minneapolis. We are speaking with a random sample of residents of the Saint Anthony-New Brighton School District. Even if you do not have children currently in the Saint Anthony-New Brighton Schools, the School District is interested in your opinions and suggestions. I want to assure you that all individual responses will be held strictly confidential; only summaries of the entire sample will be reported.

- |  |                           |
|--|---------------------------|
| 1. Approximately, how many years have you lived in the Saint Anthony-New Brighton School District? | TWO YEARS OR LESS.....6%  |
|  | THREE TO FIVE YEARS..13%  |
|  | SIX TO TEN YEARS.....21%  |
|  | ELEVEN TO TWENTY YRS.25%  |
|  | 21 TO 30 YEARS.....17%    |
|  | OVER THIRTY YEARS....19%  |
|  | REFUSED.....0%            |
| 2. Are you registered to vote at your current address?   | YES.....95%               |
|  | NO.....5%                 |
|  | DON'T KNOW/REFUSED.....0% |

As you may know about one-third of Saint Anthony-New Brighton School District residents tend to vote in off-year elections, held in non-Presidential or non-gubernatorial election years....

- |  |                          |
|--|--------------------------|
| 3. In past off-year elections, would you say you have always voted, often voted, rarely voted, or never voted?                                   | ALWAYS VOTED.....38%     |
|  | OFTEN VOTED.....36%      |
|  | RARELY VOTED.....20%     |
|  | NEVER VOTED.....7%       |
|  | DON'T KNOW/REFUSED....0% |
| 4. How likely are you to vote in the coming November election -- absolutely certain, very likely, 1/2-1/2, not too likely, or not at all likely? | ABSOLUTELY CERTAIN...39% |
|  | VERY LIKELY.....30%      |
|  | 1/2-1/2.....18%          |
|  | NOT TOO LIKELY.....6%    |
|  | NOT AT ALL LIKELY.....5% |
|  | DON'T KNOW/REFUSED....2% |

Continuing....

- |   |   |
|---|---|
| 5. What, if anything, do you like most about the Saint Anthony-New Brighton Schools?  | DON'T KNOW/REFUSED....7%<br>EXCELLENT ACADEMICS...9%<br>GOOD ACADEMICS.....9%<br>HIGH TEST SCORES.....11%<br>GOOD TEACHERS.....16%<br>BROAD CURRICULUM.....10%<br>VARIETY OF PROGRAMS..16%<br>PARENT INVOLVEMENT....4%<br>SPORTS.....8%<br>COMMUNITY INVOLVEMENT.4%<br>GOOD COMMUNICATION....2%<br>SCATTERED.....4%               |
| 6. And, what, if anything, do you think is the most serious issue facing Saint Anthony-New Brighton Schools?  | DON'T KNOW/REFUSED...12%<br>NOTHING.....7%<br>LACK OF FUNDING.....22%<br>POOR SPENDING.....7%<br>LARGE CLASS SIZES....13%<br>LACK OF DISCIPLINE...13%<br>DRUGS/ALCOHOL.....8%<br>DECLINING QUALITY.....5%<br>SAFETY/VIOLENCE.....2%<br>STAFF SHORTAGE.....3%<br>HIGH TAXES.....2%<br>DECREASING ENROLLMENT.3%<br>SCATTERED.....3% |
| 7. How would you rate the quality of education provided by St. Anthony-New Brighton Schools -- excellent, good, only fair, or poor?   | EXCELLENT.....18%<br>GOOD.....71%<br>ONLY FAIR.....11%<br>POOR.....0%<br>DON'T KNOW/REFUSED....1%   |
| 8. Compared with three years ago, would you say the overall quality of education provided by the St. Anthony-New Brighton Schools is much better, somewhat better, about the same, somewhat worse, or much worse? | MUCH BETTER.....12%<br>SOMEWHAT BETTER.....31%<br>ABOUT THE SAME.....49%<br>SOMEWHAT WORSE.....5%<br>MUCH WORSE.....0%<br>DON'T KNOW/REFUSED....3%  |
| 9. Overall, do you think St. Anthony-New Brighton Schools meet the learning needs of all students, most students, only some students, or very few students?   | ALL.....49%<br>MOST.....46%<br>ONLY SOME.....4%<br>VERY FEW.....0%<br>DON'T KNOW/REFUSED....1%  |



IF "MOST," "ONLY SOME" OR "VERY FEW," ASK: (N=311)

10. What students do not have their learning needs met?	DON'T KNOW/REFUSED....1%
	AVERAGE.....24%
	GIFTED/TALENTED.....3%
	STRUGGLING.....31%
	ESL.....9%
	SPECIAL EDUCATION.....7%
	DIVERSE/ETHNIC.....15%
	LOW-INCOME.....2%
	UNDERACHIEVERS.....3%
	AT-RISK.....3%
	SCATTERED.....2%

Thinking about class sizes specifically....

In the 2022-2023 school year, the average class size at Wilshire Park Elementary School is 23 students.

11. Do you think that is about the right amount, should it be lower or should it be higher?	RIGHT AMOUNT.....58%
	LOWER.....39%
	HIGHER.....2%
	DON'T KNOW/REFUSED....1%

Next, the average class size at Saint Anthony Middle School for core subjects such as Math and English is 30 students.

12. Do you think that is about the right amount, should it be lower or should it be higher?	RIGHT AMOUNT.....40%
	LOWER.....59%
	HIGHER.....1%
	DON'T KNOW/REFUSED....0%

Finally, the average class size at Saint Anthony Village High School for core subjects such as Math and English is 30 students.

13. Do you think that is about the right amount, should it be lower or should it be higher?	RIGHT AMOUNT.....44%
	LOWER.....54%
	HIGHER.....1%
	DON'T KNOW/REFUSED....1%

If the District decreased class sizes by one student across all grade levels, the additional cost would be approximately \$1 million per year. Instead, this funding could be used for additional student services and programs.

14.	Would you prioritize funding for decreasing class sizes or would you prioritize funding for additional student services and programs? (WAIT FOR RESPONSE) Do you feel strongly that way?	CLASS SIZES/STRONGLY.17% CLASS SIZES.....26% PROGRAMS.....24% PROGRAMS/STRONGLY....20% NEITHER (VOL.).....10% DON'T KNOW/REFUSED....3%
-----	--	---

Moving on....

I would like to read you a number of statements other people have told us. For each one, please tell me whether you strongly agree, agree, disagree, or strongly disagree. If you don't know, just say so.

15.	During the last few years, the St. Anthony-New Brighton School District Administration and Board have spent tax money effectively and efficiently.	STRONGLY AGREE.....12% AGREE.....65% DISAGREE.....13% STRONGLY DISAGREE.....2% DON'T KNOW/REFUSED....9%
-----	--	---

16.	Our community receives a good value from its investment in local public schools.	STRONGLY AGREE.....24% AGREE.....66% DISAGREE.....4% STRONGLY DISAGREE.....3% DON'T KNOW/REFUSED....4%
-----	--	--

17.	The high quality of St. Anthony-New Brighton Schools increases home values for its residents.	STRONGLY AGREE.....27% AGREE.....61% DISAGREE.....7% STRONGLY DISAGREE.....3% DON'T KNOW/REFUSED....2%
-----	---	--

18.	I am satisfied with the School District's decision-making processes of adopting new policies and making financial judgments.	STRONGLY AGREE.....20% AGREE.....57% DISAGREE.....13% STRONGLY DISAGREE.....1% DON'T KNOW/REFUSED...10%
-----	--	---

19.	I trust the Saint Anthony-New Brighton School Board and Administration to do what is right for the children in this district.	STRONGLY AGREE.....24% AGREE.....59% DISAGREE.....9% STRONGLY DISAGREE.....3% DON'T KNOW/REFUSED....5%
-----	---	--

20.	The School Board and Administration do a good job of involving community leaders, parents, and interested citizens in decisions about the schools.	STRONGLY AGREE.....20%
		AGREE.....60%
		DISAGREE.....14%
		STRONGLY DISAGREE.....2%
		DON'T KNOW/REFUSED....4%

21.	The St. Anthony-New Brighton School District has been honest with residents about the ways in which they spend tax money.	STRONGLY AGREE.....11%
		AGREE.....64%
		DISAGREE.....15%
		STRONGLY DISAGREE.....2%
		DON'T KNOW/REFUSED....8%

22.	The St. Anthony-New Brighton Schools are a good investment, and I would support a property tax increase to protect that investment.	STRONGLY AGREE.....12%
		AGREE.....56%
		DISAGREE.....14%
		STRONGLY DISAGREE.....8%
		DON'T KNOW/REFUSED...10%

Moving on....

23.	How would you rate the job performance of the St. Anthony-New Brighton School Board -- excellent, good, only fair, or poor?	EXCELLENT.....13%
		GOOD.....62%
		ONLY FAIR.....20%
		POOR.....1%
		DON'T KNOW/REFUSED....3%

24.	How would you rate the job performance of the Superintendent and District Office Administration -- excellent, good, only fair, or poor?	EXCELLENT.....16%
		GOOD.....55%
		ONLY FAIR.....22%
		POOR.....3%
		DON'T KNOW/REFUSED....5%

25.	How about the job of School Building Principals and Administrators -- excellent, good, only fair, or poor?	EXCELLENT.....27%
		GOOD.....53%
		ONLY FAIR.....13%
		POOR.....2%
		DON'T KNOW/REFUSED....5%

26.	And, how would you rate the job performance of teachers and instructional staff -- excellent, good, only fair, or poor?	EXCELLENT.....53%
		GOOD.....37%
		ONLY FAIR.....5%
		POOR.....1%
		DON'T KNOW/REFUSED....3%

Moving on.....

27.	How would you rate the financial management of the St. Anthony-New Brighton School District -- excellent, good, only fair, or poor?	EXCELLENT.....6% GOOD.....58% ONLY FAIR.....29% POOR.....3% DON'T KNOW/REFUSED....4%
28.	Compared to neighboring areas, do you consider total property taxes in your community to be very high, somewhat high, about average, somewhat low, or very low?	VERY HIGH.....17% SOMEWHAT HIGH.....33% ABOUT AVERAGE.....41% SOMEWHAT LOW.....0% VERY LOW.....0% DON'T KNOW/REFUSED....9%
29.	Compared with other neighboring school districts, do you think school taxes in the St. Anthony-New Brighton Schools are very high, somewhat high, about average, somewhat low, or very low?	VERY HIGH.....19% SOMEWHAT HIGH.....23% ABOUT AVERAGE.....42% SOMEWHAT LOW.....0% VERY LOW.....0% DON'T KNOW/REFUSED...15%
30.	Do you think the St. Anthony-New Brighton Schools are adequately funded?	YES.....34% NO.....58% DON'T KNOW/REFUSED....9%

Moving on....

31.	How important do you think the ability to use computers and other technology effectively and efficiently is for today's students -- absolutely essential, very important, somewhat important, not too important, or not at all important?	ABSOLUTELY ESSENTIAL.39% VERY IMPORTANT.....46% SOMEWHAT IMPORTANT...14% NOT TOO IMPORTANT.....1% NOT AT ALL IMPORTANT..0% DON'T KNOW/REFUSED....0%
32.	From what you have heard or seen, how would you rate the technology opportunities available for students in the St. Anthony-New Brighton Schools -- excellent, good, only fair, or poor?	EXCELLENT.....21% GOOD.....60% ONLY FAIR.....8% POOR.....0% DON'T KNOW/REFUSED...11%

This November, the School District could ask voters to renew an already-approved capital technology levy for another ten years, providing about \$900,000 for technology opportunities.

If successful, property owners would see no property tax increase as a result of the renewal. If the referendum were rejected, the School District would need to make significant cuts in the use of technology in the curriculum, programs and security.

33. If the election were today, would you support or oppose this capital technology levy renewal? (WAIT FOR RESPONSE) Do you feel strongly that way?

STRONGLY SUPPORT.....	20%
SUPPORT.....	68%
OPPOSE.....	7%
STRONGLY OPPOSE.....	2%
DON'T KNOW/REFUSED....	4%

IF "OPPOSE" OR "STRONGLY OPPOSE," ASK: (n=53)

34. Why do you oppose this capital technology levy renewal?

UNSURE, 8%; WANT TAX DECREASE, 6%; NO NEED, 9%; NO CHILDREN, 25%; TECHNOLOGY IS FINE, 9%; TOO FOCUSED ON TECHNOLOGY, 9%; OTHER PRIORITIES, 4%; DON'T SPEND AS PROMISED, 11%; NEED MORE INFORMATION, 19%.

Now, let's talk about additional funding for School District operating expenses....

35. Which of the following three statements best describes your feelings:

STATEMENT A.....	24%
STATEMENT B.....	47%
STATEMENT C.....	26%

A. I would vote against almost any tax increases for the schools; NONE OF ABOVE (VOL)...0%  
DON'T KNOW/REFUSED....3%

B. I would vote for a tax increase under some conditions, but against it under other conditions;

C. I would vote for almost any tax increases for the schools.

As you may know, operating levies are used to fund curriculum and program needs, salaries, class sizes, support staff, and instructional materials. The District does not currently use these funds for building and facility needs.

36.	How much would you be willing to pay in additional property taxes in order to provide increased funding for the School District? [START AT RANDOM STARTING POINT MOVE UP OR DOWN DEPENDING ON ANSWER] How about _____ per month? (REPEAT)	NOTHING.....27%
		\$8 A MONTH.....25%
		\$16 A MONTH.....21%
		\$24 A MONTH.....11%
		\$32 A MONTH.....6%
		\$40 A MONTH.....2%
		\$48 A MONTH.....1%
		MORE THAN \$48 A MONTH.0%
		DON'T KNOW/REFUSED....8%

I would like to read you a list of possible uses if the District received new funding from an operating levy. For each, please tell me if you would strongly support a property tax increase for that purpose, somewhat support, somewhat oppose, or strongly oppose a property tax increase for that purpose. If you have no opinion, feel free to say so. (ROTATE)

		STS	SMS	SMO	STO	DKR
37.	Lower class sizes?	46%	31%	15%	9%	0%
38.	Increased social, emotional and mental health programs and support for students?	46%	31%	14%	7%	3%
39.	Provide additional support for underachieving students and students who are below grade level?	46%	31%	14%	7%	1%
40.	Maintain programs started during the pandemic with Federal COVID funding?	30%	34%	19%	14%	3%
41.	Increase salaries to attract and retain teachers and staff.	40%	35%	14%	9%	2%

Suppose the School District proposed to revoke the current operating levy of \$929 per pupil unit and replace it with a levy for \$1819 per pupil unit, each year for the next 10 years. The \$890 per pupil increase in the levy would provide the District with an additional 1.7 million dollars per year. If additional funds were approved in a levy referendum later this year, they would be used to fund some of the improvements mentioned in the previous questions.

If successful, the owner of a \$300,000 home would see a total monthly property tax increase of about \$29, or \$350 per year, while the owner of a \$400,000 home would see a monthly increase of about \$39, or \$468 per year.

42.	If the election were today, would you support or oppose this operating levy? (WAIT FOR RESPONSE)	STRONGLY SUPPORT.....15%
	Do you feel strongly that way?	SUPPORT.....49%
		OPPOSE.....28%
		STRONGLY OPPOSE.....5%
		DON'T KNOW/REFUSED....3%

IF A POSITION IS GIVEN (#1-#4), ASK: (N=606)

43.	Could you tell me one or two reasons for your decision?	DON'T KNOW/REFUSED....1%
		EDUCATION IMPORTANT..34%
		NEEDED.....11%
		COST IS REASONABLE....9%
		TAXES TOO HIGH.....13%
		COST IS TOO HIGH.....9%
		NOT NEEDED.....2%
		POOR SPENDING.....5%
		CHILDREN IN DISTRICT.11%
		NO CHILDREN.....4%
		SCATTERED.....1%

Let me read you some reasons people are giving in favor of an operating levy for the Saint Anthony-New Brighton Schools. For each, tell me if it makes you much more likely to SUPPORT an operating levy referendum, somewhat more likely to SUPPORT it, or no more likely to support it. [ROTATE]

	MML	SML	NML	DKR
44. Compared to most neighboring school districts, the St. Anthony-New Brighton School District receives less funding from locally-approved operating levies.	36%	30%	31%	4%
45. For years, state funding has not kept pace with inflation, creating a \$1.3 million gap in the District's annual budget.	28%	37%	31%	4%
46. In the next two years, the District will cut \$3 million from its budget due to reduced enrollment and inadequate funding from the State of Minnesota.	34%	34%	27%	6%
47. With additional revenue, the District will have more stable funding and be able to maintain class sizes and provide consistent programs for our students.	43%	33%	21%	2%

	MML	SML	NML	DKR
48. Required special education programs cost the District \$1.6 million more than it receives each year from the State and Federal governments, putting additional pressure on the District's operating budget.	35%	34%	23%	8%
49. The impacts of the pandemic will be felt for years in public education; the Federal COVID funding will expire this year. We need additional funding to maintain the programs started to help deal with these impacts.	32%	38%	25%	5%

Now, let me read you some reasons people are giving in opposition to an operating levy. For each, tell me if it makes you much more likely to oppose the referendum, somewhat more likely to oppose it, or no more likely to oppose it. [ROTATE]

	MML	SML	NML	DKR
50. Local property taxes are going up too quickly; homeowners just can't afford additional taxes for education.	25%	29%	45%	0%
51. Funding for local schools is adequate; they need to do a better job spending the money.	17%	21%	59%	3%
52. The State Legislature may increase education funding this year, so local taxpayers do not need to provide additional funding.	12%	27%	57%	3%
53. The State of Minnesota and the Federal Government has provided adequate funding increases for education in the past.	16%	25%	55%	5%
54. With inflation and the cost of living increasing, many cannot afford a property tax increase	27%	36%	34%	3%

If the School District were to place the capital technology levy renewal and the operating levy increase proposal on the November ballot....

If successful, the owner of a \$300,000 home would see a total monthly property tax increase of about \$29, or \$350 per year, while the owner of a \$400,000 home would see a monthly increase of about \$39, or \$468 per year.



- |   |                          |
|---|--------------------------|
| 55. Which of the following best reflects your November vote at this time:             | OPTION A.....62%         |
| A. I would support both proposals;  | OPTION B.....20%         |
| B. I would support only the technology levy renewal and oppose the operating levy;    | OPTION C.....3%          |
| C. I would support only the operating levy and oppose the technology levy renewal; OR | OPTION D.....13%         |
| D. I would oppose both proposals.   | DON'T KNOW/REFUSED....3% |

Turning to diversity and equity in education....

I would like to read you a number of statements about diversity and equity in education. For each one, please tell me whether you strongly agree, agree, disagree, or strongly disagree. If you don't know, just say so.

- |   | STA | AGR | DIS | STD | DKR |
|---|-----|-----|-----|-----|-----|
| 56. Decision-makers in the School District support and embrace the community's racial diversity.  | 22% | 51% | 13% | 3%  | 12% |
| 57. Teachers and staff in the District understand and respond to the cultural and emotional needs of students of color to help them be successful academically. | 23% | 52% | 11% | 4%  | 11% |
| 58. District staff have the knowledge and skills needed to work with a racially diverse community.  | 25% | 52% | 9%  | 3%  | 12% |
| 59. School District staff reach out to community members of color in meaningful ways and seek input on school decisions.  | 21% | 46% | 13% | 4%  | 16% |

Continuing....

The District's Success Metrics for St. Anthony-New Brighton Graduates defines success as: "a student who has acquired both the academic skills and life skills to positively contribute to society. They have a love for learning and are able to meet the

social-emotional needs of themselves and others. A successful student becomes a thriving citizen."

Prior to this survey....

60.	Were you aware of the District's Success Metrics for Graduates?	YES.....	43%
		NO.....	57%
		DON'T KNOW/REFUSED....	0%
61.	How would you rate St. Anthony-New Brighton Schools in achieving this success metrics for graduates -- excellent, good, only fair, or poor?	EXCELLENT.....	13%
		GOOD.....	49%
		ONLY FAIR.....	15%
		POOR.....	1%
		DON'T KNOW/REFUSED...	23%

Changing topics....

There have been some discussions about a potential Wellness Center in the City of Saint Anthony. For each of the following amenities, please tell me if you or members of your household would be very likely, somewhat likely, not too likely, or not at all likely to use that amenity. (ROTATE)

	VRL	SML	NTL	NAA	DKR
62. A fitness center?	18%	33%	26%	23%	0%
63. An indoor walking track?	29%	35%	16%	20%	0%
64. Music and theater spaces?	22%	28%	28%	22%	1%
65. An indoor playground?	15%	18%	31%	35%	0%
66. Community meeting spaces?	14%	31%	28%	26%	1%
67. Pickleball courts?	13%	23%	33%	31%	1%
68. Community Schools' space, including health and dental care, mental health counseling, child care services and career counseling?	13%	25%	26%	34%	2%

Moving on....

69. What is your principal source of information about the St. Anthony-New Brighton Schools?
- |                        |     |
|------------------------|-----|
| DON'T KNOW/REFUSED.... | 0%  |
| DISTRICT NEWSLETTER..  | 29% |
| WORD OF MOUTH.....     | 18% |
| DISTRICT WEBSITE.....  | 13% |
| DISTRICT STAFF.....    | 5%  |
| E-MAIL.....            | 8%  |
| MAILINGS.....          | 15% |
| LOCAL NEWSPAPER.....   | 4%  |
| SOCIAL MEDIA.....      | 2%  |
| SCATTERED.....         | 6%  |
70. What is the most effective way for you to receive information about the St. Anthony-New Brighton Schools -- mailed newsletter, electronic newsletter, e-mail, School District website, specific school website, the local newspaper, social media or something else? (IF "SOMETHING ELSE," ASK:) What would that be?
- |                        |     |
|------------------------|-----|
| MAILED NEWSLETTER....  | 50% |
| ELECTRN NEWSLETTER.... | 5%  |
| E-MAIL.....            | 12% |
| SCHL DIST WEBSITE....  | 14% |
| LOCAL NEWSPAPER.....   | 6%  |
| SOCIAL MEDIA.....      | 5%  |
| WORD OF MOUTH.....     | 4%  |
| NOTHING.....           | 2%  |
| SCATTERED.....         | 2%  |

Now, just a few more questions for statistical purposes....

The Saint Anthony-New Brighton Schools provide a wide variety of Community Education services. These include adult basic education and GED, adult and youth enrichment programs, driver's education, volunteer opportunities, facility scheduling, pre-school programs, school-aged childcare, and Early Childhood and Family Education.

71. During the past year, have you or any members of this household used any Community Education programs offered by the School District?
- |                        |     |
|------------------------|-----|
| YES.....               | 24% |
| NO.....                | 76% |
| DON'T KNOW/REFUSED.... | 0%  |
72. Are there school-aged children in your household (IF "YES," ASK:) Do they attend St. Anthony-New Brighton Schools, public schools in other districts, parochial or private schools, charter schools, or home school?
- |                        |     |
|------------------------|-----|
| NO.....                | 71% |
| YES/ST.ANTHONY.....    | 24% |
| YES/OTHER PUBLIC.....  | 2%  |
| YES/PAROCHIAL/PRIVATE. | 3%  |
| YES/CHARTER.....       | 1%  |
| YES/HOME SCHOOL.....   | 0%  |
| YES/COMBINATION.....   | 0%  |
| DON'T KNOW/REFUSED.... | 0%  |

73.	Does your household contain any pre-schoolers or infants?	YES.....14% NO.....86% DON'T KNOW/REFUSED....0%
74.	Which of the following categories contains your age? (READ #1-#6)	18-24.....7% 25-34.....15% 35-44.....18% 45-54.....15% 55-64.....11% 65 AND OVER.....34% REFUSED.....0%
75.	What is the last grade of formal education you completed?	HS GRAD/LESS.....18% VO-TECH/TECH COLL.....9% SOME COLLEGE.....15% COLLEGE GRADUATE.....50% POST-GRADUATE.....9% REFUSED.....0%
76.	Do you own or rent your present residence? (IF "OWN," ASK:) Which of the following categories contains the approximate value of your residential property -- under \$200,000, \$200,000-\$300,000, \$300,001-\$400,000, \$400,001-\$500,000, \$500,001-\$750,000, or over \$750,000?	RENT.....34% OWN/UNDER \$200,000...11% OWN/\$200K-\$300K.....17% OWN/\$300,001-\$400K...21% OWN/\$400,001-\$500K...13% OWN/\$500,001-\$750K....3% OWN/OVER \$750,000....1% DON'T KNOW.....1% REFUSED.....0%
77.	In politics, do you consider yourself to be (ROTATE) a conservative, a liberal, or a moderate? (IF "CONSERVATIVE" OR "LIBERAL," ASK:) Do you think of yourself as very (conservative/liberal)? (IF "MODERATE," ASK:) Do you lean closer to conservative or liberal?	VERY CONSERVATIVE.....1% CONSERVATIVE.....22% MODERATE/CONSERV.....13% MODERATE.....22% MODERATE/LIBERAL.....13% LIBERAL.....23% VERY LIBERAL.....5% SOMETHING ELSE (VOL)..0% DON'T KNOW/REFUSED....0%
78.	GENDER	MALE.....49% FEMALE.....51%
79.	Area	SAINT ANTHONY.....84% NEW BRIGHTON.....16%

# OPERATING/CAPITAL PROJECTS LEVY PLANNING

PRESENTED BY:

MATT RANTAPAA

MOBILE:

(612) 499-6680



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# **STUDENT ENROLLMENT HISTORY**

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
<b>RESIDENT ADM</b>	1,166	1,270	1,395	1,461	1,508	1,554	1,583	1,543	1,552
<b>ENROLLMENT OPTIONS OUT TO ALL EDUCATION ENTITIES</b>	145	128	159	146	134	146	144	155	176
<b>CAPTURE RATE (% of RESIDENTS SERVED)</b>	87.56%	89.92%	88.60%	90.01%	91.11%	90.59%	90.91%	89.98%	88.63%

#### ENROLLMENT INFORMATION - FALL 2021 DATA

Open Enrolled <b>IN</b> Students	400.00	Open Enrolled <b>OUT</b> Students	73.00
Count of # Districts sending District Open Enrollees	11.00	Count of # Districts receiving District Open Enrollees	13.00
<b>OPEN ENROLLMENT NET DIFFERENCE (GAIN / <b>LOSS</b>)</b>			327.00

## WHAT IS THE DISTRICT'S HISTORICAL CAPTURE RATE?

- Capture rate focuses solely on the amount of resident students the District is educating or paying tuition for to educate within their system

**AVERAGE DAILY MEMBERSHIP (ADM)**

Grade	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
K (total) + EC	98.18	118.78	121.14	125.02	128.83	130.25	125.80	103.19	125.81
1	100.92	108.70	113.59	112.42	115.58	120.96	123.16	107.87	102.31
2	101.91	112.81	115.72	112.57	109.31	113.44	118.49	111.70	110.98
3	110.54	114.75	114.84	122.33	117.14	114.08	116.71	113.78	114.41
4	111.42	118.54	123.05	117.37	126.99	126.04	113.07	124.16	122.79
5	113.01	120.83	120.52	123.20	120.18	123.98	130.74	110.67	121.60
6	141.97	140.40	138.15	140.39	139.42	139.86	142.45	146.07	124.00
7	136.96	143.51	140.89	141.98	145.62	139.58	144.60	136.42	147.67
8	137.11	146.41	148.09	143.28	152.24	150.42	141.81	144.44	145.64
9	175.20	179.06	175.05	187.45	174.68	166.34	176.41	174.74	174.70
10	180.36	174.42	180.00	176.37	176.68	169.95	168.03	176.77	168.27
11	162.73	168.46	161.39	176.67	167.58	166.10	150.13	156.91	154.06
12	140.15	145.63	153.12	147.37	170.84	155.12	158.63	142.12	150.23
<b>Total ADM</b>	<b>1,710.46</b>	<b>1,792.30</b>	<b>1,805.55</b>	<b>1,826.42</b>	<b>1,845.09</b>	<b>1,816.12</b>	<b>1,810.03</b>	<b>1,748.84</b>	<b>1,762.47</b>
Elementary ADM 1-6	679.77	716.03	725.87	728.28	728.62	738.36	744.62	714.25	696.09
Secondary ADM 7-12	932.51	957.49	958.54	973.12	987.64	947.51	939.61	931.40	940.57
Total Adjusted Pupil Units	1,896.96	1,983.80	1,997.26	2,021.04	2,042.62	2,005.62	1,997.95	1,935.12	1,950.58

# HISTORICAL ENROLLMENT INFORMATION



# **GENERAL FUND HISTORY**

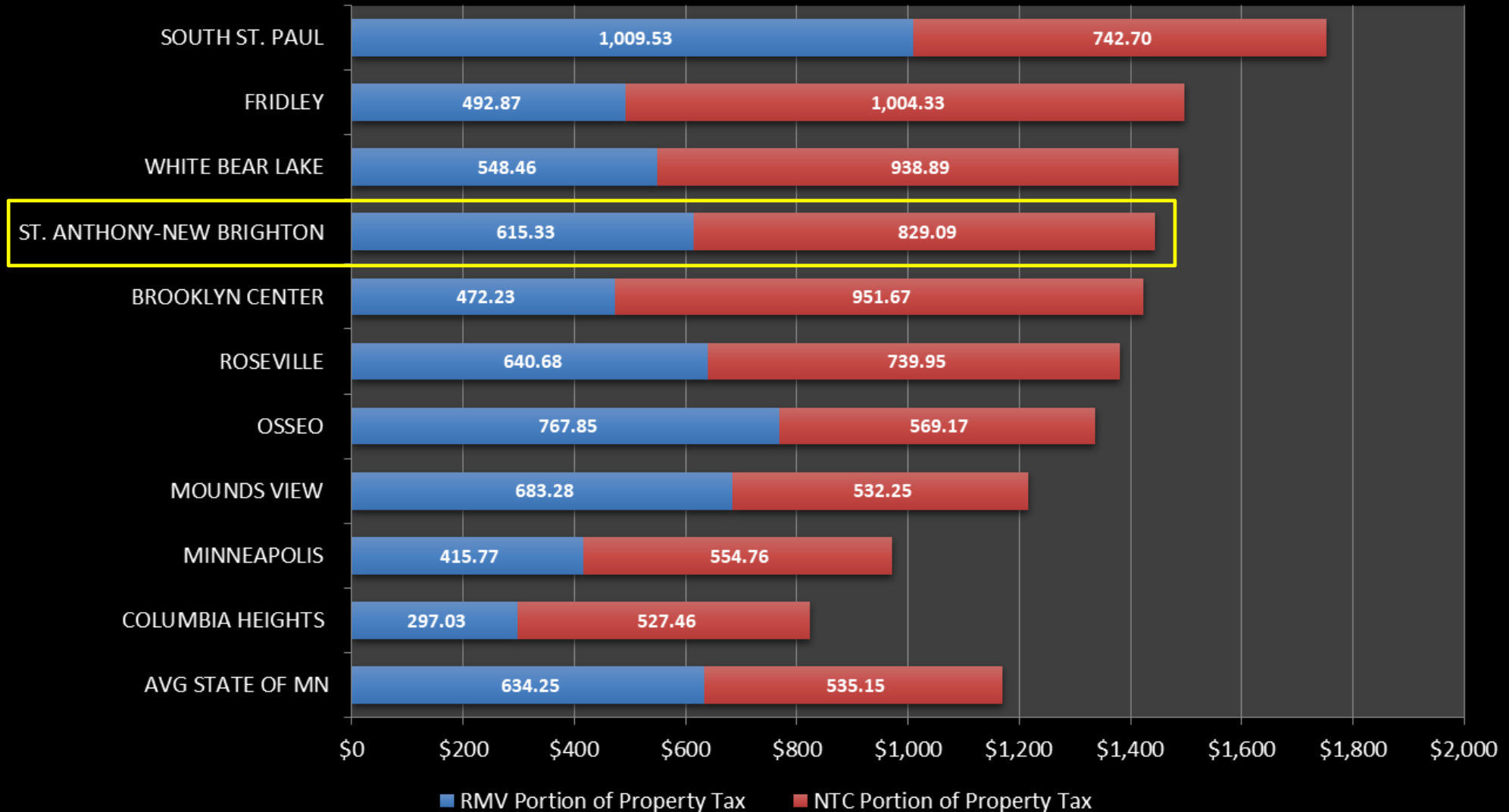
*First collection year of existing op. levy and capital projects levy*

Certified Taxes	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Taxes Payable Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Fiscal Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
										FROM BUDGET
GF Rev	17,441,858.00	18,437,977.00	20,027,007.00	21,105,349.00	22,545,177.00	22,776,232.00	23,446,193.00	23,833,792.00	24,562,653.00	24,032,909.00
GF Exp	18,142,908.00	19,278,885.00	19,171,581.00	20,012,295.00	21,482,892.00	21,730,316.00	23,515,066.00	22,499,624.00	24,009,745.00	25,127,515.00
Difference	(701,050.00)	(840,908.00)	855,426.00	1,093,054.00	1,062,285.00	1,045,916.00	(68,873.00)	1,334,168.00	552,908.00	(1,094,606.00)
<b>Fund Balance</b>										
Non Spendable	42,415.00	69,164.00	87,627.00	70,925.00	25,595.00	16,865.00	106,697.00	34,442.00	16,732.00	N/A
Restricted	272,743.00	265,121.00	569,559.00	1,185,658.00	1,807,356.00	2,262,213.00	2,089,220.00	2,879,746.00	3,442,914.00	
Committed	1,466,969.00	891,802.00	839,658.00	541,262.00	747,868.00	747,868.00	747,868.00	747,868.00	747,868.00	
Assigned	1,936,933.00	1,929,681.00	2,074,725.00	2,397,753.00	2,480,085.00	2,808,539.00	2,731,191.00	2,923,841.00	2,919,786.00	
Unassigned	1,461,374.00	1,183,758.00	1,623,383.00	2,092,408.00	2,289,387.00	2,560,722.00	2,652,358.00	3,082,099.00	3,093,607.00	
Total	5,180,434.00	4,339,526.00	5,194,952.00	6,288,006.00	7,350,291.00	8,396,207.00	8,327,334.00	9,667,996.00	10,220,907.00	9,103,874.00
Percentage of Expenditures	28.55%	22.51%	27.10%	31.42%	34.21%	38.64%	35.41%	42.97%	42.57%	36.23%
Change from Previous Year		(840,908.00)	855,426.00	1,093,054.00	1,062,285.00	1,045,916.00	(68,873.00)	1,340,662.00	552,911.00	(1,117,033.00)

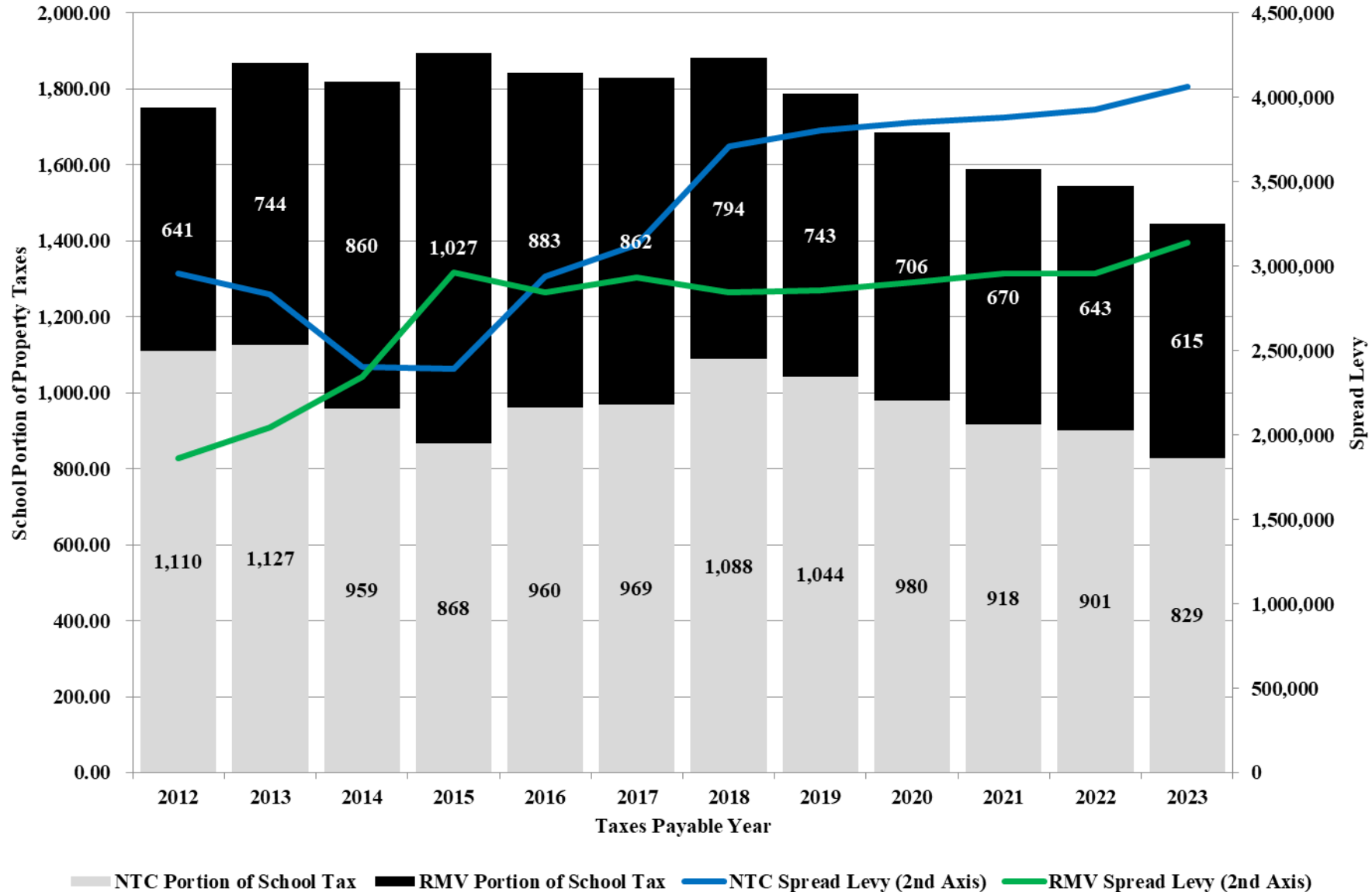
## GENERAL FUND HISTORY – REVENUES, EXPENDITURES & FUND BALANCE

# **SCHOOL PORTION OF PROPERTY TAXES AND LOCAL TAX BASE INFORMATION**

## School Portion of Property Taxes Payable in 2023 on a \$300,000 Homestead Residential Property



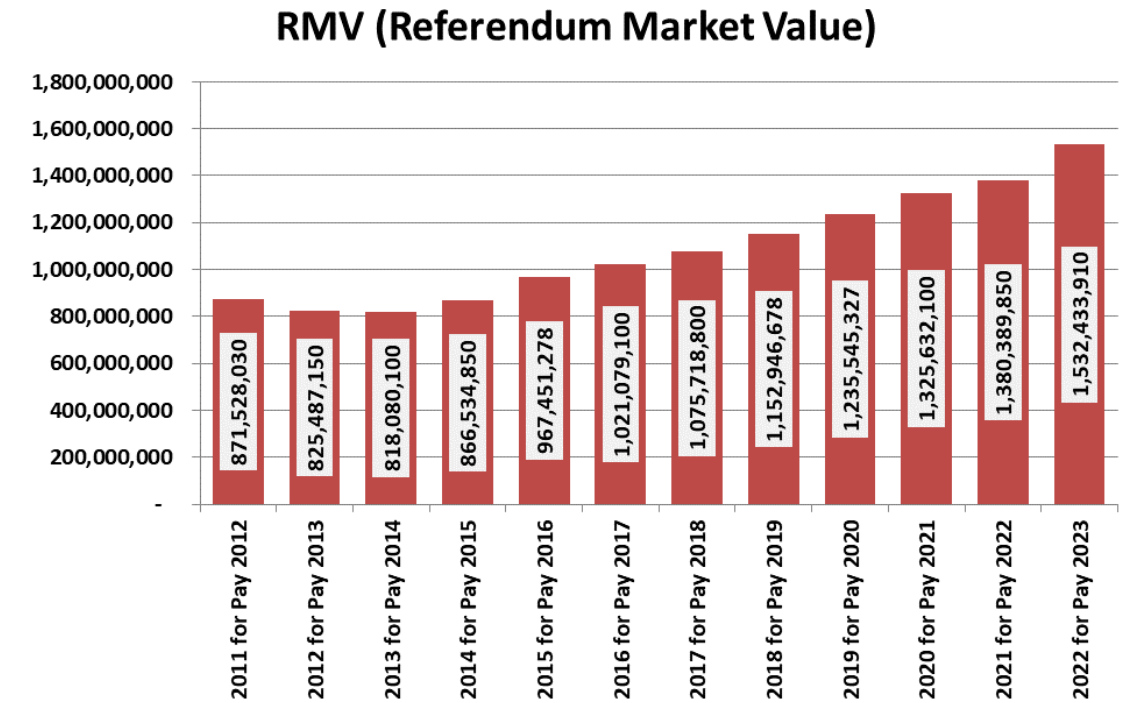
## ISD 282 - Historical School Portion of Property Tax Analysis on \$300,000 Homestead Residential Property



## TWO TAX BASES DEFINED

<b>RMV</b> <b>(Referendum</b> <b>Market Value)</b>	<ul style="list-style-type: none"><li>• Market value of all taxable property in a district excluding seasonal rec and agricultural land beyond the dwelling value of the property (house, garage and one acre)</li><li>• <i>Used for Voter – Approved Operating Levy, Local Optional Revenue Levy (LOR), Equity Levy and Transition Levy</i></li></ul>
<b>NTC</b> <b>(Net Tax</b> <b>Capacity)</b>	<ul style="list-style-type: none"><li>• Market value times class rates (majority of levies are spread over this amount to determine tax rate)</li><li>• <i>Used for other School Levies, including Community Service, Safe Schools, LTFM, Lease, Debt Service, OPEB, etc..</i></li></ul>

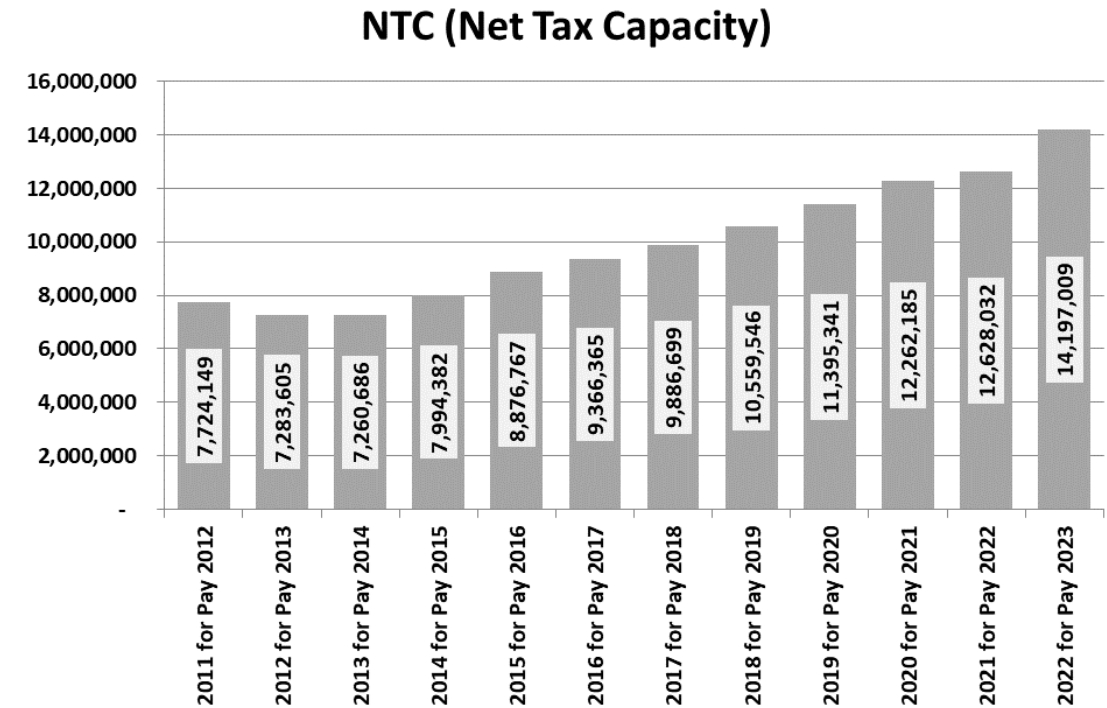
	RMV	% Change
2011 for Pay 2012	871,528,030	
2012 for Pay 2013	825,487,150	-5.28%
2013 for Pay 2014	818,080,100	-0.90%
2014 for Pay 2015	866,534,850	5.92%
2015 for Pay 2016	967,451,278	11.65%
2016 for Pay 2017	1,021,079,100	5.54%
2017 for Pay 2018	1,075,718,800	5.35%
2018 for Pay 2019	1,152,946,678	7.18%
2019 for Pay 2020	1,235,545,327	7.16%
2020 for Pay 2021	1,325,632,100	7.29%
2021 for Pay 2022	1,380,389,850	4.13%
2022 for Pay 2023	1,532,433,910	<u>11.01%</u>
<b>11-year Average</b>		<b>5.37%</b>



## TAX BASE HISTORY - RMV

- Please note - RMV (Referendum Market Value) Tax levies are collected for four educational revenue formulas including voter approved operating referendum revenue, local optional revenue, equity revenue and transition revenue.

	NTC	% Change
2011 for Pay 2012	7,724,149	
2012 for Pay 2013	7,283,605	-5.70%
2013 for Pay 2014	7,260,686	-0.31%
2014 for Pay 2015	7,994,382	10.11%
2015 for Pay 2016	8,876,767	11.04%
2016 for Pay 2017	9,366,365	5.52%
2017 for Pay 2018	9,886,699	5.56%
2018 for Pay 2019	10,559,546	6.81%
2019 for Pay 2020	11,395,341	7.92%
2020 for Pay 2021	12,262,185	7.61%
2021 for Pay 2022	12,628,032	2.98%
2022 for Pay 2023	14,197,009	<u>12.42%</u>
<b>11-year Average</b>		<b>5.81%</b>



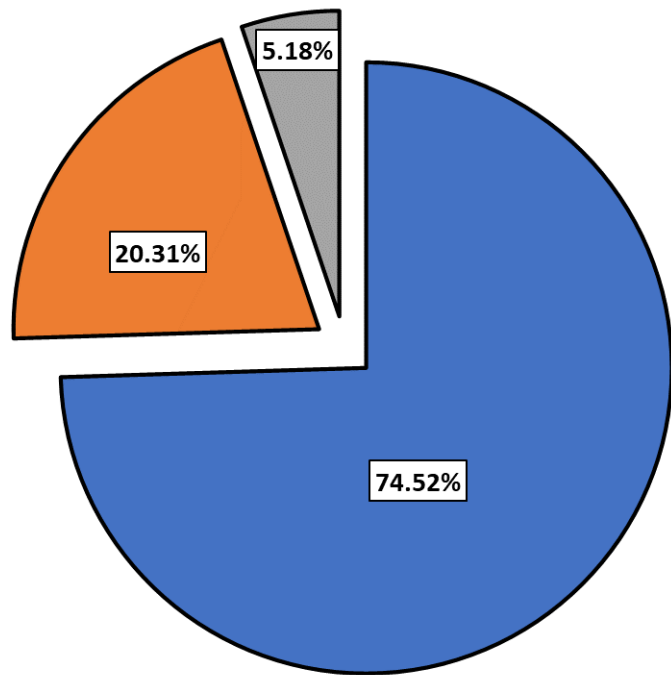
## TAX BASE HISTORY - NTC

- Please note - NTC (Net Tax Capacity) Tax levies are collected for the remainder of the revenue formulas not included in the previous slide. Examples of these levies include community education, long-term facilities maintenance, voter approved school building bonds, operating capital, etc...



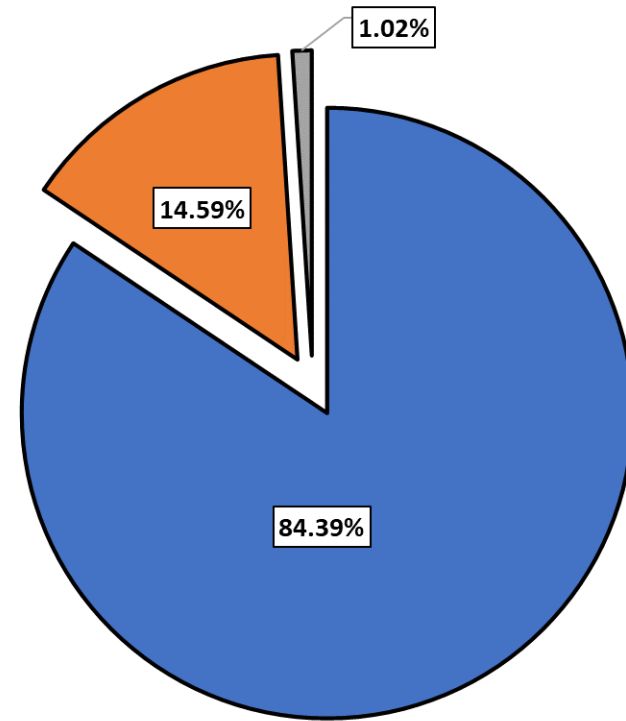
# BREAKDOWN OF PROPERTY TYPES – ALL METRO AVERAGE VS. ISD 282

Tax Base Composition - All Metro District Average



■ Residential ■ Commercial/Industrial ■ Remainder

Tax Base Composition - ISD 282 SANB



■ Residential ■ Commercial/Industrial ■ Remainder

# METRO SCHOOL RANKING COMPARISON

ISD #	Name	EMV Rank	RMV Rank	NTC Rank	Residential Rank	Commercial/Industrial Rank	APU Rank	Op. Levy Authority Rank	Op. Levy Revenue Rank	Operating Levy Tax Impact Rank (Using SANB Levy)
1.2	MINNEAPOLIS	1	1	1	38	10	4	1	1	49
621	MOUNDS VIEW	12	12	16	34	12	10	14	9	38
623	ROSEVILLE	24	24	23	35	14	21	17	18	26
13	COLUMBIA HEIGHTS	40	40	40	31	16	36	42	42	10
14	FRIDLEY	42	42	42	26	18	41	40	39	8
282	ST. ANTHONY-NEW BRIGHTON	46	45	47	7	32	44	34	38	5

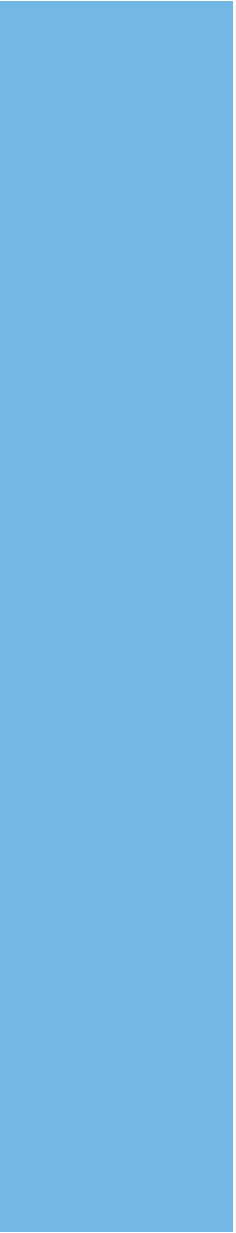
## Highlights

### ISD 282 - Tax Base

- Third Lowest Estimated Market Value
- Fourth Lowest Referendum Market Value (RMV)
- Second Lowest Net Tax Capacity
- 7<sup>th</sup> Highest percentage of Residential Tax Base
- Middle of the pack (32/49) in Percentage of Commercial Industrial Tax Base

### ISD 282 - Operating Levy Factors

- 5<sup>th</sup> Lowest Student Count (APUs)
- Middle of the pack (34/49) in Operating Levy Authority / Pupil
- 11<sup>th</sup> Lowest in Operating Levy Revenue Generated
- 5<sup>th</sup> Highest in Operating Levy Annual Tax Impact (when using an equivalent levy for comparison)



# **VOTER APPROVED OPERATING LEVY REFERENDUM INFORMATION**

## OPERATING REFERENDUM LEVY - WHAT IS IT?

An operating levy (otherwise known as a referendum revenue request or excess operating levy referendum) is a procedure which allows school districts to raise additional funds to supplement regular state education funding.

The State of Minnesota equalizes many educational levies based upon the district's ability to pay (Equalization Aid). This is one of those levies.

Levy spread on referendum market value tax base of school district

# SUCCESSFUL OPERATING LEVY ELECTION HISTORY

Operating Referendum Results, 1991 to 2022 - By District Number

ISD #	District Name	Year Held	Start Pay	Net \$/PU	# Years	Pass?	#	#
						Yes=1 No=0	Yes Votes	No Votes
282	St. Anthony-New Brighton	2003	2004	400.00	4	1	1,497	1,083
282	St. Anthony-New Brighton	2005	2006	442.89	10	1	1,254	597
282	St. Anthony-New Brighton	2014	2015	1,068.35	10	1	2,648	2,053

Select district

282

<-- Enter District Number (1.2 for Minneapolis)

0282-01 St. Anthony-New Brighton

## Phase Out Report With 2022 Elections

Authority After 2021 Elections (see detail below)	929.86	929.86	929.86	-
Elections Before 2019	FY 2023	FY 2024	FY 2025	FY 2026
(1) Authority without CPI	929.86	929.86	929.86	-
With Inflation Adjustment				
(2) Base Authority	-	-	-	-
(3) Subtraction Included in CPI Adjustment	-	-	-	-
(4) Amount Subject to CPI Adjustment	-	-	-	-

Operating  
Levy  
Phaseout  
Report

# FISCAL YEAR 2023 INFORMATION (TAXES PAYABLE 2023)

Taxes Payable	New	Total Authority	LOR	Both VA and LOR
2015	1,068.35	1,068.35	424.00	1,492.35
2016		1,086.93	424.00	1,510.93
2017		1,068.35	424.00	1,492.35
2018		1,149.11	424.00	1,573.11
2019		1,149.11	424.00	1,573.11
2020		849.11	724.00	1,573.11
2021		929.86	724.00	1,653.86
2022		929.86	724.00	1,653.86
2023		929.86	724.00	1,653.86
2024		929.86	724.00	1,653.86

## NOVEMBER 4, 2014 REFERENDUM

### REVOKING EXISTING REFERENDUM REVENUE AUTHORIZATION; APPROVING NEW AUTHORIZATION

The board of Independent School District No. 282 (St. Anthony-New Brighton) has proposed to revoke the school district's existing referendum revenue authorization of \$987.60 per pupil and to increase its general education revenue by the following amounts for taxes payable in the years specified: • \$1,068.35 per pupil for taxes payable in 2015 through 2017 • \$1,149.11 per pupil for taxes payable in 2018 through 2020 • \$1,229.86 per pupil for taxes payable in 2021 through 2024 Shall the increase in revenue proposed by the board of Independent School District No. 282 be approved?

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

Adj. PU 23-24 School Year are 2,013.60

- Adj PU bring in the revenue

Res PU 23-24 School Year are 1,516.80

- Res PU bring in State Aid

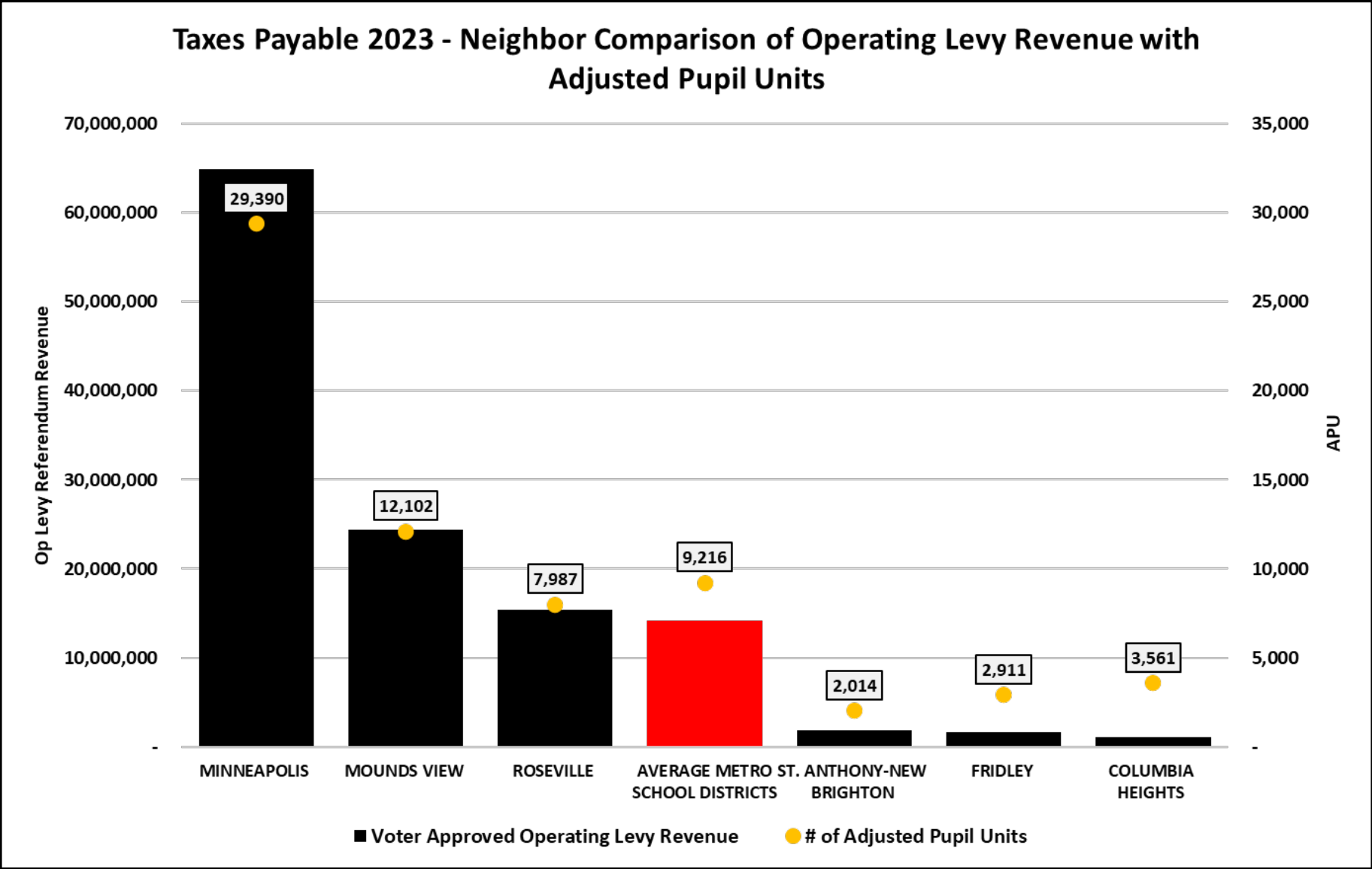
This generates the following

- Operating Levy Revenue is \$1,872,366.10
- Current amount per Adjusted Pupil Unit (Adj PUs) is \$929.86
- No State Aid
- Last Year of Collection is Taxes Payable 2024 / Fiscal Year 2025

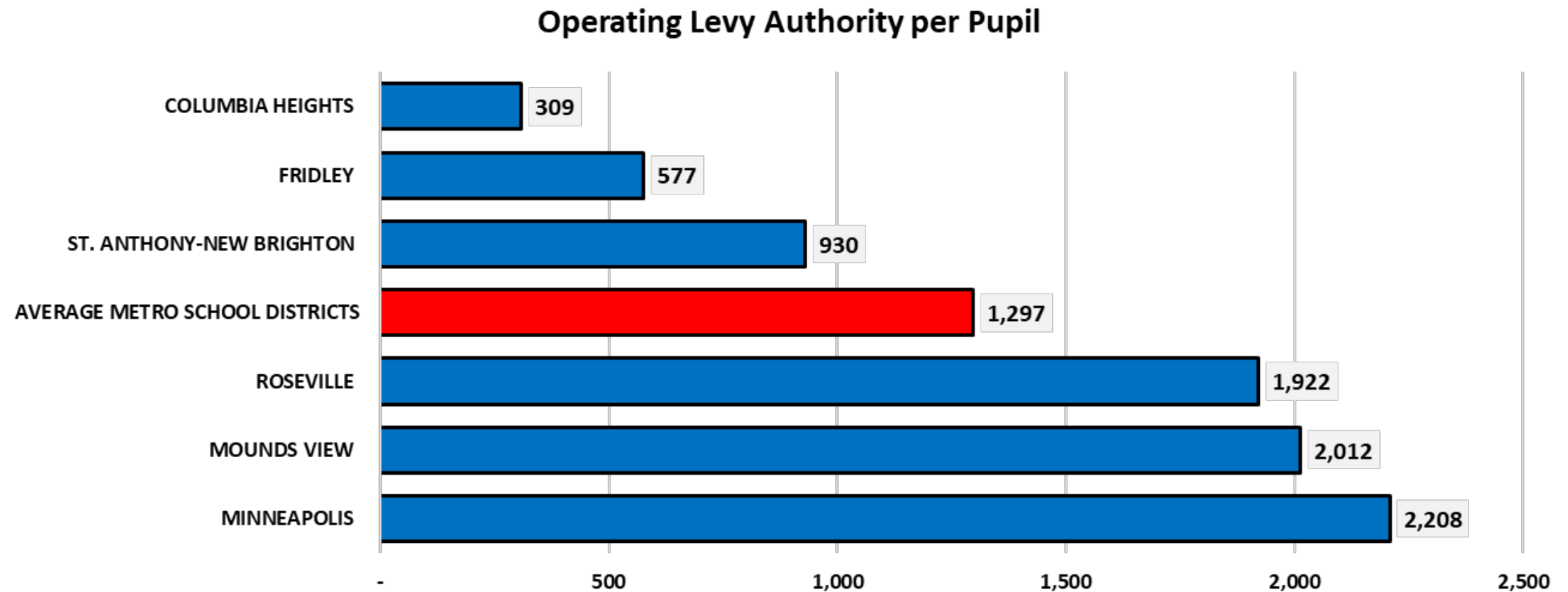
Local Optional Revenue is \$1,457,846.40

Equity Revenue is \$250,290.47

# OPERATING LEVY NEIGHBOR COMPARISON – BY REVENUE

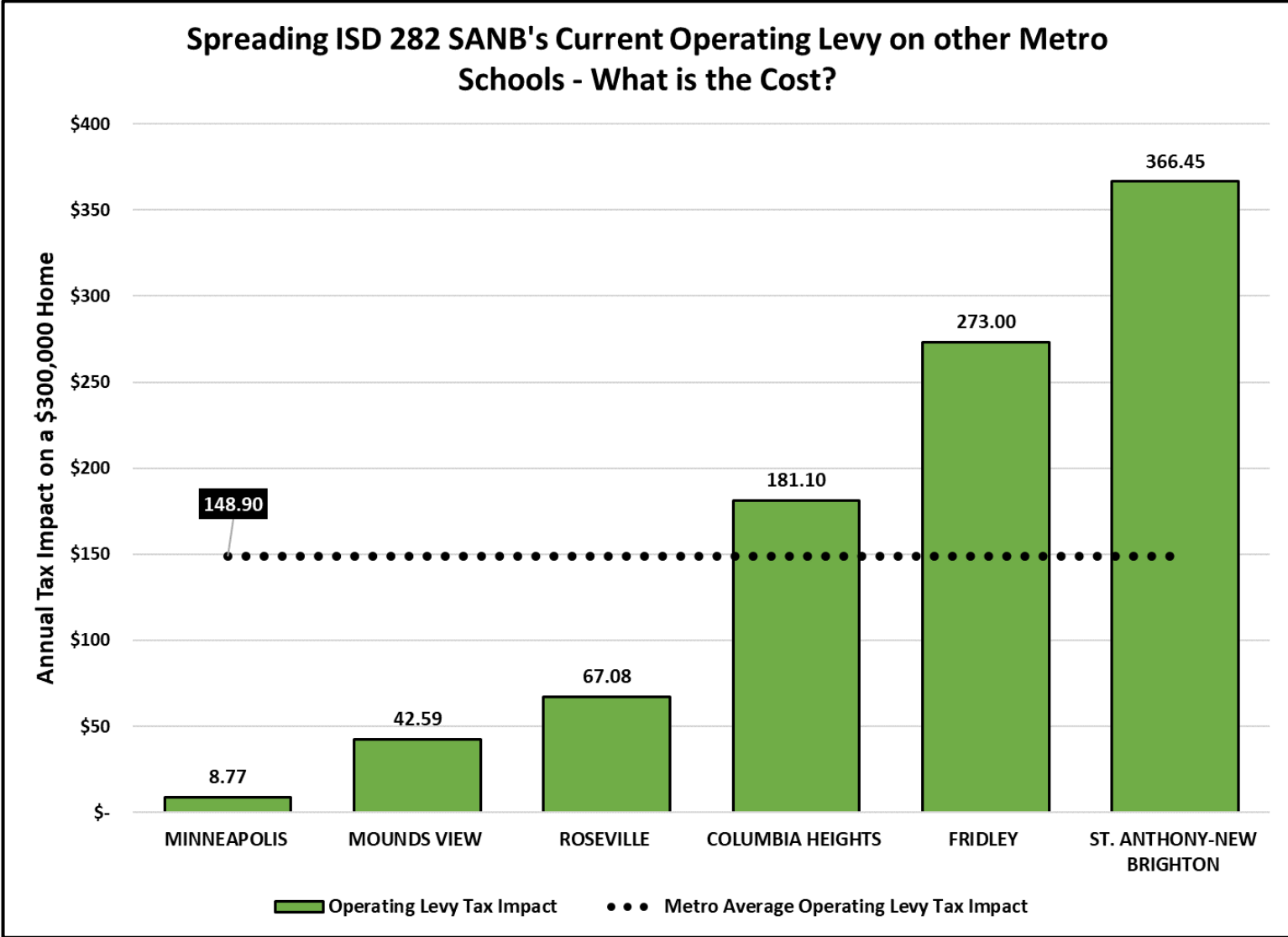


# OPERATING LEVY NEIGHBOR COMPARISON – BY AUTHORITY





# OPERATING LEVY - IMPACT OF RMV TAX BASE SIZE



## **POTENTIAL REFERENDUM TIMING**

Statute requires Operating Levy Referenda to be held on the general election date in November unless school district is in statutory operating debt, or a mail ballot is utilized

- Only one election to approve an operating levy increase may be held in a calendar year

November of 2023 or November of 2024 would be the last two opportunities to renew existing voter-approved operating levy authority with normal ballot

# VOTER APPROVED OPERATING LEVY OPTIONS – NEW \$100K REVENUE

Enter Residential Homestead Market Value	300,000
PLEASE NOTE ALL TAX IMPACT CALCULATIONS WILL UTILIZE THIS FIGURE	

As a brief example, what will the required Notice to Taxpayers look like?

## BALLOT QUESTION #1 - EXAMPLE

Enter New Request Portion for Operating Levy Referendum	52.50
---	-------

ONLY portion of NEW Operating Referendum Revenue	105,714.00
Loss of Equity Revenue	(4,958.49)
How much NET NEW revenue will the request bring?	100,755.51

### Estimated District State Aid Percentages shown below

First Tier Aid % (first \$460 per Adj PU)	0.000%
Second Tier Aid % (next \$000 per Adj PU)	0.000%

Does this NEW Request Maximize the State's Aid Participation? YES

Effective Taxes Payable 2024		
RMV Rate:	0.006898%	
Property Value	New Authority	
	Annual Impact	Monthly Impact
175,000	12.07	1.01
200,000	13.80	1.15
225,000	15.52	1.29
250,000	17.25	1.44
275,000	18.97	1.58
300,000	20.69	1.72
310,000	21.38	1.78
335,000	23.11	1.93
360,000	24.83	2.07
300,000	20.69	1.72
400,000	27.59	2.30

## SUMMARY OF TOTAL OPERATING REFERENDUM (EXISTING PLUS NEW) AUTHORITY

	Existing / Renewal	New Request	Total		
Op. Ref. Revenue per Adj. PU	929.86	52.50	982.36	State Aid %	
Operating Ref. Revenue Only	1,872,366.10	105,714.00	1,978,080.10	Current Authority	0.000%
Operating Ref. Aid Only	-	-	-	New Request Only	0.000%
Operating Ref. Levy Only	1,872,366.10	105,714.00	1,978,080.10	New plus Existing	0.000%

# VOTER APPROVED OPERATING LEVY OPTIONS – NEW \$1.7M REVENUE (SURVEY AMOUNT)

Enter Residential Homestead Market Value	300,000
PLEASE NOTE ALL TAX IMPACT CALCULATIONS WILL UTILIZE THIS FIGURE	

As a brief example, what will the required Notice to Taxpayers look like?

## BALLOT QUESTION #1 - EXAMPLE

Enter New Request Portion for Operating Levy Referendum	890.00
---	--------

ONLY portion of NEW Operating Referendum Revenue	1,792,104.00
Loss of Equity Revenue	(83,992.29)
How much NET NEW revenue will the request bring?	1,708,111.71

### Estimated District State Aid Percentages shown below

First Tier Aid % (first \$460 per Adj PU)	0.000%
Second Tier Aid % (next \$000 per Adj PU)	0.000%

Does this NEW Request Maximize the State's Aid Participation? YES

Effective Taxes Payable 2024		
RMV Rate:	0.116944%	
Property Value	New Authority	
	Annual Impact	Monthly Impact
175,000	204.65	17.05
200,000	233.89	19.49
225,000	263.12	21.93
250,000	292.36	24.36
275,000	321.60	26.80
300,000	350.83	29.24
310,000	362.53	30.21
335,000	391.76	32.65
360,000	421.00	35.08
300,000	350.83	29.24
400,000	467.78	38.98

## SUMMARY OF TOTAL OPERATING REFERENDUM (EXISTING PLUS NEW) AUTHORITY

	Existing / Renewal	New Request	Total		
Op. Ref. Revenue per Adj. PU	929.86	890.00	1,819.86	State Aid %	
Operating Ref. Revenue Only	1,872,366.10	1,792,104.00	3,664,470.10	Current Authority	0.000%
Operating Ref. Aid Only	-	-	-	New Request Only	0.000%
Operating Ref. Levy Only	1,872,366.10	1,792,104.00	3,664,470.10	New plus Existing	0.000%



# **VOTER APPROVED CAPITAL PROJECTS LEVY INFORMATION**

# CAPITAL PROJECTS LEVY REFERENDUM - WHAT IS IT?

## Capital Projects Levy Facts

- Voter-Approved Levy May be used to provide dollars for eligible costs on an annual basis pursuant to M.S. 126C.10 subd. 14
- Maximum duration of a capital projects referendum request is 10 levy years
- Levy spread on the net tax capacity base of the district
- Voters approve a tax rate and subsequent tax collections are generated on the approved tax rate (not on a dollar approved basis)
- Review and Comment submittal to MDE is not required for a Capital projects Levy Referendum if the dollars are being used solely to fund technology and the District submits a school board resolution stating that funds approved by the voters will be used only as authorized in section 126C.10, subdivision 14.

# NOVEMBER 4, 2014 CAPITAL PROJECTS LEVY REFERENDUM AND CORRESPONDING REVENUE HISTORY

## Ballot Question:

### SCHOOL DISTRICT QUESTION 2 (ISD #282)

#### APPROVAL OF SCHOOL DISTRICT CAPITAL PROJECT LEVY AUTHORIZATION

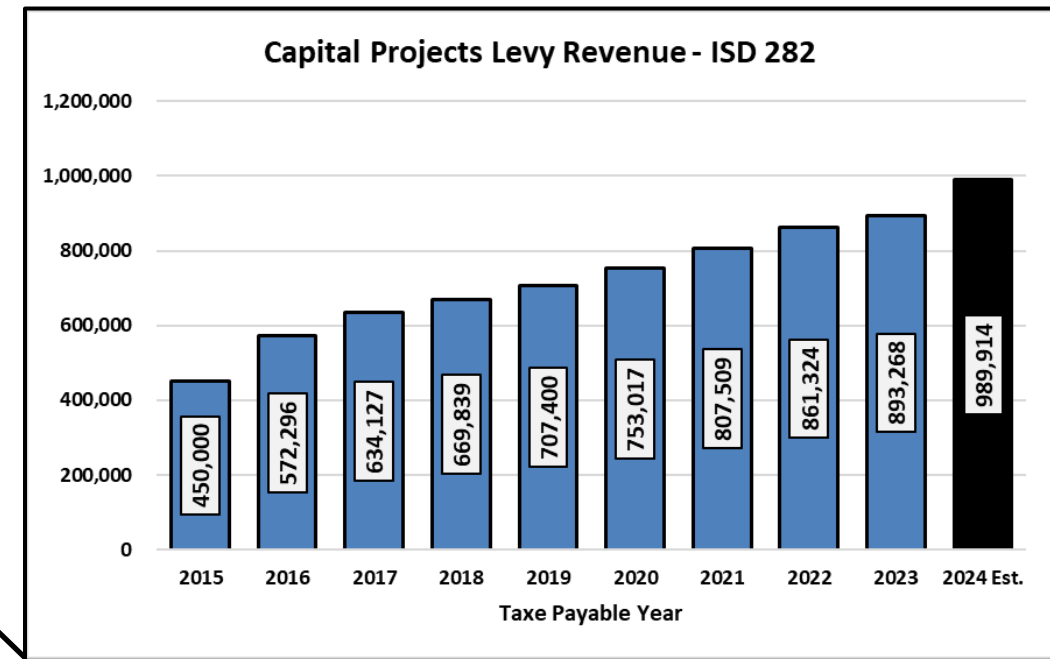
The board of Independent School District No. 282 (St. Anthony-New Brighton) has proposed a capital project levy in the amount of **6.198%** of the net tax capacity of the school district for taxes payable in 2015 through 2024. The proposed capital project levy authorization will raise approximately \$450,000 for taxes payable in 2015, the first year it is to be levied, and would be authorized for **ten years**. The estimated total costs of the projects to be funded over that time period is approximately \$4,500,000. The projects to be funded have received a positive review and comment from the Commissioner of Education. The money raised by the capital project levy authorization will be used to provide funds for the purchase, replacement and maintenance of curriculum and technology for school instruction. Shall the capital project levy authorization proposed by the board of Independent School District No. 282 be approved?

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

Yes Votes: 2,517

No Votes: 2,046

Taxes Payable Year	Fiscal Year	Capital Projects Levy Revenue - ISD 282
2015	2016	450,000
2016	2017	572,296
2017	2018	634,127
2018	2019	669,839
2019	2020	707,400
2020	2021	753,017
2021	2022	807,509
2022	2023	861,324
2023	2024	893,268
<b>2024 Est.</b>	<b>2025 Est.</b>	<b>989,914</b>



Final collection year for capital projects levy is taxes payable 2024

### Eligible Uses for the Capital Projects Levy

MS 126C.10 Subd. 14. Uses of total operating capital revenue. Total operating capital revenue may be used only for the following purposes:

- (1) to acquire land for school purposes;
- (2) to acquire or construct buildings for school purposes;
- (3) to rent or lease buildings, including the costs of building repair or improvement that are part of a lease agreement;
- (4) to improve and repair school sites and buildings, and equip or reequip school buildings with permanent attached fixtures, including library media centers;
- (5) for a surplus school building that is used substantially for a public non-school purpose;
- (6) to eliminate barriers or increase access to school buildings by individuals with a disability;
- (7) to bring school buildings into compliance with the State Fire Code adopted according to chapter 299F;
- (8) to remove asbestos from school buildings, encapsulate asbestos, or make asbestos-related repairs;
- (9) to clean up and dispose of polychlorinated biphenyls found in school buildings;
- (10) to clean up, remove, dispose of, and make repairs related to storing heating fuel or transportation fuels such as alcohol, gasoline, fuel oil, and special fuel, as defined in section 296A.01;
- (11) for energy audits for school buildings and to modify buildings if the audit indicates the cost of the modification can be recovered within ten years;

## CAPITAL PROJECTS LEVY REFERENDUM ELIGIBLE USES



# CAPITAL PROJECTS LEVY REFERENDUM ELIGIBLE USES (CONTINUED)

- (12) to improve buildings that are leased according to section 123B.51, subdivision 4;
- (13) to pay special assessments levied against school property but not to pay assessments for service charges;
- (14) to pay principal and interest on state loans for energy conservation according to section 216C.37 or loans made under the Douglas J. Johnson Economic Protection Trust Fund Act according to sections 298.292 to 298.298;
- (15) to purchase or lease interactive telecommunications equipment;
- (16) by board resolution, to transfer money into the debt redemption fund to:
  - (i) pay the amounts needed to meet, when due, principal and interest payments on certain obligations issued according to chapter 475; or
  - (ii) pay principal and interest on debt service loans or capital loans according to section 126C.70;
- (17) to pay operating capital-related assessments of any entity formed under a cooperative agreement between two or more districts;
- (18) to purchase or lease computers and related hardware, software, and annual licensing fees, copying machines, telecommunications equipment, and other noninstructional equipment;
- (19) to purchase or lease assistive technology or equipment for instructional programs;
- (20) to purchase textbooks as defined in section 123B.41, subdivision 2;
- (21) to purchase new and replacement library media resources or technology;
- (22) to lease or purchase vehicles;
- (23) to purchase or lease telecommunications equipment, computers, and related equipment for integrated information management systems for:
  - (i) managing and reporting learner outcome information for all students under a results-oriented graduation rule;
  - (ii) managing student assessment, services, and achievement information required for students with individualized education programs; and
  - (iii) other classroom information management needs;
- (24) to pay personnel costs directly related to the acquisition, operation, and maintenance of telecommunications systems, computers, related equipment, and network and applications software; and
- (25) to pay the costs directly associated with closing a school facility, including moving and storage costs.

# INTERACTIVE MODEL – RENEWAL

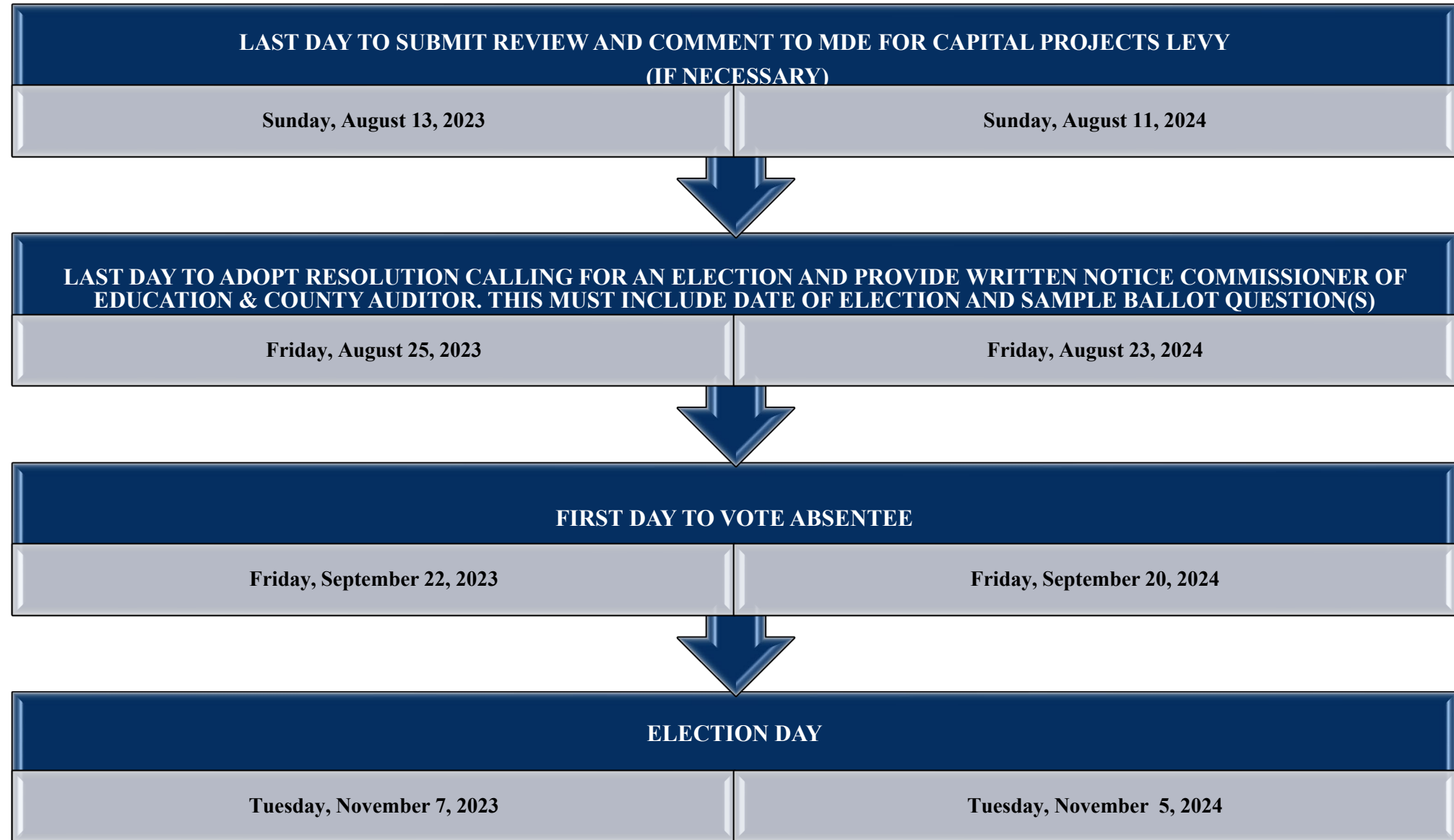
		<i><b>CAP. PROJ. LEVY</b></i>		
		<b>Existing Capital Projects Levy - Pay 2024</b>	<b>Capital Projects Levy - Pay 2024</b>	<b>Revenue Change</b>
		989,913.63	989,913.63	-
		NEW LEVY REQUEST	<b>0</b>	
		NTC VALUE (PAY 2023)	NTC VALUE (PAY 2023)	NTC DIFFERENCE
		14,197,009.00	14,197,009.00	0.00
		NTC RATE	NTC RATE	NTC RATE
		-6.973%	6.973%	0.000%
		<b>Existing Authority</b>	<b>New Authority</b>	<b>Annual Change</b>
<b>Homestead Residential Property</b>	Est. NTC Rate			
	Estimated Market Value			
	200,000	(126.07)	126.07	0.00
	300,000	(202.07)	202.07	0.00
	400,000	(278.07)	278.07	0.00
<b>Commercial / Industrial</b>	200,000	(226.61)	226.61	0.00
	300,000	(366.07)	366.07	0.00
	400,000	(505.52)	505.52	0.00
<b>Apartments</b>	200,000	(174.32)	174.32	0.00
	300,000	(261.48)	261.48	0.00
	400,000	(348.63)	348.63	0.00

# INTERACTIVE MODEL – ADDITIONAL \$100K

		CAP. PROJ. LEVY		
		Existing Capital Projects Levy - Pay 2024	Capital Projects Levy - Pay 2024	Revenue Change
		989,913.63	1,089,913.63	100,000.00
		NEW LEVY REQUEST	100,000	
		NTC VALUE (PAY 2023)	NTC VALUE (PAY 2023)	NTC DIFFERENCE
		14,197,009.00	14,197,009.00	0.00
		NTC RATE	NTC RATE	NTC RATE
		-6.973%	7.677%	0.704%
		Existing Authority	New Authority	Annual Change
Homestead Residential Property	Est. NTC Rate			
	Estimated Market Value			
Commercial / Industrial	200,000	(126.07)	138.80	12.74
	300,000	(202.07)	222.48	20.41
	400,000	(278.07)	306.16	28.09
Apartments	200,000	(226.61)	249.50	22.89
	300,000	(366.07)	403.05	36.98
	400,000	(505.52)	556.59	51.07
	200,000	(174.32)	191.93	17.61
	300,000	(261.48)	287.89	26.41
	400,000	(348.63)	383.85	35.22

# NEXT STEPS

# FALL ELECTION DATES OF IMPORTANCE



# November Election Date Summary

November 7, 2023

November 5, 2024

First date to  
“renew” current  
operating levy  
authority

Odd year election  
- Statistically **best**  
**chance** to pass a  
referendum

Presidential  
Election



Provide a history of District operating revenue and operating election results



Prepare an interactive document for District use to help determine revenue generated by such options as Straight Renewal or Renewal plus new amount



Baird coordinates with legal counsel to provide resolution calling for election at future School Board meeting



Base Package cost of \$1,000 which includes two on-site meetings with District



### **Additional Services packaged to meet your needs**

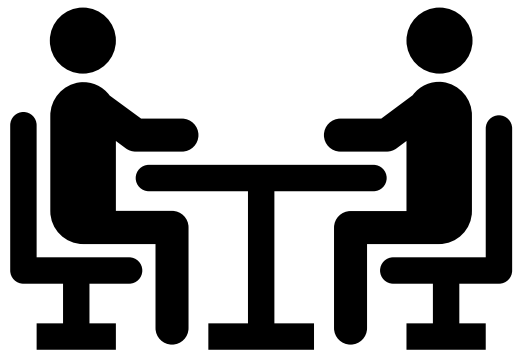
Baird provides website tax calculator for every specific parcel \$1,000

Election notice printing and mailing - \$1,000 plus the costs incurred by Baird from the County, Print Shop and Mailing Service

Informational Post Card printing and mailing - \$1,000 plus the costs incurred by Baird from the County, Print Shop and Mailing Service

Additional meetings beyond the two meetings included in base package will be invoiced at \$500 per meeting.

## BAIRD'S SERVICE PACKAGE OPERATING & CAPITAL PROJECT LEVY REFERENDUM ASSISTANCE



# QUESTIONS/DISCUSSION



# Communications Update

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2022-2023 school year

# Objectives

- Outline of the district's [Communications plan](#)
  - Operational Goal
- Successes from this year
  - Launch of social media
  - Revamped district communication channels
  - Improved website user experience



# Communication Plan

- Mission and Vision
- Strategic Directions (Compass):
  - We are guided by our strategic directions of high expectations matched with high support for students and staff, and strong communication and relationships with our families and community.
- Goals, objectives and strategies (what do we want for an outcome; what do we want accomplished with this goal; how will we do it?).



Strategic Direction: Strong Communication  
Community

Rationale:

- One of our strategic directions focuses on our community, specifically ensuring strong communication and relationships.
- The goal of a communications plan is to outline the strategies we will use to ensure strong communication with our community of students, parents and staff.

Goal	Strategies	Performance Indicators/Documentation	Timeframe	Leaders
Develop a <b>multi-phase</b> district-wide Communications Plan that encompasses the tools we currently use and the tools we will implement to communicate with our community.	<a href="#">2022 Communications Plan</a>	Conduct community survey	Late winter 2023	Liz Anderson Wendy Webster





# Our successes this year



Launch of Facebook page



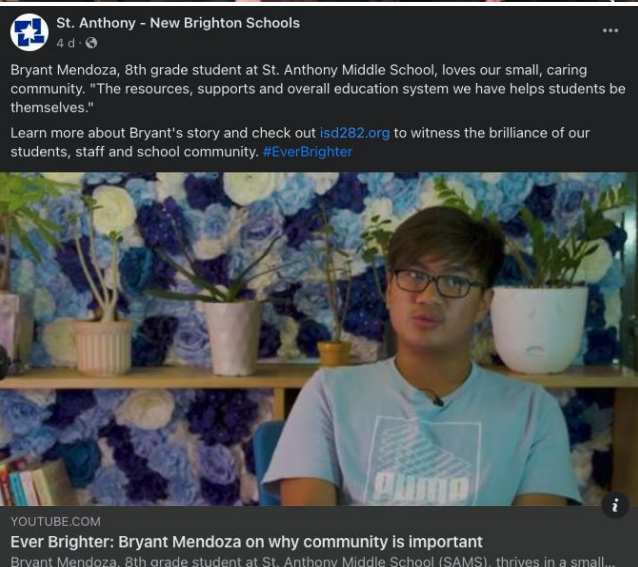
Consistent weekly  
communication and updated  
printed newsletter



Updated website navigation and  
usability



# Facebook



- Launched after Thanksgiving break
- Postings 4-5 times/week
- As of May 9, the page has 236 likes and 312 followers
- Facebook is a positive outlet for families to see stories on students and staff

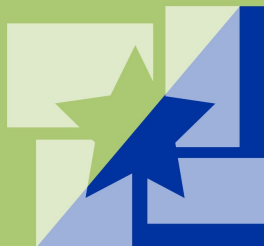


# Newsletters

- Staff communication
  - Know, Do, Share
  - Internal staff communication plan to be developed when Tim Anderson, Executive Director of Human Resources, starts this summer
- Family communication
  - Brighter Bulletin (digital)
  - Nurturing Brilliance (printed)



**KNOW. DO. SHARE**  
K.D.S.



**The Brighter  
Bulletin**

St. Anthony - New Brighton School Newsletter



The SAVHS speech team claimed the Tri-Metro championship in March.  
Congrats to the entire speech team and their coach Joan Nelson!

Spring 2023

# Website navigation

- Improved navigation elements for a more-informed user experience
- There will be a “Learning” navigation element when the T&L webpage is available
- Long-term:
  - Build behavior to going to the website for all information
  - Build a staff intranet for resources/links/supports





# Other “wins”



## 1

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### **Coffee and Chat series**

Goal 1: Connecting with the St. Anthony-New Brighton community in meaningful ways that align with our values of engagement and transparency.

## 3

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### **More communication support for staff**

Goal 3: Clarify the district’s expectations for consistent and accurate communications.

## 2

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### **Storytelling**

Goal 2: Establish consistent and accurate communications with families, students, parents/guardians.

## 4

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### **Brand guidelines**

Goal 4: Distribute branded content on a consistent basis through established channels with the St. Anthony-New Brighton community.



# Goals for the 2023-2024 school year



## **Continue building good communication**

Internal comms plan

Website survey

Family newsletter survey



## **Create a cyberattack communication plan**

Develop resources, tools for students, staff and families



## **Develop a staff recruitment and retention plan**

Work with HR to create a plan of action



## **Explore more video opportunities**

Video is a great storytelling tool

# Questions?



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

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

MSBA/MASA Model Policy 417

Orig. 1995

Rev. 2022

## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

#### IV. STUDENTS

##### A. Districtwide School Discipline Policy

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

##### B. Programs and Activities

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

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

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

##### D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the **preassessment team** decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
  - c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

##### E. Consent

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

## **V. EMPLOYEES**

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

**Legal References:**

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

**Cross References:**

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
- MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
- MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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

MSBA/MASA Model Policy 419

Orig. 1995

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

Rev. 2022

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

***[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]***

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

***[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]***

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

**III. DEFINITIONS**

- A. "Electronic delivery device" means any product containing or delivering nicotine,

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

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

#### **IV. EXCEPTIONS**

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

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

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.



- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

**[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]**

## **VI. ENFORCEMENT**

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

## **VII. DISSEMINATION OF POLICY**

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

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

2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

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

MSBA/MASA Model Policy 420

Orig. 1995

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

Rev. 2022

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

### **I. PURPOSE**

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

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

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

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

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

### **III. DEFINITIONS**

### **IV. STUDENTS**

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

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

### **V. EMPLOYEES**

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

## **VI. RESPONSE**

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

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

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

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

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

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

### **F. Precautions**

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

### **G. Information Sharing**

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

accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

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

I. Prevention

The school district shall prioritize science-based sexual health education and infection-prevention education while also complying with state statute. In the event of a conflict, both will be taught, including covering the limitations of each strategy.

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

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

J. Vaccination and Screening

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

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

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

***[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]***

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

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

MSBA/MASA Model Policy 501  
Orig. 1995  
Rev. 2021

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

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

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

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

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

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

#### **IV. EXCEPTIONS**

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



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

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

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

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

A. Administrative Discretion

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

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

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

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

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

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

A. Employees

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

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations.

In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

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

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

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

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

***[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]***

***[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area.***

***Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them.***

***For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes section 609.66, Subdivision 1d (f) listed in Section IV.B. above.***

***However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes section 609.66, Subdivision 1d.]***

***[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]***

***NOTE: Terry Morrow is 95% certain that we can place limits with Policy 902 on nonstudent activities that we will host (e.g. a gun show). We are allowed to decline a recreational marijuana event, for example, if it promotes drug use while we are promoting not drug use. He is checking to be 100% sure about Policy 902 restrictions we are allowed to place.***

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

MSBA/MASA Model Policy 516.5  
Orig. 2023

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

## **516.5 OVERDOSE MEDICATION**

### **I. PURPOSE**

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

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

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

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

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

### **III. DEFINITIONS**

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

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

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

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

- A. District Collaborative Planning and Implementation Team

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

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

- c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
- 4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

**B. Site Planning Teams**

- 1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
- 2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

**C. School District Staff**

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

**V. NALOXONE STORAGE**

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

**VI. Privacy Protections**

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

- Legal References:**
- Minn. Stat. § 13.32 (Educational Data)
  - Minn. Stat. § 13.43 (Personnel Data)
  - Minn. Stat. § 13.37 (General Nonpublic Data)
  - Minn. Stat. § 121A.21 (School Health Services)
  - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
  - Minn. Stat. § 144.344 (Emergency Treatment)
  - Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
  - Minn. Stat. § 152.01 (Definitions)
  - Minn. Stat. § 152.02 (Schedules of Controlled Substances)
  - Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)
  - Minn. Stat. § 604A.01 (Good Samaritan Law)
  - Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
  - Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
  - Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
  - Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
  - 20 U.S.C. § 1232g (Family Educational and Privacy Rights)
- Cross Reference:**
- MSBA/MASA Model Policy 516 (Student Medication)
  - Minnesota Department of Health Toolkit on the Administration of Naloxone

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

MSBA/MASA Model Policy 530

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

Orig. 1999

Rev. 2017

## **530 IMMUNIZATION REQUIREMENTS**

### **I. PURPOSE**

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

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

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

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

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
  1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
  2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30



days to submit a statement specified in Section III.A. or III.B., above, or Section IV, below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

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

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

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

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

- A. The school district will develop and implement a procedure to:
  1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
  2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  3. review student health records to determine whether the required information has been provided; and
  4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

## **VI. IMMUNIZATION RECORDS**

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

## **VII. OTHER**

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

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
 Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)  
 Minn. Stat. § 121A.17 (School Board Responsibilities)  
 Minn. Stat. § 144.29 (Health Records; Children of School Age)  
 Minn. Stat. § 144.3351 (Immunization Data)  
 Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
 Minn. Stat. § 144.442 (Testing in Schools)  
 Minn. Rules Parts 4604.0100-4604.1020 (Immunization) *McCarthy*  
*v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)

Op. Atty. Gen. 169-W (July 23, 1980)

Op. Atty. Gen. 169-W (Jan. 17, 1968)

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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

MSBA/MASA Model Policy 722

Orig. 2017

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

Rev. 2022

## **722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

#### **A. Confidential Data on Individuals**

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

#### **B. Data on Individuals**

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

#### **C. Data Practices Compliance Officer**

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

#### **D. Government Data**

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

#### **E. Individual**

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

#### **F. Inspection**

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data.

For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

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

- A. All requests for public data must be made in writing directed to the responsible authority.
  - 1. A request for public data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact the requestor (such as phone number, address, or email address).
  - 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
  - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
  - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
  - 1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after

the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

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

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

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

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under



Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

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

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

## **VIII. COSTS**

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

2. All charges must be paid for in cash or electronically in advance of receiving the copies.

**B. Summary Data**

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

**C. Data Belonging to an Individual Subject**

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

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

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

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

**IX. Annual Review and Posting**

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

**Data Practices Contacts**

**Responsible Authority:**

[Name]

[Location]  
[Phone number; email address]

**Data Practices Compliance Official:**

[Name]  
[Location]  
[Phone number; email address]

**Data Practices Designee(s):**

[Name]  
[Location]  
[Phone number; email address]

***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

***Cross References:***

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

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***[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]***

***Annual requirements - working on what these will actually look like, in terms of clearly posting for the public***