



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

School Board Meeting
Monday, December 11, 2023
AGENDA

1. **Call to Order (1 minute)**
 - Dates to Remember 4
2. **Pledge of Allegiance (1 minute)**
3. **Approve Board Agenda (1 minute)**
4. **Finance (35 minutes)**
 - 4.A. Truth in Taxation Public Hearing (15 minutes) - **B**
Michelle Vargas, Chief Financial Officer

Appendix A 5
 - 4.B. Truth in Taxation Public Testimony (15 minutes) - **C**
Michelle Vargas, Chief Financial Officer
 - 4.C. Final Tax Certification for Taxes Payable in 2024 (5 minutes) - **A**
Michelle Vargas, Chief Financial Officer

Appendix B 22
5. **Consent Agenda (5 minutes)**
 - 5.A. Minutes from 11/27/23 Board Meeting - **A**
Jeff Simon, Board Clerk

Appendix C 23
 - 5.B. Retirements, Resignations, Terminations, Layoffs and Recalls, Leaves and Modified Leaves of Absence, Appointments - **A**
Matt Brain, Director of Employee Services

Appendix D 33
 - 5.C. 707.0 Transportation of Public School Students Policy - **A**
Tim Palmatier, General Counsel

Appendix E 37
 - 5.D. 708.0 Transportation of Nonpublic School Students Policy - **A**
Tim Palmatier, General Counsel

Appendix F 49
 - 5.E. 709.0 Student Transportation Safety Policy - **A**
Tim Palmatier, General Counsel

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5.F. 710.0 Extracurricular and Co-curricular Transportation Policy - A Tim Palmatier, General Counsel	
Appendix H	71
5.G.711.0 Video Recording on School Buses Policy - A Tim Palmatier, General Counsel	
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5.H.806.1 Crisis Management Policy - A Tim Palmatier, General Counsel	
Appendix J	75
5.I. Immunization Exclusions as required by Statute 121a.15 - A Cindy Hiltz, Asst. Director of Student Services, Health Services	
6. Communications, Delegations & Petitions (15 minutes)	
7. Board Calendar & District Update (10 minutes) Cory McIntyre, Superintendent	
8. Labor Relations & Benefits (20 minutes)	
8.A. Child Nutrition Site Supervisors Tentative Agreement (5 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix K	79
8.B. Labor Relations Update (15 minutes) - B Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix L	99
9. Community & Government Relations (30 minutes)	
9.A. Resolution Establishing Combined Polling Locations 2024 (10 minutes) - A/R Michelle Trelstad, Executive Director of Community Education & Government Relations	
Appendix M	107
Appendix N	109
9.B. Legislative Platform (20 minutes) - A Michelle Trelstad, Executive Director of Community Education & Government Relations; Cory McIntyre, Superintendent	
Appendix O	113
Appendix P	117
10. Elementary & Secondary Education (15 minutes)	
10.A. Resolution to Close Specific School Sites for Non-Resident Enrollments (15 minutes) - A/R Joel VerDuin, Chief Technology & Information Officer	
Appendix Q	119
Appendix R	120
11. Board Correspondence & Communication	
12. Executive Session (45 minutes)	

12.A. Labor Negotiations (45 minutes)

Dr. Jennifer Cherry, Executive Director of Human Resources

13. **Adjourn**

ANOKA-HENNEPIN SCHOOLS

A FUTURE WITHOUT LIMIT

December 11, 2023

Dates to Remember

1. December 11 School Board Recognition, Sandburg Education Center, 5:30 p.m.
2. **December 11 Truth in Taxation–Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
3. December 13 Winter Play Up Meeting, 5:30 p.m.
4. December 25-26 District Closed, Holiday
5. December 27-29 No School, Winter Break
6. January 1 District Closed, Holiday
7. January 2 No School, Winter Break
8. January 4 CIAC, ESC, 6:30 p.m.
9. **January 8 Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
10. January 15 District Closed, Holiday
11. **January 22 Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**



Marci Anderson
CHAIR



Nicole Hayes
VICE CHAIR



Jeff Simon
CLERK



Erin Heers-McArdle
TREASURER



Matt Audette
DIRECTOR



Kacy Deschene
DIRECTOR

This agenda will be provided in an alternate format upon request in order to accommodate individuals with disabilities. A minimum of three days notice is needed. Please call Debbie Koffski at 763-506-1002 to request an alternate format.

Public meeting for taxes payable in 2024

Michelle Vargas, chief financial officer



ANOKA-HENNEPIN
SCHOOLS
A future without limits

Agenda

- Background on property tax levies.
- Legislative changes that affect the 2024 Levy.
- Information on school funding and district budget.
- Proposed taxes payable in 2024.
- Estimated impact on taxpayers.
- Minnesota property tax refunds.
- Public comments and questions.



Truth in Taxation law

Background on property tax levies

Minnesota Truth in Taxation law was revised in 2009

Requirements:

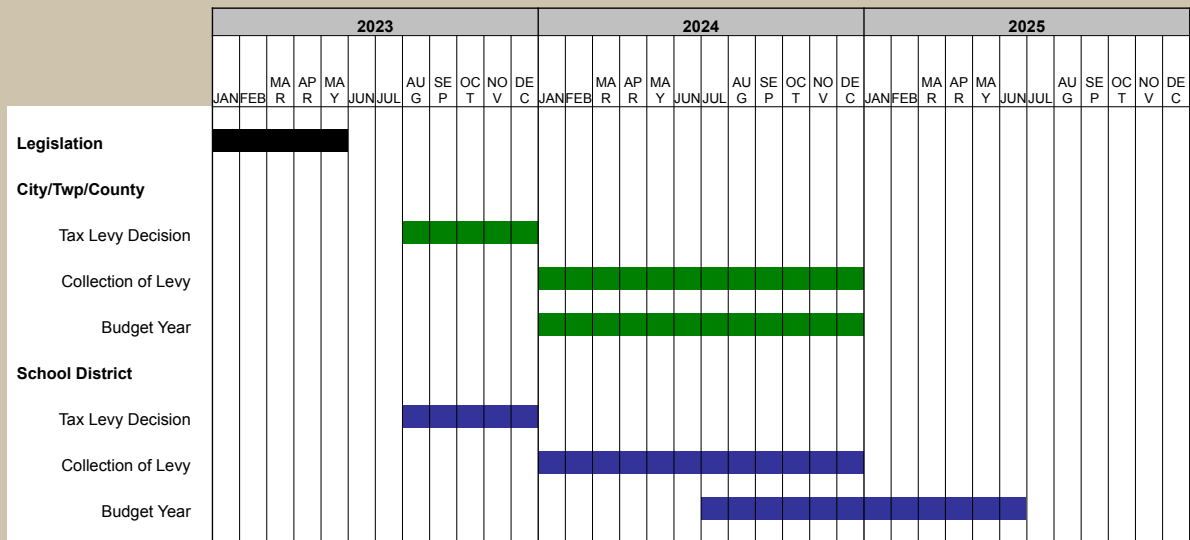
- Public meeting may now be held at a regularly scheduled meeting.
- Discussion of proposed property tax levy for taxes payable in 2024.
- Current year budget must be discussed.
- Levy may be adopted at same meeting .
- Must allow for public comment and question.

- Minnesota Statute 275.065



Levy Cycle comparison

Background on property tax levies





Levy Cycle process

Background on property tax levies

1. Assessors determine a property's estimated market value and assign a property class to each parcel.
2. The County auditor calculates the net tax capacity for each parcel in the county, as well as the total net tax capacity for each taxing jurisdiction.
 - a) A property's net tax capacity is determined by multiplying the property's market value by the relevant class rate.
 - i. Class rates are set by statute, vary by property type, and are uniform statewide.



Levy Cycle process, cont.

Background on property tax levies

3. The local tax rate of a taxing jurisdiction is determined by dividing the jurisdiction's total levy by the jurisdiction's taxable net tax capacity.
 - a) Each jurisdiction sets its own levy and follows specific limits set by state law.
4. The County auditor divides the final levy by the district's Net Tax Capacity (or Referendum Market Value) to establish rates.



Levy Cycle process, cont.

Background on property tax levies

5. The County auditor applies those rates to each parcel and prepares the final statements for mailing.
6. Minnesota Department of Education (MDE) sets the maximum levy limit for each school district, based on current legislation and formulas.
7. The School Board adopts a proposed levy in September, holds a public meeting, then finalizes the levy amount in December.



Authority for school levies

A school district tax levy must be either:

Voter approved

or

Set by state law



Legislative changes

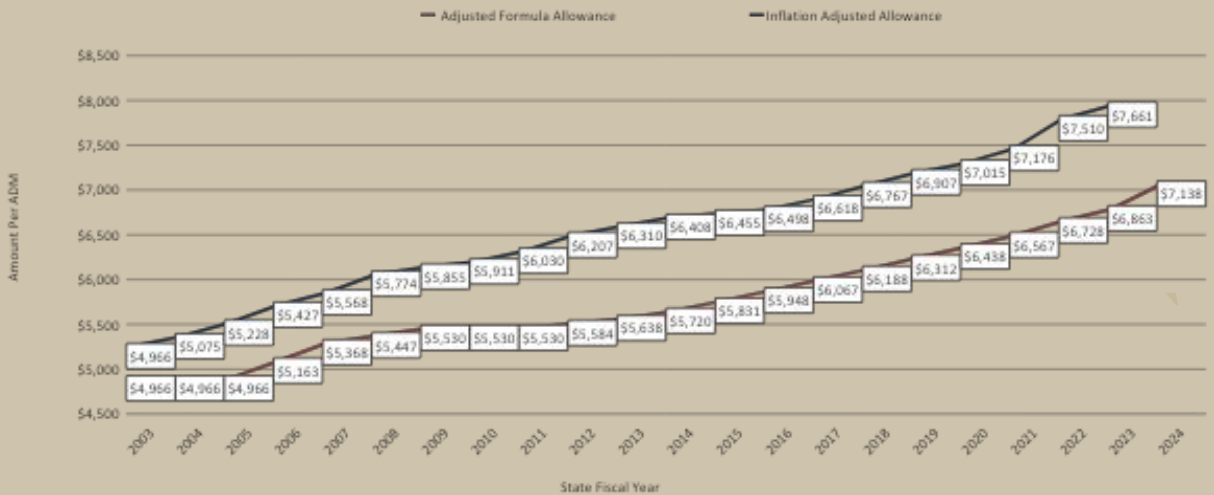
Legislative changes that affect the 2024 levy

- The 2024 legislature will address the next biennium for formula allowances for the 2024-25 and 2025-26 fiscal years. The 2023 Pay 2024 levy reflects the current 2023-24 General Education Basic formula for the 2024-25 school year of \$7,281.00 per Adjusted Pupil Unit.
- At this time, no legislative changes affect the Pay 2024 levy.



Legislative changes

Legislative changes that affect the 2024 levy



Note: Historical Trend, 2003-2023 Adjusted for 2014 Pupil Unit Change and Inflation



School district funds

Information on school funding and district budget

The School District is required to record revenues and expenses in different *funds*. Each fund has a definite purpose.

1. General fund (Levy and other revenue)

- a) Daily operating costs.
 - i. Salaries and benefits.
 - ii. Utilities.
- b) Local operating referendum levy.
- c) Health and safety code compliance, handicap accessibility, asbestos removal, and safety requirements.
- d) Transportation.
- e) Capital expenditures.



School district funds

Information on school funding and district budget

2. Food Service Fund (no levy)

- a) Contains revenue and expenditures for breakfast and lunch programs.

3. Community Ed Fund (levy and other)

- a) Accounts for the Lifelong Learning programs in the district levy based on:
 - i. Adult population of the District.
 - ii. Early Childhood levy is based on the number of children under 5 years of age.

4. Debt Service Fund (levy)

- a) Levy to pay off Principal and interest payments for building projects approved by the voters and alternative facility bonds which relate to health and safety projects (now long term facility maintenance funding).



Fiscal year 2023-24 budget

Information on school funding and district budget

Revenues	General	Food Service	Community Education	Building Construction	Debt Service	OPEB	OPEB Debt	Total
						Revocable Trust	Service	
Property Tax Levy	\$116,492,854		\$4,700,295		\$13,427,705		\$1,963,989	\$136,584,843
State Aid Revenue	465,602,820	\$10,481,750	8,386,617		2,500			484,473,687
Federal Aid Revenue	20,416,339	13,341,972	393,939					34,152,250
Other Local Revenue	15,313,817	2,979,499	14,033,302	\$20,000		\$750,000		33,096,618
Transfers			204,534					204,534
Total Revenues	\$617,825,830	\$26,803,221	\$27,718,687	\$20,000	\$13,430,205	\$750,000	\$1,963,989	\$688,511,932

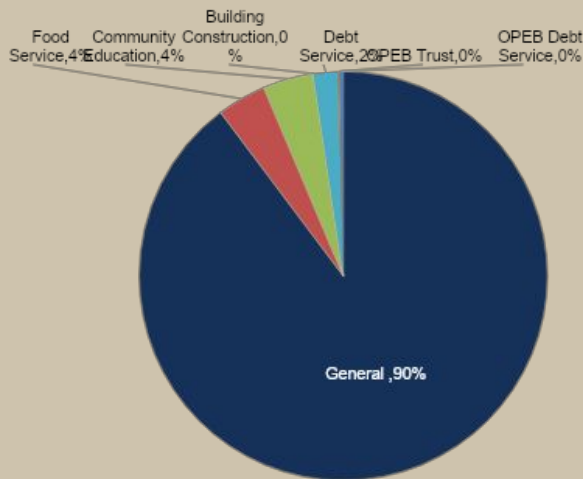
Expenses	General	Food Service	Community Education	Building Construction	Debt Service	OPEB	OPEB Debt	Total
						Revocable Trust	Service	
Salaries/Benefits	\$498,124,467	\$10,104,260	\$22,236,478			\$750,000		\$531,215,205
Purchased Services	57,920,406	2,176,517	3,533,045	\$350,000				63,979,968
Supplies	25,741,355	11,022,746	1,556,112					38,320,213
Capital Expenditures	25,118,614	1,093,153	85,500	8,500,000				34,797,267
Debt Service					\$13,474,100		\$1,970,203	15,444,303
Misc.	4,058,066	33,000	8,635					4,099,701
Total Expenses	\$610,962,908	\$24,429,676	\$27,419,770	\$8,850,000	\$13,474,100	\$750,000	\$1,970,203	\$687,856,657

Budget Balance	\$6,862,922	\$2,373,545	\$298,917	(\$8,830,000)	(\$43,895)	\$0	(\$6,214)	\$655,275
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Revenues by fund 2023-2024

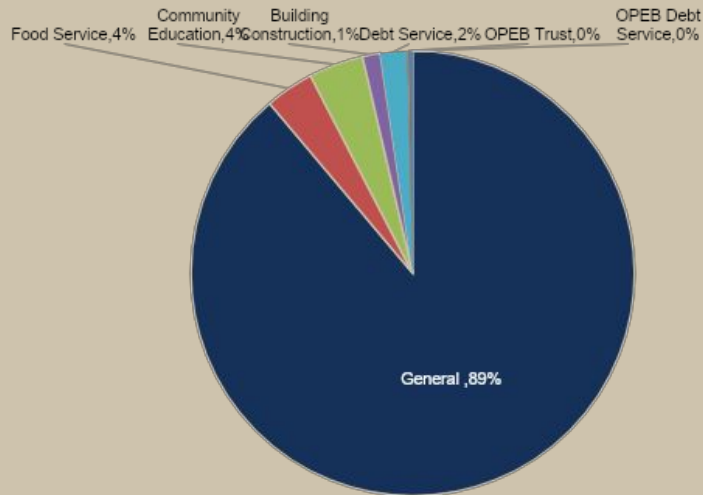
Information on school funding and district budget





Expenses by fund 2023-2024

Information on school funding and district budget



Proposed levy summary

Proposed taxes payable in 2024 – TNT notice

	Certified Pay 2023 Levy	Proposed Pay 2024 Levy
Voter Approved Levies	\$68,506,697	\$69,333,872
Other Local Levies	\$67,358,345	\$70,628,565
School District Total	\$135,865,042	\$139,962,437



Proposed tax levy in 2024 (TNT)

Proposed taxes payable in 2024

Funds	Certified Payable 2023 (\$)	Proposed Levy Payable 2024 (\$)	Difference from Pay 2023 (\$)	% Change
General Fund				
Referendum	\$50,061,257	\$49,885,709	(\$175,548)	-0.35%
Local Optional Revenue	26,382,000	28,083,052	1,701,052	6.45%
Equity	4,827,557	4,783,715	(43,841)	-0.91%
Transition	1,301,182	1,306,094	4,912	0.38%
Capital Project Referendum	5,017,735	5,989,152	971,417	19.36%
Operating Capital	3,500,811	4,167,723	666,911	19.05%
Alternative Teacher Compensation	3,597,426	3,547,735	(49,691)	-1.38%
Integration	2,317,285	2,394,991	77,706	3.35%
Reemployment Insurance	50,000	300,000	250,000	500.00%
Safe Schools	1,509,103	1,514,799	5,697	0.38%
Career Technical	2,572,611	2,607,618	35,007	1.36%
LT Facilities	10,676,123	10,761,573	85,450	0.80%
Lease	4,992,591	5,064,107	71,516	1.43%
General Fund Adjustments	(1,042,826)	(602,803)	440,023	N/A
Total General Fund	\$115,762,854	\$119,803,465	\$4,040,610	3.49%
Community Service	\$4,710,494	\$4,709,455	(\$1,039)	-0.02%
Debt Service	\$13,427,705	\$13,459,011	\$31,306	0.23%
OPEB Debt Service	\$1,963,989	\$1,990,506	\$26,518	1.35%
Total Proposed Levy	\$135,865,042	\$139,962,437	\$4,097,395	3.02%



Factors that cause property tax changes

Proposed taxes payable in 2024

Many factors may cause the individual property tax statement to increase or decrease from year to year:

- Voter approved referendums.
- Changes in enrollment.
- Levy adjustments to prior years.
- Legislative changes.
- Changes in market values.
- Changes in class rates/history.



Major areas of change in proposed levy

Proposed taxes payable in 2024

Significant changes occurred in the following areas in this year's proposed levy:

- Capital Project Referendum – increase of \$971,417
- Operating Capital – increase of \$666,911
- Reemployment Insurance – increase of \$250,000
- General Fund Adjustments – increase of \$440,023



Major areas of change in proposed levy

Proposed taxes payable in 2024

Category: General Fund – capital projects Referendum.

Change: +\$971,417

Use of Funds: Restricted to use for technology purchases and support services.

Cause of Change: Increase in net tax capacity.



Major areas of change in proposed levy

Proposed taxes payable in 2024

Category: General Fund – operating capital.

Change: +666,911

Use of Funds: Restricted for use on purchases of textbooks, equipment, etc.

Cause of Change: The levy ratio increased from 0.3658 to 0.4337 and NTC increased resulting in increased local levy and reduced state aid.



Major areas of change in proposed levy

Proposed taxes payable in 2024

Category: General Fund – reemployment Insurance.

Change: +\$250,000

Use of Funds: Restricted to pay expenses related to unemployed workers.

Cause of Change: Based on prior year expenditures.



Major areas of change in proposed levy

Proposed Taxes Payable in 2024

Category: General Fund – adjustments

Change: +\$440,023

Use of Funds: Affects all general fund levy categories.

Cause of Change: Adjustments occur due to verification of enrollment, changes in property valuations, etc. Biggest positive adjustments were related to achievement and integration and abatement. Biggest decreases were related to advance abatement and career technical.



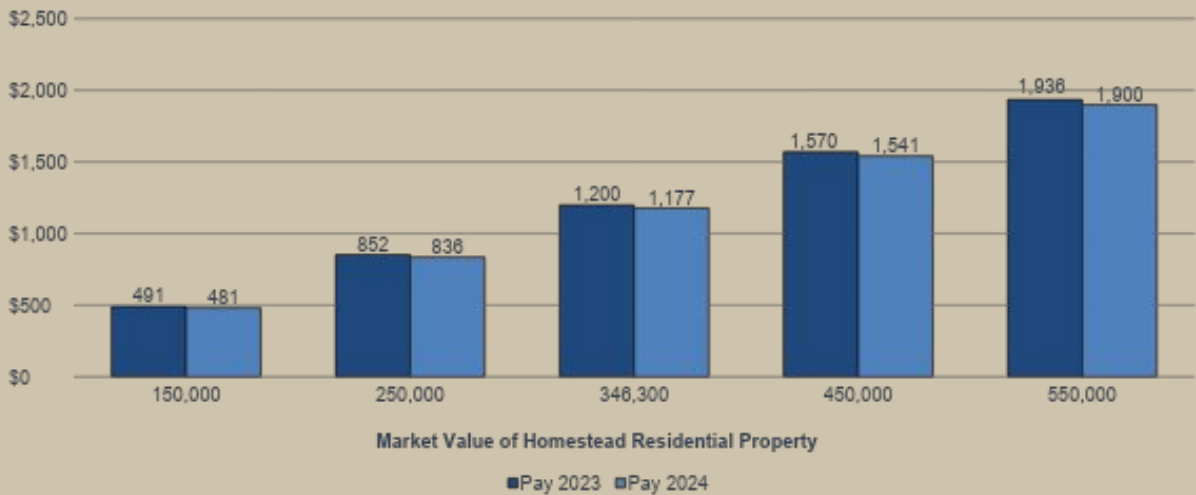
Impact on taxpayers

- Following are charts showing examples of changes in the school district portion of property taxes
- Examples include school district taxes only
- Figures for 2024 are estimates based on data available from the county (final figures may change slightly)



Property tax comparisons – Pay 2023 versus pay 2024

Estimated impact to taxpayers

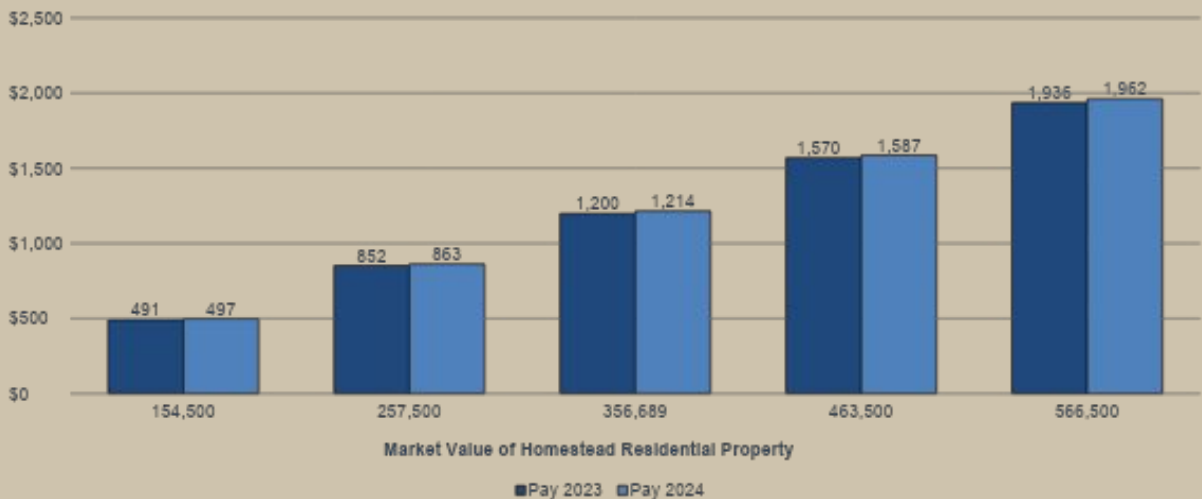


Note: Per the U.S. Census Bureau, the median home value is \$346,300 (2022: ACS 1-Year Supplement).



Property tax comparisons – Pay 2023 versus pay 2024

Estimated impact to taxpayers with 3% appreciation factor

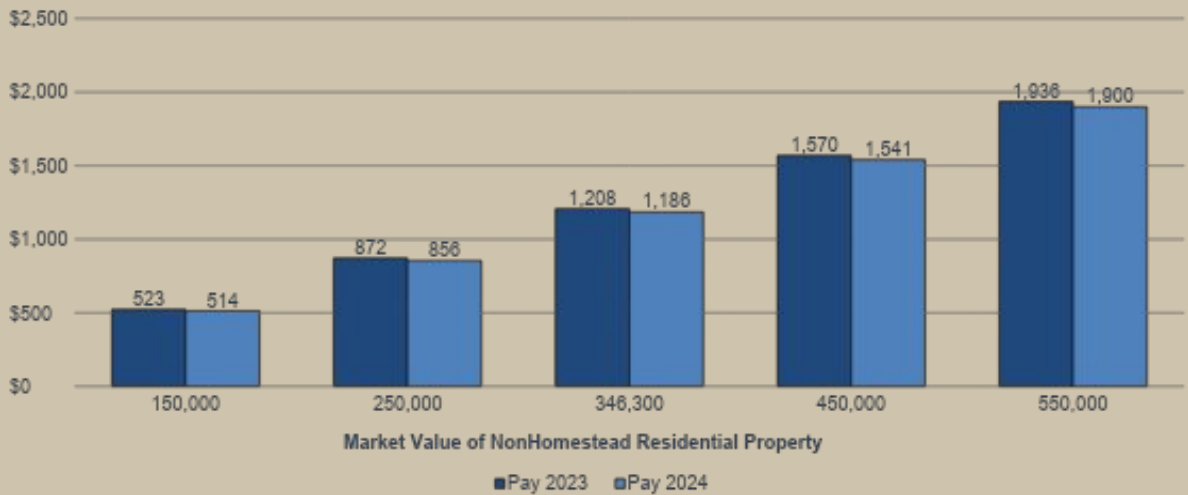


Note: Per the U.S. Census Bureau, the median home value is \$346,300 (2022: ACS 1-Year Supplement). Assumes estimated district-wide rate of growth of approximately 3% in median home value per the School District.



Property tax comparisons – Pay 2023 versus pay 2024

Estimated impact to taxpayers

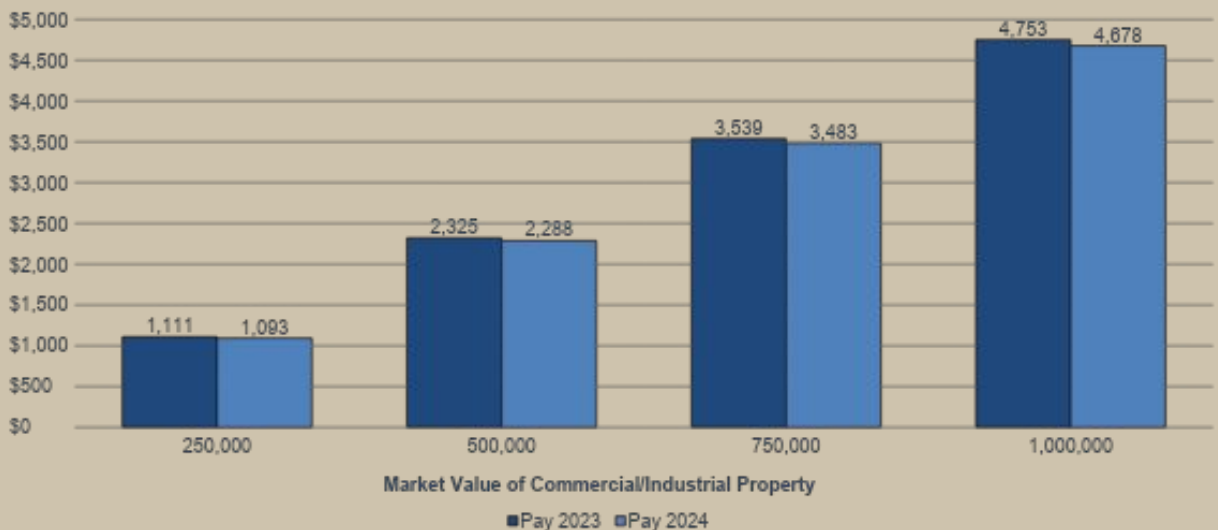


Note: Per the U.S. Census Bureau, the median home value is \$346,300 (2022: ACS 1-Year Supplement).



Property tax comparisons – Pay 2023 versus pay 2024

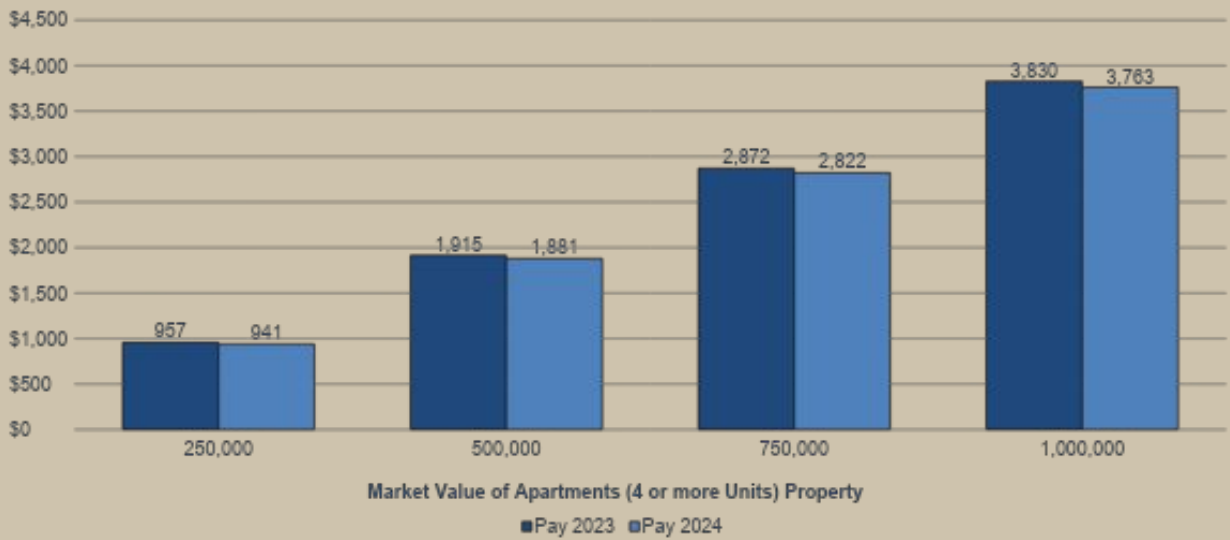
Estimated impact to taxpayers





Property tax comparisons – Pay 2023 versus pay 2024

Estimated impact to taxpayers



Property tax comparisons – Pay 2023 versus pay 2024

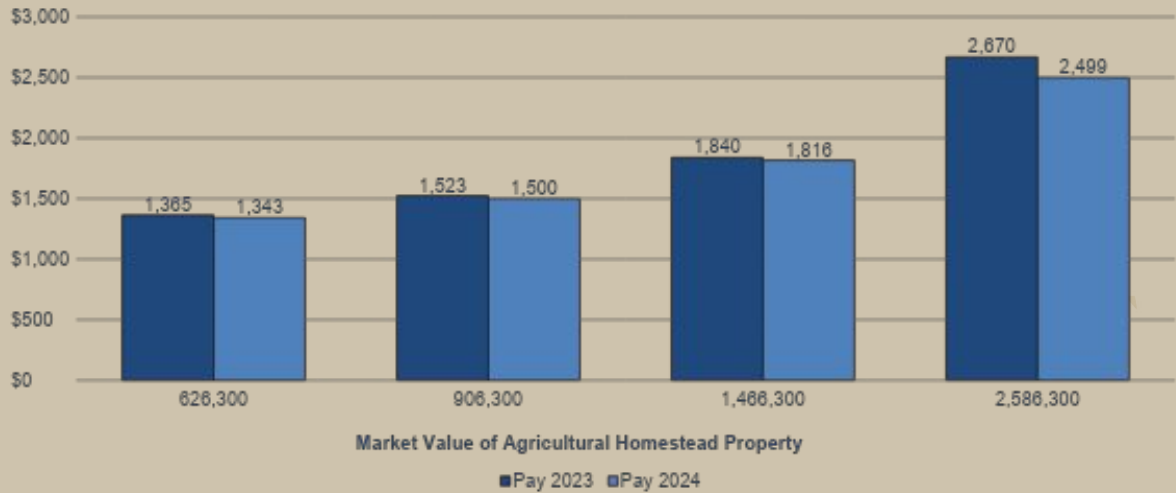
Estimated impact to taxpayers





Property tax comparisons – Pay 2023 versus pay 2024

Estimated impact to taxpayers

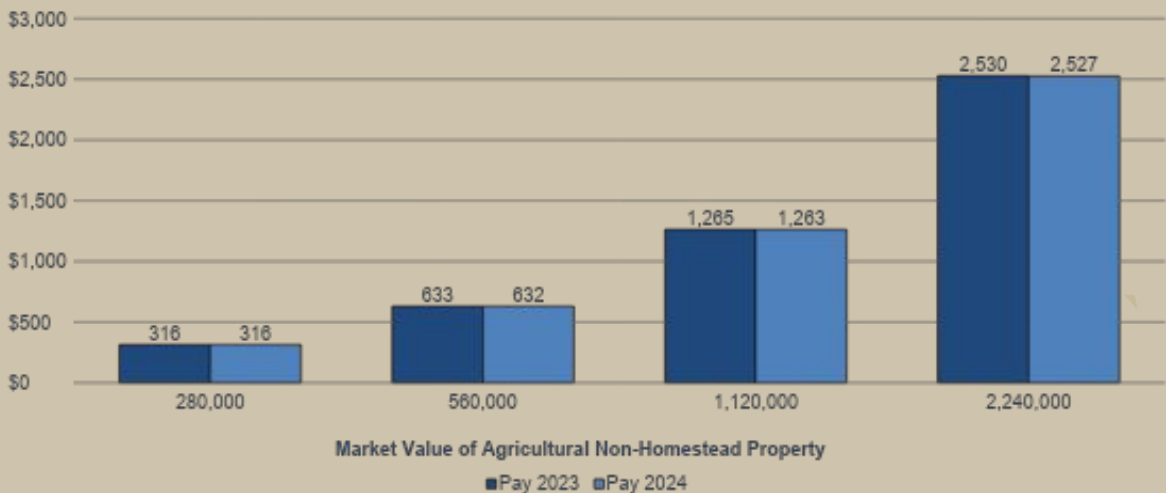


Note: Per the U.S. Census Bureau, the median home value is \$346,300 (2022: ACS 1-Year Supplement). Per the Minnesota Department of Revenue, the average tillable land value is \$3,500/acre in Pay 2023 in Anoka County.



Property tax comparisons – Pay 2023 versus pay 2024

Estimated impact to taxpayers



Note: Per the Minnesota Department of Revenue, the average tillable land value is \$3,500/acre in Pay 2023 in Anoka County.



Property tax refunds

Minnesota property tax refunds

- Two different tax refund program available from the state.
 - Minnesota property tax refund (aka “circuit breaker” refund).
 - Special property tax refund.
- Complete form M-1PR.
- For help with the forms and instructions contact:
 - Your tax professional.
 - Minnesota Department of Revenue.
 - (651) 296-4444
 - www.taxes.state.mn.us

Questions and comments



ANOKA-HENNEPIN
SCHOOLS
A future without limit

Taxes Payable 2024
0011-01-000-000 Anoka-Hennepin Public School District
michvarg48

[Home/Levy Method](#)

Home/Levy Method

District Levy Summary

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER	49,885,709.43	49,885,709.43	49,885,709.43
GENERAL - RMV OTHER	34,005,808.47	34,005,808.48	34,005,808.47
GENERAL - NTC VOTER	5,989,151.67	5,989,151.67	5,989,151.67
GENERAL - NTC OTHER	29,922,795.08	29,922,795.08	29,922,795.08
COMMUNITY SERVICE - NTC OTHER	4,709,455.31	4,709,455.31	4,709,455.31
GENERAL DEBT - NTC VOTER	13,459,011.08	13,459,011.08	13,459,011.08
GENERAL DEBT - NTC OTHER	0.00	0.00	0.00
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	1,990,506.30	1,990,506.30	1,990,506.30

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	119,803,464.65	119,803,464.66	119,803,464.65
COMMUNITY SERVICES FUND	4,709,455.31	4,709,455.31	4,709,455.31
GENERAL DEBT SERVICE FUND	13,459,011.08	13,459,011.08	13,459,011.08
OPEB/PENSION DEBT SERVICE FUND	1,990,506.30	1,990,506.30	1,990,506.30

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	83,891,517.90	83,891,517.91	83,891,517.90
NET TAX CAPACITY	56,070,919.44	56,070,919.44	56,070,919.44

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	69,333,872.18	69,333,872.18	69,333,872.18
OTHER	70,628,565.16	70,628,565.17	70,628,565.16

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	139,962,437.34	139,962,437.35	139,962,437.34

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

The School Board of Anoka-Hennepin Independent School District No. 11 held a meeting on **Monday, November 27, 2023**, at Sandburg Education Center, Anoka, Minnesota.

Chair Anderson called the meeting to order at 6:30 p.m.

The following members were present: Marci Anderson, Matt Audette, Kacy Deschene, Nicole Hayes, Erin Heers-McArdle, and Jeff Simon.

Jeff Simon motioned to approve the Board Agenda as presented. Vice Chair Hayes seconded. Motion passed.

CONSENT AGENDA

Matt Audette moved and Jeff Simon seconded the motion to approve the following **consent agenda** items after removing Appendix G for separate consideration:

- a. **Minutes** from the November 13, 2023, School Board work session.
- b. **Personnel items** as follows:

RETIREMENTS

Name	Current or Most Recent Position	Last Date Employed
Amy Eidenschink	Sand Creek, Teacher Grade 5	06/07/2024
Cindy Gray	Northdale Middle, Child Nutrition Assistant	06/06/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Korbin Kvaas	Evergreen Park, Teacher E/BD	11/10/2023
Shawna Voigt	Evergreen Park, Teacher Grade 1	11/10/2023

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Ann Benson	Andover DC-Bridges, ParaEducator Spec Ed Cntr Base	11/01/2023	01/30/2024
Amanda Britz	Anoka Middle - WA, Teacher Grade 6	11/09/2023	12/06/2023
Matthew Collins	Jackson Middle, Teacher Science	07/01/2024	06/29/2029
Victoria Courts	RiverTrail Learning Ctr, Special Educ Prg Supervisor	11/07/2023	01/30/2024
Christine Dahl	Northdale Middle, Teacher Grade 6	11/27/2023	12/22/2023
Kelly Godwin-Pratt	Morris Bye, Teacher SA-Coach Literacy Spec	11/13/2023	01/12/2024
Deseraie Hall	Jackson Middle, ParaEducator Spec Ed Cntr Base	11/16/2023	02/24/2024
Angela Jurmu	Roosevelt Middle, School Office Supervisor	11/27/2023	12/22/2023
Georgia Larson	Champlin Park High, Teacher SA-IB Coord	12/13/2023	01/24/2024
Nicole Mancuso	Andover DC-Bridges, Teacher ASD (AutismSpectrum)	11/15/2023	12/22/2023
Meghan Murray	Brookside, Teacher Grade 1	11/09/2023	03/08/2024
Erin Packer	Coon Rapids Middle, Teacher ABS (AcadBehav)	11/20/2023	01/03/2024
Molly Peddycoart	ChamplinBrklynPk Academy, Teacher ASD (AutismSpectrum)	11/07/2023	01/19/2024
Shawn Pederson-Walczynski	Rum River Elementary, Teacher SA-Coach Math Spec	10/30/2023	11/17/2023
Lynnsey S Plaisance	Anoka High, Teacher ESL	10/26/2023	11/10/2023
Lynnsey S Plaisance	Anoka High, Teacher ESL	11/14/2023	11/27/2023
Brittney Reinecke	Verndale, Teacher Speech Clinician	11/08/2023	02/20/2024
Julie Roman	Oxbow Creek, TIER I-ABS (AcadBehav)	11/07/2023	12/07/2023
Jaline Root	Sorteberg ECC, ParaEducator Special Education	11/28/2023	12/01/2023
Celestina Russell	Riverview ECC, ParaEducator Spec Ed Cntr Base	10/23/2023	11/14/2023
Diana Sanchez-Solorzano	University Avenue, Educ Office Prof School Year	11/09/2023	02/07/2024
Cassandra Scott	Eisenhower, Teacher ABS (AcadBehav)	11/13/2023	02/09/2024
Terra M Sweet	Jackson Middle, Child Nutrition Assistant	11/09/2023	12/08/2023
Cindy M Thomas	ESC-Special Ed, ParaEducator Special Ed COTA	11/06/2023	11/20/2023
Clara Tice	Ramsey, A+ PT CCA - Ln 1	11/06/2023	12/04/2023
Jean M Towley	S.T.E.P., Job Coaches	11/06/2023	12/15/2023

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Lydia Anderson	ESC-Special Ed, Teacher Speech Clinician	05/16/2023	06/30/2024
Caitlin Burns	Sand Creek, Teacher SA-Coach Literacy Spec	11/21/2023	02/12/2024
Patricia Engren	Brookside, A+ Site Leader full year	10/10/2023	11/10/2023
Deseraie Hall	Jackson Middle, ParaEducator Spec Ed Cntr Base	09/19/2023	11/16/2023
Lisa Heiden	Mississippi, Teacher Grade 1	08/28/2023	02/29/2024
Caroline Justice	Andover DC-Bridges, ParaEducator Spec Ed Cntr Base	09/05/2023	02/16/2024
Candace Keller	ESC - Transportation, ParaEducator Bus	09/21/2023	12/20/2023
Brianna Mueller	Jefferson, A+ Site Leader full year	09/21/2023	12/20/2023
Debra Nelson	Coon Rapids High, ParaEducator Spec Ed Cntr Base	09/25/2023	01/03/2024
Karyn Ratajczak	Brookside, ParaEducator Spec Ed Cntr Base	10/30/2023	11/24/2023
Jaline Root	Sorteberg ECC, Para Sped ECSE center base	10/12/2023	11/27/2023

APPOINTMENTS

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Elementary					
Heather Schleicher	Wilson, Teacher Grade 3 LTS	10/30/2023	Bachelors/1	0.1979	\$8,923
Trina Schultz	Eisenhower, Teacher SA-Tal Devl	11/20/2023	Masters+60/14	0.3449	\$30,264

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Secondary					
This section returned no records					

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Special Education					
Nancy Hofschulte	ChamplinBrklynPk Academy, Teacher MMH LTS	11/03/2023	Bachelors/20	0.2406	\$16,371
Jessica Johnson	Coon Rapids High, Teacher E/BD	12/04/2023	Bachelors+45/13	0.6524	\$44,949

c. Cash Disbursements Report

Fund No.	Description	Amount
	Checks	\$ 7,945,344.39
01	General	6,818,375.26
02	Food Service	174,537.53
04	Community Service	67,589.99
06	Building Construction	884,571.61
07	Bond & Interest K-12	-
20	Health-Self Insurance	270.00
21	Dental-Self Insurance	-
22	Work. Comp.-Self Insurance	-
47	OPEB Debt Service	-
	Electronic Payments	\$ 19,915,028.04
01	General	13,741,439.64
02	Food Service	296,452.78
04	Community Service	624,116.06
06	Building Construction	-
07	Bond & Interest K-12	-
20	Health-Self Insurance	4,609,009.79
21	Dental-Self Insurance	563,744.27
22	Work. Comp.-Self Insurance	80,265.50
47	OPEB Debt Service	-
	ACH Payments	\$ 8,414,661.26
01	General	3,653,958.22
02	Food Service	2,221,716.73
04	Community Service	44,486.43
06	Building Construction	2,405,734.51
07	Bond & Interest K-12	-
20	Health-Self Insurance	70,505.37
22	Work. Comp.-Self Insurance	18,260.00
	P-Card	\$ 239,326.03
01	General	204,265.35
02	Food Service	2,121.61
04	Community Service	32,939.07
06	Building Construction	-
20	Health-Self Insurance	-
	TOTAL DISTRICT	\$ 36,514,359.72

d. Cash Balance Report

ANOKA HENNEPIN DISTRICT NO. 11 MONTHLY CASH BALANCES - FY24														FY23 To All Balan (1 year a comparis	
	GENERAL 01-101	FOOD SERVICE 02-101	COMMUNITY SERVICE 04-101	BUILDING CONSTRUCTION 06-101 ¹	DEBT SERVICE 07-101	EMP BENE HEALTH 20-101	EMP BENE DENTAL 21-101	EMP BENE WORK COMP 22-101	OPEB DEBT SERVICE 47-101	TOTAL CASH	CASH INVESTMENTS	BUILDING CONSTRUCTION INVESTMENT	SCHOLARSHIP INVESTMENT	TOTAL ALL BALANCES	
07/01/23	167,625,306	9,661,551	12,168,757	(2,844,745)	9,201,166	24,002,428	3,225,038	2,287,027	1,304,644	226,631,172	10,000,000	16,854,844	712,365	254,198,381	273,086
07/31/23	137,645,718	9,351,636	11,562,339	(619,251)	6,724,711	17,724,437	2,897,721	2,104,797	1,381,049	188,773,157	10,000,000	13,071,820	688,427	212,533,404	241,851
08/31/23	168,372,920	9,385,665	11,533,868	(2,681,823)	6,325,755	14,225,288	2,294,219	2,066,908	1,358,476	212,881,277	10,000,000	13,124,816	509,804	236,515,897	271,684
09/30/23	185,170,574	8,882,238	13,083,758	(4,131,880)	6,329,633	14,920,089	2,548,666	2,067,015	1,358,523	230,228,616	10,000,000	13,131,309	464,430	253,824,355	276,894
10/31/23	184,238,524	8,296,287	12,969,484	(7,425,653)	9,023,567	17,058,314	2,435,497	2,094,463	1,748,359	230,438,843	10,000,000	13,131,309	446,296	254,016,449	275,084
11/30/23										0				0	
12/31/23										0				0	
01/31/24										0				0	
02/28/24										0				0	
03/31/24										0				0	
04/30/24										0				0	
05/31/24										0				0	
06/30/24										0				0	

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

e. Donations & Scholarship Report

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
11/07/23	AHEF	Andover HS	AHEF-Assist in paying for activity fees-students unable to cover	General	2,000.00
11/07/23	AHEF	Anoka HS	AHEF-Assist in paying for activity fees-students unable to cover	General	2,000.00
11/03/23	AHEF	Anoka MS for the Arts	AHEF-Mini Grant Non-instructional Supplies	General	500.00
11/03/23	AHEF	Anoka MS for the Arts	Agility fun mini grant	General	500.00
11/07/23	AHEF	Blaine HS	AHEF-Assist in paying for activity fees-students unable to cover	General	2,000.00
11/07/23	AHEF	Brookside Elem	AHEF-Art classroom supplies	General	500.00
11/07/23	AHEF	Brookside Elem	AHEF-Gr 2 Classroom supplies	General	390.00
11/07/23	AHEF	CBPA	AHEF-Gr2 Classroom Books	General	500.00
11/07/23	AHEF	Champlin Park HS	AHEF-Assist in paying for activity fees-students unable to cover	General	2,000.00
11/02/23	AHEF	Compass Teen Parent Program	AHEF-grant for teen parent-family, food, & community	General	500.00
11/07/23	AHEF	CPHS	AHEF- Supplies/Equipment for Black Student Union BSU	General	350.00
11/07/23	AHEF	CPHS	AHEF-Supplies for Hmong Cultural Club	General	500.00
11/07/23	AHEF	CRHS	AHEF-Assist in paying for activity fees-students unable to cover	General	2,000.00
11/02/23	AHEF	Crooked Lake Elem	AHEF- Giant Chess Board	General	500.00
11/02/23	AHEF	Crooked Lake Elem	AHEF- Everyday Speech Subscription	General	400.00
11/02/23	AHEF	Eisenhower Elem	AHEF- Classroom Manipulatives	General	500.00
11/02/23	AHEF	Eisenhower Elem	AHEF-Breathing balls/Hoberman Spheres	General	490.00
11/07/23	AHEF	Eisenhower Elem	AHEF-Multicultural Arts Night	General	500.00
11/03/23	AHEF	Evergreen Park STEM School	AHEF-Binders for students	General	500.00
11/03/23	AHEF	Hamilton Elem	AHEF-Agility Fun	General	500.00
11/02/23	AHEF	McKinley Elem	AHEF- Agility Fun	General	500.00
11/02/23	AHEF	McKinley Elem	AHEF- Agility Fun	General	500.00
11/02/23	AHEF	McKinley Elem	AHEF- Books- Whole Group	General	500.00
11/02/23	AHEF	McKinley Elem	AHEF- Lit Materials-50 Nifty for LITS	General	500.00
11/07/23	AHEF	Mississippi Elem	AHEF-Mini Grant-Calming corner	General	500.00
11/02/23	AHEF	Monroe Elem	AHEF- Agility Fun	General	500.00
11/02/23	AHEF	Oxbow Creek Elem	AHEF-5th G ski trip, Adaptive Ski lesson Mini Grant-T.Hag	General	500.00
11/07/23	AHEF	River Trail	AHEF-Sensory Items for Classroom	General	475.00
11/07/23	AHEF	River Trail	AHEF-Supplies for Cooking Classes	General	500.00
11/07/23	AHEF	River Trail	HEF-Skating Field Trips For Building	General	500.00
11/07/23	AHEF	River Trail	AHEF-Fidgets for students in recourse room	General	371.00
11/07/23	AHEF	River Trail	AHEF-Incentives for Positive Behaviors in classroom	General	500.00
11/07/23	AHEF	River Trail	AHEF-Incentives for Positive Behaviors in classroom	General	500.00
11/07/23	AHEF	River Trail	AHEF-Supplies to make Derby cars-Assembly & racing	General	404.00
11/07/23	AHEF	River Trail	AHEF-Craft Projects for classes to do weekly	General	500.00

11/07/23	AHEF	Roosevelt MS	AHEF-Books for English	General	500.00
11/02/23	AHEF	Wilson Elem	AHEF-ML Family engagement- Agility Fun	General	390.00
11/08/23	AHEF	Compass Programs	AHEF-Supplies to create a Sculpture garden	General	500.00
11/08/23	AHEF	Compass Programs	AHEF-Increase student engagement through technology	General	262.00
11/08/23	AHEF	Adams Elem	AHEF-Student supplies/ Agility Fun	General	220.00
11/08/23	AHEF	Adams Elem	AHEF-Student supplies/Innovative writing tools	General	650.00
11/08/23	AHEF	Jefferson Elem	AHEF- 2 EL Pocket Talks	General	500.00
11/13/23	AHEF	CPHS women's Group	AHEF-Supplies for Women's Group	General	500.00
11/13/23	AHEF	CRHS	AHEF-I.Appel- English classroom purchases	General	250.00
11/13/23	AHEF	CRHS	AHEF-A.Johnson-Choir classroom purchases	General	500.00
11/13/23	AHEF	Roosevelt MS	AHEF- Supplies for showcase & books	General	250.00
11/13/23	AHEF	Rum River Elem	AHEF-signs for story book trail	General	360.00
11/16/23	AHEF	Blaine HS	AHEF- Mini Grant to Purchase VR Headsets for Science	General	500.00
11/16/23	AHEF	Blaine HS	AHEF-Mini Grant to purchase games for Sped Dept.	General	500.00
11/16/23	AHEF	Jackson MS	AHEF-Science Books	General	307.00
11/16/23	AHEF	AH Special Education	AHEF-Mini Grant to Expand DHH library	General	500.00
11/16/23	AHEF	Jackson MS	AHEF-Podcast audio equip for students	General	500.00
11/01/23	Allina Health	Compass Programs at Bell	23-24 Change to Chill Students Needs	General	250.00
11/02/23	Allina Health	CRHS	Maintaining chill zone space for students	General	250.00
10/27/23	Allina Health System	Blaine High School	Create/maintain a "Chill zone"	General	250.00
11/13/23	Allina Health System	Rum River Elem	Student/General Supplies	General	100.00
10/26/23	Allison & Matthew Gruhn	CPHS	Books for Student Book Club	General	2,000.00
11/02/23	American Online Giving Foundation	McKinley Elem	Misc Supplies	General	747.67
11/02/23	American Online Giving Foundation	Oxbow Creek Elem	School Supplies	General	180.00
11/07/23	American Online Giving Foundation	University Ave ACES Elem	Water Filtration system-Monthly Rental	General	319.95
11/07/23	Andover Football Assoc Inc	Andover HS	Football- QCTV for 11/3 Section Final	General	900.00
11/07/23	Ann Dublin	STEP Automotive	Classroom Instruction/Car Maintenance	General	250.00
11/01/23	Anoka Tornadoes Baseball Booster Club	Anoka Baseball Team	Baseball Jerseys	General	1,770.00
10/23/23	Ben & Nicole Manthey	Rum River Elem	New Playground Equipment	General	60.00
10/27/23	Blaine Dugout Club	Blaine High School	Uniforms for Baseball Team	General	3,095.00
10/25/23	Blaine Youth Hockey	Blaine High School	HOSA Club	General	2,000.00
11/07/23	Blaine Youth Hockey	Madison Elem	Transportation for Gr5 to Long Lake in June 24	General	2,500.00
11/13/23	Bring Change 2 Mind	Andover HS	Program Supplies Use	General	150.00
11/02/23	Brookside Elem PTO	Brookside Elem	VSC Sponsor Payment	General	2,916.00
11/13/23	Champlin Park Baseball Association	Champlin Park HS	Electrical Work, Stadium Scoreboard	General	10,500.00
10/26/23	Champlin Park Girls Swim Team	CPHS	Swim team Record Board	General	4,855.00
10/05/23	Champlin Park Touchdown Club	Champlin Park Athletics	9 FB Coaches ESA's	General	45,727.15
10/05/23	Champlin Park Touchdown Club	Champlin Park Athletics	FB Coaches Cooper, Smith PERA tax	General	695.40
11/02/23	Charities Aid Foundation America	McKinley Elem	Misc Supplies	General	145.54
10/13/23	Coon Rapids Gridiron Club	CRHS	C Ives- Coaching ESA	General	2,300.00
10/13/23	Coon Rapids Gridiron Club	CRHS	Add'l Coach ESA G.Spiering	General	2,400.00
10/13/23	Coon Rapids Gridiron Club	CRHS	K. Fleury Coaching ESA	General	2,300.00
10/13/23	Coon Rapids Gridiron Club	CRHS	R. Nelson Cain Coaching	General	3,300.00
11/16/23	Coon Rapids Lion Foundation	Eisenhower Elem	Books for Bango	General	1,537.00
11/16/23	Coon Rapids Lion Foundation	University Ave ACES Elem	Books for Bango- to hand out to students	General	1,851.00
10/13/23	Coon Rapids Lions Club	CRHS	Change to Chill-Licensing to show community movies	General	200.00

11/16/23	Coon Rapids Lions Foundation	Lincoln Elem	Books for Students	General	1,502.00
11/16/23	Coon Rapids Lions Foundation	Adams Elem	Books for Students	General	1,563.00
11/13/23	Coon Rapids Lions Foundation	Sand Creek Elem	Books for Students	General	1,970.00
10/25/23	Coon Rapids Veterans	Morris Bye Elem	Multilingual Family Night	General	200.00
10/26/23	CPHS Boys Swim & Dive Team	CPHS	Swim team Record Board	General	1,500.00
11/08/23	CPHS Girls Hockey Boosters	Champlin Park HS	Girls Hockey charter transportation to Duluth	General	2,725.00
10/13/23	CRHS Boys basketball Boosters	CRHS	Coach's Clinic	General	470.00
11/02/23	CRHS Boys Basketball Boosters	CRHS	M. Schumann coach asst. ESA Boys Basketball	General	4,636.00
11/02/23	CRHS Boys Basketball Boosters	CRHS	N. Schlinsog Coach Asst, Esa boys basketball	General	4,636.00
10/05/23	Dayton Elementary PTO	Dayton Elem	Phase 2 Playground updates	General	50,000.00
11/13/23	Dayton Elementary PTO	Dayton Elem	3rd Grade field trip(science Museum)	General	500.00
10/19/23	District 5m7 Lions	Champlin Park High	Club Supplies	General	542.50
10/13/23	Husky Hoops	Andover High	B Basketball Program Use	General	1,500.00
11/16/23	Jessica Lipa	STEP Automotive	Classroom Instruction/Car Maintenance	General	500.00
10/13/23	Kopp Family Foundation	Blaine High	Supplies as needed for Random Acts of Kindness	General	2,500.00
11/08/23	Madison PTO	Madison Elem	Gr 2 Transportation for Science Museum	General	250.00
10/06/23	Mat Bandits Wrestling Club	Mississippi Elem	Support PE, Art CORE, Media, technology, Calming corners, printing expenses	General	5,000.00
11/02/23	Mississippi Elem PTO	Mississippi Elem	VSC Sponsor Payment	General	2,750.00
10/05/23	NADG/SG Riverdale Village LP	CRHS	Boys Track General Use	General	2,000.00
10/25/23	Oxbow Creek Elementary PTO	Oxbow Creek Elem	Water Fillers on Drinking Fountains from FY22	General	17,105.00
11/07/23	Oxbow Creek Home & School Assoc	Oxbow Creek Elem	VSC Sponsor Payment	General	7,128.00
11/02/23	Oxbow Creek PTO	Oxbow Creek Elem	Media CTR Books	General	3,195.15
11/02/23	Oxbow Creek PTO	Oxbow Creek Elem	GR 3 Scholastic books& Parking lot signs	General	750.00
10/19/23	Robert Adams, Mat Bandits Wrestling Club	Hoover Elem	General Building Supplies	General	5,000.00
11/02/23	Rum River Assoc. of Families & Teachers	Rum River Elem	VSC Sponsor Payment	General	5,508.00
10/23/23	SC	Anoka HS	Hall of Fame Ceremony-Plaque's Pics	General	1,500.00
11/16/23	Steven Christensen	Oxbow Creek Elem	Student Supplies	General	100.00
11/01/23	Sunrise PTO	Sunrise Elem	Gaga Pit- Playground	General	7,457.72
11/07/23	Sunrise PTO	Sunrise Elem	VSC Sponsor Payment	General	7,128.00
10/05/23	The Blackbaud Giving Fund	CBPA	Supplies for School	General	60.00
10/13/23	The Blackbaud Giving Fund	Champlin Park HS	Student Recognition	General	40.00
10/25/23	The Blackbaud Giving Fund	Champlin Park HS	Student Recognition	General	108.00
10/25/23	The Blackbaud Giving Fund	Champlin Park HS	Student Recognition	General	108.00
10/25/23	The Blackbaud Giving Fund	Champlin Park HS	Student Recognition	General	250.00
10/25/23	The Blackbaud Giving Fund	Champlin Park HS	Student Recognition	General	60.00
11/02/23	The Blackbaud Giving Fund	McKinley Elem	Misc Supplies	General	50.00
10/13/23	The Blackbaud Giving Fund	Oxbow Creek Elem	Supplies for 2nd Gr teacher N. Beyer	General	1,150.00
11/16/23	The Blackbaud Giving Fund	Jackson MS	Student materials	General	29.33
10/13/23	The Blackbaud Giving Fund by its agent, YourCause	Andover Elem	Classroom Supplies	General	22.40
10/27/23	The Blackbaud Giving Fund by its agent, YourCause	University Ave ACES Elem	Supplies, water filtering system monthly rental fees, etc.	General	500.00
11/08/23	The Blackbaud Giving Fund by its agent, YourCause	Andover Elem	Classroom Supplies	General	33.60
11/08/23	The Blackbaud Giving Fund by its agent, YourCause	Andover Elem	Classroom Supplies	General	37.50
10/19/23	The Blackbaud Giving Fund/Your Cause	OVMS	Student incentives and recognition	General	40.00
11/08/23	The Blackbaud Giving Fund-Medtronic	Johnsville Elem	Classroom Supplies	General	35.00
11/13/23	The Blackbaud Giving Fund by its agent, YourCause	Andover HS	School Supplies	General	30.00
11/13/23	The Blackbaud Giving Fund by its agent, YourCause	CBPA	Supplies for School	General	29.33
11/13/23	The Blackbaud Giving Fund by its agent, YourCause	CBPA	Supplies for School	General	80.00

11/13/23	The Blackbaud Giving Fund by its agent, YourCause	Anoka MS for the Arts	Non-instructional supplies	12-11-23	C-7	General	20.00
11/13/23	The Blackbaud Giving Fund by its agent, YourCause	Roosevelt MS	Non-instructional supplies			General	50.00
10/27/23	The Herbert, Flora and Harold Stolpestad Donor Advised Fund	Rum River Elem	ADA Playground, outside ADA equipment			General	1,000.00
10/19/23	Univ Ave Elem PTO	University Ave Elem	Food for the Leader in Me Family Night Kickoff event			General	2,037.80
10/19/23	Univ Ave Elem PTO	University Ave Elem	Purchase Leader in ME T-shirts for Students			General	2,160.75
	*MATERIAL, EQUIPMENT, OR LABOR DONATION		TOTAL				<u>272,666.79</u>

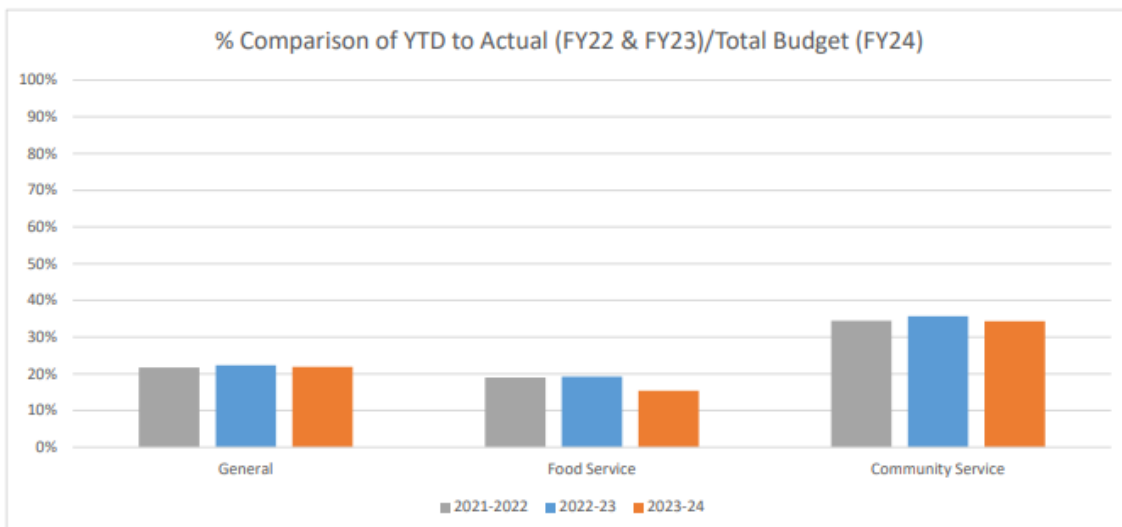
SCHOLARSHIP DONATIONS

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
11/09/23	Bomier, Claudia	Anoka High School	BBC Scholarship	Scholarship	10,000.00
11/14/23	Bonnell, Mark & Dehn, Douglas	Anoka High School	Class of '67 Scholarship	Scholarship	4,000.00
10/25/23	Gorham, Christiana	Anoka High School	Class of '63 Scholarship	Scholarship	200.00
10/25/23	Gregerson, David	Anoka High School	Class of '63 Scholarship	Scholarship	300.00
			SCHOLARSHIP TOTALS		<u>14,500.00</u>
					<u>287,166.79</u>

f. Monthly Revenue & Expenditures

**Anoka-Hennepin ISD #11
Statement of Revenues
For the month ended Oct 31, 2023**

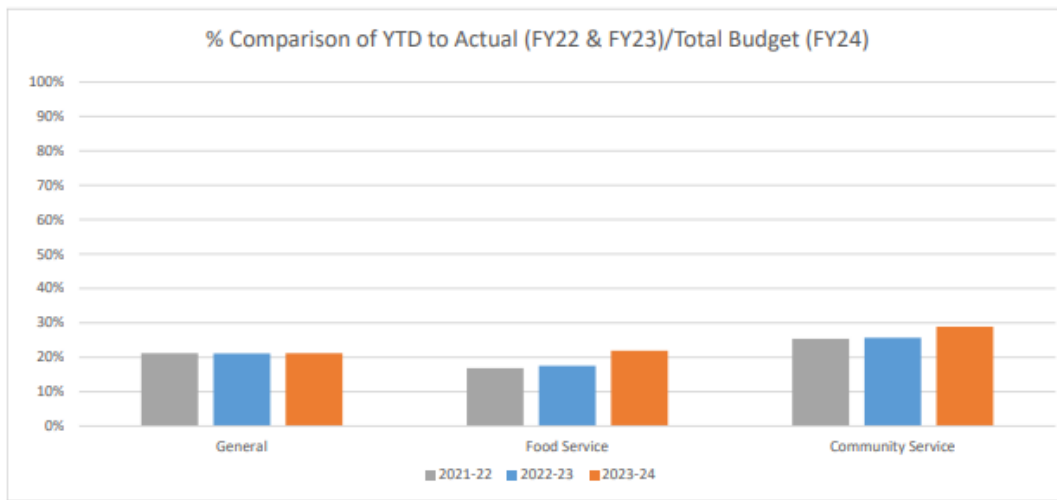
Fund	Month to Date	Year to Date	Budget	FY23 YTD is % of Budget		
				FY21 & FY22 YTD is % of Actual		
				2023-24	2022-23	2021-2022
General	34,429,200	135,449,456	617,825,830	22%	22%	22%
Food Service	2,801,110	4,130,365	26,803,221	15%	19%	19%
Community Service	2,061,325	9,519,045	27,718,687	34%	36%	34%
Building Construction ¹	-	97,549	20,000	488%	13206%	10%
Debt Service	3,083,770	4,840,620	15,394,194	31%	34%	29%
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 42,375,405	\$ 154,037,034	\$ 688,511,932	22%	23%	22%



¹Conservative budgeting

**Anoka-Hennepin ISD #11
Statement of Expenditures
For the month ended Oct 31, 2023**

Fund	Month to Date	Year to Date	Budget	FY23 YTD is % of Budget		
				FY21 & FY22 YTD is % of Actual		
				2023-24	2022-23	2021-22
General						
Salaries & Benefits	38,396,583	88,133,891	498,124,467	18%	18%	18%
Purchased Services	4,544,855	10,817,062	57,920,406	19%	21%	17%
Supplies	2,506,163	12,968,472	25,741,355	50%	48%	48%
Capital Expenditures	3,572,601	16,730,781	25,118,614	67%	43%	77%
Other Exp & Transfers	100,125	753,432	4,058,066	19%	20%	25%
Total General Fund	\$ 49,120,328	\$ 129,403,639	\$ 610,962,908	21%	21%	21%
Food Service						
Food Service	3,391,115	5,349,117	24,429,676	22%	17%	17%
Community Service	2,212,098	7,913,266	27,419,770	29%	26%	25%
Building Construction	3,293,773	7,188,252	8,850,000	81%	30%	20%
Debt Service	-	4,152,151	15,444,303	27%	28%	29%
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 58,017,313	\$ 154,006,425	\$ 687,856,657	22%	21%	21%



- g. Approved Policy 413.0 Harassment, Violence and Discrimination Policy
- h. Approved Policy 506.0 District Student Discipline Policy
- i. Approved Policy 419.0 Tobacco and Smoke Free Environment Policy
- j. Approved Policy 533.5 Physical Wellness Policy
- k. Approved Bid #24009B-Hamilton ES HVAC & Deferred Maintenance-Phase 4
- l. Approved Bid #24018B-Dayton ES Remodeling & Deferred Maintenance-Phase 2
- m. Immunization Exclusions—names and specifics are not included because of data privacy.

Motion passed.

After discussion, Chair Anderson made a motion to approve Appendix G, as presented, with four in favor and two opposed, that motion is approved with Audette and Simon voting No.

The School Board received testimony from Aaron Peterson.

Superintendent McIntyre gave a report to the Board and reviewed the Board calendar. The Superintendent highlighted plans for 2023-24 School year. Anoka-Hennepin students are assigned a school based on their home address, however, the district offers choices to students for specialty schools and magnet programming and through in-district transfer options. Specialty programming includes STEM, STEAM, biomedical engineering, engineering, aerospace and children’s engineering, international baccalaureate, career and technical, environmental education and the arts. Families can visit the academics tab at [ahschools.us](https://www.ahschools.us) to explore options. How do I pay for college? What are the options in the trades or an apprenticeship? Is the military a good option for me? Students who are asking these questions and others about their future pathways should check out the district’s Education, Employment and Enlistment Palooza set for Saturday, Dec. 9 from 8:30 a.m. to 11 a.m. at Andover High School. Students and parents/guardians have the opportunity to sit in on 40 minute information sessions 8:30 a.m. and 9:15 a.m. followed by the expo style fair at 10 a.m. Showing support and building capacity for parents and guardians is a key strategy to improve educational outcomes for students. Come to the auditorium at Coon Rapids High School on Monday, Dec. 5

from 6:30 to 7:30 p.m. for the first of three live in-person presentations in the district's parenting series featuring speaker Joe Beckman and his message "The Power of Human Connection." This promises to be a high-energy presentation with key takeaways for parents to connect better with their children regarding use of social media along with other topics. The event is free and open to the public and there is additional information at ahschools.us. We have reached the period of time where severe weather can impact our ability to ensure students and staff can safely get to and from school. Fortunately, with the media coverage of weather, it is rare that anyone is uninformed about potential weather challenges. As a reminder, the district makes decisions to not hold school in person based on our ability to safely get students to school between 6:30 and 9:30 am and home from school between 2 and 5 p.m. If snowfall prevents safe travel during these periods or extreme cold makes walking unsafe for 20 minutes or less, we consider a weather related closure.

Kristie Thorson, Community Education communications coordinator, and Thomas Hunt, Anoka County elections manager, presented the School Board election results recount. The action to approve or canvas the election results-recount is necessary to confirm the School Board election held on Nov. 7, 2023. The Canvas Election Results Resolution-Recount was approved on a 6-0 vote.

**RESOLUTION CERTIFYING THE RESULTS OF THE RECOUNT OF THE
ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT NO. 11, DISTRICT 2
GENERAL ELECTION HELD NOVEMBER 7, 2023**

WHEREAS, the Anoka-Hennepin Independent School District No. 11 conducted a general election on November 7, 2023;

WHEREAS, on November 14, 2023, Candidate Susan Witt requested a recount of the results for school board member representing District No. 2 pursuant to Minn. Stat. § 204C.36(b);

WHEREAS, the Anoka-Hennepin Independent School District No. 11 conducted a recount on November 15, 2023; and

WHEREAS, that recount confirmed the results of the November 7 election.

BE IT RESOLVED by the School Board of Anoka-Hennepin Independent School District No. 11, State of Minnesota, as follows:

1. The recount results attached as 2023 ISD 11 SB2 Recount Worksheet are certified as the final results of the November 7, 2023, Anoka-Hennepin Independent School District No. 11, Election District No. 2 contest.
2. The final results of the recount of the ballots and the vote for each candidate are as follows:

Candidate	Votes	Elected
Zach Arco	2,202	X
Susan Witt	2,189	
Write-In	2	

3. As a result of the November 7, 2023, General Election, and the recount held on November 15, 2023, Candidate Zach Arco is certified as the elected candidate of the November 7, 2023 General Election for Anoka-Hennepin Independent School District No. 11, Election District No. 2.

4. The clerk is hereby directed to certify results of the General Election to the county auditors of each county in which the school district is located in whole or in part.

5. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk is hereby directed to deliver a certificate of election to each person entitled thereto. The clerk is also hereby directed to enclose with the certificate a form of acceptance of office and oath of office.

The Anoka-Hennepin School Board established a strategic priority for the 2023-24 school year to conduct a demographic study of future student populations. The work included five and 10-year projections at the district and school level based on a “best practices” approach used across the metro area. Dr. Joel VerDuin, Chief Technology & Information Officer, along with Hazel Reinhardt, School demography consultant, presented the results of a thorough review of enrollment projections over the next five and 10-year periods. Reinhardt served as the State of Minnesota’s first demographer and has extensive experience regarding enrollment projections. The data will be used by the School Board to guide future planning decisions.

Tim Palmatier, General Counsel, presented 213.0 Advisory Committees Policy (currently 213.1-213.5) – First Read, last revised in 1979, which provides guidance on School Board advisory committees and administrative advisory groups. After significant discussion, the School Board determined that additional review was necessary prior to approval.

Greg Cole, chief operations officer, and Tim Palmatier, General Counsel, provided a first read of Policy 707.0 Transportation policy and associated policies including: 708.0 - Transportation of Nonpublic School Students policy, 709.0 - Student Transportation Safety policy, 710.0 - Extracurricular Transportation policy and 711.0 - Video Recording on School Bus policy. The review follows discussion included during recent boundary adjustments and how the impact of these policies intersects with that process. The policies will come back to the board for approval at a later date.

Greg Cole, chief operations officer, and Tim Palmatier, General Counsel, provided a first read of Policy 806.1 Crisis Management policy. This is an update of a current district policy which is required by state law. The policy will come back to the board for approval at the next board meeting.

Dr. Jennifer Cherry, executive director of human resources, and Todd Mensink, director of labor relations and benefits, and Tim Palmatier, General Counsel, provided the School Board with an update on the status of negotiations for employee groups consistent with Board Policy 209, Negotiations Code of Ethics. Dr. Cherry provided an overview of the status of negotiations with the district’s 14 bargaining groups and five policy groups. This was an informational update and no action was required. Board updates are available on the district website: www.wahschoos.us/negotiations.

Chair Anderson proposed under Minnesota State Law 13D.03 sub 1 that they move into a closed session to deal with matters of labor negotiations for Teachers, Child Nutrition Site Supervisors, Custodians, Ed. Support Professionals, Principals, School Office Supervisors, and Tech. Specialists. The closed session will be held in the Michael Sullivan Room. Jeff Simon seconded the motion to go into closed sessions. Motion carried.

Chair Anderson recessed the meeting at 8:55 p.m. The meeting reconvened in closed executive session at 9:05 p.m. to discuss negotiations.

Chair Anderson recessed the meeting at 10:37 p.m. Jeff Simon moved and Kacy Deschene seconded the motion to adjourn the meeting. Motion passed.

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

Marci Anderson, Chair

Prepared by: Debbie Koffski, CPS
Recorder

Approved: _____

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

RETIREMENTS

Name	Current or Most Recent Position	Last Date Employed
Nancy Ballard	ESC, Educ Office Prof	12/15/2023
Robert Barnette	Andover, Teacher K-3 Exploration	06/07/2024
Catherine Cocker	Ramsey, Teacher Grade 2	03/08/2024
Lori Delyser	Monroe, Teacher Grade 2	06/07/2024
Craig Sunderman	McKinley, Teacher Grade 5	06/07/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Sonjae Bass	Champlin Park High, Teacher ABS (AcadBehav)	11/21/2023
Brian Baxter	Jackson Middle, Teacher Phys Ed Secondar	12/01/2023
Amy Chatt	Mississippi, Teacher SA-Coach Math Spec	01/03/2024
Andrea Marshall	Northdale Middle, TIER I-ABS (AcadBehav)	12/01/2023
Sarah Norgren	A-H Tech High School, Teacher ESL	12/22/2023

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

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Joy Adkins	Roosevelt Middle, Child Nutrition Assistant FT	11/07/2023	11/21/2023
Molly Bandimere	Crooked Lake, ParaEducator Elementary	12/04/2023	12/22/2023
Lynnette Bauers	Wilson, ParaEducator Special Education	11/15/2023	12/01/2023
Laura Bratland	Andover, Teacher Grade 2	11/13/2023	12/22/2023
Rachel Brisbin	Hamilton, Teacher ESL	02/21/2024	04/03/2024
Samuel Christofferson	Blaine High, Teacher SLD	11/27/2023	12/15/2023
Lydia Eidsvoog	Riverview ECC, Preschool Asst Instructor PT	11/06/2023	12/15/2023
Patricia Engren	Brookside, A+ CCA Ln2 full fiscal year	11/29/2023	01/05/2024
Steven C Erickson	Andover DC-Bridges, ParaEducator Spec Ed Cntr Base	11/08/2023	12/08/2023
Kristen Feine	ESC, Teacher SA-QComp Peer Eval	12/04/2023	01/19/2024
Ashlea Garrison	ESC-Special Ed, Teacher Psychologist	10/23/2023	11/22/2023
Holly Gerner	Coon Rapids Family Center - Pathways, Teacher ASD (AutismSpectrum)	01/04/2024	02/15/2024
Diane Hasner	CED - ABE - Blaine, ABE Teacher-Full Time Benefits	10/27/2023	12/15/2023
Ann Herlofsky	Adams, Principal Elementary School	12/04/2023	12/08/2023
Susan Kaufmann	Champlin Park High, Teacher Social Studies	07/01/2024	06/29/2029
Trevor Klein	Coon Rapids High, Teacher Science	02/01/2024	12/31/2024
Sarah Lanas	Coon Rapids Middle, Teacher Music Secd Orchestra	11/21/2023	01/02/2024
Ryan Leciejewski	ESC-Unassigned, B/G Custodian	11/27/2023	12/29/2023
Anne Perrin	Andover, Teacher Grade K	12/11/2023	12/22/2023
Lynnsey Plaisance	Anoka High, Teacher ESL	11/27/2023	12/15/2023
Brenda Reiner	CED - ECFE - CR Family Pl, ECFE Child Educator FT Benefit	11/20/2023	12/08/2023
Salvador Rodriguez	Evergreen Park, B/G Custodian	11/28/2023	01/22/2024
Jaline Root	Sorteberg ECC, ParaEducator Special Education	11/28/2023	12/15/2023
Bart Sainio	ESC - Transportation, ParaEducator Bus	11/13/2023	01/11/2024
Mikaela Swenson	Crooked Lake, Teacher ESL	11/17/2023	03/08/2024
Kristie Tupy	Adams, Teacher Literacy Intervention	11/20/2023	01/02/2024
Mary Wold	Rum River Elementary, Child Nutrition Assistant PT	11/28/2023	02/20/2024

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Mackenna Fredericksen	Morris Bye, Teacher Grade 4	10/17/2023	12/12/2023
Kristin Fritschel	ChamplinBrklynPk Academy, Teacher Grade 4	07/01/2023	12/01/2023
Julie Griffin	Coon Rapids High, ParaEducator Secondary	10/23/2023	01/24/2024
Katherine Huffman	Northdale Middle, ParaEducator Special Education	01/04/2022	01/04/2024
Charlene LaGrange	ESC, Preschool Inst-Pro Rated Bene	11/28/2023	01/05/2024
Leeann Macarthur	ESC-Special Ed, Teacher Occupational Therapist	11/07/2023	12/08/2023
Lynnsey Plaisance	Anoka High, Teacher ESL	11/14/2023	11/24/2023
Julie Roman	Oxbow Creek, TIER I-ABS (AcadBehav)	11/07/2023	12/22/2023
Maureen Schmidt	Oxbow Creek, Teacher Grade 4	10/06/2023	12/15/2023

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

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Cheryl Skluzacek	Monroe, ParaEducator Elementary	10/26/2023	01/04/2024
Mary Stradal	Ramsey, ParaEducator Special Education	09/19/2023	11/28/2023
Cindy Thomas	ESC-Special Ed, ParaEducator Special Ed COTA	11/06/2023	11/24/2023
Clara Tice	Ramsey, A+ PT CCA - Ln 1	11/06/2023	01/02/2024

APPOINTMENTS

<u>Name</u>	<u>Current or Most Recent Position</u>	<u>Effective Date</u>	<u>Lane/Step</u>	<u>FTE</u>	<u>Salary</u>
Elementary					
Teresa Cubas	Crooked Lake, Teacher ESL LTS	11/17/2023	Bachelors+15/7	0.3797	\$20,618
Jay Huemann	Eisenhower, Teacher K5 Core Inst Support	11/28/2023	Masters+60/24	0.1390	\$13,197
Jessica Radmann	ChamplinBrklynPk Academy, Teacher K-3 Exploration	12/05/2023	Bachelors/2	0.6471	\$29,543
Britany Sonnentag	Monroe, Teacher Grade K	11/20/2023	Bachelors/1	0.6898	\$31,110

<u>Name</u>	<u>Current or Most Recent Position</u>	<u>Effective Date</u>	<u>Lane/Step</u>	<u>FTE</u>	<u>Salary</u>
Secondary					
Justin Haughton	Coon Rapids Middle, Teacher Social Worker	01/29/2024	Masters/3	0.4813	\$25,641

<u>Name</u>	<u>Current or Most Recent Position</u>	<u>Effective Date</u>	<u>Lane/Step</u>	<u>FTE</u>	<u>Salary</u>
Special Education					
This section returned no records					

<u>Name</u>	<u>Current or Most Recent Position</u>	<u>Effective Date</u>	<u>Days</u>	<u>Salary</u>
Administrative				
Elizabeth Burgard	ESC, Recruit Retention Specialist Based on an annual salary of \$89,690 for 260 days	01/02/2024	129	\$44,500

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education (“Commissioner”). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a student experiencing homelessness is a resident of the school district if enrolled in the school district.
- C. “Student experiencing homelessness” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, recreational vehicle parks, or

camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a student experiencing homelessness, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. TRANSPORTATION ELIGIBILITY

- A. Eligibility requirements in Minnesota Statute 123B.88 require all school districts to transport students who live 2 miles or more from their home school and reside inside a defined attendance area as long as their ridership privileges have not been revoked for misconduct on the bus. The statute also allows the Anoka-Hennepin School Board local authority to reduce the distance eligibility threshold and establish criteria to define local extraordinary traffic hazards. These two items, distance and extraordinary traffic hazards are the two primary criteria used to establish transported areas. Anoka-Hennepin has committed to transporting students who live one-mile or more from their attendance area school.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

1. Anoka-Hennepin School District will transport students within the parameters defined below:
 - a. Pre-kindergarten and elementary school students (pre-k through grade five) who reside more than one mile from their attendance area school.
 - b. Middle school students (grades six through eight) who reside more than one mile from their attendance area school.
 - c. High school students (grades nine through 12) who reside more than one mile from their attendance area school.
2. A student's distance from school, as referred to in this policy, is defined as the shortest distance from the student's residence (where the front of the property meets the street), by reasonably safe walkway, street or highway that is accessible to the public, to the assigned entrance point(s) of the student's attendance area school. If any portion of where the front of the residential property meets the street is outside this distance, the student will be provided busing to and from school.
3. Distance measurements are electronically calculated with the assistance of our bus routing software that incorporates detailed mapping capabilities. The district's routing software is linked to AH Connect, and parents/guardians can register and receive a password that will enable them to access bus route information for their student(s).
4. Extraordinary traffic hazards are determined by the district's Transportation Department and reviewed by the Transportation Safety Committee as needed. The streets and roadways that have been determined to be hazardous can be requested by contacting the Transportation Department.

C. Criteria for Extraordinary Traffic Hazard Transportation Busing

1. All students who live within the designated eligibility distance of the school to which they are assigned and face no traffic hazards on their walk route to school, are designated as non-transported (i.e. walkers) and not eligible for bus service.
2. All students who reside between the designated eligibility distance and 2 miles from the school to which they are assigned, are eligible for bus service.
3. All students, who live within the designated eligibility distance of the school they are assigned and face extraordinary traffic hazards on their walk route to school, are eligible for bus service.
4. When determining extraordinary traffic hazard areas, the following factors will be considered:
 - a. Roadway factors
 - i. Volume of traffic and traffic patterns on the roadway at the time of day students will be present

- ii. Posted speed limits
 - iii. School zones
 - iv. Number of lanes with or without the aid of a semaphore (i.e. stop lights/signs, crosswalks, etc.)
 - v. Input of safety information from the state, county, or city as deemed necessary by the Transportation Department
 - b. Visibility
 - i. Sight lines due to road design (hills, curves, etc.)
 - ii. Vision lines for potential crossing areas or students walking along the roadway
 - c. Type of walkway(s)
 - i. Sidewalks
 - ii. Paths
 - iii. Crosswalks
 - iv. Maintenance of walkway in winter
 - v. Adult crossing guards
 - vi. Student crossing guards
 - d. Traffic controls
 - i. Semaphores
 - ii. Stop Signs
 - e. Other factors
 - i. Railroad crossings
 - ii. Temporary conditions (e.g. construction)
 - iii. Age of the students
 - iv. Realistic walking path(s)
 - 5. If it is determined that the walking area is hazardous by the criteria outlined, the solution may be to add busing or provide an adult crossing guard at the hazardous location. The decision to use the guard or implement bus service will be made based on the degree of hazard and the most practical and safest resolution to the problem.
- D. At the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation.
- E. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. NON-TRANSPORTED BOUNDARIES AND SCHOOL BELL TIMES

- A. The Transportation Department will frequently analyze each non-transported boundary

for changes in extraordinary traffic situations. As changes are necessary, it will first be determined if an adult-crossing guard will be sufficient to provide protection to walking students or if a school bus should be provided and the boundary adjusted.

- B. When changes to a non-transported boundary are necessary, typically determined between February and June, the following is a guideline on communications:
1. The Transportation Department will notify the District Transportation Safety Committee and Cabinet members regarding the proposed changes to each affected school's boundary.
 2. Once approved by district administration, communications will be prepared for principals, staff, and parents notifying them of the change.
 3. Any feedback received about the proposed changes will be brought to the District Transportation Safety Committee who will review and prepare a final recommendation that will be presented to the school board.
 4. The board will approve, modify, or reject the newly proposed boundaries.
- C. Bell times at all schools that receive transportation services are established by district administration, the Transportation Department, and building administration. Start and end times are staggered through the morning and afternoons to allow for the safest and most efficient use of school buses.
- D. When changes to school bell times are necessary, the following is a guideline on communications:
1. The Transportation Department will notify the District Transportation Safety Committee and Cabinet members regarding the proposed changes to each affected school's bell time.
 2. Once approved by district and building administration, communications will be prepared for principals, staff, and parents notifying them of the change.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON DISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.

1. Special transportation involves curb-to-curb service and one or more of the following services:
 - a. Hand to hand supervision of the student
 - b. Eye to eye contact with parent/guardian
 - c. Specialized equipment on the bus
 - d. Specialized equipment for securement in the seat or wheelchair
 - e. Adult supervision on the bus
 2. Special transportation is provided for students who require it because of their disability or because of the location of their program. A student with a disability who does not require any of the above services will ride the school bus in their attendance area or walk to school.
 3. Special transportation services for Early Childhood Special Education students require hand-to-hand supervision of the student. Early childhood students must be brought to and met at the door of the bus by a responsible person at the pickup and drop off times. This is a safety issue; no exceptions will be allowed.
 4. For the safety and protection of your student, parents/guardians will not be allowed to meet the bus along the bus route. Drivers will not be allowed to transfer your student to you in a parking lot or any area other than school parking lot or home drop off address.
- C. Resident students with a disability who are boarded and lodged at the Minnesota State Academies for the Deaf and the Blind for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a daycare and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. TRANSPORTATION OF STUDENTS EXPERIENCING HOMELESSNESS

- A. Homeless and highly mobile students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless or highly mobile student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. TRANSPORTATION OF STUDENTS PLACED IN CARE AND TREATMENT PROGRAMS

A. Purpose.

Consistent with the authority granted by Minnesota law, the purpose of this policy is to establish reasonable restrictions on the transportation of students who are temporarily placed for care and treatment in a day program and who continue to live within the boundaries of Anoka-Hennepin Independent School District No. 11 ("District") during the care and treatment. In adopting this policy, the School Board has given consideration to various social, political, economic, and educational factors.

B. Application.

This policy applies to regular education and special education students who:

1. Are legal residents of the District
2. Are temporarily placed for care and treatment in a day program by a person or entity other than the District, a Minnesota court, or a Minnesota government agency
3. Continue to live in the District during the care and treatment

C. Definitions.

1. "Care and Treatment": Students who are placed in any of the following facilities are considered to be placed in "care and treatment". Such facilities must be licensed by the Minnesota Department of Human Services or the Minnesota Department of Corrections.
 - a. Chemical dependency and other substance abuse treatment centers
 - b. Shelter care facilities
 - c. Hospitals
 - d. Day treatment centers
 - e. Correctional facilities
 - f. Residential treatment centers
 - g. Mental health program facilities
2. "Sufficient to Meet the Needs of the Student": This phrase means that the care and treatment facility provides treatment or services that are consistent with the established professional standard of care applicable to the individual needs of the student. In the event a student, parent, or legal guardian contends that a facility is not sufficient to meet the needs of the student, the student, parent, or legal guardian must provide a signed statement from a qualified physician explaining why the facility is not sufficient to meet the needs of the student.
3. "Temporarily Placed for Care and Treatment": A student is "temporarily" placed for care and treatment if the placement is for less than sixty-five (65) consecutive

school days or three (3) months, whichever is longer, in either a school year or a calendar year.

D. Reasonable Transportation Restrictions.

1. **Closer Facility:** The District may refuse to transport a student to a care and treatment facility if another care and treatment facility is at least ten miles closer to the student's home and is sufficient to meet the needs of the student. The following exception applies: The District will provide transportation to the next closest facility that is covered by the student's insurer and has an opening if:
 - a. The student's parent or legal guardian submits written documentation to the District showing that the insurer has formally denied coverage for a requested placement at the closest facility or
 - b. The student's parent or legal guardian submits written documentation to the District office showing that the closest facility has denied the requested placement.
2. **Ten-Mile Radius:** The District may refuse to transport a student to or from a care and treatment facility that is located more than ten (10) miles outside the District's geographic boundaries.
3. **Regular Operating Hours:** The District may refuse to transport a student to or from a care and treatment facility outside the District's regular operating hours. The District is not responsible for and may not provide transportation when its schools are not in session, although transportation may be provided for special education students who receive extended school year services.
4. **Temporary Placement:** The District may refuse to transport a student to or from a care and treatment facility for more than sixty-five (65) school days or three consecutive months, whichever is longer, in either a school year or a calendar year.

X. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, at the discretion of the school district, on staff development days.

XI. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school district administration. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XII. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XIII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular and co-curricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
 Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)

Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.02 (Children with a Disability Defined)
 Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and
 Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Anoka-Hennepin School District
 Anoka, MN 55303

Approved Revisions:

June 1978	June 1983	November 1992	January 1993
November 1994	July 1995	August 1996	July 1997
July 1998	July 1999	July 2000	July 2001
February 2002	July 2003	July 2004	July 2005
August 2006	August 2007	August 2008	June 2009
June 2010	August 2011	August 2012	August 2013
August 2014	September 2017		

Amended (Rewrite): December 11, 2023 (See also new transportation policies 708, 709, 710, 711)

TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. TRANSPORTATION ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent/guardian to their nonpublic school, the district will provide school bus transportation or reimbursement to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
 - 1. Nonpublic students attending school outside the Anoka-Hennepin School District boundary:
 - a. Will be reimbursed for expenses from their home to the boundary if they self-transport.
 - b. Will be reimbursed no more than the state funding formula allowance for each student if they ride a bus owned or contracted by their nonpublic school.
 - 2. Nonpublic schools are required to submit student roster lists to the resident district at; (1) the beginning of each school year and, (2) at the completion of each school year. Schools who choose not to submit lists twice per year will forfeit any reimbursements for their families.
 - 3. Reimbursement payments from the district will be made at the end of the school year, typically in June, based on the student's days of attendance, and will be paid to the nonpublic school. It is at the nonpublic school's discretion to determine the most appropriate manner for funds disbursement to their families.

- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.
1. Nonpublic or charter schools who opt into district transportation services will have their bell times set by the Transportation Department to ensure and maximize bus route efficiency.
 2. Nonpublic or charter students may ride with the district's public students.
 3. Nonpublic or charter students may be required to transfer buses at designated schools or other locations while traveling to or from their home.
- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may

make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.

- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician,

parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students (*Policy 707.0*) shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.84 (Policy)
 Minn. Stat. § 123B.86 (Equal Treatment)
 Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
 Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
 Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
 Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
 Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
 Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
 Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Anoka-Hennepin School District
Anoka, MN 55303
Adopted: December 11, 2023

STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The school district may designate a school bus safety week(s) and is announced by the district's Transportation Department annually. The National School Bus Safety Week is recognized during the third week in October.

B. Student School Bus Safety Training.

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school

bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training.

1. Training required.
 - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
 - b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - i. pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
 - ii. bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.
2. Deadlines.
 - a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
 - b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
 - c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school

- district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
- d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction.

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. School Bus and Bus Stop Rules.

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

1. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

2. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

3. Assigned Buses Only.
Students are assigned to buses and bus stops. No change in either bus or stop is permitted without transportation department authorization. Temporary changes may be made by school administration for emergencies only. Failure to ride the assigned bus to/from the assigned bus stop may result in disciplinary action.
4. Unacceptable Acts.
The following list identifies unacceptable acts subject to disciplinary action. Violation of any of these offenses on or around the school bus, or any other approved vehicle used to transport students, or the action interferes with or obstructs the safe operations of the school bus or the safety of the student, other students and staff or the aiding and abetting of such acts may lead to the implementation of a disciplinary action or consequence listed below, including permanent suspension from the school bus or expulsion:
 - a. Violations of school bus procedures or acts disruptive to the safety of the school bus, including but not limited to, disruptive and disrespectful behavior, defiance of authority, failure to identify oneself, use of profane language, horseplay or distracting behavior, eating, drinking, or littering on the bus, spitting, leaving seat while bus is moving, use of laser pointers, opening window past safety line, and riding unassigned bus or using an unassigned bus stop;
 - b. Violations against property including tampering with, unauthorized use of, damage to, or destruction of school bus property, property of school bus personnel and/or vandalism, arson, theft or possession of stolen property;
 - c. Violations against persons communicated or attempted to be communicated by any means. Such violations include but are not limited: verbal and/or nonverbal intimidation, threats; stalking; obstruction; assault; fighting; extortion; bullying, harassment; indecent exposure; hazing;
 - d. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the school bus operation, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected class or which connotes gang membership;
 - e. Possession and/or use of any electronic devices including, but not limited to smartphones, cellphones, computers, tablets, etc. in a manner, which threatens or intimidates others and/or disrupts the safety procedures of the school bus;
 - f. Possession, distribution, or display of slanderous libelous, pornographic, racist, or gang affiliated material or symbols;
 - g. Possession, use, and/or transmission of tobacco, nicotine products, electronic cigarettes, vape pens or look-alikes in any form;

- h. Possession, use, of any open-flame items, like matches or lighters;
- i. Possession, use (including being under the influence and look alike substances) and/or transmission of controlled substances including but not limited to any narcotic drug, hallucinogenic drug, inhalant, toxic or mood altering substances, intoxicating beverage, any paraphernalia associated with such controlled substances or any controlled substance or the unauthorized use of prescription medications;
- j. Possession, use, and/or or transmission of weapon(s) or any object that can reasonably be considered a weapon(s): weapon means knife, firearm or an item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition; destructive explosives, any incendiary device or look alike and/or the threatened intent or intent to cause an explosion; or any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such;
- k. Criminal Activity;
- l. Riding or attempting to ride any bus during a bus suspension;
- m. Violation of any school board policy

B. Code of Conduct.

Disciplinary action may be taken for any behavior, which is disruptive of good order or violates School Board Policy or the rights and safety of others or themselves. The school has the authority to and obligation to establish and enforce reasonable standards of conduct on the bus or any form of transportation. "Riding a school bus is a privilege, not a right."

Students who have the opportunity to ride district school buses may do so as long as they conform to reasonable standards of conduct. The bus driver, bus paraprofessional or any school official supporting the bus driver is responsible for the safety and discipline of students while on the school bus. The building principal or their designee will determine the consequences for violating the school bus code of conduct. The responsibility for student supervision by the district shall begin when the student boards the bus and is retained until the student exits the bus. The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by district policy. The bus driver has the authority to assign seats and direct students to ensure safety on the bus. The school district's harassment policy, weapons policy, and bullying policy will be strictly enforced on the school bus. Video surveillance may be used on school buses.

Under the Laws and Rules for Operation of School Buses in the State of Minnesota, it is stated that "... no materials, including guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported." Band instruments are allowed on the bus if they can be held in the student's lap. Instruments may not be in the aisle or take the space of another student. Other prohibited equipment:

Hockey sticks, lacrosse sticks, and golf clubs. Sleds, ice skates, inline skates, skateboards, baseball and softball bats are not permitted unless enclosed in an athletic bag or are otherwise inaccessible. Damage to personal property is not covered by the bus contractor's/district's insurance coverage.

C. Consequences.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Consequences for school bus/bus stop misconduct will apply to all routes and trips. Decisions regarding a student's ability to ride the bus in connection with extracurricular and co-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Disciplinary action or consequences for these acts may include but are not limited to the following:

1. Student Conference (Warning)
2. Assigned Seat
3. Parent Contact
4. Parent Conference
5. 1-10 day Bus Suspension
6. Transfer to new bus route
7. Alternative Transportation Assigned
8. Permanent Loss of Transportation Services
9. Suspension from School
10. Expulsion from school
11. Referral to law enforcement

When determining an appropriate action, the school administrator will consider the extent of the disruption to the safety of the school bus operation, or safety of other students or staff on the bus. The school administrator will consider the student's age, development, ability, special education status, EL status, language, and mental health status that impact student's action when considering interventions and discipline.

The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by District #11 policy. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy, the weapons policy, and bullying policy of District #11 will be strictly enforced on the school bus as well as at school. Video cameras will be used on all school buses.

D. Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school

building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

E. Vandalism/Bus Damage.

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

F. Notice.

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification.

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety.

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

C. Trespass on school bus.

As defined in Minnesota Statute 609.605, Subd. 4a C, Trespass on school bus, A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with

a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and

shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training.

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation.

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III vehicles.

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before

making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.
14. Drivers shall register and obtain certification with the transportation office and meet requirements prior to driving any students. The bus companies must be notified prior to use of the vehicle and will not allow vehicles to leave their lot unless the employee is active with their certification.
15. Staff who drive a type III vehicle must carry and display their district staff identification badge.

- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement.
1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - i. safe operation of a type III vehicle;
 - ii. understanding student behavior, including issues relating to students with disabilities;
 - iii. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - iv. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - v. handling emergency situations;
 - vi. proper use of seat belts and child safety restraints;
 - vii. performance of pre-trip vehicle inspections;
 - viii. safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - ix. compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
 - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes,

- section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under a separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement.

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre- school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

E. School Bus Idling.

This policy seeks to reduce student and driver exposure to diesel exhaust particulate matter by limiting unnecessary idling of school buses pursuant to Minnesota Statute 123B.885 (Diesel school buses: operation of the engine: parking).

This policy applies to district owned school buses and contracted school buses while being operated for the purpose of transporting the school district’s students at public expense to and from school programs.

Idling Control Measures:

1. The school district shall:
 - a. Relocate school building air intake systems further than 100 feet of school bus parking areas when practical, economical, and feasible.
2. A driver of a diesel school bus:
 - a. Must turn off the bus upon reaching a school or other destination and must not turn on the engine until necessary to depart from the school or destination; and
 - b. Must park the bus at least 100 feet from a known and active school air intake system, unless the school district has determined that alternative locations block traffic, impair student safety, or are not cost-effective.
3. The employer of the school bus driver must ensure that:
 - a. The bus or vehicle driver upon employment, and as necessary thereafter, is informed of the requirements of this policy and the reasons therefore; and
 - b. All complaints of noncompliance are reviewed and remedial action is taken as necessary.

Exemptions:

The requirement that a driver of a diesel school bus must turn off the bus and must refrain from idling does not apply for the period or periods during which idling is necessary under the following circumstances:

1. Turbo-diesel Engine Cool Down or Warm Up
 - a. To cool down a turbocharged diesel engine for a period not to exceed 5 minutes before turning off the engine. (The cool down should be in accordance with the bus manufacturer's specifications); or
 - b. To warm up a turbocharged diesel engine for a period not to exceed 3 minutes. (The warm up should be in accordance with the bus manufacturer's specifications).
2. Cold Weather
 - a. If the outside temperature is between 32 degrees and -10 degrees, idling to operate heaters is allowed for up to 15 minutes per stop; or
 - b. If the outside temperature is below -10, there is no time restriction on idling to use the heating equipment.
 - c. In cold weather, if bus drivers will be at a location for more than 15 minutes, an indoor waiting area is encouraged.
3. Safety of Children and Emergencies
 - a. Use of lift equipment during loading or unloading of children with one or more disabilities
 - b. Use of a heater or an air conditioner of a bus during loading, unloading or transport of children with exceptional needs

- c. Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
 - d. Use of the bus headlights or four-way flasher warning lights for visibility purposes; or
 - e. For other traffic, safety, or emergency situations.
 - f. In any of the above cases, if equipment can be run from the battery then the drivers should refrain from idling unless there is a significant concern of draining the battery.
4. Maintenance of Operations
- a. To charge a battery of a school bus, if needed; or
 - b. For testing to verify that the bus is in safe operating condition as part of the daily pre-trip inspection, or as otherwise required, including measuring of vehicle emissions.

Limitations:

This policy is subject to adjustment based upon technical improvements in engines, electronics, or exhaust systems; or for the use of biodiesel fuel in school bus diesel engines.

VIII. EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. The student's name and address;
 - 2. The nature of the student's disabilities;
 - 3. Emergency health care information; and
 - 4. The names and telephone numbers of the student's parents/guardians who can be contacted in case of an emergency.

IX. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. TRANSPORTATION SAFETY DIRECTOR

District administration designates an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. TRANSPORTATION SAFETY COMMITTEE

The school district may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director or their designee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:

Minn. Stat. § 121A.585 Notice of Recording Device on a School Bus
 Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 Minn. Stat. § 123B.03 (Background Check)
 Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 Minn. Stat. § 123B.90 (School Bus Safety Training)
 Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 Minn. Stat. § 123B.935 (Active Transportation Safety Training)
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)

Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Anoka-Hennepin School District
Anoka, MN 55303
Adopted: November 11, 2023

EXTRACURRICULAR AND CO-CURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular and co-curricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular and co-curricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular and co-curricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR AND CO-CURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular and co-curricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular and co-curricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular and co-curricular activities conducted at locations other than school, where attendance is optional.

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Anoka-Hennepin School District
Anoka, MN 55303
Adopted: December 11, 2023

AUDIO/VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that audio/video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus audio/video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement.

1. The school district maintains audio/video recording devices on school buses in order to encourage good behavior and promote safety.
2. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with audio/video recording devices and conspicuously placed signs notifying riders that their conversations or actions may be recorded.

B. Use of Audio/Video Recordings.

1. An audio/video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. An audio/video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and the rules and/or regulations promulgated thereunder.
3. Audio/Video recordings may be viewed by school district personnel as necessary to maintain safety and security on the school buses.
4. An audio/video recording will be retained by the school district until the hard-drive is overwritten or until the conclusion of disciplinary proceedings in which the audio/video recording is used for evidence.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Anoka-Hennepin School District
Anoka, MN 55303
Adopted: December 11, 2023

ANOKA-HENNEPIN SCHOOL DISTRICT CRISIS MANAGEMENT POLICY

I. PURPOSE:

The purpose of this policy is to establish requirements for preparedness for staff and students in the event that a crisis occurs that compromises the health and safety of the school

II. GENERAL STATEMENT OF POLICY

- A. Each building in the district, utilizing the District's web-based Crisis Preparedness Management System, will create a crisis management plan to fit that building's specific situation and needs, in conjunction with local community response agencies and school district resources. A hard copy of the plan will be kept in the building and an electronic copy will be available for the Administrators who supervise crisis management at the schools.
- B. The building crisis plan will be updated at least annually and will include at a minimum:
 - 1. Crisis specific procedures
 - 2. Procedures for evacuation and the designation of a predetermined evacuation site
 - 3. Procedures for lockdown
 - 4. Procedures for tornado sheltering
 - 5. An updated plan/map of the building
 - 6. Names and phone numbers of crisis team members, emergency resources, and district office contacts.
- C. Each principal will select and lead a building crisis response team of appropriate staff who are willing and have been trained to respond in an emergency in accordance with the buildings specific crisis management plan. Each building will update the crisis team membership yearly.
- D. The District will identify and train a team of staff to serve as the District Crisis Team who are available to quickly respond to a crisis at any district location to assist the building crisis response team members.
- E. The District Health and Safety Committee will meet monthly and will address concerns and issues regarding crisis management that are raised by any building and will communicate with the cabinet to keep them informed of the status of crisis management in the District.
- F. Inservice training opportunities in crisis management issues will be provided to staff at the building or District level annually.

III. In the event that district or building administration conducts an active shooter drill, the drill must be conducted according to Minnesota Statutes, section 121A.038 The active shooter drill must be approved by administration in advance.

Anoka-Hennepin School District
Anoka, MN 55303
Adopted: June 26, 2000
Revised: April 26, 2010
Revised: December 11, 2023

ANOKA-HENNEPIN SCHOOL DISTRICT CRISIS MANAGEMENT POLICY

I. PURPOSE:

The purpose of this policy is to establish requirements for preparedness for staff and students in the event that a crisis occurs that compromises the health and safety of the school

~~Whereas, the Anoka-Hennepin School District strives to provide an educational and work environment which promotes and protects the physical safety and well-being of its students and employees; and~~

~~Whereas, the Anoka-Hennepin School District has been a safe place for learning, teaching, and working; and has a strong and continuing commitment to maintain and improve the safe and secure learning and working environment in all district buildings and on all school property; and~~

~~Whereas, the Minnesota Legislature has mandated in Minn. Stat. § 121A.035 that by July 1, 2000, the School Board must adopt a District Crisis Management Policy;~~

II. ~~POLICY~~ GENERAL STATEMENT OF POLICY

- A. ~~Therefore, Now Be It Resolved, that e~~Each building in the district, utilizing the District's web-based Crisis Preparedness Management System, will create a crisis management plan to fit that building's specific situation and needs, in conjunction with local community response agencies and school district resources. A hard copy of the plan will be kept in the building and an electronic copy will be available for the Administrators who supervise crisis management at the schools.
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Anoka-Hennepin School District

Anoka, MN 55303 ~~Coon Rapids, MN 55433~~

Adopted: June 26, 2000

Revised: April 26, 2010

Revised: December 11, 2023

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

MASTER AGREEMENT

Between

the

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

and

The Anoka-Hennepin Child Nutrition Site Supervisors' Association

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

July 1, **2022** through June 30, **2024**

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ARTICLE I - PURPOSE

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

ARTICLE II - DEFINITIONS

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

ARTICLE III - LAWS, RULES, AND REGULATIONS

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

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

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

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ARTICLE IV - RECOGNITION

In accordance with the PELRA-71, as amended, the School Board, hereinafter referred to as the Board, recognizes the Anoka-Hennepin Child Nutrition Site Supervisors, hereinafter referred to as the Association, as the exclusive representative of Child Nutrition Site Supervisors employed by the School Board of Anoka-Hennepin Independent School District No. 11. The terms Board and Association shall include authorized officers, representatives, and agents. Despite references herein to Board and Association as such, each reserves the right to act hereunder by designated representatives.

ARTICLE V – CHILD NUTRITION SITE SUPERVISORS’ RIGHTS

SECTION 1 RULE, LAW, AND REGULATION:

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

SECTION 2 RIGHT TO JOIN:

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

SECTION 3 DEDUCTION OF DUES:

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

SECTION 4 PERSONNEL FILES:

The District personnel file relating to each individual Child Nutrition Site Supervisor shall be available during regular office business hours to each individual Child Nutrition Site Supervisor upon written request. The Child Nutrition Site Supervisor shall have the right to reproduce any of the contents of the file at the Child Nutrition Site Supervisor’s expense and to submit for inclusion in the file written information in response to any material contained therein.

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- SECTION 5 The Association shall have the right to use District buildings before or after hours for meetings, provided that this shall not interfere with or interrupt school operations.
- SECTION 6 The Association shall be entitled to use the district mail distribution service for distribution of Association material free of charge. This privilege shall not be used for any political activity.
- SECTION 7 Following a probationary period of one (1) year, Child Nutrition Site Supervisors shall not be disciplined or reduced in compensation without just cause.

ARTICLE VI - SCHOOL DISTRICT RIGHTS

SECTION 1 INHERENT MANAGERIAL RIGHTS:

The Association recognizes that the Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection, direction, and number of personnel.

SECTION 2 RESERVATION OF MANAGERIAL RIGHTS:

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

ARTICLE VII - HOURS AND DUTY DAY

SECTION 1 BASIC DUTY YEAR:

The duty days within the normal work year shall be in accordance with the school calendar as adopted by the School Board, subject to modifications by the Child Nutrition Director to meet the needs of the District. The duty days for Child Nutrition Site Supervisors based on student contact days, holidays and workshop/in-service days shall be 189 days at the High Schools, Middle Schools, Compass-Bell Building, and Anoka-Hennepin Regional High School (AHRHS); 188 days at the Elementary Schools. The duty days for Child Nutrition Site Supervisors based on student contact days, vacation days, holidays and workshop/in-service days shall be 260 days at the ESC. The Board approved calendar duty days and sites are subject to change. When necessary, the District may reduce or extend an individual's duty year on a daily rate basis; Child Nutrition Site Supervisors who request and receive approval to work additional duty days beyond the District's designated duty year will be paid pursuant to an extended year service agreement.

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Although the basic duty day will be approximately eight (8) hours per day, the Child Nutrition Site Supervisors, because of their managerial and supervisory responsibilities, agree to commit whatever time is necessary to accomplish such managerial and supervisory duties and responsibilities. There shall be no paid overtime.

SECTION 2 HOLIDAYS:

There shall be ~~ten-eleven (4011)~~ paid holidays for positions with a basic duty year of less than 260 days: Labor Day, two days at Thanksgiving, two days during Winter break, New Year's Day, Martin Luther King, Jr. Day, two days during spring break, Memorial Day, and President's Day.

There shall be ~~eleven-twelve (4112)~~ paid holidays for positions with a basic duty year of 260 days: Independence Day, Labor Day, two days at Thanksgiving, two days in winter, New Year's Day, Martin Luther King, Jr. Day, two days in spring, Memorial Day, and President's Day.

SECTION 3 ESC CHILD NUTRITION 260 DUTY DAY SITE SUPERVISOR R VACATION:

Vacation shall be accrued in the following manner (pro-rated for less than one year employment):

Less than five years of consecutive employment:

10 days

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

15 days

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

22 days

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

23 days

Twenty or more years of consecutive employment:

25 days

The ESC Site Supervisor must receive approval for the use of vacation from the administration. ~~An employee may carryover no more than five (5) days of unused vacation from one duty year to the next.~~

Normally the maximum vacation taken during any fiscal year shall not exceed twenty-five (25) days, however annual vacation plus accumulated unused vacation may be allowed with the approval of the supervisor's administrator. Vacation days not used during the fiscal year will be accumulated to an unlimited amount.

CNP 260 Day Site Supervisor who retires with 2 weeks' notice shall be paid up to a maximum of fifty (50) days of unused vacation.

CNP 260 Day Site Supervisor who resigns with 2 weeks' notice shall be paid up to a maximum of twenty five (25) days of unused vacation.

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ARTICLE VIII - BASIC COMPENSATION

SECTION 1	Duty	Daily		
SALARY SCHEDULE 2019 20:***	Days**	Rate	2019 20	After 15 Years *
Lane 1: Assistant Supervisor	189	\$198.90	\$37,592.10	\$38,342.10
Lane 2: Elementary	188	\$238.80	\$44,894.40	\$45,644.40
Lane 3a: AHRHS, Compass Bell Building, River Trail, Bridges, ESC	189	\$238.80	\$45,133.20	\$45,883.20
Lane 3b: ESC	260	\$238.80	\$62,088.00	\$62,838.00
Lane 4: Elementary Dual (Andover, Ramsey, CBPA)	188	\$253.20	\$47,601.60	\$48,351.60
Lane 5: Middle Schools, AMSWA	189	\$253.20	\$47,854.80	\$48,604.80
Lane 6: High Schools	189	\$266.50	\$50,368.50	\$51,118.50
SALARY SCHEDULE 2020 21:	Duty	Daily		
	Days**	Rate	2020 21	After 15 Years *
Lane 1: Assistant Supervisor	189	\$202.90	\$38,348.10	\$39,098.10
Lane 2: Elementary	188	\$243.60	\$45,796.80	\$46,546.80
Lane 3a: AHRHS, Compass Bell Building, River Trail, Bridges, ESC	189	\$243.60	\$46,040.40	\$46,790.40
Lane 3b: ESC	260	\$243.60	\$63,336.00	\$64,086.00
Lane 4: Elementary Dual (Andover, Ramsey, CBPA)	188	\$258.30	\$48,560.40	\$49,310.00
Lane 5: Middle Schools, AMSWA	189	\$258.30	\$48,818.70	\$49,568.70
Lane 6: High Schools	189	\$271.80	\$51,370.20	\$52,120.20
SALARY SCHEDULE 2021 22:****	Duty	Daily		
	Days**	Rate	2021 22	After 15 Years *
Lane 1: Assistant Supervisor	189	\$207.50	\$39,217.50	\$39,967.50
Lane 2: Elementary	188	\$249.10	\$46,830.80	\$47,580.80
Lane 3a: AHRHS, Compass Bell Building, River Trail, Bridges, ESC	189	\$249.10	\$47,079.90	\$47,829.90
Lane 3b: ESC	260	\$249.10	\$64,766.00	\$65,516.00
Lane 4: Elementary Dual (Andover, Ramsey, CBPA)	188	\$264.10	\$49,650.80	\$50,400.00
Lane 5: Middle Schools, AMSWA	189	\$264.10	\$49,914.90	\$50,664.90
Lane 6: High Schools	189	\$277.90	\$52,523.10	\$53,273.10

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	Duty Days	<u>2022-2023</u>				<u>2023-2024</u> *			
		<u>Daily Rate</u>	<u>Hourly Rate</u>	<u>Annual Rate</u>	<u>*After 15 Years</u>	<u>Daily Rate</u>	<u>Hourly Rate</u>	<u>Annual Rate</u>	<u>*After 15 Years</u>
<u>Lane 1: Assistant Supervisor</u>	<u>189</u>	<u>\$ 207.50</u>	<u>\$ 25.94</u>	<u>\$ 39,217.50</u>	<u>\$ 39,967.50</u>	<u>\$ 217.40</u>	<u>\$ 27.18</u>	<u>\$ 41,088.60</u>	<u>\$ 41,838.60</u>
<u>Lane 2: Elementary</u>	<u>188</u>	<u>\$ 249.10</u>	<u>\$ 31.14</u>	<u>\$ 46,830.80</u>	<u>\$ 47,580.80</u>	<u>\$ 260.90</u>	<u>\$ 32.61</u>	<u>\$ 49,049.20</u>	<u>\$ 49,799.20</u>
<u>Lane 3a: AHRHS, ESC, Compass-Bell, RTLC, Bridges</u>	<u>189</u>	<u>\$ 249.10</u>	<u>\$ 31.14</u>	<u>\$ 47,079.90</u>	<u>\$ 47,829.90</u>	<u>\$ 260.90</u>	<u>\$ 32.61</u>	<u>\$ 49,310.10</u>	<u>\$ 50,060.10</u>
<u>Lane 3b: ESC</u>	<u>260</u>	<u>\$ 249.10</u>	<u>\$ 31.14</u>	<u>\$ 64,766.00</u>	<u>\$ 65,516.00</u>	<u>\$ 260.90</u>	<u>\$ 32.61</u>	<u>\$ 67,834.00</u>	<u>\$ 68,584.00</u>
<u>Lane 4: Elementary</u>									
<u>Dual: Andover</u>	<u>188</u>	<u>\$ 264.10</u>	<u>\$ 33.01</u>	<u>\$ 49,650.80</u>	<u>\$ 50,400.80</u>	<u>\$ 276.60</u>	<u>\$ 34.58</u>	<u>\$ 52,000.80</u>	<u>\$ 52,750.80</u>
<u>Lane 5: Middle Schools, AMSWA</u>	<u>189</u>	<u>\$ 264.10</u>	<u>\$ 33.01</u>	<u>\$ 49,914.90</u>	<u>\$ 50,664.90</u>	<u>\$ 276.60</u>	<u>\$ 34.58</u>	<u>\$ 52,277.40</u>	<u>\$ 53,027.40</u>
<u>Lane 6: Middle Schools Dual (JMS)</u>	<u>189</u>	<u>\$ 277.90</u>	<u>\$ 34.74</u>	<u>\$ 52,523.10</u>	<u>\$ 53,273.10</u>	<u>\$ 291.10</u>	<u>\$ 36.39</u>	<u>\$ 55,017.90</u>	<u>\$ 55,767.90</u>
<u>Lane 7: High Schools</u>	<u>189</u>	<u>\$ 277.90</u>	<u>\$ 34.74</u>	<u>\$ 52,523.10</u>	<u>\$ 53,273.10</u>	<u>\$ 291.10</u>	<u>\$ 36.39</u>	<u>\$ 55,017.90</u>	<u>\$ 55,767.90</u>

* As of June 30th of the relevant year. The 15-year longevity stipend shall be the annual salary plus \$750.00.

** The calendar duty days and sites are subject to change. As such, the annual salary shall be calculated by the number of Board approved calendar duty days multiplied by the daily rate of pay.

The parties also understand that the physical building site operations and/or school levels within a site are subject to change and therefore, the parties may need to meet to discuss applicability and appropriateness of the site to the salary schedule.

*** Following School Board ratification of this agreement, a one-time payment of \$2,000.00 (two thousand dollars) will be made to all current employees.

~~*** In 2021-22, a one-time payment of \$200.00 will be made as part of the second regular pay period in September 2021.~~

SECTION 2 SHORT TERM REASSIGNMENT:

In the event the District temporarily reassigns a Child Nutrition Site Supervisor to another building, that Supervisor shall be compensated at the lane level for that building if higher than the Child Nutrition Site Supervisor’s regular assignment. No additional benefits will apply including holiday, vacation, or sick leave accruals. This section does not apply to Assistant Site Supervisors.

SECTION 3 PAY CHECKS AND PAY DEDUCTION:

Paychecks will be issued electronically by direct deposit on pay dates as determined by the District Payroll Department. If the normally scheduled payday occurs on a bank holiday, reasonable effort will be made to issue paychecks on the last working day before the bank holiday. Overpayment or compensation

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which exceeds the normal compensation of the employee for whatever reason shall be recoverable by the School District as set forth in the District guidelines for addressing wage and benefit deductions.

SECTION 4 APPROPRIATE CERTIFICATIONS:

Child Nutrition Site Supervisors hired January 1, 2002, or after must obtain the SNA (School Nutrition Association) Certification level 2 within two years of the date of hire. Effective July 1, 2018, Child Nutrition Site Supervisors must obtain SNA Certification level 3 within two years of the date of hire. Unless the Director of Child Nutrition grants a temporary waiver or grace period to obtain the certification, lack or lapse of proper certification will mean loss of position. In addition, Child Nutrition Site Supervisors must take a qualifying sanitation course and pass the Minnesota Food Managers License prior to expiration of the probationary period. Upon a supervisor providing evidence that he/she has passed the Minnesota Food Managers test, the District shall pay the Food Managers License fee.

SECTION 5 MILEAGE:

Child Nutrition Site Supervisors shall be reimbursed at the established Board rate for the use of their personal motorized vehicle to conduct authorized and approved travel on behalf of the District.

SECTION 6 CLOTHING ALLOWANCE:

The District shall allocate up to \$110.00 per Child Nutrition Site Supervisor per year for District uniforms/shoes from District approved vendors.

ARTICLE IX - GROUP INSURANCE

SECTION 1 CARRIER SELECTION:

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

SECTION 2 HOSPITAL-MEDICAL-MAJOR MEDICAL:

INSURANCE: Hospitalization-Medical-Major Medical Insurance
The School District provides hospitalization insurance for all full-time employees.

1. Single Contribution: The School Board shall contribute up to \$~~654~~735.00 (~~six~~ seven hundred ~~fifty-four~~thirty-five dollars) per month of the premium for single coverage for full-time employees who qualify for and are enrolled in the School District group health and hospitalization plan; effective September 1, ~~2020~~2023, through August 31, ~~2022~~2024, the School Board shall

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- contribute up to ~~\$670~~770.00 (~~six-seven~~ hundred seventy dollars) of the premium for single coverage for eligible, enrolled employees.
2. Family Contribution: The School Board shall contribute up to ~~\$1,150~~1310.00 (one thousand ~~one-three~~ hundred ~~fifty-ten~~ dollars) per month for full-time eligible and enrolled employees; effective September 1, ~~2020-2023~~ through August 31, ~~2022~~2024, the School Board shall contribute up to ~~\$1,190~~1365.00 (one thousand ~~one-three~~ hundred ~~ninety-sixty-five~~ dollars) per month for full-time eligible and enrolled employees. Thereafter, the District contribution shall increase by the same dollar amount as the negotiated increase in single coverage.
 3. Dual Spouse Contribution: Effective September 1, ~~2019~~2022, if both married spouses work full time for the District and both are benefit eligible, the School Board shall contribute up to ~~\$1,850~~2045.00 (~~one-two~~ thousand ~~eight hundred fifty-fourty-five~~ dollars) per month toward the premium for family coverage; effective September 1, ~~2020-2023~~ through August 31, ~~2022~~2024, if both married spouses work full time for the District and both are benefit eligible, the School Board shall contribute up to ~~\$1,860~~2135.00 (~~one-two~~ thousand ~~eight one~~ hundred ~~sixty-thirty-five~~ dollars) per month toward the premium for family coverage
 4. Any additional cost of the premiums shall be paid by the employee via payroll deductions.

SECTION 3 LONG TERM DISABILITY INSURANCE:

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

SECTION 4 TERM LIFE INSURANCE:

Effective September 1, 2001, a \$50,000-term life insurance policy will be paid by the District for all eligible employees.

SECTION 5 DENTAL INSURANCE:

The District shall contribute no more than ~~\$78.00~~80.00/month of the premium for all full time eligible and enrolled employees in accordance with the School District Dental plan.

SECTION 6 FLEXIBLE SPENDING ACCOUNT:

The District shall set up a flexible benefit account in accordance with the Anoka-Hennepin Flexible Benefit Plan for each eligible and enrolled employee in the bargaining unit subject to IRS rules and regulations. Each employee who participates may choose to participate in the uninsured unreimbursed medical and/or dependent care spending accounts.

SECTION 7 GENERAL LIABILITY:

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1. The District shall carry general liability insurance as required by Minnesota Statute.
2. The District shall carry "errors and omissions" insurance coverage for Child Nutrition Site Supervisors.

SECTION 8 VOLUNTARY PARTICIPATION:

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

SECTION 9 DURATION OF COVERAGE:

Child Nutrition Site Supervisors who complete his/her duty year shall be eligible for District contribution through the beginning of the next employment year. For less than a full duty year, District contributions shall cease as of the date of separation from employment.

SECTION 10 WORKERS' COMPENSATION:

1. If any employee is absent from work as a result of a compensable injury under provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the regular rate of pay to the extent of the employee's earned accrual of sick leave.
2. Any employee who terminates his/her employment during a period of absence eligible for Workers' Compensation and has been overpaid shall return the overpayment to the School District.

ARTICLE X - LEAVES OF ABSENCE

SECTION 1 SICK LEAVE:

Child Nutrition Site Supervisors with a basic duty year less than 260 days shall be granted twelve (12) days of sick leave per year (pro-rated for less than one year employment) on a per pay day basis. Child Nutrition Site Supervisors with a basic duty year of 260 shall be granted fifteen (15) days of sick leave per year (pro-rated for less than one year employment) on a per pay day basis. Child Nutrition Site Supervisors terminating employment during the year shall be required to reimburse the District for sick leave days taken but not earned.

1. Use of Sick Leave. Earned sick leave may be used because of personal injury or illness, serious injury or illness in the Child Nutrition Site Supervisor's immediate family, or death in the Child Nutrition Site Supervisor's immediate family.

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2. Definition of Immediate Family. The immediate family is designated as the Child Nutrition Site Supervisor's spouse, child, parent, brother, sister, grandparents, grandchildren, or in-laws of a similar degree or relationship.
3. Accumulation. Unused sick leave shall accumulate to an unlimited amount.
4. A Child Nutrition Site Supervisor's absence due to injury as a result of assault by a student or nonstudent while performing school business shall not be charged against the Child Nutrition Site Supervisor's sick leave days.

SECTION 2 EMERGENCY/PERSONAL LEAVE:

For Child Nutrition Site Supervisors in assignments of less than 260 days, a maximum of three days of earned sick leave may be used during each duty year at the Child Nutrition Site Supervisor's discretion with no reason given. After ten years of seniority, one additional personal leave day per year (non-cumulative, deducted from sick leave) may be taken with no reason given.

For Child Nutrition Site Supervisors with 260-day assignments, a maximum of 3 days of earned sick leave may be used during each duty year for situations involving personal/emergency business that cannot be scheduled outside the duty time of the Employee. Requests for personal leave shall be submitted to the Employee's supervisor at least five days in advance except in emergency situations.

SECTION 3 JURY DUTY:

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

SECTION 4 COURT HEARINGS:

A Child Nutrition Site Supervisor subpoenaed by a court as a defendant or witness as a result of performing management or supervisory duty shall be compensated for the difference between the Child Nutrition Site Supervisor's regular daily salary and witness fees for each duty day of absence. However, this shall not include cases involving Child Nutrition Site Supervisors vs. Anoka-Hennepin Independent School District No. 11.

SECTION 5 MILITARY LEAVE OF ABSENCE:

A military leave of absence shall be granted to Child Nutrition Site Supervisors in accordance with applicable state and federal laws.

SECTION 6 ABSENCE WITHOUT PAY:

Absence without pay of up to five days may be granted at the discretion of the Child Nutrition Programs Director.

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SECTION 7 CONDITIONS DURING LEAVE OF ABSENCE:

Child Nutrition Site Supervisors granted an unpaid leave of absence shall be subject to the following conditions:

1. All benefits earned by the Child Nutrition Site Supervisor shall be frozen as of the date of the beginning of a leave of absence. Upon return to duty at the expiration of the leave of absence, a Child Nutrition Site Supervisor's frozen benefits shall be reinstated.
2. Child Nutrition Site Supervisors may continue to participate in the group health, dental and life insurance programs established by assuming the full cost of the monthly payment. If employee drops coverage, the employee may not re-enroll until the employee returns to active employment.
3. Child Nutrition Site Supervisors returning from a leave of absence within the school year or from a leave of absence that extends into another school year but is twelve weeks or less shall be offered the same position held at the time the leave was granted if the position still exists; for leaves that extend into another school year that exceed a length of twelve weeks but are less than twelve months, the supervisor shall be offered a comparable position; supervisors shall have no rights to return for leaves in excess of 12 months.
4. Child Nutrition Site Supervisors who fail to return to duty at the expiration of a leave of absence shall waive right to employment.

SECTION 8 MATERNITY LEAVE OF ABSENCE:

Maternity leave of absence will be granted in accordance with the following regulations:

1. Within ninety (90) days of learning of pregnancy, the employee shall provide a doctor's statement to her supervisor confirming pregnancy and anticipated delivery date.
2. A "Request for Maternity Leave of Absence" shall be submitted to her supervisor addressed to the Employee Services Department at least ninety (90) days before the anticipated delivery date.
3. The Superintendent of Schools or designee shall consider the employee's ability to perform the job assignment, and the wishes of the employee, in determining the starting date for the leave of absence. Notice of the leave will be forwarded to the employee and her supervisor.
4. A maternity leave is defined as the period of time of disability and shall not normally exceed thirty (30) working days. A child care leave is defined as the period of time an employee intends for the convenience and comfort of the employee, as well as the care of the child. Maternity/child care leave shall normally be no longer than a maximum of twelve (12) weeks per year.

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

District seniority shall accumulate during the leave of absence.

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

6. Circumstances of unusual nature may receive special consideration.
7. Employees returning from maternity leave shall return to the same position; in the event the position no longer exists, the provision of Article XI, Section 3 shall apply.

SECTION 9 FMLA:

An employee will be eligible for family medical leave in accordance with state and federal statutes.

SECTION 10 ADOPTION/PATERNITY LEAVE:

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

ARTICLE XI - SENIORITY/LAYOFF

SECTION 1 SENIORITY LISTS:

Seniority lists for full-time Child Nutrition Site Supervisors will be established and sent to the Association.

SECTION 2 PROCEDURES:

Seniority shall be established by the following procedures:

1. Seniority in the District shall be computed on the basis of continuous employment as a Child Nutrition Site Supervisor from the first day of actual work as Supervisor. Tiebreaker seniority shall be based on the first day of continuous employment with the District Child Nutrition Program.
2. Child Nutrition Site Supervisors shall continue to accrue seniority while on military, FMLA, or medical leaves. Child Nutrition Site Supervisors shall retain seniority while on all other leaves.

SECTION 3 PROCEDURES FOR DISPLACEMENT/LAYOFF:

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For purposes of this Article, school levels shall be defined as Level 3 (Lane 6) of Article VIII, Section 1) as the highest level; Level 2 (Lane 4 and 5 of Article VIII, Section 1); and Level 1 (Lane 2 and 3a of Article VIII, Section 1) as the lowest level.

The School District determines the number of Child Nutrition Site Supervisor positions and the school level of the positions.

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

Sub. 1 Child Nutrition Site Supervisors

1. A Child Nutrition Site Supervisor working 260 duty days (Lane 3b) may only be displaced by another CNSS working 260 duty days (Lane 3b) with greater seniority and with a school level equal to or greater than their own.
2. The District shall assign the least senior displaced employee to a vacancy at the employee's current school level. In the event more than one vacancy exists, the District shall seek the displaced employees' vacancy preferences before the District makes a final placement decision.
3. If no vacancy exists at the current level, the Child Nutrition Site Supervisor whose position has been eliminated may choose whether to accept layoff, displace the least senior Child Nutrition Site Supervisor within the same school level, or accept assignment to a vacancy at a lower level if a vacancy exists.
4. When the least senior CNSS is bumped out of her/his level, she/he will have the choice of layoff, or bumping to the next lower level to accept assignment to a vacancy, or to the extent her/his seniority is greater, to bump the least senior CNSS in the next lower level.
5. If no position exists for the least senior displaced employee, the employee shall be laid off.
6. In the event that a new position is created at a higher level than current employees on layoff previously held, that position will be posted for internal transfer.
7. Recall rights will be in reverse order of layoff; a Child Nutrition Site Supervisor may not be recalled into a higher level or greater duty day position unless the District determines, at its sole discretion, that he/she is qualified for the position.
8. The recalled Child Nutrition Site Supervisor must be qualified for that position. An individual's recall rights expire after 24 months from the first effective date of layoff or if the individual declines an offer of recall.
9. Short-term vacancy:

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- a. When an employee on leave creating a short-term vacancy still has rights to a position, a laid off employee will not be recalled to a short-term vacancy. A laid off employee may temporarily fill a short-term vacancy, subject to school district approval and selection.
- b. If selected: A laid off employee's recall duration will not be altered or lengthened. A laid off employee will not be eligible for school district contribution to benefits or leave benefits (i.e. sick leave). However, a laid off employee may apply available sick leave earned prior to layoff to absences defined by Article X, Section 1, during the short-term assignment. A laid off employee will receive their rate of pay immediately prior to layoff if the position is in the level they worked immediately prior to layoff; or a laid off employee will receive the same rate a newly hired individual would receive for that level. A laid off employee receiving the 15-year longevity stipend will continue to receive this stipend during the short-term assignment.

Sub. 2 Assistant Child Nutrition Site Supervisors

1. The Assistant Child Nutrition Site Supervisors will follow the same procedures for displacement/layoff as outlined in Article XI Section 3 Sub. 1.
2. An Assistant Child Nutrition Site Supervisor can be displaced by a more senior Child Nutrition Site Supervisor. An Assistant Child Nutrition Site Supervisor cannot displace a Child Nutrition Site Supervisor.

ARTICLE XII - RETIREMENT/SEVERANCE

All Child Nutrition Site Supervisors hired into the District on or after January 1, 2001 are not eligible for Section 1.

SECTION 1

Severance: Child Nutrition Site Supervisors who notify the district of intended retirement by March 1st of the relevant school year will qualify for a payment of up to ~~90~~80 unused sick days times the Child Nutrition Site Supervisor's daily rate of pay and less any District contribution to a matching 403(b) plan as set forth in Section 2 - 403(b) of this Article.

Child Nutrition Site Supervisors must have ten (10) years active service in the District, be immediately eligible and receiving a Minnesota State retirement pension, and the total District contribution for an eligible Child Nutrition Site Supervisor under Section 2. 403(b) of this Article has not exceeded ~~\$25,000~~60,000.

1. The severance payment shall be made as a lump sum payment upon retirement to the District Special Pay Plan in accordance with federal rules and regulations. Deductions, such as state and federal income tax, social security, or PERA shall be made only as required by law.

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2. If a retired Child Nutrition Site Supervisor dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or, lacking a beneficiary, to the estate of the deceased.
3. This section shall not apply to any Child Nutrition Site Supervisor who is discharged for cause by the School District.
4. For purposes of this section, active service includes military and FMLA leaves of absences and excludes all other unpaid leaves of absence.

SECTION 2

403(b)

1. All Child Nutrition Site Supervisors who are eligible for insurance as set forth in Article IX are eligible for this benefit.
2. The District shall establish a matching contribution of up to \$3,000 (three thousand dollars) in a 403(b) matching program for all full-time Child Nutrition Site Supervisors.
3. The maximum individual lifetime matching contribution by the District shall be ~~\$35,000~~60,000 (~~thirty-five~~sixty thousand dollars).

SECTION 3

Health and Dental Insurance: Child Nutrition Site Supervisors eligible and receiving retirement as established in this Article may elect to continue to participate in the District's Health and Dental insurance program. The value of sick leave not paid as severance in this Article for insurance benefit eligible and enrolled Child Nutrition Site Supervisors under Section 1, shall be all allocated to the Health Care Savings Plan for the individual Child Nutrition Site Supervisors. For insurance benefit eligible and enrolled Child Nutrition Site Supervisors hired on or after January 1, 2001, and eligible to retire under this Article, but not eligible for severance payment as set forth in Section 1, the value of unused sick leave days less the value of ~~90~~80 days shall be allocated to the Health Care Savings Plan for the individual Child Nutrition Site Supervisors.

SECTION 4

Severance and Retirement Health Benefits shall be available only once in a Child Nutrition Site Supervisor's employment with the District.

SECTION 5

Mandatory Retirement: Retirement shall be mandatory only to the extent required by law.

ARTICLE XIII - GRIEVANCE PROCEDURE

SECTION 1

DEFINITION:

A grievance shall mean an allegation by a Child Nutrition Site Supervisor resulting in a dispute or disagreement between the Child Nutrition Site Supervisor and the District as to the interpretation or application of terms and conditions contained in this agreement.

SECTION 2

REPRESENTATIVE:

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The Child Nutrition Site Supervisor, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

SECTION 3

PROCEDURE:

Grievances as defined in Section 1 shall be settled in the following manner and the steps set forth must be followed in the order listed within the time limit prescribed:

Step 1 - The grievance shall be orally presented to the Child Nutrition Department within five days after the employee knew or should have known of violation. No settlement in this Step 1 shall be made in violation of the written contract.

If a settlement is not reached within two days after oral presentation to the Child Nutrition Director, the grievance shall be reduced in writing on a form specified by the Labor Relations and Benefits Department with a clear statement of the issues involved. This shall be presented to the Director who shall promptly transmit the written grievance to the General Counsel for handling in accordance with Step 2.

Step 2 - The General Counsel shall establish a Step 2 hearing with the aggrieved and the Child Nutrition Program Director. The Step 2 meeting will be held within five days after the employee has filed the written grievance. The time and place for meetings under Step 2 shall be at the discretion of the General Counsel. The General Counsel shall prepare a report of the meeting together with a written disposition of the matter and forward copies to the employee and to the Association within five days after the Step 2 hearing. If settlement is not reached in Step 2 within three days of the date of disposition, the grievance is referred to Step 3.

Step 3 - Grievances referred to Step 3 shall be discussed between the Association and the General Counsel. This discussion shall take place within five days after the grievance has been referred to Step 3. If agreement is reached as a result of this meeting, the General Counsel shall issue a disposition of the matter which shall be final and binding. If agreement is not reached, the grievant shall, within three days after the Step 3 meeting, notify in writing the General Counsel that arbitration is required.

Step 4 - Arbitration. In cases referred to Step 4, the parties shall attempt to agree on an arbitrator. If agreement is not reached within three days, the party shall petition the Public Employment Labor Relations Board for assistance under the rules of the PELRA-71 as amended. The arbitrator shall set the time and place for the Step 4 hearing, the method of procedure, and issue all necessary rulings. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of the agreement or of any agreement made supplementary hereto, and shall only be allowed to rule on those cases that apply to the definition of a grievance as defined in this article. The decision of the arbitrator, if within the scope of his

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power, shall be binding on both parties with the limitations of PELRA-71 as amended. The expense and fees of the arbitrator shall be borne jointly by the Board and the Association.

SECTION 4 RULES:

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

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

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

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

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

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

ARTICLE XIV - DURATION

SECTION 1 TERMS AND REOPENING NEGOTIATIONS:

This agreement shall remain in full force and effect for a period commencing on July 1, ~~2019~~2022 through June 30, ~~2022~~2024 and thereafter until modifications are made pursuant to the PELRA-71 as amended. If either party desires to modify or amend this agreement commencing on July 1, ~~2022~~2024, it shall give written notice of such intent no later than April 1, ~~2022~~2024. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this agreement.

SECTION 2 EFFECT:

This agreement constitutes the full and complete agreement between the School Board and the Anoka-Hennepin Child Nutrition Site Supervisors' Association.

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Provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements, resolutions, practices, School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with the provisions.

SECTION 3 FINALITY:

It is further agreed that any matters relating to the current contract term, whether or not referred to in this agreement, shall not be open for negotiations during the term of this agreement.

SECTION 4 SEVERABILITY:

The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provisions thereof under different circumstances.

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

Anoka-Hennepin Child Nutrition Site Supervisors' Association

Anoka-Hennepin School District No. 11

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Date

General Counsel

Labor Relations update

December 11, 2023



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Labor Relations update

Purpose

Policy 209 Negotiations Code of Ethics:

Administration will review the status of negotiations at public School Board meetings.

Note: Consistent with the Open Meeting Law and PELRA - detailed negotiation discussions are addressed in closed sessions of the School Board.



Employee groups

Background information

Anoka-Hennepin Schools is comprised of 19 employee groups:

- 5 policy groups (non-bargaining units): Administrators/Supervisors, Cabinet, Misc. Community Education, Confidentials, Misc E-12.
- 14 bargaining groups:
 - 2022-24 Master Agreements: Building Supervisors, Education Office Professionals, Paraeducators, School/Kindergarten Readiness teachers.
 - 2023-25 Master Agreements: Child Nutrition Assistants, Community School Coordinators.
 - Open: Child Nutrition Site Supervisors, Custodians, Education Support Specialists, Principals, School Office Supervisors, Special Education Program Supervisors, Teachers, Technical Specialists.



Budget facts

General Fund salaries and benefits total \$498 million

- Salaries and benefits are approximately 82% of the general fund budget.
- 1% increase on salaries and benefits is equal to \$4.98 million.
- 1% increase on the basic general ed formula is equal to \$2.87 million.

FY24: 4% increase on the Basic General Ed Formula is equal to \$11.5 million.

FY24: budget includes a 2.5% increase in salaries and 5% increase in benefits.



Child Nutrition site supervisors

2022-24

Exclusive Representative:	Anoka-Hennepin Child Nutrition Site Supervisors' Association
Employees:	48
Base Cost:	\$3.4 million
Status:	Tentative Agreement



Custodians

2023-25

Exclusive Representative:	SEIU, Local 284
Employees:	171
Base Cost:	\$11.7 million
Meetings to Date:	5
Most Recent Union Proposal:	17.31% increase; \$2.1 million in new money 2023-24 starting rates \$19.50 to \$43.00/hr
Most Recent District Proposal:	10.98% increase; \$1.3 million in new money 2023-24 starting rates \$19.50 to \$41.85/hr
Next Meeting:	December 12, 2023



Education support specialists

2023-25

Exclusive Representative:	Education Minnesota Anoka-Hennepin (Community School Programmers and Early Childhood Screeners)
Employees:	9
Base Cost:	\$570,000
Meetings to Date:	0
Next Meeting:	Not scheduled



Principals/Assistant principals

2023-25

Exclusive Representative:	Anoka-Hennepin Elementary and Secondary Principals' Association (AHESPA)
Employees:	132
Base Cost:	\$21.4 million
Meetings to Date:	4
Most Recent Union Proposal:	9.98% increase; \$2.2 million in new money 3% on salary schedule each year
Next Meeting:	January 30, 2023



School office supervisors

2023-25

Exclusive Representative:	Anoka-Hennepin Office Professional Supervisors Association
Employees:	42
Base Cost:	\$3.4 million
Meetings to Date:	1
Most Recent Union Proposal:	11.17% increase; \$400,000 in new money, 5% on the schedule in Year 1 and 4% on the schedule in Year 2.
Next Meeting:	To be determined



Special Education program supervisors

2023-25

Exclusive Representative:	Special Education Program Supervisors Association
Employees:	16
Base Cost:	\$2.3 million
Meetings to Date:	2
Most Recent Union Proposal:	22.57% increase; \$550,000 in new money \$10,000 increase to salary schedule each year
Most Recent District Proposal:	Language items only
Next Meeting:	January 24, 2024



Technical specialists

2023-25

Exclusive Representative:	Minnesota Association of School Employees
Employees:	13
Base Cost:	\$950,000
Meetings to Date:	3
Most Recent Union Proposal:	15.38% increase; \$150,000 in new money 6% on salary schedule each year
Most Recent District Proposal:	6.01% increase; \$60,000 in new money 1% on salary schedule each year
Next Meeting:	December 13, 2023



Teachers (K-12 and ABE/ECFE)

2023-2025

Exclusive Representative:	Anoka-Hennepin Education Minnesota (AHM)
Employees:	3,271
Base Cost:	\$339 million
Meetings to Date:	8
Most Recent Union Proposal:	18.61% increase (K12); 20.86% (ABE/ECFE); \$66 million in new money; Increase on salary ranges 8.34% to 31.61%
Most Recent District Proposal:	8.17% increase (K12); 8.9% (ABE/ECFE); \$29.6 million in new money; Increase on salary ranges 4.81% to 17.2%
Next Meeting/Status:	Mediation January 3, 2024

Summary of all open groups

Bargaining Group	Base Cost (2022-23)	Budgeted Amount + 2.5% salary, 5% benefits (2024-25)	Most Recent Group Proposal (2024-25)	Amount Over Budget
Custodians	\$11,678,001	\$12,363,189	\$13,759,363	\$1,396,174
Ed Support Spec	\$572,670	N/A	N/A	N/A
Principals	\$21,378,663	\$22,577,017	\$23,565,042	\$988,025
Schl Ofc Sup	\$3,446,287	\$3,645,331	\$3,841,367	\$196,036
SpEd Supervisors	\$2,308,795	\$2,439,560	\$2,858,431	\$418,871
Tech Specialists	\$950,037	\$1,007,011	\$1,091,040	\$84,029
Teachers	\$339,206,990	\$358,313,415	\$405,108,898	\$46,795,483
Total	\$379,563,200	\$400,345,523	\$450,224,141	\$49,878,618

Next steps

- Board Meeting Updates.
- <https://www.ahschools.us/negotiations>

Questions and comments



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Anoka-Hennepin School Board

Briefing Notes

DATE: 12/11/2023

CLASSIFICATION: Report/Decision/Input

AUTHOR: Michelle Trelstad, Exec. Dir Comm Ed. & Gov't Relations

SUBJECT: Polling Locations, 2024

PURPOSE:

Minnesota state statute requires that school districts must designate polling places for school elections for the upcoming year by December 31. They can be modified under certain circumstances. The attached resolution serves this purpose by listing polling locations for school elections in 2024.

BACKGROUND:

Minnesota statute requires that public facilities, including schools, city halls, and community centers must be made available for use as polling locations if needed. This resolution identifies polling locations for school board elections and identifies two elementary schools and one middle school to potentially be used, as well as additional public facilities. The polling locations identified in this memorandum will only be used if Anoka-Hennepin Schools holds a special election.

Cities within the district are also in the process of designating 2024 polling locations for federal, state and/or local elections. There will be primary and general elections in 2024. A final list of polling sites will become available from the cities in January. Based on past usage, we anticipate the cities will designate nineteen schools (see attached).

CONSIDERATIONS:

2024 is a presidential election year.

In 2024, the school district will have no regularly scheduled elections.

RECOMMENDATIONS/NEXT STEPS:

Per the state's requirement, approval of these polling locations is requested.

Anoka-Hennepin Schools 2024 Polling Locations

Combined polling locations; schools designated in case the need for a special school election arises:

Evergreen Park Elementary

Oxbow Elementary

Jackson Middle School

Anticipated schools designated for elections by cities for 2024 primary and general elections:

Adams Elementary

Andover Elementary

Crooked Lake Elementary

Dayton Elementary

Evergreen Park Elementary

Hoover Elementary

Jackson Middle

Jefferson Elementary

Johnsville Elementary

Madison Elementary

Monroe Elementary

Northdale Middle

Oxbow Creek Elementary

Ramsey Elementary

Sorteberg Early Childhood Center

Riverview Early Childhood Center

Roosevelt Middle

Sunrise Elementary

University Avenue Elementary

Note: By state statute, special elections can only be held on the 2nd Tuesday in February, April, May, and August.



MEMORANDUM

TO: Anoka-Hennepin ISD No. 11 School Board Members
FROM: Tom Hunt, Anoka County Elections Manager
DATE: December 06, 2023
SUBJECT: Resolution Establishing Combined Polling Locations for Calendar Year 2024

Designation of Combination Precincts

Statute requires adoption of a resolution prior to December 31 of each year setting polling places for the following year. In an election when only school district offices and/or questions appear on the ballot, school districts can combine several city precincts and assign a single polling place to serve the voters from those city precincts. School boards must use the precinct polling places established by cities and townships for school elections.

There were no consequential updates to the polling places designated by the cities in 2023. Therefore, the polling places included in the attached resolution will have the same combination precinct polling places that were previously designated by Anoka-Hennepin ISD No. 11 in December 2023.

There are no regularly scheduled school board member elections in 2024. Polling places will only be used if a special election is called and it is not held in conjunction with a municipal, county or state election.

Attachments: Resolution Establishing Combined Polling Places

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**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A MUNICIPAL, COUNTY, STATE, OR FEDERAL ELECTION**

BE IT RESOLVED by the School Board of Anoka-Hennepin ISD No. 11, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide, county, or municipal election. Combined polling places listed below are hereby established to serve the precincts specified for all school district special and general elections not held on the same day as a municipal, county, state, or federal election. For elections held on the same day as a municipal, county, state, or federal election, voters will go to the polling place designated for their city precinct.

County	School District Combination Precinct Name	Polling Place	Comprised of City Precincts (*indicates the polling place is designated for this city precinct)
Anoka	ISD #11 SB1 P1	RAMSEY MUNICIPAL CENTER 7550 SUNWOOD DR NW RAMSEY MN 55303	RAMSEY W-2 P-2 RAMSEY W-3 P-1* RAMSEY W-3 P-3
Anoka	ISD #11 SB1 P2	RAMSEY PUBLIC WORKS FACILITY 14199 JASPER ST NW RAMSEY MN 55303	RAMSEY W-3 P-2* RAMSEY W-4 P-1 RAMSEY W-4 P-2
Anoka	ISD #11 SB1 P3	ANOKA COVENANT CHURCH 752 GRANT ST ANOKA MN 55303	ANDOVER P-2 ANOKA P-7* ANOKA P-8
Anoka	ISD #11 SB1 P4	ZION LUTHERAN CHURCH 1601 4TH AVE ANOKA MN 55303	ANOKA P-4* ANOKA P-5 ANOKA P-6 COON RAPIDS W-4 P-1
Anoka	ISD #11 SB1 P5	GREENHAVEN GOLF CLUB 2800 GREENHAVEN RD ANOKA MN 55303	ANOKA P-1* ANOKA P-2* ANOKA P-3*
Anoka	ISD #11 SB2 P1	BRIDGEWOOD COMMUNITY CHURCH 11670 LEXINGTON AVE NE BLAINE, MN 55449	BLAINE W-2 P-7* BLAINE W-2 P-8 BLAINE W-3 P-7 BLAINE W-3 P-8
Anoka	ISD #11 SB2 P2	OAK PARK COMMUNITY CHURCH 12050 ABERDEEN ST NE BLAINE MN 55449	BLAINE W-3 P-3 BLAINE W-3 P-4 BLAINE W-3 P-5* BLAINE W-3 P-6

County	School District Combination Precinct Name	Polling Place	Comprised of City Precincts (*indicates the polling place is designated for this city precinct)
Anoka	ISD #11 SB2 P3	BLAINE UNITED METHODIST CHURCH 621 115TH AVE NE BLAINE MN 55434	BLAINE W-2 P-1 BLAINE W-2 P-2* BLAINE W-2 P-3
Anoka	ISD #11 SB2 P4	KING OF GLORY CHURCH 10103 UNIVERSITY AVE NE BLAINE MN 55434	BLAINE W-1 P-1 BLAINE W-1 P-2 BLAINE W-1 P-3* BLAINE W-1 P-4 BLAINE W-1 P-5 BLAINE W-1 P-6 BLAINE W-1 P-8
Anoka	ISD #11 SB2 P5	BUNKER HILLS GOLF CLUB 12800 BUNKER PRAIRIE RD NW COON RAPIDS MN 55448	COON RAPIDS W-2 P-2* BLAINE W-3 P-1 BLAINE W-3 P-2
Hennepin	ISD #11 SB3 P1	DAYTON PUBLIC WORKS AND POLICE 13700 ZANZIBAR LN N DAYTON MN 55327	DAYTON P-01* DAYTON P-02 DAYTON P-03
Hennepin	ISD #11 SB3 P2	SERVANT OF CHRIST LUTH CHRCH 740 EAST HAYDEN LAKE RD CHAMPLIN MN 55316	CHAMPLIN W-1 P-01 CHAMPLIN W-3 P-01*
Hennepin	ISD #11 SB3 P3	CHAMPLIN ICE FORUM 12165 ENSIGN AVE CHAMPLIN MN 55316	CHAMPLIN W-2 P-01*
Hennepin	ISD #11 SB3 P4	JACKSON MIDDLE SCHOOL 6000 109TH AVE N CHAMPLIN MN 55316	CHAMPLIN W-4 P-01* CHAMPLIN W-4 P-02
Anoka	ISD #11 SB3 P5	COON RAPIDS ICE CENTER 11000 CROOKED LAKE BLVD NW COON RAPIDS MN 55433	COON RAPIDS W-4 P-2 COON RAPIDS W-4 P-3* COON RAPIDS W-4 P-4
Anoka	ISD #11 SB4 P1	OAK HAVEN CHURCH 1555 CONSTANCE BLVD NE HAM LAKE MN 55304	HAM LAKE P-1 HAM LAKE P-3* HAM LAKE P-4
Anoka	ISD #11 SB4 P2	RADISSON ROAD BAPTIST CHURCH 13627 RADISSON RD NE HAM LAKE MN 55304	HAM LAKE P-2 HAM LAKE P-5* HAM LAKE P-6
Anoka	ISD #11 SB4 P3	CROSS OF HOPE LUTHERAN CHURCH 5730 179TH LN NW RAMSEY MN 55303	NOWTHEN P-1 OAK GROVE P-2 RAMSEY W-1 P-1 RAMSEY W-1 P-2*
Anoka	ISD #11 SB4 P4	TRANSFORM CHURCH 1657 161ST AVE NW ANDOVER MN 55304	ANDOVER P-1 ANDOVER P-6* ANDOVER P-7
Anoka	ISD #11 SB4 P5	BUNKER HILLS ACTIVITY CENTER 550 BUNKER LAKE BLVD NW ANDOVER MN 55304	ANDOVER P-5 ANDOVER P-8 ANDOVER P-9*

County	School District Combination Precinct Name	Polling Place	Comprised of City Precincts (*indicates the polling place is designated for this city precinct)
Hennepin	ISD #11 SB5 P1	EVERGREEN PARK ELEMENTARY 7020 DUPONT AVE N BROOKLYN CENTER MN 55430	BROOKLYN CENTER P-03*
Hennepin	ISD #11 SB5 P2	WAYCROSS CHURCH 7733 WEST RIVER ROAD BROOKLYN PARK MN 55444	BROOKLYN PARK W-E P-3 BROOKLYN PARK W-E P-6*
Hennepin	ISD #11 SB5 P3	EDINBROOK CHURCH 4300 EDINBROOK PKWY BROOKLYN PARK MN 55443	BROOKLYN PARK W-E P-7* BROOKLYN PARK W-E P-8
Hennepin	ISD #11 SB5 P4	OXBOW ELEMENTARY SCHOOL 6505 109 TH AVE CHAMPLIN MN 55316	BROOKLYN PARK W-E P-9*
Anoka	ISD #11 SB5 P5	SPRINGBROOK NATURE CENTER 100 85 TH AVE NE FRIDLEY MN 55432	FRIDLEY W-3 P-1* COON RAPIDS W-3 P-3 COON RAPIDS W-5 P-5
Anoka	ISD #11 SB5 P6	EMMA B HOWE YMCA. 8950 SPRINGBROOK DR NW COON RAPIDS MN 55448	COON RAPIDS W-5 P-3 COON RAPIDS W-5 P-4*
Anoka	ISD #11 SB5 P7	SPIRIT OF GRACE CHURCH 10110 WOODCREST DR NW COON RAPIDS MN 55433	COON RAPIDS W-3 P-1 COON RAPIDS W-3 P-2 COON RAPIDS W-3 P-4*
Anoka	ISD #11 SB6 P1	RIVERDALE ASSEMBLY OF GOD 3210 BUNKER LAKE BLVD NW ANDOVER MN 55304	ANDOVER P-3* ANDOVER P-4 ANDOVER P-10
Anoka	ISD #11 SB6 P2	MISION CRISTIANA BETHEL 2135 NORTHDALE BLVD NW COON RAPIDS MN 55433	COON RAPIDS W-1 P-1 COON RAPIDS W-1 P-3 COON RAPIDS W-1 P-4*
Anoka	ISD #11 SB6 P3	ANOKA COUNTY SHERIFF'S OFFICE 13301 HANSON BLVD ANDOVER MN 55304	COON RAPIDS W-1 P-2* COON RAPIDS W-2 P-1 COON RAPIDS W-2 P-3
Anoka	ISD #11 SB6 P4	PEACE LUTHERAN CHURCH 20 NORTHDALE BLVD NW COON RAPIDS MN 55448	COON RAPIDS W-2 P-4 COON RAPIDS W-2 P-5 COON RAPIDS W-5 P-1 COON RAPIDS W-5 P-2*

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections between the hours of 7:00 a.m. and 8:00 p.m.

2024 Legislative Platform recommendation

December 11, 2023



ANOKA-HENNEPIN
SCHOOLS
A future without limit

2024 Legislative Platform recommendation

District priority one

Improve literacy at all grades.

The district asks the legislature to:

- **Increase the basic formula allowance by an additional 2 percent for FY 25.**
 - The 2% allocated for FY 25 does not cover the costs associated with implementing the READ Act, inflation and other mandated programs.

 **2024 Legislative Platform recommendation****District priority two****Improve student engagement, connection and behavior.****The district asks the legislature to:**

- **Clarify school resource officer (SRO) and school staff language regarding their ability to respond to situations involving students and staff.** SROs are an integral part of schools. The relationships built between SROs, staff and students has been invaluable.
- **Allow flexibility to use school personnel aid to contract mental health therapists needed for student support.**

 **2024 Legislative Platform recommendation****District priority three****Increase employee recruitment and retention.****The district asks the legislature to:**

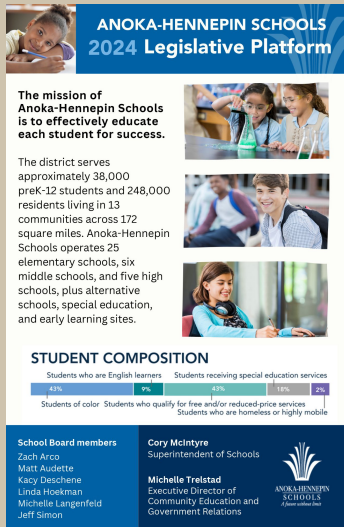
- Support creative strategies to increase the number of licensed teachers in order to meet staffing shortages, including increasing the flexibility in the tiered licensure process
- Reduce Special Ed paperwork to allow teachers to spend more time directly with students.
- Refrain from passing any additional unfunded mandates to allow for our school board to be in the best position possible to address local needs and challenges.

2024 Legislative Platform recommendation

Additional support

In addition, the district asks that the legislature support an increase in the equalization of the operating referendum to help reduce the property tax burden in our community.

2024 Legislative Platform recommendation



ANOKA-HENNEPIN SCHOOLS
2024 Legislative Platform

The mission of Anoka-Hennepin Schools is to effectively educate each student for success.

The district serves approximately 38,000 preK-12 students and 248,000 residents living in 13 communities across 172 square miles. Anoka-Hennepin Schools operates 25 elementary schools, six middle schools, and five high schools, plus alternative schools, special education, and early learning sites.


STUDENT COMPOSITION

Students who are English learners	Students receiving special education services
4%	10%
Students of color	Students who qualify for free and/or reduced-price services
25%	10%
Students who are homeless or highly mobile	
1%	

School Board members
Zach Arco
Matt Anielite
Kacy Deschene
Linda Hoekman
Michelle Langerfeld
Jeff Simon

Cory McIntyre
Superintendent of Schools

Michelle Trelstad
Executive Director of Community Education and Government Relations



Anoka-Hennepin Schools is focusing on three strategic priorities and asks for your support in these areas.

1 IMPROVE LITERACY AT ALL GRADES

The district asks the legislature to increase the basic formula allowance by an additional 2% for FY 25.

The 2% allocated for FY 25 does not cover the costs associated with implementing the READ Act, inflation and other mandated programs.

2 IMPROVE STUDENT ENGAGEMENT, CONNECTION AND BEHAVIOR

The district asks the legislature to clarify school resource officer and school staff language regarding their ability to respond to situations involving students and staff.

Our SROs are an integral part of our schools and the relationships built between SROs, staff and students has been invaluable for us.

The district asks the legislature to allow flexibility to use school personnel aid to contract mental health therapists needed for student support.


3 INCREASE EMPLOYEE RECRUITMENT AND RETENTION

The district asks the legislature to support creative strategies to increase the number of licensed teachers in order to meet staffing shortages, including increasing the flexibility in the tiered licensure process.

The district asks the legislature to reduce Special Ed paperwork to allow teachers to spend more time directly with students.

The district asks the legislature to refrain from passing any additional unfunded mandates to allow for our school board to be in the best position possible to address local needs and challenges.

In addition, the district asks that the legislature support an increase in the equalization of the operating referendum to help reduce the property tax burden in our community.



Questions and comments



ANOKA-HENNEPIN
SCHOOLS
A future without limit

ANOKA-HENNEPIN SCHOOLS

2024 Legislative Platform



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STUDENT COMPOSITION



School Board members

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 Matt Audette
 Kacy Deschene
 Linda Hoekman
 Michelle Langenfeld
 Jeff Simon

Cory McIntyre
 Superintendent of Schools

Michelle Trelstad
 Executive Director of
 Community Education and
 Government Relations



Anoka-Hennepin Schools is focusing on three strategic priorities and asks for your support in these areas.

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Anoka-Hennepin School Board

Briefing Notes

DATE: 12/11/2023

CLASSIFICATION: Action

AUTHOR: Joel VerDuin Ed.D., Chief Technology and Information Officer

SUBJECT: Closing School Sites to Open Enrollment

PURPOSE:

The purpose of this briefing is to provide additional detail and context related to the resolution to close school sites to new open enrollment applications.

BACKGROUND:

Minnesota Statutes define the process of open enrollment; a program that allows students who reside in one school district to apply to attend school in another public school district tuition-free. The statute defines parameters that school districts must use to determine acceptance or to be able to limit enrollments based upon specified criteria.

CONSIDERATIONS:

As our student enrollment fluctuates at particular schools, we tend to limit the number of out of area students that may apply either through an in-district transfer or through the open enrollment process. This action helps manage growth and overall student population at the school site.

The process for determining recommended sites includes school principals, associate superintendents, and central departments if applicable for enrollment and staffing projections. Other options are discussed and may include limiting the number of slots available for transfer students, and or reviewing and approving applications in waves as numbers become more clear as we get closer to the end of the current school year.

By closing school sites now, it provides an ability to provide answers to families during the open enrollment application window which has a January 15 deadline.

During the application process, families may request certain school sites. If a new applicant requests one of the closed sites, we will offer their second choice, if available. If they have no second preference, we will offer a site that is geographically close. We would make an exception for siblings of an already enrolled student.

In conjunction with open enrollment applicants, we would similarly limit in-district transfer students with exceptions for siblings.

RECOMMENDATIONS/NEXT STEPS:

I am recommending the approval of the request to close certain school sites to open enrollment. Those school sites are:

- McKinley Elementary School
- Blaine High School
- Champlin Park High School



ANOKA – HENNEPIN SCHOOL BOARD RESOLUTION

WHEREAS, the Anoka-Hennepin School District, ISD #11 (the "District") and _____ (other party) is interested in _____ (purpose);

WHEREAS, according to Minn. Stat. § 124D.03 Subdivision 6, the board must adopt, by resolution, specific standards for acceptance and rejection of applications for non-resident enrollment options. The standards may include the capacity of a program, excluding special education services; class; or school building;

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Anoka-Hennepin Independent School District No. 11 that the following school buildings will be closed to non-resident enrollment applications: McKinley Elementary School, Blaine High School and Champlin Park High School.

Date

Board Chair

Date

Board Clerk

SCHOOL BOARD