



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

School Board Meeting
Monday, February 26, 2024
AGENDA

1. **Call to Order (1 minute)**
02-26-24 Important Dates 4
2. **Pledge of Allegiance (1 minute)**
3. **Selection of *Chair Pro Tem* (5 minutes) - A**
4. **Approve Board Agenda (1 minute) - A**
5. **Resolution for Election of School Board Co-Chairs (5 minutes) - A**
Tim Palmatier, General Counsel
- Appendix A 5
6. **Election of Officers (15 minutes) - A**
7. **Consent Agenda (5 minutes)**
 - 7.A. Minutes from 02-12-24 School Board Work Session - A
Jeff Simon, Board Clerk
 - Appendix B 7
 - 7.B. Retirements, Resignations, Terminations, Layoffs and Recalls, Leaves and Modified Leaves of Absence, Appointments - A
Matt Brain, Director of Employee Services
 - Appendix C 13
 - 7.C. Cash Disbursements Report - A
Jennifer Beck, Director of Finance
 - Appendix D 17
 - 7.D. Cash Balance Report - A
Jennifer Beck, Director of Finance
 - Appendix E 18
 - 7.E. Donations & Scholarship Report - A
Jennifer Beck, Director of Finance
 - Appendix F 19
 - 7.F. Monthly Revenue & Expenditures - A
Jennifer Beck, Director of Finance
 - Appendix G 23

7.G.2024-2025 Strategic Priorities - A Cory McIntyre, Superintendent	
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7.H. Bid #24034B-District Wide Internet Access - A Tiffany Audette, Director of Purchasing	
Appendix I	27
7.I. Bid #24019B-MSFBG Food & Non-Food Items - A Tiffany Audette, Director of Purchasing	
Appendix J	28
7.J. Immunization Exclusions as required by Statute 121a.15 - A Cindy Hiltz, Asst. Director of Student Services, Health Services	
8. Communications, Delegations & Petitions (15 minutes)	
9. Board Calendar & District Update (10 minutes) Cory McIntyre, Superintendent	
10. Elementary and Secondary Education (35 minutes)	
10.A. American Indian Education Annual Update & Compliance Documents (25 minutes) - A Mindy Meyers, Indian Education Program Coordinator; Kim Benjamin, American Indian Education Parent Advisory Committee Chair; Sara Narr, American Indian Education Parent Advisory Committee Vice Chair	
Appendix K	89
Appendix L	107
10.B. Policy 510.10 Athletics: Seventh and Eighth Grade Student Participation in High School Athletics School Board Policy - Repeal Policy (10 minutes) - A Dr. Josh Delich, Associate Superintendent for High Schools; Tim Palmatier, General Counsel; Tim Feine, Principal, Andover High School; Matt Mattson, Assistant Principal & Activities Director, Champlin Park High School	
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11. Labor Relations & Benefits (35 minutes)	
11.A. Authorize Medical Third Party Administrator (15 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources, Todd Mensink, Director of Labor Relations & Benefits, Tiffany Audette, Director of Purchasing, Jon Herschbach, Aon Consulting	
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11.B. Authorize Anoka-Hennepin Education Minnesota 2023-2025 Master Agreement (5 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
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11.C. Authorize Anoka-Hennepin Elementary & Secondary Principals Association 2023-2025 Master Agreement (5 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
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11.D. Labor Relations Update (10 minutes) - B Dr. Jennifer Cherry, Executive Director of Human Resources	

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12. General Counsel (10 Minutes)	
12.A. Policy 406.0 Public and Private Personnel Data-First Read (5 minutes) - C Tim Palmatier, General Counsel	
Appendix R	213
12.B. Policy 515.2 Protection and Privacy of Pupil Records-First Read (5 minutes) - C Tim Palmatier, General Counsel	
Appendix S	219
13. Board Correspondence & Communication	
14. Adjourn	

ANOKA-HENNEPIN SCHOOLS

A FUTURE WITHOUT LIMIT

February 26, 2024

Dates to Remember

- 1. February 26** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
2. February 28 School Board Student Growth Recognition, Blaine High School, 6:30 p.m.
- 3. March 4** **School Board Work Session, Educational Service Center, 5:30 p.m.**
4. March 6 Hold for Meet & Confer-Teachers, ESC, 5:30 p.m.
5. March 8 End of Trimester Two
6. March 11-15 Spring Break, No School
7. March 14-15 Holiday, District Closed
8. March 18 Staff Development, No Students
9. March 18 Board Policy Committee, ESC, 4:30 p.m.
10. March 18 CIAC, ESC, 5:30 p.m.
11. March 21 School Board/Cabinet Planning, Bunker Hills Event Center, 5:30 p.m.
- 12. March 25** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
13. March 29 Staff Development, No Students
14. April 1 CIAC, ESC, 5:30 p.m.
15. April 3 Above & Beyond Awards, Educational Service Center, 5:15 p.m.
- 16. April 8** **School Board Work Session, Educational Service Center, 5:30 p.m.**
17. April 16 Annual Staff Recognition, Heritage Center of Brooklyn Center, 5:00 p.m.
- 18. April 22** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**



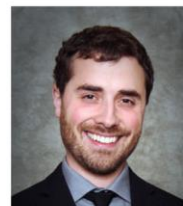
Jeff Simon
CLERK



Matt Audette
DIRECTOR



Kacy Deschene
DIRECTOR



Zach Arco
DIRECTOR



Linda Hoekman
DIRECTOR



Michelle Langenfeld
DIRECTOR

RESOLUTION FOR ELECTION OF SCHOOL BOARD CO-CHAIRS

Pursuant to due call and notice, a meeting of the School Board of Anoka-Hennepin Independent School No. 11 (“School Board”) was held on the 26th day of February 2024, at 6:30 p.m.

Board Member _____ introduced the following resolution and moved its adoption:

WHEREAS, On January 8, 2024, the School Board convened a meeting and attempted to select Board officers as required by Minn. Stat. § 123B.14, subd. 1.

WHEREAS, The School Board attempted three separate votes for the position of chair with all efforts resulting in a 3-3 deadlock;

WHEREAS, The School Board attempted to resolve the impasse in a special school board meeting held on January 20, 2024 but was again unable to resolve the deadlock.

WHEREAS, At the January 20th meeting several members of the School Board recognized the likelihood of a 3 to 3 deadlock on the selection of a chair and expressed an interest in having two members share the position as co-chairs;

WHEREAS, Minnesota Statute neither expressly allows nor prohibits the selection of co-chairs to serve as officers on a school board;

WHEREAS, Minnesota statutes on statutory construction specifically provide that in construing State statutes, “the singular includes the plural; and the plural, the singular” Minn. Stat. 645.08(2);

WHEREAS, School District Policy and past practice support the election of one person to serve in the office of chair and one person to serve in the office of vice chair, however, consistent with Robert’s Rules of Order, organizational bylaws or policy can be suspended by a $\frac{2}{3}$ majority of the School Board;

WHEREAS, Despite an impasse on the selection of a chair, the School Board has expressed a commitment to working in a collaborative manner where the will of the majority on matters before it are acted upon and the voices of the minority are heard;

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Anoka-Hennepin Independent School District No. 11, State of Minnesota hereby agrees and states as follows:

1. The Board selects Directors Zach Arco and Kacy Deschene to serve as co-chairs until January 6, 2025 or until the Board has an intervening election for the offices of chair and vice chair of the Board;
2. The office of vice chair will remain vacant while the office of chair is held by co-chairs;

3. Directors Zach Arco and Kacy Deschene will fulfill the statutory and policy related duties of the chair jointly and severally with either director being authorized to act in the capacity of the chair subject to the majority of School Board;
4. Directors Zach Arco and Kacy Deschene will exercise best efforts to coordinate, communicate and act as a unified chair on all matters of business concerning the School Board, this includes agreeing upon a schedule identifying which co-chair will lead each regular business meeting, special meeting and work session of the school board;
5. To the extent that School District Policy 202.1, 202.2 and any other policy anticipates or requires the election of one chair and one vice chair, such policy will be suspended until January 6, 2025 or until the School Board has an intervening election for the offices of chair and vice chair of the School Board.

That the motion for the adoption of the foregoing resolution was duly seconded by Board Member _____ and upon vote being taken thereon, the following voted in favor: _____ and _____ and the following voted against: _____. Whereupon said resolution was declared duly passed and adopted.

Clerk of the Board

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

The School Board of Anoka-Hennepin Independent School District No. 11 held a work session on **Monday, February 12, 2024**, at the Educational Service Center, Anoka, Minnesota.

Zach Arco called the meeting to order and moved for the election of a *Chair Pro Tem*. Zach Arco nominated Kacy Deschene as *Chair Pro Tem* and Michelle Langenfeld seconded. Kacy Deschene was elected *Chair Pro Tem* for the February 12 work session on a 6-0 vote.

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

Matt Audette motioned to approve the Board Agenda. Michelle Langenfeld seconded. Motion passed on a 6-0 vote.

CONSENT AGENDA

Jeff Simon moved and Matt Audette seconded the motion to approve the following **consent agenda** items:

- a. **Minutes** from the January 20, 2024 Special School Board meeting and the January 22 School Board meeting.
- b. **Personnel items** as follows:

RETIREMENTS

Name	Current or Most Recent Position	Last Date Employed
Christine Beekman	Coon Rapids High, Teacher DD	06/07/2024
Marta Biegler	Jackson Middle, Teacher MSH	06/07/2024
Paul Broberg	Anoka High, Teacher Driver Ed	06/07/2024
Susan Stearns Fedje	Ramsey, Teacher SA-Coach Literacy Spec	06/07/2024
Gregory Glaser	Northdale Middle, Teacher Social Studies	06/07/2024
David Grider	Anoka High, Teacher Industrial Tech	06/07/2024
Jane Hammes-Johnson	Hoover, Teacher Grade 2	06/07/2024
James Hauge	Anoka High, Teacher Science	06/07/2024
Lisa Herlache	Dayton, Teacher Literacy Intervention	06/07/2024
Mary Jacobson	Oak View Middle, Teacher Grade 6	06/07/2024
Lynn Jaeck	Coon Rapids Middle, Teacher SA-Achievement Coach	06/30/2024
Doyle Johnson	Champlin Park High, Teacher Counselor	06/14/2024
Paul Keeney	Oak View Middle, Teacher Industrial Tech	06/07/2024
LynnSheree Lesmeister	Rum River Elementary, Teacher Grade K	06/07/2024
Robert Luke	Champlin Park High, Teacher Social Studies	07/25/2024
Daniel Lundborg	Roosevelt Middle, Teacher Industrial Tech	06/07/2024
Judy Mertes	Anoka Middle - WA, Teacher Grade 6	06/07/2024
Carla Neitzel	Hoover, Teacher Grade 3	06/07/2024
Mary Nettleton	ChamplinBrklynPk Academy, Teacher Social Worker	06/07/2024
Tanya Novak	Evergreen Park, Teacher ESL	06/07/2024
Michael Park	Jackson Middle, Teacher Music Secd Band	06/07/2024
Martha Peterson	ChamplinBrklynPk Academy, Preschool Asst Instructor PT	05/29/2024
Cheryl Robinson	Wilson, Teacher Literacy Intervention	06/07/2024
Melissa Stein	Oxbow Creek, Teacher Grade 5	09/16/2024
Kimberly Swanson	Andover DC-Bridges, Teacher MMH	06/07/2024
Scott Tegmeier	Hoover, Teacher Grade 2	06/07/2024
Carol Thompson	Riverview ECC, ECFE Child Educator FT Benefit	06/20/2024
Jill Thompson	Roosevelt Middle, Teacher ESL	10/25/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Amanda Britz	Anoka Middle - WA, Teacher Grade 6	02/09/2024
Brianna Canfield	Sand Creek, Teacher Math Intervention	02/01/2024
Jonelle Gorman	Coon Rapids Middle, Teacher ABS (AcadBehav)	06/07/2024
Emily Jacobson	ESC-Special Ed, Teacher Speech Clinician	06/07/2024
Jordan Jaspersen	Monroe, Teacher ESL	02/20/2024
Jessica Johnson	Coon Rapids High, Teacher E/BD	03/18/2024
Natalie Juell	RiverTrail Learning Ctr, Teacher ABS (AcadBehav)	01/31/2024
Cathy Lund-Ziebarth	Blaine High, Teacher Business	06/07/2024
Kelsey Petterson	ChamplinBrklynPk Academy, Teacher Grade 1	06/28/2024
Bailey Young	Family Welcome Ctr, Teacher Social Worker	02/16/2024
Maya Ziegler	Morris Bye, Teacher Grade 4	06/28/2024
Kaitlyn Zimba	Leave Of Absence, Teacher Counselor	06/28/2024

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Samantha Adamczak	Blaine High, ParaEducator Secondary	03/18/2024	06/06/2024
Chelsey Altena	Brookside, Teacher Grade 5	07/01/2024	06/30/2025
Thomas Ament	Roosevelt Middle, B/G Custodian	01/29/2024	02/12/2024
Amanda Anderson	Oak View Middle, ParaEducator Secondary	12/15/2023	02/02/2024
Megan Anderson	Evergreen Park, Teacher Grade K	07/01/2023	06/30/2025
Rebecca Augustine	Northdale Middle, Teacher Counselor	01/22/2024	02/06/2024
Eric Beckman	Anoka High, Teacher Social Studies	07/01/2024	06/30/2029
Connie Beggin	Anoka Middle - FM, ParaEducator Special Education	01/08/2024	02/09/2024
Mickenzie Blasing	Sand Creek, Teacher Grade K	07/01/2023	06/30/2025
Justin Brama	Anoka High, Teacher Social Studies	07/01/2022	06/30/2025
Theresa Burnett	Sandburg Education Ctr, Teacher EC/SE Stretch Calendar	07/19/2023	01/08/2024
Theresa Burnett	Sandburg Education Ctr, Teacher EC/SE Stretch Calendar	01/11/2024	02/05/2024
Timothy Carlson	Mississippi, Teacher Media Specialist Elem	07/01/2024	06/29/2029
Amy Carroll	Andover, Teacher Social Worker	07/01/2024	06/29/2029
Kristin Ceronsky	Champlin Park High, Teacher Math	07/01/2024	06/30/2029
Michael Comer	ESC, Teacher SA-QComp Peer Eval	01/25/2024	03/08/2024
Chelsie Curry	Evergreen Park, Teacher Grade 4	01/22/2024	03/08/2024
Chelsie Curry	Evergreen Park, Teacher Grade 4	01/03/2024	01/19/2024
Susan Curtis	Anoka High, Educ Office Prof	01/24/2024	02/26/2024
Brianna Dacus	Sunrise, Teacher Grade 2	07/01/2023	06/30/2025
Robyn Dempsey	ESC - Transportation, ParaEducator Bus	12/11/2023	03/08/2024
Amy Elder	Monroe, Teacher Social Worker	01/25/2024	06/07/2024
Emily Eng	Johnsville, Teacher Grade 1	07/01/2023	06/30/2025
Nicole Fish	Dayton, Teacher Grade 2	01/23/2024	02/02/2024
Megan Follick	Roosevelt Middle, Teacher English	07/01/2023	06/30/2025
Elizabeth Fuller	Crooked Lake, Teacher Grade 5	02/02/2024	03/08/2024
Brittney Fussy	Mississippi, Teacher SA-Tal Devl	07/01/2022	06/30/2025
Kelly Godwin-Pratt	Morris Bye, Teacher SA-Coach Literacy Spec	07/01/2024	06/30/2025
Lynn Greer	Mississippi, Teacher Academic Support	07/01/2022	06/30/2025
Nicole Gross	Monroe, Teacher Academic Support	11/29/2023	01/09/2024
Nicole Gross	Monroe, Teacher Academic Support	01/10/2024	03/08/2024
Steven Guider	Blaine High, ParaEducator Technology	02/08/2024	02/21/2024
Marissa Haffele	University Avenue, Teacher Grade 3	07/01/2023	06/30/2025
Nancy Hager	Andover High, ParaEducator Spec Ed Cntr Base	01/24/2024	02/13/2024
Daryl Hathaway Jr	ChamplinBrklynPk Academy, Teacher Phys Ed Elementary	07/01/2024	06/30/2029
Kelly Hazelwood	Brookside, Teacher K-3 Exploration	01/08/2024	01/31/2024

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Maizie Herring	ESC-Unassigned, Child Nutrition Assistant PT	01/05/2024	01/16/2024
Karen Holland	Hoover, Teacher Grade 2	07/01/2022	06/30/2025
Debra Hoyt	Anoka High, Teacher Social Studies	07/01/2024	06/30/2029

Heather Isenor	ESC - Transportation, ParaEducator Bus	02/05/2024	04/05/2024
Kathryn Jensen	Madison, Teacher Grade K	01/22/2024	06/07/2024
Heather Johnson	ESC-Special Ed, Special Educ Prg Supervisor	12/27/2023	02/29/2024
Jamie Johnson	Adams, Teacher Grade 4	07/01/2023	06/30/2025
Lydia Johnson	Madison, Teacher ABS (AcadBehav)	07/01/2023	06/30/2025
Nicholas Johnson	Champlin Park High, Teacher Math	07/01/2022	06/30/2025
Tammi Josephs	Monroe, ParaEducator Special Education	12/14/2023	01/26/2024
Natalie Juell	RiverTrail Learning Ctr, Teacher ABS (AcadBehav)	12/15/2023	01/31/2024
Kristin Keller	ESC, Comm Ed Prg Supv Comm Schools	01/19/2024	03/05/2024
Jeffrey Kemmer	Roosevelt Middle, Teacher Social Studies	07/01/2024	06/30/2029
Jacquelyn Kubitschek	Coon Rapids High, Teacher Social Studies	07/01/2024	06/30/2029
Susan Kvidera	A-H Tech High School, Asst Principal Alt 10 Month	07/01/2024	06/30/2029
Janie Lang	Andover, Teacher Grade 4	07/01/2024	06/30/2029
Towana Larson	Andover, ParaEducator Special Education	01/29/2024	04/26/2024
Holly Levercom	Northdale Middle, Child Nutrition Assistant PT	01/11/2024	03/08/2024
Constance Lorange	Sorteberg ECC, Teacher EC/SE	07/01/2024	06/29/2029
Matthew Meyers	ESC - Transportation, ParaEducator Bus	12/15/2023	02/16/2024
Mark Milbauer	Anoka High, Teacher English	07/01/2024	06/29/2029
Samantha Miller	Blaine High, ParaEducator Spec Ed Cntr Base	01/18/2024	03/08/2024
Amelia Mueller	Crooked Lake, Teacher Music Elementary	01/29/2024	04/26/2024
Brianna Mueller	Evergreen Park, A+ Site Leader full year	01/08/2024	01/25/2024
Brianna Mueller	Jefferson, A+ Site Leader full year	01/26/2024	02/02/2024
David Nordberg	Jackson Middle, Teacher Grade 6	07/01/2024	06/30/2028
Chelsea Nordhausen	Coon Rapids Middle, Child Nutrition Assistant PT	02/02/2024	02/02/2024
Peter Ockuly	Champlin Park High, Teacher Science	07/01/2024	06/29/2029
Amy Ogren	Sandburg Regional High School, Teacher English	07/01/2024	06/30/2025
Amanda Olsen	Anoka Middle - FM, Teacher Family Consumer Sci	07/01/2024	06/30/2025
Lori Onstad	ChamplinBrklynPk Academy, Preschool Inst-Pro Rated Bene	02/09/2024	04/10/2024
Heidi Peterson	Ramsey, Teacher Academic Support	07/01/2024	06/30/2026
Jackson Pray	Blaine High, Teacher ABS (AcadBehav)	01/29/2024	02/16/2024
Madison Pray	Jackson Middle, Teacher ABS (AcadBehav)	01/29/2024	04/26/2024
Kesha Quade	Madison, Teacher Grade 1	07/01/2022	06/30/2025
Hetty Rasmussen	Sandburg Education Ctr, Teacher Psychologist	07/01/2022	06/30/2025
Judy Ries	Blaine High, Teacher Health	07/01/2024	06/30/2029
Kristi Romo	Champlin Park High, Teacher English	07/01/2024	06/29/2029
Bonnie Schaffner	Hoover, Teacher ESL	07/01/2022	06/30/2025
Ethan Scheibe	Blaine High, Teacher English	02/01/2024	02/02/2024
Ethan Scheibe	Blaine High, Teacher English	05/02/2024	05/03/2024
Ethan Scheibe	Blaine High, Teacher English	09/06/2024	09/06/2024

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Lauren Schlecht	Evergreen Park, Teacher Grade K	07/01/2023	06/30/2025
Rebecca Sheils	Anoka High, Teacher ABS (AcadBehav)	07/01/2024	06/30/2025
Katherine Shelley	Eisenhower, Teacher SA-Coach Math Spec	07/01/2022	06/30/2025
Kimberly Simshauser	Verndale, Teacher Blind or Visually Imp	02/05/2024	04/05/2024
Angela Singer	Oak View Middle, Teacher Family Consumer Sci	07/01/2022	06/30/2025
Laura Stein	Evergreen Park, Teacher SA-Coach Literacy Spec	07/01/2022	06/30/2025
Melissa Stein	Oxbow Creek, Teacher Grade 5	07/01/2024	09/16/2024
Emily Stromstad	Jackson Middle, ParaEducator Spec Ed Cntr Base	12/21/2023	02/20/2024
Alison Stueber	Ramsey, Teacher ABS (AcadBehav)	12/11/2023	01/19/2024
Alison Stueber	Ramsey, Teacher ABS (AcadBehav)	01/22/2024	02/16/2024
Megan Taylor	Hamilton, Teacher DD	07/01/2023	06/30/2025
Jill Thompson	Roosevelt Middle, Teacher ESL	07/01/2024	10/25/2024
Karen Trudeau	Johnsville, Teacher E/BD	12/21/2023	01/23/2024
John Valley	Anoka Middle - FM, B/G Building Supervisor	08/05/2024	08/16/2024
Michelle Vargas	ESC, Chief Financial Officer	01/30/2024	03/12/2024
William Vitt	Blaine High, Teacher French	07/01/2024	06/29/2028
Kathleen Ward	Anoka High, Teacher English	07/01/2023	06/30/2025
Maureen Weishair	Sorteberg ECC, Teacher EC/SE	02/08/2024	04/03/2024
Stephanie Zimmerman	Jefferson, Teacher Grade 3	07/01/2022	06/30/2025

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Damon Aune	Roosevelt Middle, B/G Custodian	01/02/2024	02/26/2024
Katharine Borg	Oxbow Creek, Teacher SLD	11/03/2023	03/01/2024
Sarah Chorn	ESC-Unassigned, B/G Custodian	12/20/2023	02/13/2024
Lori Cornett	Brookside, Child Nutrition Assistant PT	01/03/2024	01/31/2024
Susan Curtis	Anoka High, Educ Office Prof	01/03/2024	01/22/2024
Julie Griffin	Coon Rapids High, ParaEducator Secondary	10/23/2023	03/08/2024
Diane Hasner	CED - ABE - Blaine, ABE Teacher-Full Time Benefits	10/27/2023	05/01/2024
Norhan Hassan	Mississippi, Teacher ABS (AcadBehav)	09/25/2023	06/07/2024
Patrick Janostin	Jackson Middle, Teacher Grade 6	12/20/2023	01/19/2024
Traci Ostroot	Coon Rapids High, Child Nutrition Assistant PT	12/18/2023	04/01/2024
Lynnsey Plaisance	Anoka High, Teacher ESL	10/30/2023	03/08/2024
James Richardson	Coon Rapids Middle, Teacher E/BD	01/03/2024	01/31/2024
Salvador Rodriguez	Evergreen Park, B/G Custodian	11/27/2023	02/27/2024
Cheryl Skluzacek	Monroe, ParaEducator Elementary	10/26/2023	02/16/2024
Andrew Smith	Coon Rapids High, Teacher Science	01/04/2024	02/16/2024
Lynn Wika	CED - ABE - Col Hgts Fridley, ABE Teacher - sick leave only	01/02/2024	01/31/2024
Mary Wold	Rum River Elementary, Child Nutrition Assistant PT	11/28/2023	02/02/2024

APPOINTMENTS

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Elementary					
Kyla Chesser	Evergreen Park, Teacher Grade 1	01/22/2024	Bachelors/1	0.5080	\$22,911
Karin Collette-Jelinek	Wilson, Teacher Grade 2 LTS	01/03/2024	Bachelors/1	0.1765	\$7,958
Reagan McCurnin	Wilson, Teacher Grade 3 LTS	02/07/2024	Bachelors/01	0.4439	\$20,017
Diane Polzin	Evergreen Park, Teacher Grade 4 LTS	01/03/2024	Masters+60/24	0.2567	\$22,438

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Secondary					
Robert Adams	Coon Rapids High, Teacher Science LTS	02/01/2024	Masters+60/24	0.4652	\$40,201
John Holzhaeuser	Champlin Park High, Teacher Business LTS	01/03/2024	Masters+60/24	0.2514	\$24,228
Jessica McDonald	Coon Rapids Middle, Teacher Social Studies	01/22/2024	Bachelors/2	0.4064	\$18,556
William Tinjum	Blaine High, Teacher Business	01/03/2024	Bachelors/1	0.5722	\$25,805

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Special Education					
Christine Bergstrom	ESC-Special Ed, Teacher MSH	01/29/2024	Masters/20	0.2015	\$16,383
Charlene Winter	Northdale Middle, Teacher ABS (AcadBehav)	02/20/2024	Masters/3	0.4011	\$21,368

- c. Approved The Brooklyn Bridge Alliance for Youth First Amendment to the Joint Powers Agreement 2022-2026.
- d. Approved Bid #24026B-Lincoln and Adams Elementary School 2024 Kitchen Renovations.
- e. Approved Bid #24028B-Crooked Lake ES Walk-In Cooler & Freezer Refit, Ramsey ES Walk-In Freezer Box.
- f. Immunization Exclusions—names and specifics are not included because of data privacy.

Motion passed on a 6-0 vote.

The work session then continued with the following agenda items: Play Up Policy Update, Healthcare Third Party Administrator Review & Recommendations, 2024-2025 Strategic Priorities, First Read, Board Officer Update/Discussion and Board One Year Calendar Review.

Zach Arco highlighted his Madison Elementary site visit with Superintendent McIntyre. They enjoyed a tour of the school with soon to be retired Principal Dorothy Olsen. Kacy Deschene shared she visited Jackson Middle School Principal Joel Young along with Michelle Langenfeld and enjoyed attending Champlin Park High School's Romeo & Juliet play performance. Michelle Langenfeld highlighted the NWSISD Music Festival, thrilled to see arts alive, students finding their voice and pathway, and the whole place exploding with excitement. Linda Hoekman visited Sandburg Regional High School students in their much improved space from their former site. Superintendent McIntyre thanked the board members for attending the Student Growth Recognition at Anoka High School on Feb.6, and also for joining him at the Northern Stars Celebration on Feb. 10 held at Bunker Hills Event Center.

Chair Pro Tem Deschene recessed the meeting at 7:48 p.m. Matt Audette moved and Zach Arco seconded the motion to adjourn the meeting. Motion passed.

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

 Kacy Deschene, *Chair Pro Tem*

Prepared by: Debbie Koffski, CPS
 Recorder

Approved: _____

APPENDIX C

20240226

1

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

RETIREMENTS

Name	Current or Most Recent Position	Last Date Employed
Carolyn Beahen	Coon Rapids Middle, School Office Supervisor	08/05/2024
Joyce Ekberg	Evergreen Park, Child Nutrition Site Supv	06/06/2024
Mary Gorman	Brookside, Child Nutrition Site Supv	06/07/2024
Keetha Graves-Brank	Andover High, School Office Supervisor	08/05/2024
Colette Johnson	Anoka Middle - FM, ParaEducator Spec Ed Cntr Base	06/06/2024
Deon Jo Labathe	ESC, ECFE/SR Supervisor	06/30/2024
Lyn Phelps	University Avenue, ParaEducator Special Education	06/06/2024
Denise Vidervol	Andover High, ParaEducator Secondary	06/06/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Jennifer Bicknese	Hamilton, Teacher Grade 4	06/30/2024
Charles Johnson	ChamplinBrklynPk Academy, Teacher K-3 Exploration	06/07/2024
Jeffrey Steuernagel	Coon Rapids High, Teacher Counselor	06/28/2024
Lora Swanson	ESC, Accountant	02/07/2024

APPENDIX C

20240226

1

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

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
James Bordewick	Hamilton, Teacher ESL	03/04/2024	04/01/2024
Kathryn Bussey	ESC, Teacher SA-Tech Facilitator	02/01/2024	02/29/2024
Samantha Cheng	Sand Creek, Teacher ESL	03/08/2024	04/05/2024
Judith Davis	Eisenhower, ParaEducator Special Education	09/08/2023	02/06/2024
Judith Davis	Eisenhower, ParaEducator Special Education	02/07/2024	06/06/2024
Deanna Gifford	ESC - Transportation, ParaEducator Bus	02/05/2024	02/16/2024
Ann Herlofsky	Adams, Principal Elementary School	02/26/2024	03/01/2024
Laurie Holm	Sand Creek, ParaEducator Special Education	04/08/2024	05/27/2024
Katie Houlton	Wilson, Teacher Grade 3	02/07/2024	06/07/2024
Susan Huemann	Dayton, Teacher Music Elementary	02/07/2024	03/08/2024
Joanna Kilpatrick	Adams, Teacher ESL	02/08/2024	05/08/2024
Angela Koos	Blaine High, Child Nutrition Site Supv	02/20/2024	04/02/2024
Robin Kushlan	Mississippi, ParaEducator Special Education	02/12/2024	03/07/2024
Sherrill Martens	Crooked Lake, ParaEducator Special Education	01/08/2024	01/19/2024
Sherrill Martens	Crooked Lake, ParaEducator Special Education	02/05/2024	03/08/2024
Louann Mattson	Morris Bye, Child Nutrition Site Supv	01/25/2024	02/09/2024
Edith Menges	Roosevelt Middle, Teacher Math	07/01/2024	06/29/2029
Michelle Moorer	ChamplinBrklynPk Academy, Teacher Grade 1	02/12/2024	05/10/2024
Megan Nelson	Sand Creek, Teacher SLD	02/12/2024	04/19/2024
Michelle Peterson	Mississippi, Teacher Grade 4	02/20/2024	03/01/2024
Danielle Plumley	Evergreen Park, Teacher Grade 3	02/05/2024	05/03/2024
Jacob Southmayd	Dayton, Teacher ASD (AutismSpectrum)	02/12/2024	03/08/2024
Kevin Stimpson	Morris Bye, B/G Custodian	02/02/2024	02/23/2024
Carol Thompson	Riverview ECC, ECFE Child Educator FT Benefit	03/18/2024	06/07/2024
Lauren Williams	Hamilton, Teacher SA-Coach Literacy Spec	02/20/2024	05/20/2024
Marni Williams	Wilson, ParaEducator Spec Ed Cntr Base	02/05/2024	02/16/2024

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Thomas Ament	Roosevelt Middle, B/G Custodian	01/29/2024	02/26/2024
Damon Aune	Roosevelt Middle, B/G Custodian	01/02/2024	02/23/2024
Sarah Chorn	ESC-Unassigned, B/G Custodian	12/20/2023	02/16/2024
Robin Kushlan	Mississippi, ParaEducator Special Education	12/19/2023	02/09/2024
Samantha Miller	Blaine High, ParaEducator Spec Ed Cntr Base	01/18/2024	03/05/2024
Brianna Mueller	Jefferson, A+ Site Leader full year	01/26/2024	02/16/2024
Barry Perreault	Northdale Middle, Teacher Media Specialist Secd	08/29/2023	05/01/2024
Bart Sainio	ESC - Transportation, ParaEducator Bus	11/13/2023	02/09/2024
Cheryl Skluzacek	Monroe, ParaEducator Elementary	10/26/2023	02/14/2024
Andrew Smith	Coon Rapids High, Teacher Science	01/04/2024	05/29/2024

APPENDIX C

20240226

2

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MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Emily Stromstad	Jackson Middle, ParaEducator Spec Ed Cntr Base	12/21/2023	03/29/2024
Michelle Vargas	ESC, Chief Financial Officer	01/30/2024	02/26/2024
Maureen Weishair	Sorteberg ECC, Teacher EC/SE	02/21/2024	04/23/2024

SABBATICALS

Full Name	Current or Most Recent Position	LOA Start	LOA End Date
Klein, Christian R	Coon Rapids High, Teacher Science	11/24/2024	06/30/2025

APPOINTMENTS

20240226

1

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Elementary					
Taylor Heidelberg	Evergreen Park, Teacher Grade 3 LTS	02/08/2024	Masters/1	0.2995	\$15,479
Grace Jacobs	Adams, Teacher Grade 3	01/29/2024	Bachelors/1	0.4813	\$21,705
Stephanie Short	Madison, Teacher Grade K LTS	03/01/2024	Masters/10	0.3476	\$24,698
Secondary					
Thomas Alderson	Jackson Middle, Teacher Phys Ed Secondar	01/29/2024	Bachelors/1	0.4813	\$21,705
Special Education					
Linette Aldrich	Sand Creek, Teacher MMH LTS	02/12/2024	Masters+60/24	0.2460	\$23,712
Sonee Bergquist	Verndale, Teacher Speech Clinician StrCa	03/04/2024	Masters+60/23	0.3369	\$31,634
Deborah Harms	Johnsville, Teacher E/BD	02/26/2024	Bachelors/13	0.3690	\$23,318
Josephine Neuenfeldt	Eisenhower, TIER I-ABS (AcadBehav)	02/05/2024	Bachelors/2	0.4546	\$20,754
Michael Thompson	Monroe, Teacher Social Worker	02/20/2024	Masters/19	0.3904	\$31,270
Administrative					
Marla Chesser	ESC, Comm Ed Parent Inv Coord Based on an annual salary of \$80,343 for 260 days		02/12/2024	100	\$30,901
Morgan Holleman	ESC, Administrative Assistant Based on an annual salary of \$64,000 for 260 days		02/01/2024	107	\$26,339

MOTION

Date:

February 26, 2024

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

Fund No.	Description	Amount
	Checks	\$ 5,131,971.89
01	General	4,881,047.82
02	Food Service	85,243.09
04	Community Service	103,130.90
06	Building Construction	19,815.49
07	Bond & Interest K-12	-
20	Health-Self Insurance	-
21	Dental-Self Insurance	-
22	Work. Comp.-Self Insurance	42,734.59
47	OPEB Debt Service	-
	Electronic Payments	\$ 39,184,988.13
01	General	19,463,962.68
02	Food Service	450,702.62
04	Community Service	796,333.64
06	Building Construction	-
07	Bond & Interest K-12	9,464,550.01
20	Health-Self Insurance	6,158,962.98
21	Dental-Self Insurance	600,521.77
22	Work. Comp.-Self Insurance	425,453.18
47	OPEB Debt Service	1,824,501.25
	ACH Payments	\$ 2,789,182.30
01	General	8,227,443.24
02	Food Service	871,412.30
04	Community Service	110,211.07
06	Building Construction	132,261.08
07	Bond & Interest K-12	-
20	Health-Self Insurance	630,798.21
22	Work. Comp.-Self Insurance	19,987.00
	P-Card	\$ 154,591.81
01	General	128,962.90
02	Food Service	1,241.44
04	Community Service	22,259.45
06	Building Construction	-
20	Health-Self Insurance	2,128.02
	TOTAL DISTRICT	\$ 47,260,734.13

**ANOKA HENNEPIN DISTRICT NO. 11
MONTHLY CASH BALANCES - FY24**

	GENERAL 01-101	FOOD SERVICE 02-101	COMMUNITY SERVICE 04-101	BUILDING CONSTRUCTION 06-101¹	DEBT SERVICE 07-101	EMP BENE HEALTH 20-101	EMP BENE DENTAL 21-101	EMP BENE WORK COMP 22-101	OPEB DEBT SERVICE 47-101	TOTAL CASH	CASH INVESTMENTS	BUILDING CONSTRUCTION INVESTMENT	SCHOLARSHIP INVESTMENT	TOTAL ALL BALANCES	FY23 Total All Balances (1 year ago comparison)
07/01/23	167,625,306	9,661,551	12,168,757	(2,844,745)	9,201,166	24,002,428	3,225,038	2,287,027	1,304,644	226,631,172	10,000,000	16,854,844	712,365	254,198,381	273,086,188
07/31/23	137,645,718	9,351,636	11,562,339	(619,251)	6,724,711	17,724,437	2,897,721	2,104,797	1,381,049	188,773,157	10,000,000	13,071,820	688,427	212,533,404	241,851,628
08/31/23	168,372,920	9,385,665	11,533,868	(2,681,823)	6,325,755	14,225,288	2,294,219	2,066,908	1,358,476	212,881,277	10,000,000	13,124,816	509,804	236,515,897	271,684,755
09/30/23	185,170,574	8,882,238	13,083,758	(4,131,880)	6,329,633	14,920,089	2,548,666	2,067,015	1,358,523	230,228,616	10,000,000	13,131,309	464,430	253,824,355	276,894,445
10/31/23	184,238,524	8,296,287	12,969,484	(7,425,653)	9,023,567	17,058,314	2,435,497	2,094,463	1,748,359	230,438,843	10,000,000	13,131,309	446,296	254,016,449	275,084,581
11/30/23	164,478,148	10,589,218	13,327,202	(7,902,901)	11,970,274	20,202,785	2,693,195	2,013,482	2,174,822	219,546,225	10,000,000	13,196,500	429,633	243,172,357	257,537,703
12/31/23	161,912,058	11,108,168	13,971,533	(73,950)	13,038,557	22,773,895	2,978,750	2,002,416	2,328,601	230,040,028	0	5,348,208	408,720	235,796,957	252,577,026
01/31/24	162,017,498	11,260,191	13,564,667	(150,818)	3,699,494	24,468,681	2,837,702	1,644,399	522,283	219,864,096	0	5,373,138	438,147	225,675,381	234,692,903
02/28/24										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.

ANOKA-HENNEPIN DISTRICT NO. 11
MONTHLY DONATION REPORT
January 2024

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
01/10/24	AGHS Hockey Booster Club	Andover HS	Girls Hockey use-Coach bus	General	1,770.00
01/02/24	AHEF	CRMS	AHEF-Agility Fun	General	500.00
01/08/24	AHEF	Andover HS	AHEF-Cover busing for Dec'23 meeting entertain	General	500.00
01/29/24	AHEF	McKinley Elem	AHEF- Mini grant-Speech Materials	General	495.00
01/12/24	Amanda Cornelius	STEP-Automotive	Classroom Instruction/Car Maintenance	General	80.00
12/28/23	American Heart Association	Monroe Elem	Classroom Supplies/Kids Heart Challenge	General	350.00
01/10/24	American Online Giving Foundation	Madison Elem	Student Support	General	91.26
01/12/24	American Online Giving Foundation	University Elem	Supplies/Non-Instructional	General	122.12
01/12/24	American Online Giving Foundation	Oxbow Creek Elem	Student Supplies	General	263.19
01/29/24	Andover Huskies Baseball Booster Club	Andover HS	Boys Baseball program use	General	5,522.00
01/12/24	Anoka County Farms LLC/Scott R Bromley Memorial	STEP Automotive	STEP Automotive Program	General	500.00
01/29/24	Anoka High School Girls Basketball Booster Club	Anoka HS	Girls Basketball bus to Williams Arena	General	335.00
01/29/24	Anoka Lions Club	Anoka HS	Youth Services Funding	General	800.00
01/29/24	Anoka Track and CC	AHS Boys & Girls Track	Indoor shot puts and starting blocks	General	696.25
01/29/24	Anonymous Donation	CPHS FACS Dept	FACS Food Supply Budget	General	400.00
01/04/24	ARTECH HOLDING LIMITED	CRHS	Musical/Theater sales	General	22.00
01/04/24	ARTECH HOLDING LIMITED	CRHS	Musical/Theater sales	General	12.33
01/04/24	ARTECH HOLDING LIMITED	CRHS	Musical/Theater sales	General	12.33
01/04/24	ARTECH HOLDING LIMITED	CRHS	Musical/Theater sales	General	12.34
01/29/24	ARTECH HOLDING LIMITED	CRHS	Musical/Theater sales	General	30.00
01/29/24	Blaine Basketball Volunteers	Blaine HS	Contribution towards shot clock table for fieldho	General	1,700.00
01/29/24	Blaine Basketball Volunteers	Blaine HS	To cover bussing to Owatonna	General	981.28
01/10/24	Blaine High School Boys Hockey Boosters	Blaine HS	Cover Bussing For Cloquet Game	General	1,046.50
01/10/24	Bring Change 2 Mind	Andover HS	General Club Supplies	General	350.00
12/22/23	Brookside Elementary PTO	Brookside Elem	HP Chromebooks for Students	General	28,545.00
01/31/24	CAF America, C/O Cyber Grants LLC	Jackson MS	Student Materials	General	80.00
01/31/24	CAF America, C/O Cyber Grants LLC	Dayton Elem	School/student supplies as needed	General	10.00
01/10/24	Champlin Dayton Athletic ASSN.	Oxbow Creek Elem	PE Equipment	General	500.00
12/28/23	Champlin Dayton Athletic Assn.	CBPA	Phy Ed Equipment	General	500.00
12/28/23	Champlin Dayton Athletic Assn.	Dayton Elem	PE Equipment	General	500.00
01/31/24	Charities Aid Foundation America	McKinley Elem	Misc. Supplies	General	20.00
01/08/24	Charities Aid Foundation America C/O Cyber Grants L	Rum River Elem	Student/General Supplies	General	10.00
01/08/24	Charities Aid Foundation America C/O Cyber Grants L	Eisenhower Elem	Student manipulatives	General	10.00
01/08/24	Charities Aid Foundation America C/O Cyber Grants L	Anoka MS for the Arts	Non-instructional Supplies	General	20.00

01/31/24	Charities Aid Foundation America C/O LLC	Andover HS	General Non-Instruct Supplies Usage	General	78.00
12/22/23	Coon Rapids Community Strength Foundation	CRHS Choir	Expenses related to performances and classroom	General	500.00
01/29/24	Coon Rapids High School Girls Basketball Booster Cl	CRHS	Coach bus to Duluth	General	2,570.00
01/10/24	Coon Rapids Mar Bandits	CRHS	Boys volleyball team-tourney fees, registrations,	General	2,000.00
01/29/24	Coon Rapids Super Senior Club	ECFE, Preschoolers	Mini Grant for staff lounge	General	350.00
12/28/23	Coon Rapids Super Senior Club, Inc	Northdale MS	Supplies for Makers Space in Media Center	General	350.00
01/29/24	Coon Rapids Super Senior Club, INC	Eisenhower Elementary	Flexible Seating for Students	General	350.00
01/29/24	Coon Rapids Super Senior Club, INC	Sand Creek Elementary	Social/Emotional Calming corner student supplie	General	350.00
01/31/24	Coon Rapids Super Senior Club, Inc	Compass Programs	Life Skills, Service learning in classroom	General	350.00
01/29/24	CPHS Boys Hockey Booster Club	Champlin Park HS	Charter Transportation	General	2,225.00
01/31/24	Crooked Lake Parent Teacher Organization	Crooked Lake Elem	5th Grade bussing for field trip	General	400.00
01/10/24	Dynamic Sealing Technologies, INC	Andover HS	General Robotics Club use- Supplies	General	3,000.00
01/29/24	Gene Haas Foundation	Champlin Park HS	Robotics team supplies	General	2,500.00
01/12/24	Greg Kapitzke	STEP-Automotive	Classroom Instruction/Car Maintenance	General	60.00
01/29/24	Hoover Elementary Parent Group; Hoover PTO	Hoover Elem	VSC Sponsor Payment	General	4,480.00
01/17/24	Hoover PTO	Hoover Elem	New Playground Contribution	General	25,000.00
01/17/24	Hoover PTO	Hoover Elem	School supplies-Read a thon-Books	General	3,000.00
01/31/24	Jefferson Elementary PTO	Jefferson Elem	VSC Sponsor Payment	General	4,860.00
12/28/23	Johnsville PTO	Johnsville Elem	2nd Grade Fieldtrip to Science Museum	General	1,584.86
01/29/24	Johnsville PTO	Johnsville Elem	4th Grade fieldtrip to Science Museum	General	1,170.22
01/29/24	Johnsville PTO	Johnsville Elem	Kindergarten-UofM In house fieldtrip- Raptor Edu	General	365.00
01/29/24	Johnsville PTO	Johnsville Elem	4th Grade fieldtrip to Bakken Museum	General	1,965.12
01/12/24	KPMG Gives c/o Bergen County's United Way	Wilson Elem	Staff Recognition	General	25.00
01/29/24	Lincoln Elementary Parent Teacher	Lincoln Elem	VSC Sponsor Payment	General	4,536.00
12/28/23	Mighty Cause Charitable Foundation	Jackson MS	Student Materials	General	45.00
12/28/23	Mighty Cause Charitable Foundation	Northdale MS	Awards and Incentives	General	45.00
12/28/23	Mighty Cause Charitable Foundation	Anoka-Hennepin School Dist.	General Supplies	General	45.00
01/31/24	Mighty cause Charitable Foundation	McKinley Elem	Misc. Supplies	General	45.00
01/31/24	Minnesota Viking Football	Community Ed	Girls Flag Football Program	General	5,000.00
01/31/24	Mississippi Elementary PTO	Mississippi Elem	Books for the Media Center	General	2,000.00
01/29/24	Monroe Elementary PTO	Monroe Elem	VSC Sponsor Payment	General	2,430.00
01/31/24	Monroe Elementary PTO	Monroe Elem	Take home folders for students	General	377.00
01/12/24	Oxbow Creek PTO	Oxbow Creek Elem	Grade lever Lyceum \$3000.00 Pre grade level	General	18,000.00
01/29/24	Private Wealth Management- US Bank	Brookside Elementary	Preschool Classes	General	1,000.00
01/31/24	Project Lead the Way	CRHS Biomed and Engineering	CRHS Biomedical Sciences program expansion	General	10,000.00
01/08/24	PTO of Champlin Brooklyn Park Academy	CBPA	VSC Sponsor Payment	General	7,128.00
01/31/24	PTO of Champlin Brooklyn Park Academy for Math an	CBPA	Be The Nice Kid Assembly	General	3,000.00
01/31/24	Sand Creek PTO	Sand Creek Elem	Classroom/grade lever student supplies	General	5,200.00
01/12/24	Scott Richards North Star Charitable Foundation	CRHS	use by Choir for expenses for performances & cl	General	500.00

01/31/24	Stephenson for House	CRHS GSA club	GSA club at CRHS for costs for students outing,	General	292.06
01/31/24	Sunrise PTO	Sunrise Elem	Be the Nice Kid School Assembly	General	1,750.00
01/31/24	The Blackbaud Giving Fund	McKinley Elem	Supplies for math program	General	450.00
01/31/24	The Blackbaud Giving Fund	Anoka-Hennepin ISD 11	General Supplies	General	25.00
12/28/23	The Blackbaud Giving Fund by its agent, Your Cause	Andover Elem	Classroom Supplies	General	41.00
01/08/24	The Blackbaud Giving Fund by its agent, Your cause	Andover Elem	Classroom Supplies	General	25.00
01/08/24	The Blackbaud Giving Fund by its agent, Your cause	Andover HS	General Supplies	General	260.00
01/08/24	The Blackbaud Giving Fund by its agent, Your cause	Andover HS	General Supplies	General	20.00
01/08/24	The Blackbaud Giving Fund by its agent, Your cause	CBPA	Supplies for School	General	20.00
01/08/24	The Blackbaud Giving Fund by its agent, Your cause	Sand Creek Elem	Student and Classroom Supplies	General	360.00
12/28/23	The Blackbaud Giving Fund/ Your Cause	OVMS	Student Incentives and Recognition	General	40.00
01/02/24	The Blackbaud Giving Fund/ Your Cause	CRMS	Grade 6-8 School Supplies	General	20.00
01/02/24	The Blackbaud Giving Fund/ Your Cause	CRMS	Grade 6-8 School Supplies	General	300.00
01/10/24	The Blackbaud Giving Fund/ Your Cause	OVMS	Student Incentives and Recognition	General	40.00
01/10/24	The Blackbaud Giving Fund/ Your Cause	Oxbow Creek Elem	Student Supplies	General	140.00
01/10/24	The Blackbaud Giving Fund/ Your Cause	Andover Elem	Classroom Supplies	General	22.40
01/10/24	The Blackbaud Giving Fund/ Your Cause	Champlin Park HS	Student Recognition	General	50.00
01/31/24	Wilson PTCO	Wilson Elem	VSC Sponsor Payment	General	5,832.00

*MATERIAL, EQUIPMENT, OR LABOR DONATION

TOTAL

\$ 173,358.26

STUDENT ACTIVITIES

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
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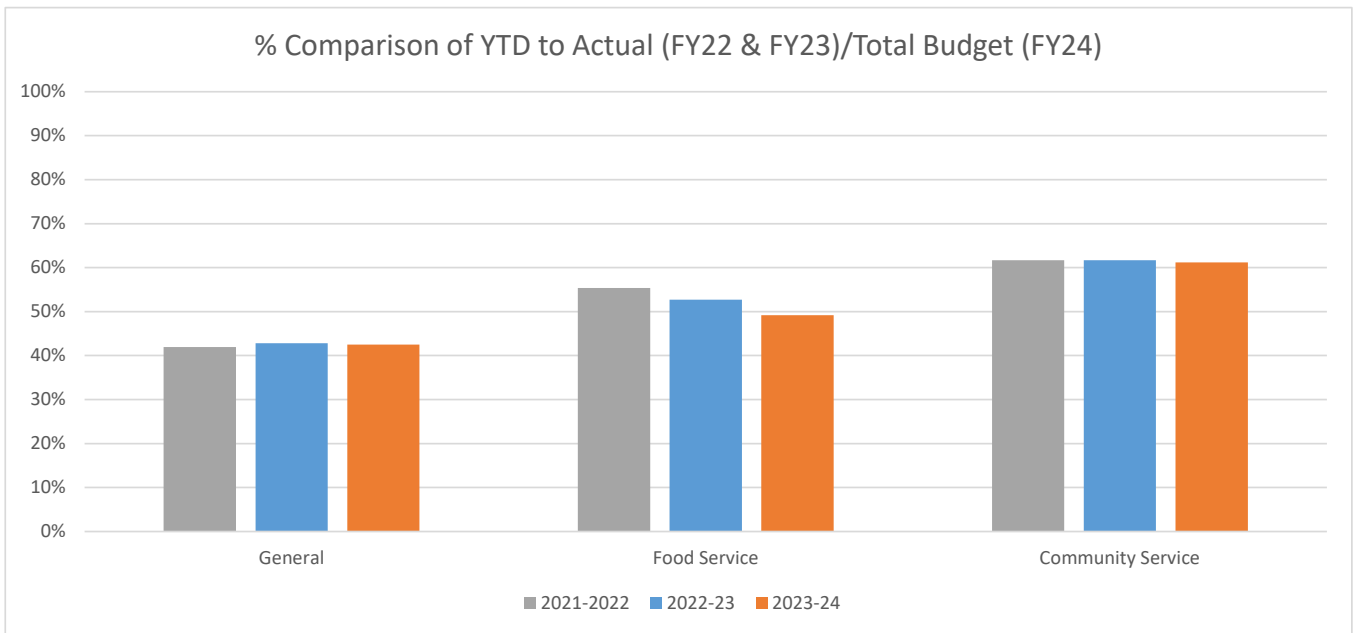
TOTAL

SCHOLARSHIP DONATIONS

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
01/02/24	Anoka Area Ice Arena Association Inc.	Anoka High School	Anoka Area Ice Arena Association Inc. Scholarsh	Scholarship	4,000.00
01/02/24	Anoka Ramsey Athletic Association	Anoka High School	Anoka Ramsey Athletic Association Youth Athlet	Scholarship	5,000.00
01/12/24	Baker, Pamela	Champlin Park High School	Baker Family / Bob Baker Memorial Scholarship	Scholarship	1,000.00
01/23/24	Cetera Advisors Network	Anoka High School	Stephanie Atwell Memorial Scholarship	Scholarship	3,000.00
02/02/24	Champlin Park High School Girls Soccer Booster Clu	Champlin Park High School	Champlin Park high School Girls Soccer Booster	Scholarship	1,000.00
01/12/24	Champlin Park Touchdown Club	Champlin Park High School	Champlin Park Touchdown Club Scholarship	Scholarship	1,000.00
01/23/24	CPHS Boys Soccer Booster Club	Champlin Park High School	CPHS Boys Soccer Booster Club	Scholarship	2,000.00
02/02/24	Cruce, Michael & Karen	Anoka High School	Aleah Cruce Memorial Scholarship	Scholarship	600.00
12/20/23	Dahl, Carol	Anoka High School	Buz Dahl Memorial Scholarship	Scholarship	500.00
01/23/24	Dylan Witchen Foundation	Anoka High School	Dylan Witchen Foundation Scholarship	Scholarship	6,000.00
01/23/24	Merrick, Steven	Anoka High School	Business Plan of the Year Scholarship	Scholarship	1,000.00
01/23/24	Merrick, Steven	Anoka High School	Outstanding DECA Member of the Year Scholarsh	Scholarship	1,000.00
02/02/24	Merrick, Steven	Anoka High School	Steve Merrick Military Spirit Scholarship	Scholarship	2,000.00
01/02/24	Pearson, Robert	Anoka High School	Tom Pearson Scholarship	Scholarship	200.00
12/20/23	Pearson, Thomas	Anoka High School	Tom Pearson Scholarship	Scholarship	1,000.00
12/21/23	Podium Sports	Anoka High School	Bill Andberg Gray Ghost Scholarship	Scholarship	2,039.00
02/02/24	Rum River Assoc of Families & Teachers	Anoka High School	Rum River Elem. School Scholarship	Scholarship	750.00
02/02/24	Tillery, John & Kathy	Anoka High School	David J.W. Tillery Memorial Scholarship	Scholarship	500.00
01/23/24	West, Steven & Rhondi	Anoka High School	Steve West Trapshooting Scholarship	Scholarship	1,000.00
				SCHOLARSHIP TOTALS	\$ 33,589.00
				TOTAL DONATIONS	\$ 206,947.26

**Anoka-Hennepin ISD #11
Statement of Revenues
For the month ended Jan 31, 2024**

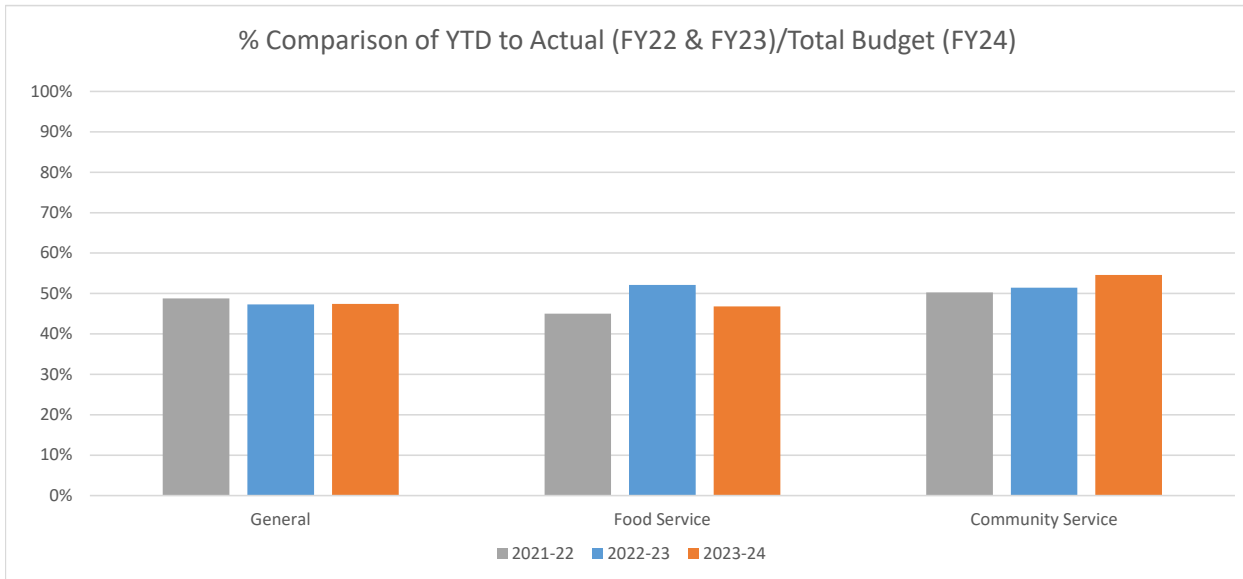
Fund	Month to Date	Year to Date	Budget	FY23 YTD is % of Budget FY21 & FY22 YTD is % of Actual		
				2023-24	2022-23	2021-2022
General	50,373,019	262,516,908	617,825,830	42%	43%	42%
Food Service	2,312,898	13,178,349	26,803,221	49%	53%	55%
Community Service	1,577,930	16,960,381	27,718,687	61%	62%	62%
Building Construction ¹	24,929	322,198	20,000	1611%	31085%	-25%
Debt Service	143,669	9,580,022	15,394,194	62%	64%	58%
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 54,432,446	\$ 302,557,858	\$ 688,511,932	44%	44%	44%



¹Conservative budgeting

**Anoka-Hennepin ISD #11
Statement of Expenditures
For the month ended Jan 31, 2024**

Fund	Month to Date	Year to Date	Budget	FY23 YTD is % of Budget FY21 & FY22 YTD is % of Actual		
				2023-24	2022-23	2021-22
General						
Salaries & Benefits	37,670,751	222,232,042	498,124,467	45%	46%	46%
Purchased Services	4,296,628	30,261,908	57,920,406	52%	49%	48%
Supplies	1,122,946	14,089,705	25,741,355	55%	61%	66%
Capital Expenditures	2,242,276	22,008,289	25,118,614	88%	61%	102%
Other Exp & Transfers	84,222	999,176	4,058,066	25%	26%	30%
Total General Fund	\$ 45,416,822	\$ 289,591,120	\$ 610,962,908	47%	47%	49%
Food Service	1,982,699	11,433,205	24,429,676	47%	52%	45%
Community Service	1,933,569	14,975,427	27,419,770	55%	51%	50%
Building Construction	76,868	7,896,238	8,850,000	89%	45%	56%
Debt Service	11,289,051	15,441,703	15,444,303	100%	100%	100%
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 60,699,009	\$ 339,337,693	\$ 687,856,657	49%	49%	50%





Anoka-Hennepin School Board

Briefing Notes

DATE: 2/12/2024

CLASSIFICATION: Report

Author: Cory McIntyre, superintendent

SUBJECT: Strategic Priorities for 2024-25 school year

PURPOSE:

The purpose of this briefing is to review draft strategic priorities for the 2024-25 school year and authorize approval at the Feb. 26, 2024 School Board Meeting.

BACKGROUND:

The Anoka-Hennepin School Board uses a continuous improvement cycle and works to refine and improve the system to support outcomes for students and increase effectiveness of staff members. The School Board sets direction for the district through the development, implementation and monitoring of a set of strategic priorities which are approved by the School Board in advance of the upcoming school year, usually at a meeting in January or February.

The School Board has established three broad strategic priorities regarding safe and welcoming environments at school, increasing academic performance, and ensuring effective operations, and a four-step timeline to guide priority items effectively through the process.

The strategic priorities planning cycle begins with considering then reviewing, and implementing then monitoring priority items. Strategic priorities are established and reviewed in alignment with School Board budgetary and operations calendars, ensuring focused energy on the task and assurance that the district has the necessary resources to achieve, sustain and monitor priorities. Anoka-Hennepin's data-rich scorecard is used as a tool for the School Board to monitor performance across the district.

The 2024-25 Strategic Priorities limit focus on three key action steps to include:

- Improving student connection, engagement and behavior;
- Improving literacy at all grades;
- Improve employee recruitment and retention.

The school board is asked to review the attached materials and provide guidance to consider approval at a future meeting.

ATTACHMENTS

Proposed 2024-25 Strategic Priorities Infographic overview

CM

ANOKA-HENNEPIN SCHOOLS 2024-25 STRATEGIC PRIORITIES

2024-25 STRATEGIC PRIORITIES - DRAFT 2/26/24

MISSION: To effectively educate each of our students for success.

VISION: To be a public school system of excellence, with high quality staff and programs and successful graduates.

EQUITY COMMITMENT: Anoka-Hennepin School District is committed to creating equitable learning environments which provide access, representation, meaningful participation, and highly positive outcomes for each student.

IMPLEMENTING: Changes that are happening during this school year. Changes may take multiple years to complete.

REVIEWING AND PLANNING FOR POTENTIAL IMPLEMENTATION: Studying our current program for possible improvements and making plans for potential implementation. Some of these items may move to implementation immediately while others may not lead to action.

MONITORING AND CONSIDERING: Items in this area fall into one of two categories. Some initiatives were recently implemented and are continuing to be monitored to ensure they are meeting intended outcomes (M). Others are potential areas of need that haven't risen to the level of review yet (C).

SAFE AND WELCOMING ENVIRONMENT

BEHAVIOR

- 1.1 Improve student engagement, connection and behavior

INCREASED STUDENT ACHIEVEMENT

LITERACY

- 2.1 Improve literacy at all grades
- 2.2 Prepare students to enter the workforce of the future: Portrait of a Graduate
- 2.3 Provide academic programming to support K-12 students impacted by the effects of the COVID-19 pandemic
- 2.4 Improve instruction and comprehension at the secondary level

EFFECTIVE ORGANIZATIONAL SUPPORT

WORKFORCE

- 3.1 Improve employee recruitment and retention
- 3.2 Analyze district student enrollment trends.
- 3.3 Continue construction and facilities improvements.



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February 20, 2024

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation**

Bid # 24034B – District Wide Internet Access

Opened on Thursday, February 15, 2024, at 2:00 p.m. LT.

The recap below is a record of the three (3) bids received for providing District Wide Internet Access. The recommendation is made to award a contract to the lowest responsive and responsible bidder, Arvig Enterprises, Inc., of Perham, MN, with a base bid of \$59,8000, and alternate #6 for \$2,750.00, for a total contract award of \$62,630.00.

Response Tab for Solicitation			
24034B - District Wide Internet Access			
Bidders	Zayo Group*	Comcast	Arvig**
Total Base Bid Amount	\$44,652.00	\$61,584.00	\$59,880.00
Alternate #1 - Provide 30 Gbps of speed	no bid	\$76,956.00	\$71,880.00
Alternate #2- Provide 40 Gbps of speed	\$73,788.00	\$92,340.00	\$89,880.00
Alternate #3 -Provide 50 Gbps of speed	\$95,388.00	\$107,772.00	\$107,880.00
Alternate #4 - Provide 75 Gbps of speed	no bid	no bid	\$126,000.00
Alternate #5- Provide 100 Gbps of speed	\$119,628.00	\$184,800.00	\$143,880.00
Alternate #6 -Provide distributed denial of service protection (DDOS)	see chart	\$12,000.00	\$2,750.00
Alternate #7- Provide domain hosting for a single domain	No charge	No bid	No Charge
Addendum 1 & 2	N	Y	Y
Attachment A - Affidavit of Non- Collusion	N	Y	Y
Attachment B - Responsible Contractor Form	N	Y	Y
*Non-responsive submission - vendor deviation from bid form, terms exceeding solicitation, submission not signed and no affidavit of non-collusion provided			
** alternate 6 \$2,500 per year plus \$250 install			



February 26, 2024

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation**
Bid # 24019B MSFBG Food and Non-Food Items
Opened on Thursday, January 04, 2024, at 1:00 p.m. LT

All bids went through evaluation and testing. It is recommended that the following manufacturers be awarded one-year contracts for these items for the School Year 2024-2025.

MSFBG#	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
01-0100-20	Bread. Garlic toast, frozen, brown & serve, 50% or > whole grains by weight or have whole grains as the first ingredient, 1pc = 1 OEG, 0 trans-fat, Sodium not to exceed 250 mg calories not to exceed 150	Baker Boy Bake Shop	20555	276 Each	\$54.12
01-0105-23	Bread Sticks. Garlic flavored, Frozen, brown and serve, elongated shaped, minimum 6", 50% or > than whole grains by weight or have whole grains as the first ingredient, 1 stick = 1 OEG, 0 trans-fat, calories not to exceed 150, sodium not to exceed 250 mg.	Bridgford Marketing Company	7786	120 Each	\$28.90
01-0130-22	French Toast. Sticks, IQF, 50% or > whole grains by weight or have whole grains as the first ingredient, minimum of 3 sticks = minimum of 2 OEG or 1OEG and 1MA, trans fat 0 grams, each stick no greater than 120 calories, less than or equal to 150 mg sodium, oven able	Bake Crafters Food Company	442	2/5 LB	\$22.44



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MSFBG#	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
01-0135-26	Pancakes, mini (minimum of 4) IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 250 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid. Bid individual flavors separately.	Eggo (Kellanova formerly Kellogg Company)	38000-18574	72 Each	\$28.08
01-0135-26	Pancakes, mini (minimum of 4) IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 250 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid. Bid individual flavors separately.	Eggo (Kellanova formerly Kellogg Company)	38000-92562	72 Each	\$28.08
01-0135-26	Pancakes, mini (minimum of 4) IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 250 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid. Bid individual flavors separately.	Eggo (Kellanova formerly Kellogg Company)	38000-92560	72 Each	\$28.08
01-0136-24	Pancakes, bulk, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 250 calories/portion, trans fat 0 grams. IQF.	Bake Crafters Food Company	1475	144/1.03 oz	\$24.94



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
01-0145-24	Waffle, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 250 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid.	Eggo (Kellanova formerly Kellogg Company)	38000-92313	72 Each	\$28.08
01-0145-24	Waffle, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 250 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid.	Eggo (Kellanova formerly Kellogg Company)	38000-92315	72 Each	\$28.08
01-0145-24	Waffle, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 250 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid.	Eggo (Kellanova formerly Kellogg Company)	38000-29443	72 Each	\$28.08
01-0150-22	Cinnamon Sweet Roll Dough, IQF frozen, proof and bake, 50% or > whole grains by weight or have whole grains as the first ingredient, 1 roll = 2 to 2.5 OEG, 0 trans-fat, sodium not to exceed 375 mg, calories not to exceed 275. minimum 6 months shelf life from date of manufacture	Baker Boy Bake Shop	12122	120 Each	\$36.23



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
01-0155-26	Donut, long john shaped, frozen, unfrosted, thaw and serve, 50% or > whole grains by weight or have whole grains as the first ingredient, 1 donut = 2 to 2.5 OEG, 0 trans-fat, sodium not to exceed 375 mg, calories not to exceed 275. minimum 6 months shelf life from date of manufacture				No Award
01-0156-26	Donut, ring shaped, frozen, frosted/glazed, thaw and serve, 50% or > whole grains by weight or have whole grains as the first ingredient, 1 donut = 2 to 2.5 OEG, 0 trans-fat, sodium not to exceed 375 mg, calories not to exceed 275. minimum 6 months shelf life from date of manufacture				No Award
01-0157-26	Donut, mini (minimum of 4) IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 350 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid. Bid individual flavors separately.	Super Bakery, Inc.	9300	60 Each	\$46.78
01-0157-26	Donut, mini (minimum of 4) IW, 50% or > whole grains by weight or have whole grains as the first ingredient, less than or equal to 350 calories/portion pack, trans fat 0 grams, less than 350 mg sodium, 1 pouch = or > 2 OEG. IQF. Various flavors to be listed on bid. Bid individual flavors separately.	Super Bakery, Inc.	9301	60 Each	\$46.78



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0201-19	Juices & Drinks. 4 fl oz, apple, 100% juice, gable top or foil top acceptable, must be drinkable without straw, frozen. 1 portion = 1/2 cup fruit serving, layer pack	Citrus Systems, Inc.	610009	96 Each	\$13.51
02-0202-19	Juices & Drinks. 4 fl oz, grape, 100% juice, gable top or foil top acceptable, must be drinkable without straw, frozen. 1 portion = 1/2 cup fruit serving, layer pack	Citrus Systems, Inc.	610018	96 Each	\$16.86
02-0203-19	Juices & Drinks. 4 fl oz, orange, 100% juice, gable top or foil top acceptable, must be drinkable without straw, frozen. 1 portion = 1/2 cup fruit serving, layer pack	Citrus Systems, Inc.	610001	96 Each	\$20.42
02-0205-19	Juices & Drinks. 4 fl oz, fruit punch, 100% juice, gable top or foil top acceptable, must be drinkable without straw, frozen. 1 portion = 1/2 cup fruit serving, layer pack	Citrus Systems, Inc.	610024	96 Each	\$14.40
02-0210-19	Juices & Drinks. 4 fl oz, apple with calcium, 100% juice, gable top or foil top acceptable, must be drinkable without straw, frozen. 1 portion = 1/2 cup fruit serving, layer pack	Citrus Systems, Inc.	610037	96 Each	\$13.72
02-0211-19	Juices & Drinks. 4 fl oz, orange with calcium, 100% juice, gable top or foil top acceptable, must be drinkable without straw, frozen. 1 portion = 1/2 cup fruit serving, layer pack	Citrus Systems, Inc.	610039	96 Each	\$20.62



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0212-22	Juices & Drinks. 4-4.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Apple & Eve L.L.C.	86000TPFA	40 Each	\$7.44
02-0212-22	Juices & Drinks. 4-4.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Apple & Eve L.L.C.	86001TPFA	40 Each	\$7.44
02-0212-22	Juices & Drinks. 4-4.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Apple & Eve L.L.C.	86003TPFA	40 Each	\$7.44
02-0212-22	Juices & Drinks. 4-4.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Apple & Eve L.L.C.	86008TPFA	40 Each	\$7.44
02-0215-19	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Harvest Hill Beverage Company	60	32 Each	\$8.35
02-0215-19	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Harvest Hill Beverage Company	61	32 Each	\$8.35
02-0215-19	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Harvest Hill Beverage Company	62	32 Each	\$8.35



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0215-19	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Harvest Hill Beverage Company	63	32 Each	\$8.35
02-0215-19	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Harvest Hill Beverage Company	64	32 Each	\$8.35
02-0215-19	Juices & Drinks. 6-6.75 oz, 100% juice, shelf stable, aseptic pouch or box with straw. Minimum of 3 flavors available. Bid individual flavors separately	Harvest Hill Beverage Company	65	32 Each	\$8.35
02-0216-22	Juice. 8-10 oz., carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1507	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz., carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1502	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz., carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1505	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz., carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1508	24 Each	\$14.72



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0216-22	Juice. 8-10 oz., carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1052	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz, , carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1129	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz, , carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1084	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz, , carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1504	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz, , carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	157	24 Each	\$14.72
02-0216-22	Juice. 8-10 oz, , carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1146	24 Each	\$14.72
02-0217-24	Juice. 15-17 oz, carbonated, smart snack compliant, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately				No Award



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	12006	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	12202	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	12203	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4341	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4338	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4342	24 Each	\$14.50



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4429	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4428	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4710	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	5503	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4339	24 Each	\$14.50
02-0220-19	Sports Drinks. 12 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 5 per ounce. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	5504	24 Each	\$14.50



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	BCH0106	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	BER0472	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	CHI0458	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	FRP0175	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	HBD0465	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	MAN0090	90 Each	\$28.80



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	STR0298	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	TAN0250	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	TAN0489	90 Each	\$28.80
02-0220-26	Juice Slushie. 4 - 4.75 fl oz, frozen fruit juice, 100% juice, gable top or foil top acceptable, frozen. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Lindy's Homemade, LLC.	WAT0182	90 Each	\$28.80
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4212	24 Each	\$21.57



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4214	24 Each	\$21.57
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4318	24 Each	\$21.57
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4354	24 Each	\$21.57
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4426	24 Each	\$21.57
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4427	24 Each	\$21.57
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	4706	24 Each	\$21.57



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	5505	24 Each	\$21.57
02-0221-24	Sports Drinks. 20 oz, plastic bottle, drink to replace water, electrolytes, and energy, calories not to exceed 10. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	5506	24 Each	\$21.57
02-0225-19	Water. 15-17 oz, plastic bottle, flavored, non-carbonated/still, for hydration, 0 calories per ounce, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	1437	24 Each	\$18.15
02-0225-19	Water. 15-17 oz, plastic bottle, flavored, non-carbonated/still, for hydration, 0 calories per ounce, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	167	24 Each	\$18.15
02-0225-19	Water. 15-17 oz, plastic bottle, flavored, non-carbonated/still, for hydration, 0 calories per ounce, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	169	24 Each	\$18.15
02-0225-19	Water. 15-17 oz, plastic bottle, flavored, non-carbonated/still, for hydration, 0 calories per ounce, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	171	24 Each	\$18.15



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
02-0225-19	Water. 15-17 oz, plastic bottle, flavored, non-carbonated/still, for hydration, 0 calories per ounce, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	171	24 Each	\$18.15
02-0225-19	Water. 15-17 oz, plastic bottle, flavored, non-carbonated/still, for hydration, 0 calories per ounce, no artificial colors. Minimum 3 flavors available. Bid individual flavors separately	PepsiCo	173	24 Each	\$18.15
02-0225-26	Juices & Drinks. 4 - 4.75 fl oz, vegetable/fruit blend, 100% juice, carton or juice box acceptable, frozen or shelf stable. 1 portion = 1/2 cup fruit or vegetable serving, layer pack. Bid individual flavors separately.	Harvest Hill Beverage Company	66	40 Each	\$8.00
02-0230-26	Water. Less than 10 oz, flat top plastic bottle or carton, potable/drinking				No Award
02-0231-19	Water. 16.9 oz or 0.5-liter, flat top plastic bottle or carton, potable/drinking				No Award
02-0236-19	Water. 20 oz, sport top, plastic bottle, potable/drinking				No Award
02-0237-24	Water. 20 oz, flat top, plastic bottle, potable/drinking				No Award



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately	Post Consumer Brands, LLC.	42400-03915	96 Each	\$23.88
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately	Post Consumer Brands, LLC.	42400-04515	96 Each	\$23.88
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately	Post Consumer Brands, LLC.	42400-27596	96 Each	\$23.88



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	42400-27597	96 Each	\$23.88
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	84912-27150	96 Each	\$23.88
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	42400-27164	96 Each	\$23.88



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	84912-27177	96 Each	\$23.88
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	84912-27315	96 Each	\$23.88
03-0300-26	Cereal. Bowl = 1 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar, CACFP compliant, and varieties that contain no artificial colors or flavors. Preferred minimum of 7 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	84912-29594	96 Each	\$23.88



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
03-0302-26	Cereal. Bowl or Package = 2 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar and varieties that contain no artificial colors or flavors. Preferred minimum of 3 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	42400-03759	48 Each	\$23.88
03-0302-26	Cereal. Bowl or Package = 2 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar and varieties that contain no artificial colors or flavors. Preferred minimum of 3 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	42400-05940	48 Each	\$23.88
03-0302-26	Cereal. Bowl or Package = 2 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar and varieties that contain no artificial colors or flavors. Preferred minimum of 3 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	42400-08676	48 Each	\$23.88



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
03-0302-26	Cereal. Bowl or Package = 2 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar and varieties that contain no artificial colors or flavors. Preferred minimum of 3 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	42400-13820	48 Each	\$23.88
03-0302-26	Cereal. Bowl or Package = 2 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar and varieties that contain no artificial colors or flavors. Preferred minimum of 3 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	84912-27149	48 Each	\$23.88
03-0302-26	Cereal. Bowl or Package = 2 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar and varieties that contain no artificial colors or flavors. Preferred minimum of 3 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	84912-27162	48 Each	\$23.88



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
03-0302-26	Cereal. Bowl or Package = 2 OEG. Ready to eat bowl, 50% or > whole grains by weight or have whole grains as the first ingredient, bid pricing must include varieties that are reduced sugar and varieties that contain no artificial colors or flavors. Preferred minimum of 3 distinct shapes/flavors, and gluten free option(s). Bid individual varieties and flavors separately.	Post Consumer Brands, LLC.	84912-27313	48 Each	\$23.88
04-0400-23	Ketchup. 1.5-gal, dispensing pouch, sodium not to exceed 60mg per 17gm, shelf stable prior to opening.	The Kraft Heinz Company	10013000515686	2/1.5 Gallon	\$16.69
04-0401-24	Ketchup. 114 oz, pouch, sodium not to exceed 60mg per 17gm, shelf stable prior to opening.	The Kraft Heinz Company	10013000515662	6/144 oz	\$25.67
04-0403-26	Ketchup. 9-gram packet, less than 50 mg of sodium per packet, shelf stable prior to opening	The Kraft Heinz Company	10013000565001	1000/9 Gram	\$29.54
05-0500-19	Cheese. American, sliced, no more than 5 gms fat, no more than 300 mg sodium, no added trans-fat. 1 oz. serving = 2 slices (28 gms)	Bongards Creameries	111331	6/5 LB	\$73.05
05-0506-20	Cheese portions, i.e., cubes/sticks/curds, etc., not including mozzarella string cheese, calories not to exceed 150 per serving. Bid individual flavors and types separately	Bongards Creameries	402911	168 Each	\$42.00



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0506-20	Cheese portions, i.e., cubes/sticks/curds, etc., not including mozzarella string cheese, calories not to exceed 150 per serving. Bid individual flavors and types separately.	Bongards Creameries	402931	168 Each	\$42.00
05-0510-19	Cheese. Mozzarella, string, IW, calories not to exceed 100 per serving. 1 oz	Bongards Creameries	402951	168 Each	\$36.91
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately.	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9815	48 Each	\$14.00
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately.	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9816	48 Each	\$14.00



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9817	48 Each	\$14.00
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9818	48 Each	\$14.00
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9819	48 Each	\$14.00



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9820	48 Each	\$14.00
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9821	48 Each	\$14.00



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0515-26	Yogurt. 4 oz., kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9822	48 Each	\$14.00
05-0520-19	Yogurt. Bulk pack, kosher, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. 4 oz serving = 1 M/MA. Manufacturer must specify packaging and size. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9881	4/5 LB	\$22.40



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0520-19	Yogurt. Bulk pack, kosher, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. 4 oz serving = 1 M/MA. Manufacturer must specify packaging and size. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9884	4/5 LB	\$22.40
05-0520-19	Yogurt. Bulk pack, kosher, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. 4 oz serving = 1 M/MA. Manufacturer must specify packaging and size. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9885	4/5 LB	\$22.40



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0520-19	Yogurt. Bulk pack, kosher, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), refrigerated shelf life minimum of 25 days, layer packed. 4 oz serving = 1 M/MA. Manufacturer must specify packaging and size. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Upstate Farms Cooperative, Inc. (Upstate Niagara Cooperative Inc.)	9886	4/5 LB	\$22.40
05-0525-26	Yogurt. 4 oz., shelf stable, kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Backpack Yogurt LLC	BPV100-Vanilla	48 Each	\$26.43
05-0525-26	Yogurt. 4 oz., shelf stable, kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Backpack Yogurt LLC	STY100-Strawberry	48 Each	\$26.43



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0525-26	Yogurt. 4 oz., shelf stable, kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Backpack Yogurt LLC	SBY100-Summer Berry	48 Each	\$26.43
05-0525-26	Yogurt. 4 oz., shelf stable, kosher, CACFP compliant, no artificial coloring, no added trans-fat, no artificial flavoring, individual container (must be loose, no need to snap apart), layer packed. Each 4 oz container = 1 M/MA. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. Bid individual flavors separately	Backpack Yogurt LLC	DTY100-Dutch Apple	48 Each	\$26.43
05-0530-26	Sour Cream, 1.0 oz tube, ready to use.				No Award
05-0535-26	Milk, shelf stable, 8 oz, meets school nutrition requirements for fluid milk				No Award



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
05-0540-26	Smoothie. Must credit for 1/2 cup fruit. 10 oz or less. Bid individual flavors.	Dole Food Company, Inc.	318	96 Each	\$55.62
05-0540-26	Smoothie. Must credit for 1/2 cup fruit. 10 oz or less. Bid individual flavors.	Dole Food Company, Inc.	505	96 Each	\$55.62
05-0540-26	Smoothie. Must credit for 1/2 cup fruit. 10 oz or less. Bid individual flavors.	Dole Food Company, Inc.	506	96 Each	\$55.62
06-0601-23	Cookies. Dough, chocolate chip, IQF puck ready to bake, 50% or > whole grains by weight or have whole grains as the first ingredient, fat =/< than 35% of total calories, saturated fat =/< 10% of total calories, calories not to exceed 200, 1 trans-fat, sodium not to exceed 230 mg, no peanut or tree nut ingredients, portion size 1 cookie = 1 to 1.25 OEG. Manufacturer must provide allergen statement.	Aspire Bakeries (Formerly Aryzta)	55680	240 Each	\$39.80
06-0610-24	Cookies. Ready to eat, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, fat =/< than 35% of total calories, saturated fat =/< 10% of total calories, calories not to exceed 200, 1 trans-fat, sodium not to exceed 230 mg, no peanut or tree nut ingredients, portion size 1 cookie = 1 to 1.25 OEG. Manufacturer must provide allergen statement. Bid individual flavors separately.	ES Foods	8401	240 Each	\$38.20



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
06-0610-24	Cookies. Ready to eat, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, fat =/< than 35% of total calories, saturated fat =/< 10% of total calories, calories not to exceed 200, 1 trans-fat, sodium not to exceed 230 mg, no peanut or tree nut ingredients, portion size 1 cookie = 1 to 1.25 OEG. Manufacturer must provide allergen statement. Bid individual flavors separately.	ES Foods	8404	240 Each	\$38.20
06-0610-24	Cookies. Ready to eat, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, fat =/< than 35% of total calories, saturated fat =/< 10% of total calories, calories not to exceed 200, 1 trans-fat, sodium not to exceed 230 mg, no peanut or tree nut ingredients, portion size 1 cookie = 1 to 1.25 OEG. Manufacturer must provide allergen statement. Bid individual flavors separately.	ES Foods	8405	240 Each	\$38.20



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
06-0610-24	Cookies. Ready to eat, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, fat =/< than 35% of total calories, saturated fat =/< 10% of total calories, calories not to exceed 200, 1 trans-fat, sodium not to exceed 230 mg, no peanut or tree nut ingredients, portion size 1 cookie = 1 to 1.25 OEG. Manufacturer must provide allergen statement. Bid individual flavors separately.	ES Foods	8406	240 Each	\$38.20
06-0610-24	Cookies. Ready to eat, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, fat =/< than 35% of total calories, saturated fat =/< 10% of total calories, calories not to exceed 200, 1 trans-fat, sodium not to exceed 230 mg, no peanut or tree nut ingredients, portion size 1 cookie = 1 to 1.25 OEG. Manufacturer must provide allergen statement. Bid individual flavors separately.	ES Foods	8407	240 Each	\$38.20
07-0700-20	Utensils. Disposable, medium weight, stacked/dense pack. Various shapes to include forks, spoons, and knives. Bid individual shapes separately.	Pactiv LLC	YFWFWCH	1000 Each	\$5.90



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
07-0700-20	Utensils. Disposable, medium weight, stacked/dense pack. Various shapes to include forks, spoons, and knives. Bid individual shapes separately	Pactiv LLC	YFWSWCH	1000 Each	\$5.90
07-0700-20	Utensils. Disposable, medium weight, stacked/dense pack. Various shapes to include forks, spoons, and knives. Bid individual shapes separately.	Pactiv LLC	YFWKWCH	1000 Each	\$5.90
07-0700-20	Utensils. Disposable, medium weight, stacked/dense pack. Various shapes to include forks, spoons, and knives. Bid individual shapes separately.	Pactiv LLC	YFWQWCH	1000 Each	\$5.90
07-0701-26	Utensils. Compostable, medium weight, stacked/dense pack. Various.	Daxwell, LLC.	A10004920	1000 Each	\$24.79
07-0701-26	Utensils. Compostable, medium weight, stacked/dense pack. Various.	Daxwell, LLC.	A10004921	1000 Each	\$24.79
07-0730-15	Gloves: vinyl, no powder, latex free, variety of sizes (small, medium, large, x-large). Bid individual sizes separately.	Daxwell, LLC.	F10001296	10/100 Each	\$18.33
07-0730-15	Gloves: vinyl, no powder, latex free, variety of sizes (small, medium, large, x-large). Bid individual sizes separately.	Daxwell, LLC.	F10001748	10/100 Each	\$18.33
07-0730-15	Gloves: vinyl, no powder, latex free, variety of sizes (small, medium, large, x-large). Bid individual sizes separately.	Daxwell, LLC.	F10001750	10/100 Each	\$18.33



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
07-0730-15	Gloves: vinyl, no powder, latex free, variety of sizes (small, medium, large, x-large). Bid individual sizes separately.	Daxwell, LLC.	F10001749	10/100 Each	\$18.33
07-0750-23	Tray. Compostable, disposable, rectangular, 5 or 6 compartment school lunch trays, must be 100% compostable, suitable for hot and cold foods, water & grease resistant, preferred to be able to support 30 oz. of weight when held on edge with one hand, stacked	MyECOPlanet, LLC	MEP-LT5-NPFAS	4/125	\$39.32
07-0755-24	Tray. disposable, rectangular, 5 or 6-compartment school lunch tray, suitable for hot and cold foods, water & grease resistant, preferred to be able to support 30 oz. of weight when held on edge with one hand, stacked	Pactiv LLC	YTH10500SGBX	500 Each	\$22.00
07-0755-24	Tray. disposable, rectangular, 5 or 6-compartment school lunch tray, suitable for hot and cold foods, water & grease resistant, preferred to be able to support 30 oz. of weight when held on edge with one hand, stacked	Pactiv LLC	YTHB0500SGBX	500 Each	\$22.00
07-0760-24	Food Boat. #50 size, 1/2 pound, ready to use, nested	Huhtamaki Foodservice	35122037	1000 Each	\$18.80
07-0761-24	Food Boat. #100 size, 1 pound, ready to use, nested	Huhtamaki Foodservice	35122040	1000 Each	\$20.84
07-0762-24	Food Boat. #200 size, 2 pound, ready to use, nested	Huhtamaki Foodservice	35122042	1000 Each	\$29.61



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
07-0763-24	Food Boat. #300 size, 3 pound, ready to use, nested	Huhtamaki Foodservice	35122045	1000 Each	\$18.61
07-0765-24	Food Boat. #500 size, 5 pound, ready to use, nested	Huhtamaki Foodservice	35122048	1000 Each	\$24.36
07-0766-26	Food Boat, compostable. #50 size, 1/2 pound, ready to use, nested	MyECOPlanet, LLC	MEP-FT-50R	1000 Each	\$19.20
07-0767-26	Food Boat, compostable. #100 size, 1 pound, ready to use, nested	MyECOPlanet, LLC	MEP-FT-100R	1000 Each	\$21.10
07-0768-26	Food Boat, compostable. #200 size, 2 pound, ready to use, nested	MyECOPlanet, LLC	MEP-FT-200R	1000 Each	\$27.85
07-0769-26	Food Boat, compostable. #300 size, 3 pound, ready to use, nested	MyECOPlanet, LLC	MEP-FT-300R	500 Each	\$19.10
07-0770-26	Food Boat, compostable. #500 size, 5 pound, ready to use, nested	MyECOPlanet, LLC	MEP-FT-500R	500 Each	\$24.95
07-1175-26	Clamshell. Compostable 8x8x3 or similar size, one compartment.	Pactiv LLC	YMCH08010001	150 Each	\$27.75
07-1175-26	Clamshell. Compostable 8x8x3 or similar size, one compartment.	Pactiv LLC	YMCH0801PFREE	150 Each	\$27.75



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
08-0801-24	Eggs. Hard boiled, diced, natural appearance, fully cooked, 0 gms trans-fat, sodium not to exceed 135 mg sodium per 1M/MA. Packaged 5-pound bag or smaller. Manufacturer to indicate size to equal a minimum of 1M/MA to 2 M/MA. IQF	Michael Foods, Inc. (MG Waldbaum)	46025-64102-00	4/5 LB	\$44.10
08-0802-24	Eggs. Whole, hard boiled, fully cooked, peeled, refrigerated, dry pack, no added trans-fat, sodium not to exceed 135 mg per 1M/MA. Case pack preferred to equal 144 ct or less. Size to equal at minimum of 1 M/MA to 2 M/MA	Michael Foods, Inc. (MG Waldbaum)	46025-85018-00	12/12 Count	\$34.87
08-0805-19	Eggs. Precooked, patty, round, slight browning, no added trans-fat, sodium not to exceed 135mg. Each patty = 1M/MA. IQF	Michael Foods, Inc. (MG Waldbaum)	46025-85017-00	300 Each	\$54.45
08-0810-19	Eggs. Precooked, omelet, Colby cheese, made with pasteurized whole, fresh eggs, lightly browned, no added trans-fat, not to exceed 310mg sodium. Each omelet = 2 M/MA. IQF	Michael Foods, Inc. (MG Waldbaum)	46025-85137-00	300 Each	\$51.37



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
10-1000-18	Oranges. Mandarin, whole segment, 6 #10 cans or equivalent pouches, in juice or light syrup	Schreiber Foods International, Ambrosia	14919	6/10 Cans	\$38.85
10-1010-23	Pineapple. Chunks or tidbits, 6 #10 cans or equivalent pouches, in juice or light syrup	Blackhive Corp.	20318	6/10 Cans	\$36.75
11-1120-26	Marinara Sauce, portion cup, 2 - 2.5 oz cup: Smooth sauce, mildly flavored tomato based, shelf stable, calories under 100, sodium range between 150-560 mg. Nutritional are per 1/2 cup. One 1/2c. portion to provide a minimum of 1/2 c. red/orange vegetable. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	Red Gold (Red Gold, Inc.)	REDNA2ZC168	168/2.5 oz	\$55.67
11-1125-26	Sauce. BBQ, bulk packaging, sodium not to exceed 500 mg, calories not to exceed 75 (per 2 oz), shelf stable	Red Gold (Red Gold, Inc.)	REDOA7D	3/1.5 Gallon	\$32.52



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
11-1130-25	Marinara Sauce, 6 / #10 can or equivalent: Smooth sauce, mildly flavored tomato based, shelf stable, calories under 100, sodium range between 150-560 mg. Nutritional's are per 1/2 cup. One 1/2c. portion to provide a minimum of 1/2 c. red/orange vegetable. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	Red Gold (Red Gold, Inc.)	RPKNC9H	6/105 oz	\$36.33
11-1150-26	Sauce, bulk packaging. Variety flavors (BBQ, Gochujang, garlic parmesan, teriyaki, mango habanero, sweet chili, Nashville hot, taco), fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200 (per 2 oz), shelf stable	Red Gold (Red Gold, Inc.)	REDOA5P	4 / 1.0 Gallons	\$48.73
12-1200-22	Corn Dogs. Mini, breading or batter to be 50% or > whole grains by weight or have whole grains as the first ingredient, no pork, no added trans-fat, sodium not to exceed 475mg per portion, no added MSG, Portion size range: 4-7 pieces = or > 2 M/MA and 2 OEG. IQF	ProView Foods (Tasty Brands, LLC.)	64009	120/4.02 oz	\$72.00



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
12-1205-22	Corn Dogs. Breeding or batter to be 50% or > whole grains by weight or have whole grains as the first ingredient, no pork, no added trans-fat, sodium not to exceed 475 mg per portion, no added MSG, 1 portion = or > 2 M/MA and 2 OEG. IQF	Foster Farms	95157	72 Each	\$41.04
12-1210-26	Hot Dogs. Frank, skinless, fully cooked, no pork, 8 to 1, minimum 5", no added trans-fat, sodium not to exceed 550 mg, 1 portion = 2 M/MA, no artificial color. IQF. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	Nathan's (Smithfield Foods)	88313	80 Each	\$33.50
12-1211-26	Hot Dogs. Frank, naturally occurring nitrate/nitrite only, fully cooked, no pork, 8 to 1, minimum 5", no added trans-fat, sodium not to exceed 550 mg, 1 portion = 2 M/MA, no artificial color. IQF. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	Jennie-O	612620	4/5 LB	\$71.80



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
13-1305-20	Beef patty may NOT contain nonmeat protein substitutes (i.e., soy), no lean finely textured beef (LFTB), fully cooked, no added trans-fat, sodium not to exceed 280 mg per portion, 1 portion=2 M/MA, no added MSG, minimum patty diameter 3.25". Manufacturer must provide signed documentation that lists allergens. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten. IQF	JTM Provisions	5670CE	195 Each	\$163.36
13-1310-20	Meatball, 0.5 - 1.0 oz, may contain nonmeat protein substitutes (i.e., soy), no lean finely textured beef (LFTB), fully cooked, no added trans-fat, sodium not to exceed 310 mg per portion, 1 portion=2 M/MA, no added MSG. Manufacturer must provide signed documentation that lists allergens. IQF	Tyson Foods, Inc.	10000075050	64/2.5 oz	\$41.53
14-1406-25	Pasta, frozen, pre-cooked. Variety (i.e., rotini, penne, shell, spiral), 50% or > whole grains by weight or have whole grains as the first ingredient, specify serving size to equal 1 OEG, minimum 6-month shelf life. Bid individual varieties separately				No Award



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
14-1410-26	Pasta, dry. Variety (i.e., rotini, penne, shell, spiral), 50% or > whole grains by weight or have whole grains as the first ingredient, specify serving size to equal 1 OEG, minimum 6-month shelf life. Bid individual varieties separately				No Award
14-1415-26	Pasta and Cheese sauce, premade, frozen or shelf stable, 50% or > whole grains by weight or have whole grains as the first ingredient, specify serving size to equal 1 M/MA.	ES Foods	05915	6/5 LB	\$61.58
15-1500-22	Pizza Sticks, Rolls, Bites & Dippers. Bread Stick, mozzarella cheese filled, 50% or > whole grains by weight or have whole grains as the first ingredient, sodium not to exceed 410 mg per each stick, par baked. 2 - 6 pieces = 2-2.5 M/MA and 2-2.5 OEG. IQF Bulk	ConAgra Brands	7738712685	192/1.93 oz	\$49.60
15-1505-23	Pizza. French Bread minimum 6", cheese, garlic, no marinara sauce, par baked, 50% or > whole grains by weight or have whole grains as the first ingredient, sodium not to exceed 820 mg. Each portion = or > 2 M/MA and 2 OEG. IQF Bulk	The Schwan Food Company	78359	60 Each	\$45.79



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
15-1510-19	Pizza. Breakfast, turkey sausage, with red sauce, par baked, crust must be 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 500 mg. Each portion must provide a minimum of 1 M/MA and 1 OEG. IQF	The Schwan Food Company	63912	128 Each	\$41.43
15-1520-20	Pizza. 5-6" round, cheese, par baked, crust must be 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 875 mg. Each portion = 2 Meat/Meat Alternate, 2 OEG, and a minimum of 1/8 cup red/orange vegetable. IQF	The Schwan Food Company	78368	60 Each	\$47.92
15-1522-23	Pizza. 5-6" round, pepperoni (no pork), par baked, crust must be 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 875 mg. Each portion = 2 Meat/Meat Alternate, 2 OEG, and a minimum of 1/8 cup red/orange vegetable. IQF	The Schwan Food Company	78369	60 Each	\$49.36



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
15-1525-22	Pizza. 14-16" round, cheese, par baked, crust must be 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 875 mg. Min of 8 portions = or > 2 Meat/Meat Alternate, 2 OEG, and a minimum of 1/8 cup red/orange vegetable. IQF	The Schwan Food Company	68591	72 Each	\$65.86
15-1527-22	Pizza. 14-16" round, pepperoni (no pork), par baked, crust must be 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 875 mg. Min of 8 portions = or > 2 Meat/Meat Alternate, 2 OEG, and a minimum of 1/8 cup red/orange vegetable. IQF	The Schwan Food Company	68592	72 Each	\$67.40
15-1530-20	Pizza. Wedge/Rectangle, cheese, stuffed crust, par baked, crust must be 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 875 mg. Each portion = 2 Meat/Meat Alternate, 2 OEG, and a minimum of 1/8 cup red/orange vegetable. IQF	ConAgra Brands	7738712407	72 Each	\$46.00



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
15-1532-23	Pizza. Wedge/Rectangle, pepperoni (no pork), stuffed crust, par baked, crust must be 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 875 mg. Each portion = 2 Meat/Meat Alternate, 2 OEG, and a minimum of 1/8 cup red/orange vegetable. IQF	ConAgra Brands	7738712717	72 Each	\$59.80
16-1600-23	Potatoes. peeled, french fry, 3/8", straight cut, must be ovenable, no added trans-fat, sodium not to exceed 250 mg, uniform in size and symmetry, manufacturer to specify weight equal to 1/2 c. of vegetables. IQF. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	J.R. Simplot Company	10071179259312	6/5 LB	\$31.65
16-1605-18	Potatoes. crinkle cut potato, 3/8"-1/2", no added trans-fat, sodium not to exceed 250 mg per serving, must be ovenable, uniform in size and symmetry, no gluten containing ingredients, manufacturer to specify weight equal to 1/2 c. of vegetables. IQF. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	J.R. Simplot Company	10071179049562	6/4.5 LB	\$31.26



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
16-1620-18	Potatoes. seasoned, waffle cut, no added trans-fat, sodium not to exceed 360 mg per serving, must be ovenable, uniform in size and symmetry, manufacturer to specify weight equal to 1/2 c. of vegetables. IQF	McCain Foods Limited	MCL03623	6/4.5 LB	\$34.65
16-1640-18	Potatoes. tator tot, peeled, cylinder shaped, diced, no added trans-fat, sodium not to exceed 360 mg, must be ovenable, uniform in size and symmetry, manufacturer to specify weight equal to 1/2 c. of vegetables. IQF	J.R. Simplot Company	10071179430018	6/5 LB	\$41.61
16-1645-19	Potatoes. peeled, formed hashbrown, no added trans-fat, must be ovenable, uniform in size and symmetry, each hashbrown = minimum 1/4 cup vegetable. IQF	J.R. Simplot Company	10071179430018	6/5 LB	\$41.61
16-1650-18	Potatoes. Mashed, dehydrated, no gluten containing ingredients, no added trans-fat, sodium not to exceed 350 mg per 1/2 c. serving, one step prep, add water and stir, box or bag, no cans, dry, shelf stable. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	Basic American Foods, Inc.	76468	12/28 oz	\$54.79



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
16-1655-24	Potatoes. Sweet Potato, peeled, french fry, straight cut, must be ovenable, no added trans-fat, sodium not to exceed 250 mg, uniform in size and symmetry, manufacturer to specify weight equal to 1/2 c. of vegetables. IQF	McCain Foods Limited	MCF03731	6/2.5 LB	\$22.97
16-1660-24	Potatoes. Sweet Potato, crinkle cut potato, no added trans-fat, sodium not to exceed 250 mg per serving, must be ovenable, uniform in size and symmetry, no gluten containing ingredients, manufacturer to specify weight equal to 1/2 c. of vegetables. IQF. Manufacturer must provide documentation that product does not contain ingredient(s) containing gluten	McCain Foods Limited	MCF04566	6/2.5 LB	\$25.68
16-1665-24	Potatoes. Sweet Potato, tator tot, peeled, cylinder shaped, diced, no added trans-fat, sodium not to exceed 360 mg, must be ovenable, uniform in size and symmetry, manufacturer to specify weight equal to 1/2 c. of vegetables. IQF				No Award



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
17-1701-22	Chicken. Tenderloin shape, manufacture to provide letter stating product is made with whole muscle trim meat, no chopped meat. Boneless, skinless, chicken breast meat, may contain rib meat, fully cooked, breaded or battered, 50% or > whole grain by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 550 mg, ovenable. Pieces per serving must equal 2-3. 1 serving = or > 2 M/MA and 1.0 - 1.5 OEG. IQF	Tyson Foods, Inc.	10703320928	120/4.14 oz.	\$114.73
17-1716-22	Chicken. Filet, manufacture to provide letter stating product is made with whole muscle trim meat, no chopped meat, boneless, skinless, chicken breast meat, may contain rib meat, fully cooked, breaded or battered, 50% or > whole grain by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 550 mg, ovenable. 1 serving = or > 2 M/MA and 1.0 - 1.5 OEG. IQF	Tyson Foods, Inc.	10703020928	132 Each	\$109.16



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
17-1740-23	Chicken. Popcorn shape, boneless, skinless, fully cooked, breaded, 50% or > whole grain by weight or have whole grains as the first ingredient, breaded, no added trans-fat, sodium not to exceed 550 mg, ovenable. Pieces per serving must equal 8-15. 1 serving = 2 M/MA & 1.0 - 1.5 OEG. IQF	ProView Foods (Tasty Brands, LLC.)	43015	106/3 oz	\$48.00
17-1746-22	Chicken. Chunks, manufacturer to provide letter stating product is made with whole muscle trim meat, no chopped meat. Boneless, skinless, chicken breast meat, may contain rib meat, fully cooked, breaded or battered, 50% or > whole grain by weight or have whole grains as the first ingredient, no added trans-fat, sodium not to exceed 550 mg per serving, ovenable. Pieces per serving must equal 3-6. 1 serving = 2 M/MA & 1.0 - 1-2 OEG. IQF	ProView Foods (Tasty Brands, LLC.)	64630	90/3.5 oz	\$75.00
17-1767-23	Chicken. Chicken and sauce kit: boneless, skinless, 50% or > whole grain by weight or have whole grains as the first ingredient if breaded or battered, no added trans-fat, sodium not to exceed 510 mg per serving, ovenable. 1 serving = 2 M/MA and up to 1 OEG. IQF. Minimum 3 flavors available. Bid individual flavors separately	Yangs 5th Taste (formerly Ling's 5th Taste)	8-52724-15555-5	6/5 LB	\$155.38



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
17-1767-23	Chicken. Chicken and sauce kit: boneless, skinless, 50% or > whole grain by weight or have whole grains as the first ingredient if breaded or battered, no added trans-fat, sodium not to exceed 510 mg per serving, ovenable. 1 serving = 2 M/MA and up to 1 OEG. IQF. Minimum 3 flavors available. Bid individual flavors separately	Yangs 5th Taste (formerly Ling's 5th Taste)	8-52724-15563-0	6/5 LB	\$168.62
17-1767-23	Chicken. Chicken and sauce kit: boneless, skinless, 50% or > whole grain by weight or have whole grains as the first ingredient if breaded or battered, no added trans-fat, sodium not to exceed 510 mg per serving, ovenable. 1 serving = 2 M/MA and up to 1 OEG. IQF. Minimum 3 flavors available. Bid individual flavors separately	Yangs 5th Taste (formerly Ling's 5th Taste)	8-52724-15551-7	6/5 LB	\$168.62
17-1767-23	Chicken. Chicken and sauce kit: boneless, skinless, 50% or > whole grain by weight or have whole grains as the first ingredient if breaded or battered, no added trans-fat, sodium not to exceed 510 mg per serving, ovenable. 1 serving = 2 M/MA and up to 1 OEG. IQF. Minimum 3 flavors available. Bid individual flavors separately	Yangs 5th Taste (formerly Ling's 5th Taste)	8-52724-15554-8	6/5 LB	\$160.11



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
17-1775-20	Turkey. Sliced, breast meat, may contain rib meat, fully cooked, frozen, no added trans-fat, sodium not to exceed 450 mg per 2 M/MA portion, no added MSG, each slice must weigh 0.5-0.8 oz. manufacturer to specify number of full slices to equal 2 M/MA	Jennie-O	209918	12/1.5 LB	\$72.72
18-1800-19	Sandwich. PB&J, crustless IW, 50% or > whole grains by weight or have whole grains as the first ingredient, calories not to exceed 330, fat not to exceed 17 gms, no added trans-fat, sodium not to exceed 330 mg. 1 Sandwich = 1 OEG PLUS 1 M/MA. IQF. Bid individual flavors separately	The J. M. Smucker Company	5150006960	72/2.6 oz	\$45.60
18-1800-19	Sandwich. PB&J, crustless IW, 50% or > whole grains by weight or have whole grains as the first ingredient, calories not to exceed 330, fat not to exceed 17 gms, no added trans-fat, sodium not to exceed 330 mg. 1 Sandwich = 1 OEG PLUS 1 M/MA. IQF. Bid individual flavors separately	The J. M. Smucker Company	5150006961	72/2.6 oz	\$47.61



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
18-1802-19	Sandwich. PB&J, crustless, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, calories not to exceed 640, no added trans-fat, sodium not to exceed 640 mg. 1 package = 2 OEG PLUS 2 M/MA. IQF. Bid individual flavors separately	The J. M. Smucker Company	5150021027	72/5.3 oz	\$87.13
18-1802-19	Sandwich. PB&J, crustless, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, calories not to exceed 640, no added trans-fat, sodium not to exceed 640 mg. 1 package = 2 OEG PLUS 2 M/MA. IQF. Bid individual flavors separately	The J. M. Smucker Company	5150021028	72/5.3 oz	\$91.37
18-1822-24	Sandwich. Peanut free spread w/ jelly, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, calories not to exceed 640, no added trans-fat, sodium not to exceed 640 mg. 1 package = 2 OEG PLUS 2 M/MA. IQF. Bid individual flavors separately	Albie's Food Products, LLC.	607	72/2.4 oz	\$52.92
18-1822-24	Sandwich. Peanut free spread w/ jelly, IW, 50% or > whole grains by weight or have whole grains as the first ingredient, calories not to exceed 640, no added trans-fat, sodium not to exceed 640 mg. 1 package = 2 OEG PLUS 2 M/MA. IQF. Bid individual flavors separately	Albie's Food Products, LLC.	609	72/2.4 oz	\$53.28



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
19-1915-25	Salad Dressing, 1.0 - 1.5-ounce portion. Ranch, portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77027	60/1.5 oz	\$17.50
19-1920-25	Salad Dressing, bulk packaging. Ranch, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200 (per 2 oz), shelf stable	The Kraft Heinz Company	10013000980422	2/1.5 Gallon	\$32.77
19-1925-26	Salad Dressing, 1.0 - 1.5-ounce portion. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77020	60/1.5 oz	\$14.00
19-1925-26	Salad Dressing, 1.0 - 1.5-ounce portion. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77021	60/1.5 oz	\$15.85
19-1925-26	Salad Dressing, 1.0 - 1.5-ounce portion. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77022	60/1.5 oz	\$16.00



MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
19-1925-26	Salad Dressing, 1.0 - 1.5-ounce portion. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77023	60/1.5 oz	\$17.00
19-1925-26	Salad Dressing, 1.0 - 1.5-ounce portion. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77024	60/1.5 oz	\$17.00
19-1925-26	Salad Dressing, 1.0 - 1.5-ounce portion. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77025	60/1.5 oz	\$20.00
19-1925-26	Salad Dressing, 1.0 - 1.5-ounce portion. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), portion control packaging, fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200, shelf stable.	DYMA Brands (formerly Diamond Crystal Brands)	77026	60/1.5 oz	\$16.00



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
19-1930-26	Salad Dressing, bulk packaging. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200 (per 2 oz), shelf stable	C.F. Sauer Company	6173	4/1 Gallon	\$79.42
19-1930-26	Salad Dressing, bulk packaging. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200 (per 2 oz), shelf stable	C.F. Sauer Company	6122	4/1 Gallon	\$79.42
19-1930-26	Salad Dressing, bulk packaging. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200 (per 2 oz), shelf stable	C.F. Sauer Company	6144	4/1 Gallon	\$79.42
19-1930-26	Salad Dressing, bulk packaging. Variety flavors (i.e., French, Thousand Island, Caesar, Italian), fat not to exceed 15 grams, sodium not to exceed 550 mg, calories not to exceed 200 (per 2 oz), shelf stable	C.F. Sauer Company	6188	4/1 Gallon	\$79.42
23-2330-18	Chips. potato, baked, .70 - 1.0 oz, no added trans-fat, Must be Smart Snack compliant. Bid individual flavors separately	PepsiCo	32078	60/0.88 oz	\$22.79



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2330-18	Chips. potato, baked, .70 - 1.0 oz, no added trans-fat, Must be Smart Snack compliant. Bid individual flavors separately	PepsiCo	33625	60/0.88 oz	\$22.79
23-2330-18	Chips. potato, baked, .70 - 1.0 oz, no added trans-fat, Must be Smart Snack compliant. Bid individual flavors separately	PepsiCo	33627	60/0.88 oz	\$22.79
23-2330-18	Chips. potato, baked, .70 - 1.0 oz, no added trans-fat, Must be Smart Snack compliant. Bid individual flavors separately	PepsiCo	56882	60/0.88 oz	\$22.79
23-2330-18	Chips. potato, baked, .70 - 1.0 oz, no added trans-fat, Must be Smart Snack compliant. Bid individual flavors separately	PepsiCo	74847	60/0.88 oz	\$22.79
23-2335-20	Chips. potato, baked, greater than 1.125 oz/bag, no added trans-fat, Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	44395	64/1.13 Ounces	\$36.68
23-2335-20	Chips. potato, baked, greater than 1.125 oz/bag, no added trans-fat, Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	44396	64/1.13 Ounces	\$36.68
23-2335-20	Chips. potato, baked, greater than 1.125 oz/bag, no added trans-fat, Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	9598	64/1.38 Ounces	\$36.68



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2335-20	Chips. potato, baked, greater than 1.125 oz/bag, no added trans-fat, Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	25111	64/1.38 Ounces	\$36.68
23-2335-20	Chips. potato, baked, greater than 1.125 oz/bag, no added trans-fat, Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	25113	64/1.38 Ounces	\$36.68
23-2335-20	Chips. potato, baked, greater than 1.125 oz/bag, no added trans-fat, Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	25115	64/1.38 Ounces	\$36.68
23-2340-20	Chips. multigrain, no added trans-fat, sodium not to exceed 230 mg per package, 1 bag = 1.0-1.5 OEG, Bid individual flavors separately	PepsiCo	11151	104/1 oz	\$36.19
23-2340-20	Chips. multigrain, no added trans-fat, sodium not to exceed 230 mg per package, 1 bag = 1.0-1.5 OEG, Bid individual flavors separately	PepsiCo	11152	104/1 oz	\$36.19
23-2340-20	Chips. multigrain, no added trans-fat, sodium not to exceed 230 mg per package, 1 bag = 1.0-1.5 OEG, Bid individual flavors separately	PepsiCo	36445	104/1 oz	\$36.19



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2351-18	Chips. tortilla, IW, 1 bag = 2 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Calories not to exceed 300 calories. Bid individual flavors separately	PepsiCo	20510	44/1.4 oz	\$20.95
23-2351-18	Chips. tortilla, IW, 1 bag = 2 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Calories not to exceed 300 calories. Bid individual flavors separately	PepsiCo	20518	44/1.4 oz	\$20.95
23-2351-18	Chips. tortilla, IW, 1 bag = 2 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Calories not to exceed 300 calories. Bid individual flavors separately	PepsiCo	69394	60/1.5 oz	\$28.65
23-2351-18	Chips. tortilla, IW, 1 bag = 2 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Calories not to exceed 300 calories. Bid individual flavors separately	PepsiCo	30103	64/1.45 oz	\$32.68



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2352-22	Chips. tortilla, flavored (must contain nacho cheese flavor within line), IW, 1 bag = minimum 1 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	31748	72/1 oz	\$27.35
23-2352-22	Chips. tortilla, flavored (must contain nacho cheese flavor within line), IW, 1 bag = minimum 1 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	36096	72/1 oz	\$27.35
23-2352-22	Chips. tortilla, flavored (must contain nacho cheese flavor within line), IW, 1 bag = minimum 1 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	62829	72/1 oz	\$27.35



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2352-22	Chips. tortilla, flavored (must contain nacho cheese flavor within line), IW, 1 bag = minimum 1 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	49093	72/1 oz	\$27.35
23-2352-22	Chips. tortilla, flavored (must contain nacho cheese flavor within line), IW, 1 bag = minimum 1 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	67609	72/1 oz	\$27.35
23-2352-22	Chips. tortilla, flavored (must contain nacho cheese flavor within line), IW, 1 bag = minimum 1 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	42537	72/0.88 oz	\$25.14



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2352-22	Chips. tortilla, flavored (must contain nacho cheese flavor within line), IW, 1 bag = minimum 1 OEG. 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans-fat. Must be Smart Snack Compliant. Bid individual flavors separately	PepsiCo	18792	104/0.88 oz	\$36.38
23-2380-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 1 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	51605	72 Each	\$22.73
23-2380-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 1 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	51661	72 Each	\$22.73
23-2380-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 1 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	51666	72 Each	\$22.73
23-2380-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 1 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	51670	72 Each	\$22.73



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2380-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 1 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	51675	72 Each	\$22.73
23-2381-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 2 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	52688	48 Each	\$26.11
23-2381-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 2 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	52636	48 Each	\$26.11
23-2381-19	Snack Bread - Pre-packaged; loaf or slice. 50% or > whole grains by weight or have whole grains as the first ingredient, 2 OEG, trans fat 0 grams. Minimum of 3 flavors required	Muffin Town (JSB Industries, Inc.)	52675	4 Each	\$26.11
23-2390-19	Snack Cracker. Sweetened, IW. 50% or > whole grains by weight or have whole grains as the first ingredient, No HFCS, must be Smart Snack Compliant	Campbell Soup Company	26830	300 Each	\$50.30



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MSFBG #	Description	Product Manufacturer	Manufacturer Code	Pack Size	Awarded Case Price
23-2390-19	Snack Cracker. Sweetened, IW. 50% or > whole grains by weight or have whole grains as the first ingredient, No HFCS, must be Smart Snack Compliant	Campbell Soup Company	26828	300 Each	\$50.30
23-2400-26	Snack Cracker. Savory, IW. 50% or > whole grains by weight or have whole grains as the first ingredient, No HFCS, must be Smart Snack Compliant	Campbell Soup Company	18105	300 Each	\$57.64
25-2550-16	Beans. Vegetables. Baked Beans-vegetarian style, Prepared navy, or white small beans, canned, seasoned, vegetarian, gluten free, no added trans-fat, sodium not to exceed 400 mg per 1/2 c. serving. 6 - #10 cans	Bush's (Bush Brothers & Company)	1638	6/10 Cans	\$40.84
25-2595-26	Vegetables, Frozen Stems cut, ready to heat and eat. Bid individual varieties separately.	J.R. Simplot Company	10071179188100	1/20 LB	\$24.68

Indian Education

2023-24 school year update

Waapishki-Kiisis Ikwe, Mindy Meyers, American Indian Education Coordinator
Dr. Johnna Rohmer-Hirt, Executive Director of Research, Evaluation and Testing

Indian Education Advisors:

Bezhighinini, Benjamin Burgess
Biiwaabik, Laura Pederson
Elizabeth Hendrickson
Makade Giniw Ikwe, Danielle Hale
Okemah, Bryan Waukau
Tina Vinton



Kim Benjamin

Chairperson, American Indian
Parent Advisory Committee

Sara Narr

Vice Chair, American Indian
Parent Advisory Committee



Indian Education program

Since its beginning in the 1973-74 school year, the Indian Education program has focused on the educational needs of American Indian students.

The purpose of the **Anoka-Hennepin Indian Education program** and **Parent Advisory committee** is to encourage and inspire the academic achievement, social and emotional development, and cultural awareness of American Indian students; to serve as a resource to review /recommend accurate curriculum; and promote cultural diversity between community, staff, and students.



Indian Education program

Why do we provide American Indian Education?

- Federal Indian Education Act 1972
- MN American Indian Education Act of 1988.
- Legislation:
 - 124D.72 Policy.
 - 124D.74 American Indian Education Programs.
 - 124D.81 American Indian Education Aid.

Who is eligible to participate in American Indian Education?

- All students who Identify as North American Indian.



Indian Education program

Program staff

1 program coordinator

7 advisors

5 secondary
2 elementary

Direct work with students in schools.

Individual and group support.

Program events

During school: Field trips and post-secondary visits.

Evenings and weekends:

Cultural classes, celebrations, family engagement activities, etc.

Community partnerships

To provide more opportunities and support to students:

- Sylvan - tutoring/ACT prep scholarships.
- Summer program opportunities.
- North Hennepin Community College classes.
- Saint Paul American Indian family center.



Advisors

Advisors serve as a liaison for American Indian students and families between school and home, and refer students and families to appropriate school personnel for further services and support beyond the scope of their role.

Elementary support: Cultural focus

- Two cultural groups/month.
- Act as a liaison between staff/school and families when needed.
- Attend meetings including, but not limited to: Student IEP, disciplinary, MTSS/SST, or any other general concerns that may occur.
- Collaborate with building staff and students to create a presence of and safe space for our Native American students.



Advisors

Secondary support: Academic and cultural focus

- Monitor grades, attendance, and behavior.
- Implement a check & connect inspired intervention with high risk students.
- Act as a liaison between staff/school and families when needed.
- Attend meetings including, but not limited to: Student IEP, disciplinary, MTSS/SST, or any other general concerns that may occur.
- Guide and assist with college and career preparation.
- At least one cultural group/month: Provide students with lessons and information regarding various aspects of American Indian culture, language, and history.
- Collaborate with building staff and students to create a presence of and safe space for Native American students.

Staff/district support: Answer questions/advise staff re: culturally relevant curriculum; provide staff development in specific buildings and district wide; provide culturally relevant resources to teachers.



AIPAC Committee

Working with parent committees to guide Indian Education programming

American Indian Parent Advisory Committee (PAC)

The AIPAC is composed of parents and guardians of American Indian students, school district teacher representatives, and American Indian students (grade 7-12).

Duties:

- Work collaboratively with Indian Education staff to support the mission of the Indian Education program.
- Review and give input regarding MN American Indian Education Formula Aid funding, Title VII grant and budget information.
- Provide guidance regarding program activities including but not limited to: cultural events, picnics/potlucks, field trips, college visits, etc.
- Provide guidance regarding any other aspects of the program.

MINN STAT 124D.78 Subd. 1: Any district with 10 or more American Indian students must have a Parent Advisory Committee.



JOM Committee

Working with parent committees to guide Indian Education programming

Johnson-O'Malley Committee (JOM)

The JOM committee is composed of parents and guardians of JOM-certified American Indian students. This committee works specifically with the JOM grant.

Duties:

- Work collaboratively with Indian Education staff to support the mission of the Indian Education program.
- Review JOM grant and budget information.
- Manage and approve JOM grant expenditures.
- Review and approve quarterly JOM reports.
- Provide guidance regarding program activities including but not limited to: Cultural events, picnics/potlucks, field trips, college visits, etc.
- Provide guidance regarding any other aspects of the program.



AIPAC & district conversations

Resolution of concurrence

AIPAC goal:

"To be a district and community where Native American families want to live because Anoka-Hennepin has the best Indian Education program in the state. A district that prioritizes the emotional, educational, and cultural needs of our students!"

2024 PAC / district partnership

- District leadership will be meeting with AIPAC leadership within the next month to begin discussion around increasing AIPAC and district collaboration to create a welcoming environment where Native students can thrive emotionally, academically, and culturally.

Parent committee voted concurrent.

MINN STAT 124D.78 Subd. 2: School districts must provide a resolution adopted by the American Indian Parent Advisory Committee stating whether or not the AIPAC concurs with the educational offerings provided by the district.



Indian Education program funding

State and federal Indian Education grants

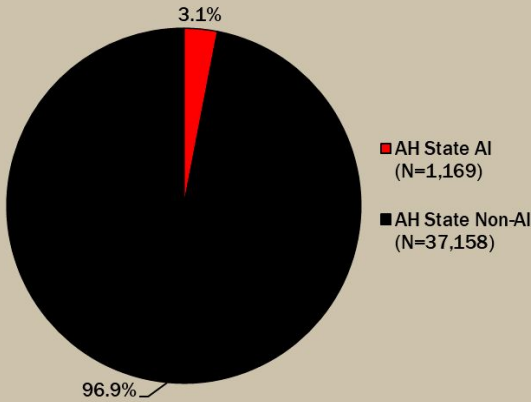
- Federal - Title VI grant
 - \$59,990
- Federal - Johnson O'Malley grant
 - \$6,538
- State - American Indian Education aid
 - \$612,000



Ethnicity breakdown

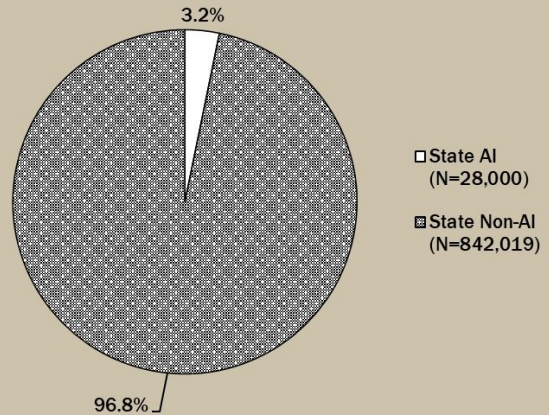
2023-24 districtwide and statewide enrollment of state-identified American Indian (AI) students

AH State Ethnicity



Data source: ViewPoint demographic file 12/13/23

MN State Ethnicity

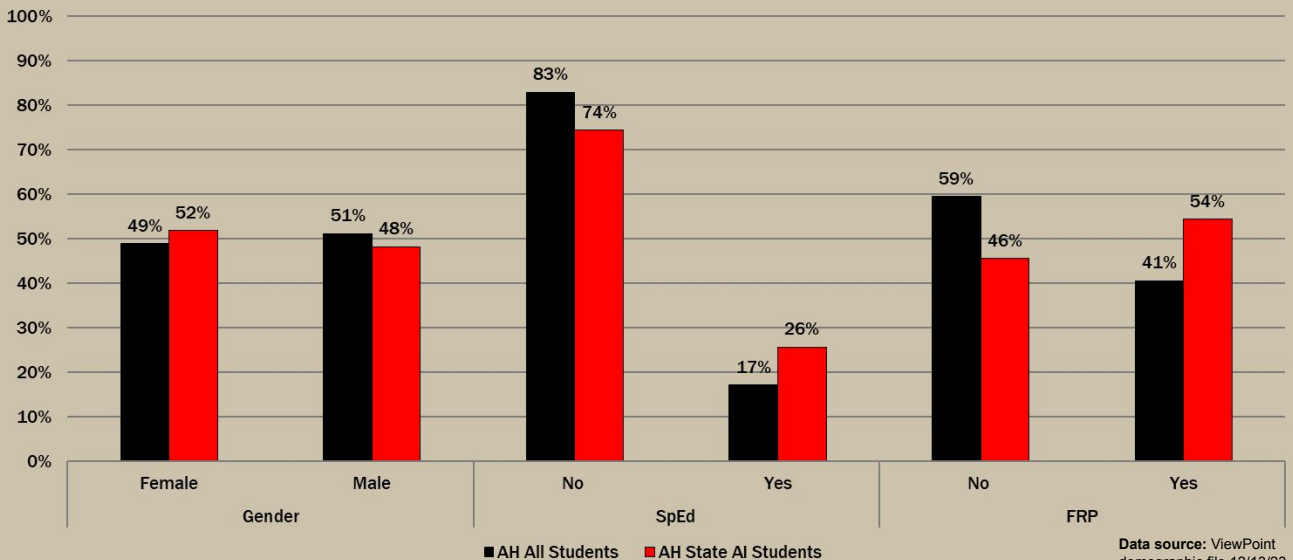


Data source: MDE Report Card 12/13/23



Anoka-Hennepin student demographics

2023-24 Anoka-Hennepin state-identified American Indian Students

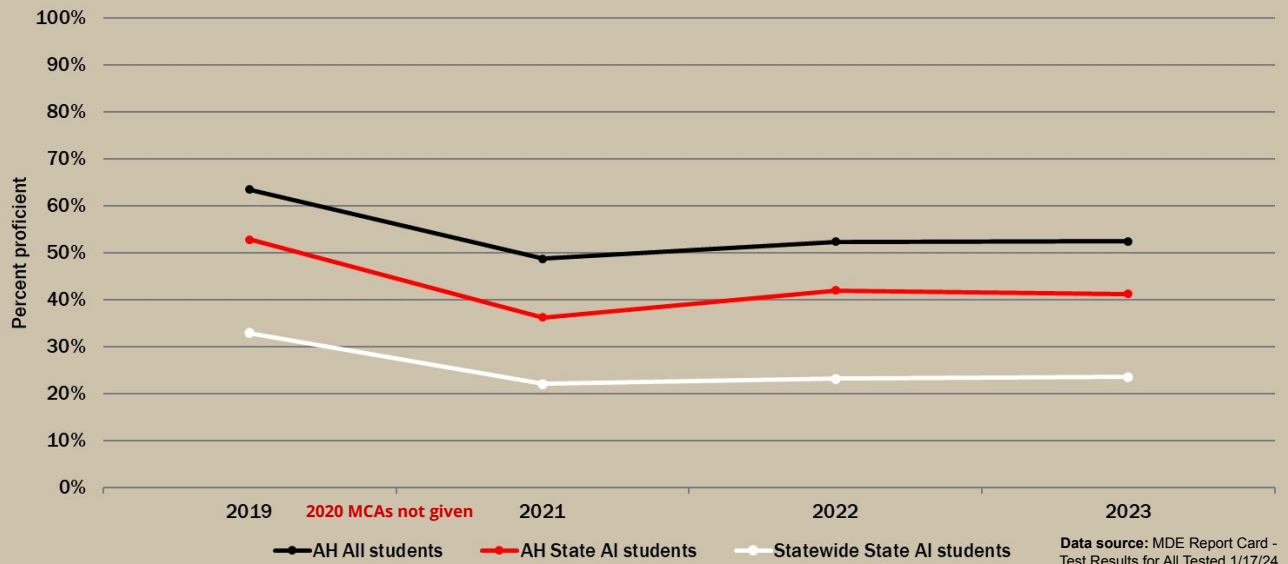


Data source: ViewPoint demographic file 12/13/23



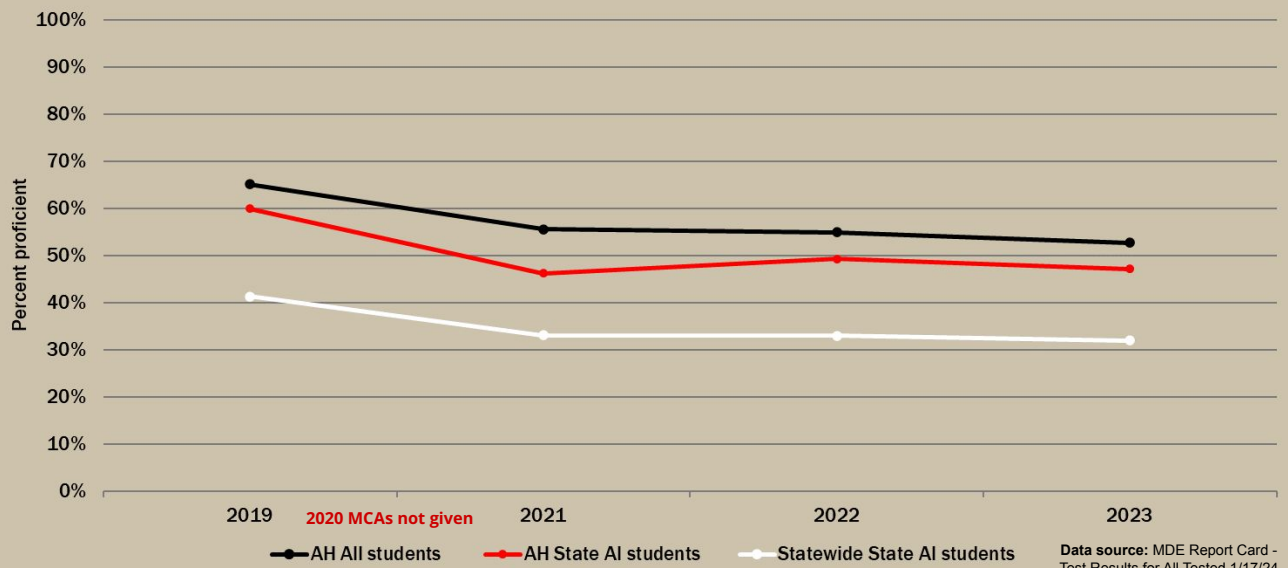
MCA math proficiency trend

District American Indian students compared to students across the state



MCA reading proficiency trend

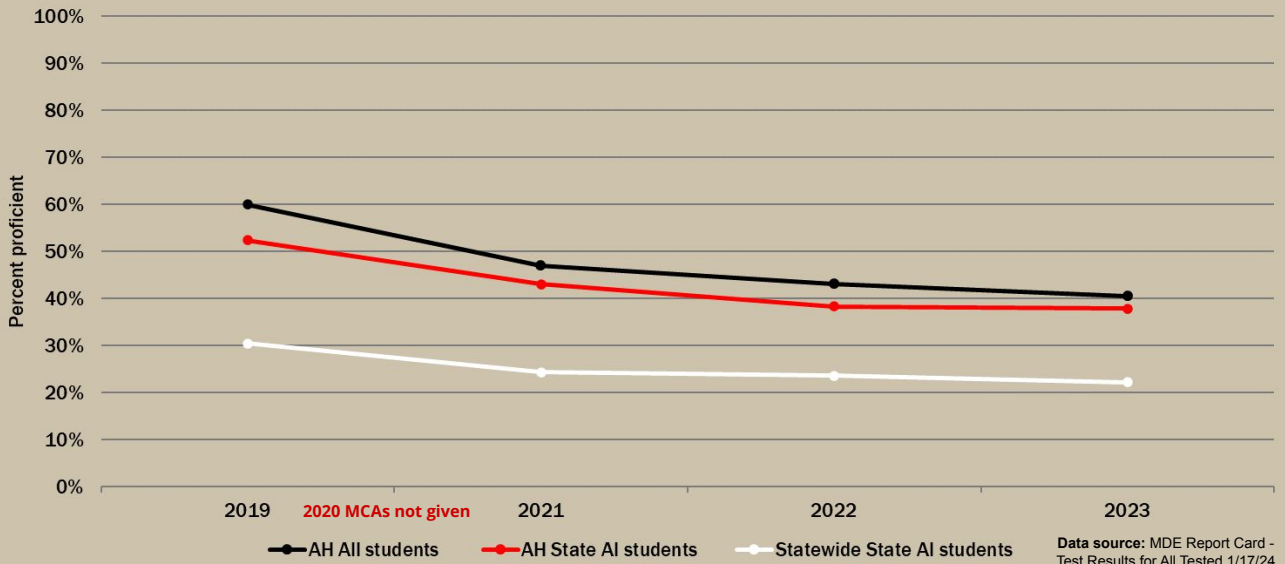
District American Indian students compared to students across the state





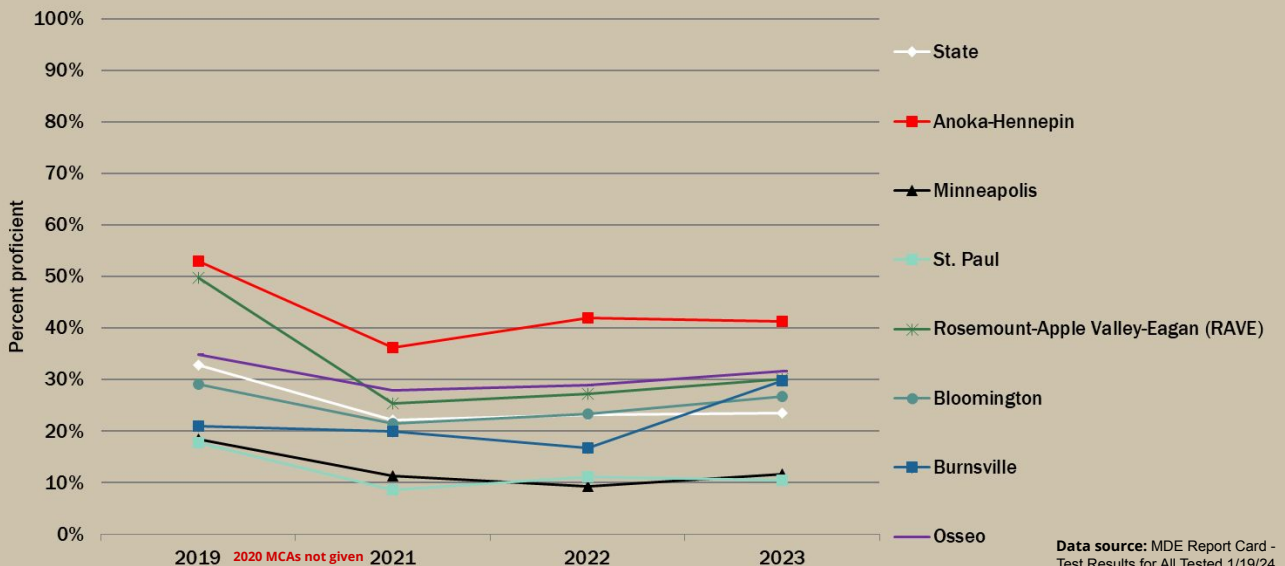
MCA science proficiency trend

District American Indian students compared to students across the state



MCA math district comparison

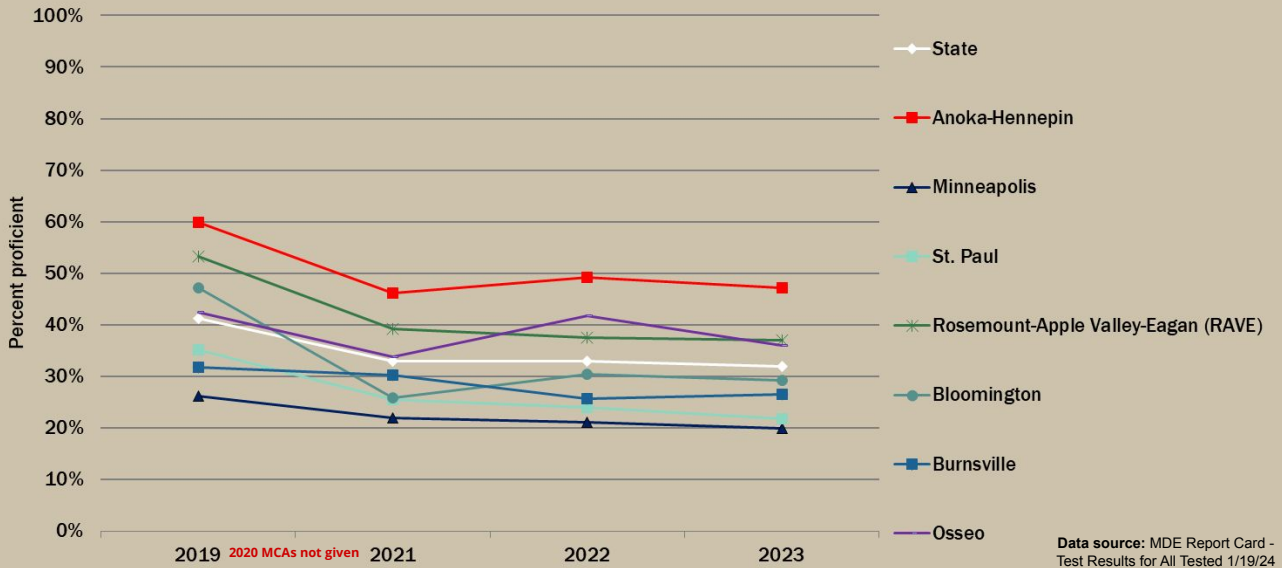
Proficiency of district American Indian students compared to Minnesota districts and statewide





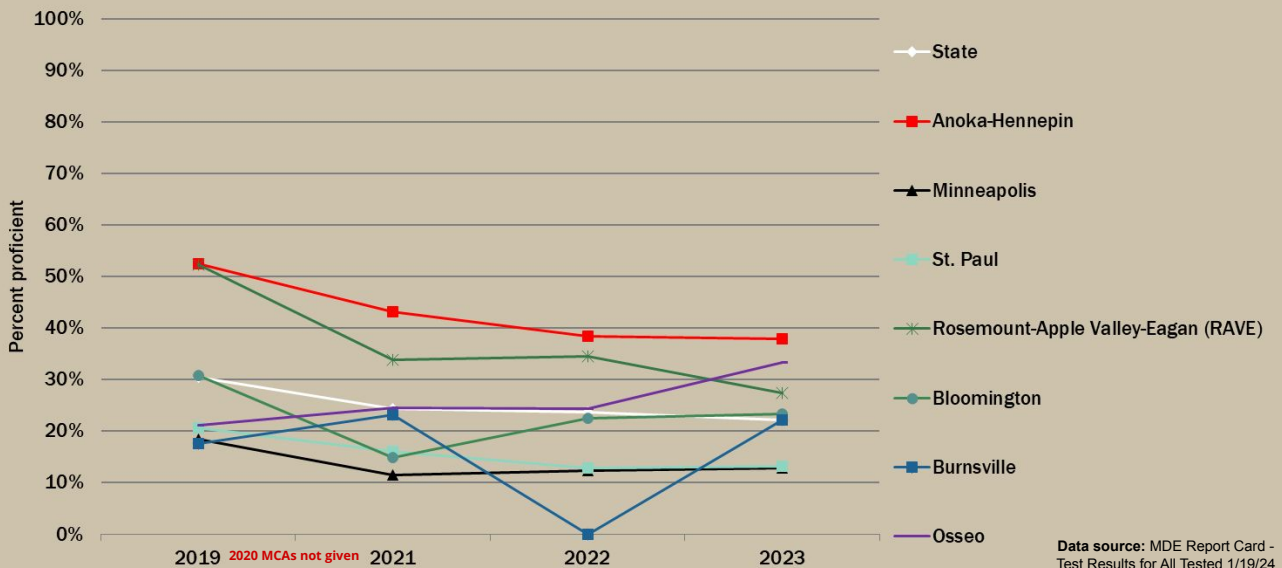
MCA reading district comparison

Proficiency of district American Indian students compared to Minnesota districts and statewide



MCA science district comparison

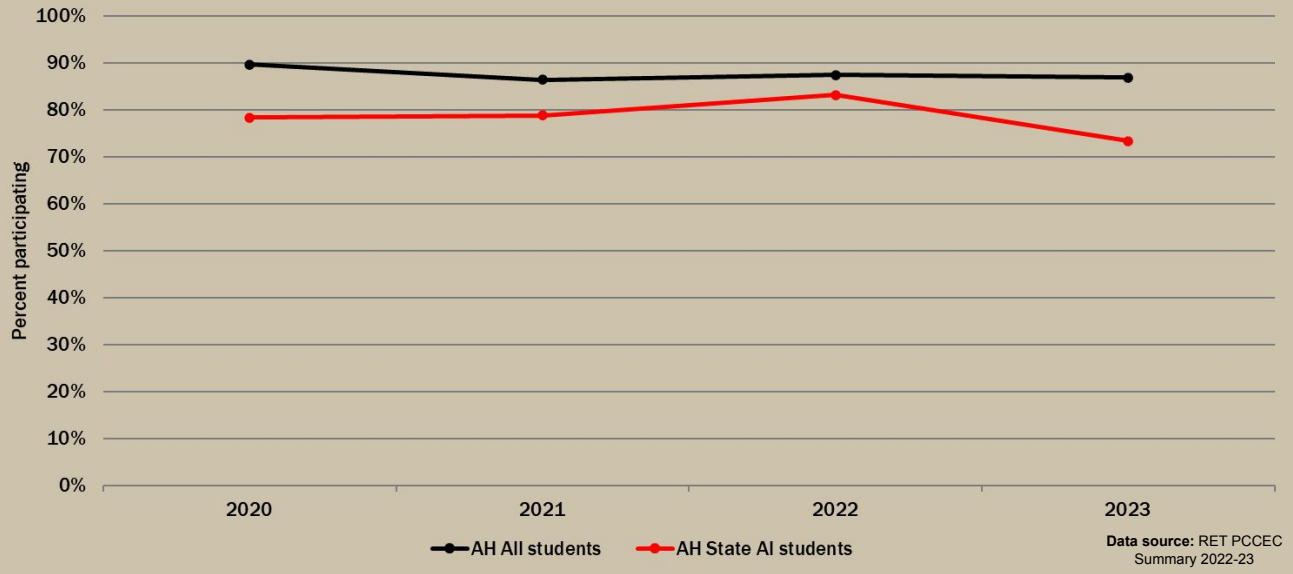
Proficiency of district American Indian students compared to Minnesota districts and statewide





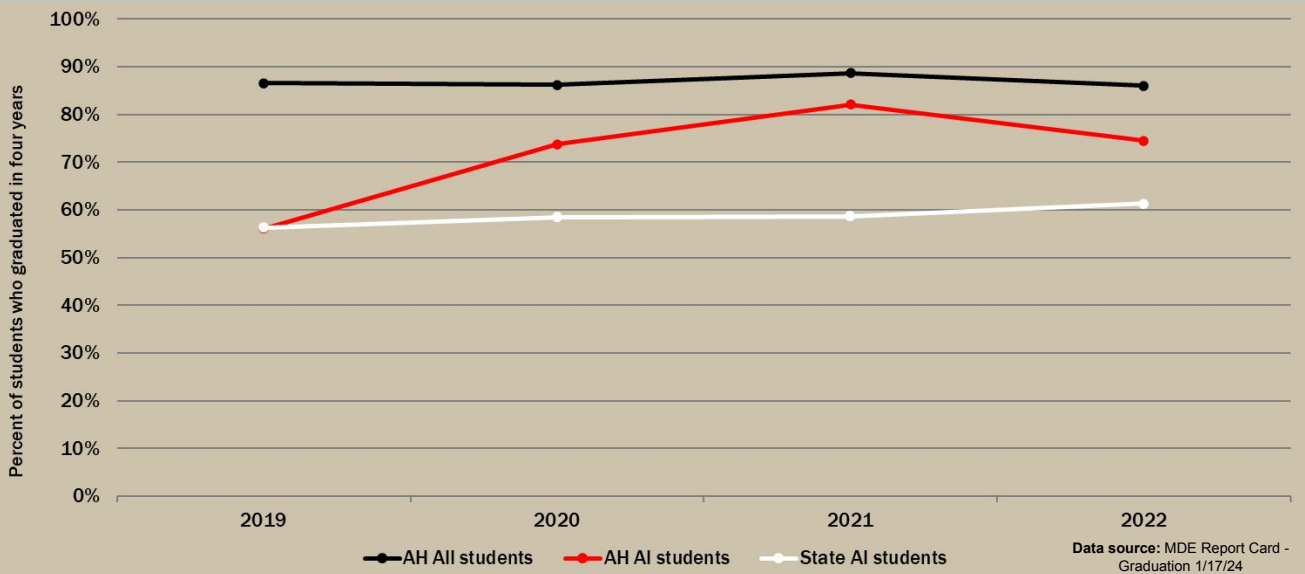
College-level course participation

Percent of seniors participating in at least one college-level course while in high school



Four-year graduation rate trend

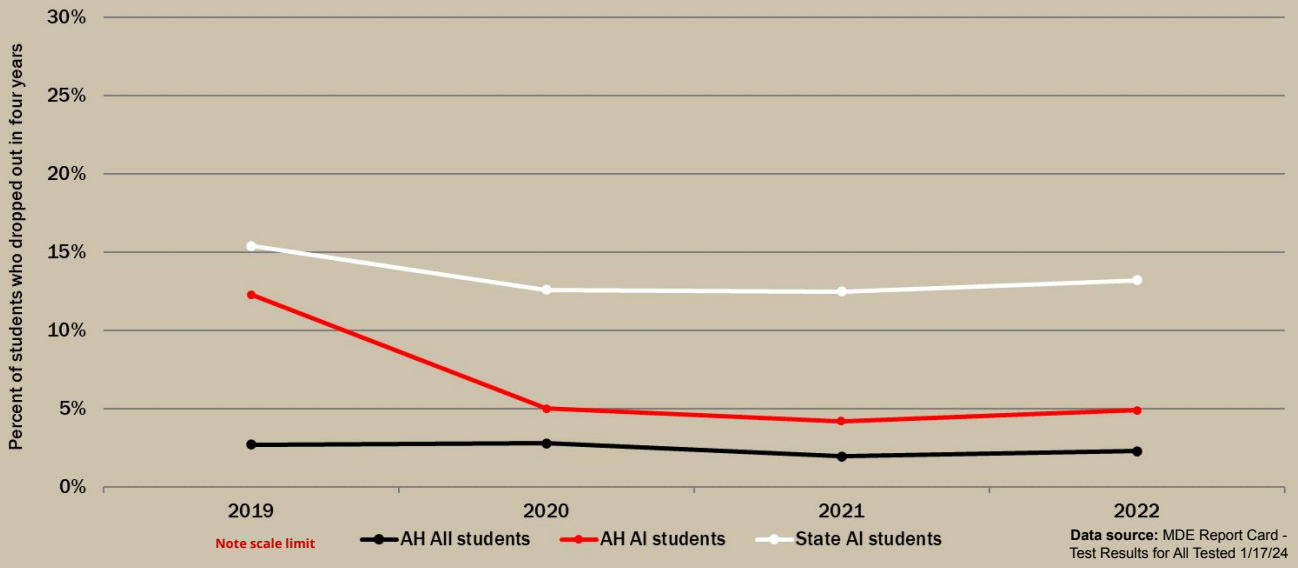
District American Indian students compared to all students in district and state





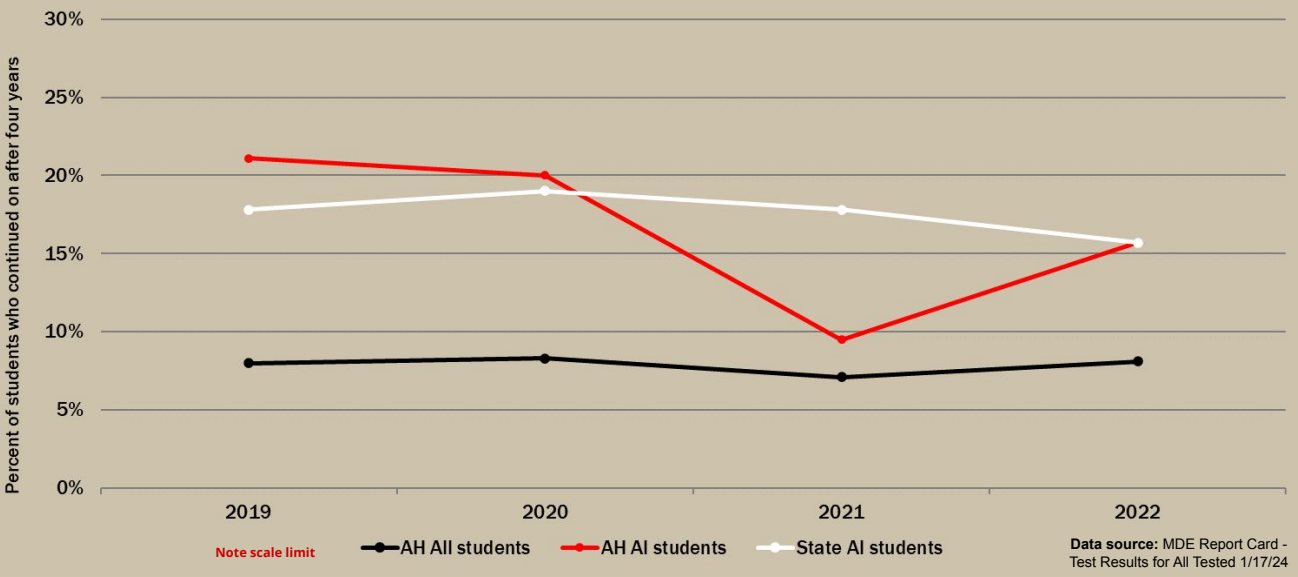
Four-year dropout rate trend

District American Indian students compared to all students in district and state



Four-year continuation rate trend

District American Indian students compared to students in district, state American Indian students





2023-24 goals

Accountability (based on state identified American Indian students)

Post-secondary preparation

By the end of the school year, 75.6% of all state identified American Indian students will have taken at least one potential college earning class by graduation. *(An increase of 2.2% from 2022-23 school year).*

Graduation

76.5% of the 2023 graduating class of state-identified American Indian students will graduate in four years. *(An increase of 2% from the 2022-23 school year).*



2023-24 goals

Accountability (based on state identified American Indian students)

Third-grade literacy

By the end of the school year, 47.2% of all state-identified American Indian students will score at or above 3rd grade proficiency benchmarks on MCA reading. *(An increase of 2.5% from 2022-23 school year).*

Positive self-esteem

83.5% of state-identified American Indian students will report positive reinforcement of their self-image on the American Indian Needs Assessment. *(An increase of 2.2% from 2022-23 school year).*



Strategies

Student support

- Individual and small group meetings
- Check and Connect influenced model of intervention with students
- 1:1 coaching, goal setting, skill building
- Culture groups
- Celebration of student achievement
 - Trimester Celebrations
 - Senior Honoring
- College and Career Readiness
 - College visits
 - ACT Prep Class for juniors
 - Scholarship and college application support
- Academic Tutoring Scholarships
- Liaison between home and school as needed



Strategies

Cultural support

- Cultural groups
 - One / month secondary.
 - Two / month elementary.
- Family engagement/cultural events
 - Fall and spring picnic.
 - Trimester 1 and 2 celebrations.
 - Winter event.
 - Spring powwow.
 - Ojibwe/Dakota language.
 - Archery team.
 - Etc.



Program highlights

2023-24 school year

Partnership with Saint Paul American Indian family center

- Continuing mental health partnership.
- Native American therapist at Blaine High School one day a week.
 - Working on connecting with Roosevelt Middle School students.
- This is at no cost to our program.

Scholarships

- **Trimester 1 tutoring:** 15 full scholarships awarded.
- **Trimester 2 tutoring:** 20 full scholarships awarded.
- **ACT prep class:** 6 students attending.



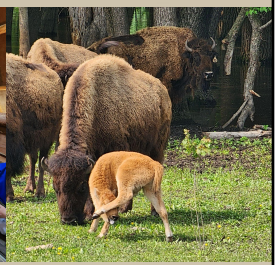
Program highlights

Spring culture trip 2023 - Prairie Island Indian community



K-12 students had opportunities:

- Learn about traditional plant medicines and foods.
- Visit the buffalo pasture and learn about our buffalo relatives.
- Visit the bark lodge and learn about Dakota communities.





Program highlights

Spring culture trip 2023 - Prairie Island Indian community



Program highlights

Fall 2023

Native American college fair

- 42 students attended.
- Met with Native college representatives.
- Scholarships and funding opportunities.
- Speaker theme: Culture and language revitalization
 - Professional panel.
 - Student Panel .
- Guest speaker: Governor Walz





Program highlights

2023 orange shirt day



Families had an opportunity to make shirts at the Fall Picnic.



Some student leaders educated their peers via school news.



Anoka-Hennepin American Indian Education prepared resources and information to encourage schools across the district to acknowledge orange shirt day!

- Shared books & curriculum resources with teachers.
- Pre-created announcements that schools could read over PA system.
- Shared digital posters and information schools could use

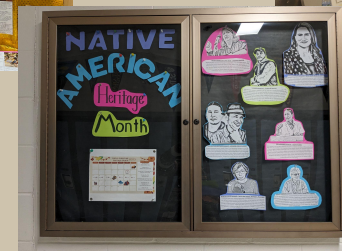
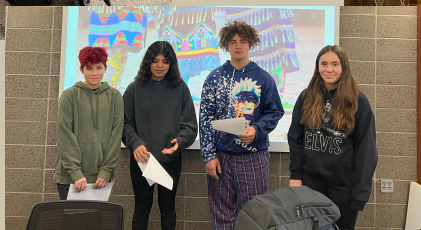
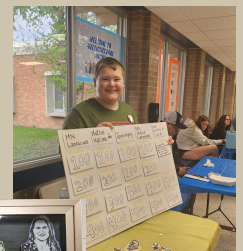


Program highlights

2023-24 increasing awareness and representation

Indigenous Peoples day

Acknowledged district wide via one hour of classroom instruction learning about Minnesota Ojibwe and Dakota communities and leaders.



Native American heritage month

Advisors worked with students and building staff to raise awareness and celebrate in schools. Examples: displays, announcements, videos, e-news, and playing native music

Accountability

What guides programming?

- **Program evaluation and community collaboration**
 - Annual public hearing. (winter)
 - Annual program needs assessment. (spring)
 - Annual Title VII grant progress report.
 - Annual JOM grant report.
 - Annual tribal consultations. (fall and spring)
 - Monthly meetings with parent committees.

Questions and Comments

ahschools.us/indianeducation



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Annual Compliance Overview

[Minnesota Statutes 2023, section 124D.78](#) requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document.
- ✓ The AIPAC resolution document.
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage).
- ✓ The American Indian Education Aid Program Plan Review.

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark or X next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all required items **by March 1** to: MDE.AIEA@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Anoka-Hennepin Schools

The American Indian Parent Advisory Committee Vote

X *The AIPAC Issued a Vote of Concurrence*

Date of Concurrent Vote: 2/13/24

Date the AIPAC presented to the school board: 2/26/24

 The AIPAC Issued a Vote of Nonconcurrence

A **vote of nonconcurrence** requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: 2/26/24

Date the written response from the school board is due: _____

 The District/School Does Not Have an AIPAC


The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson Date

Superintendent or Charter/Tribal School Director Date


AIPAC Chairperson 2/22/2024
Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

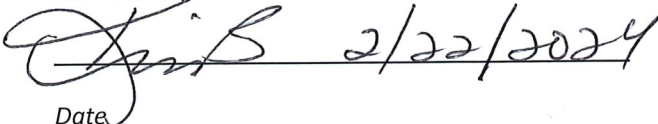
WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

X _____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

AIPAC Chairperson Printed Name and Signature



Date

2/13/24



Anoka-Hennepin School Board

Briefing Notes

DATE: 2/26/2024

CLASSIFICATION: Action

AUTHOR: Dr. Josh Delich, associate superintendent for high schools
Tim Palmatier, general counsel

SUBJECT: Policy 510.10 Repeal

PURPOSE: Approve the repeal of Policy 510.10

BACKGROUND:

Anoka-Hennepin Schools is a member of the Minnesota State High School League (MSHSL). Students and teams that participate in MSHSL activities follow guidelines that allow students in seventh and eighth grade to participate in high school athletics programs. Anoka-Hennepin Schools policy 510.10 is more restrictive than MSHSL guidelines as it places limits on participation for students in grades 7 and 8.

On October 9, 2023 the associate superintendent of high schools and the general counsel reviewed Policy 510.10 in its entirety with the School Board to determine if modifications or repeal of the policy was appropriate. At that time, the Board decided to wait for a decision and requested the review of policy be revisited with the new board members.

On February 12, 2024 the associate superintendent of high schools and the general counsel returned to recommend that Policy 510.10 be repealed or modified. After Board discussion, the Board determined to repeal Policy 510.10. The Board asked administration to develop a play-up process and procedure for seventh and eighth grade students to participate in high school athletics programs. The intent is that this administrative process and procedure will be used by school and district administration. The Board desires to be appraised of this administrative process and procedure; a new policy will not be adopted.

RECOMMENDATIONS/NEXT STEPS:

Repeal of Policy 510.10.

Development by school and district administration of a process and procedure for students in grades 7 and 8 to participate in high school athletics. The process and procedure will include direct oversight by the associate superintendent of high schools. The process will include administrative decision-making procedures that allow for three potential pathways for seventh and eighth-grade student participation and accelerated play-up in high school athletics: Lowest Level, Accelerated Play-up, and Not Offered at Middle School. Participation and accelerated play-up in high school athletics will be based upon tryout performance. Decisions will be made at the school level and will involve coaches, activities directors, and parents or guardians.

Insurance third party administration request for proposal

February 26, 2024

Todd Mensink, Director of Labor Relations & Benefits
Tiffany Audette, Purchasing Director
Josh Johnson, AON Consulting



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Group insurance

Minnesota Statute 471.6161

Request for proposals (RFP)

471.6161

Subd.

8.

School districts must make requests for proposals at least 150 days prior to the expiration of the existing contract but not more frequently than once every 24 months.

School district contracts for group health insurance must not be longer than two years unless the exclusive representative of the largest employment group and the school district agree otherwise.

Proposals are negotiated in or to reduce costs or improve services under the proposals.

The school district may choose from any of the initial or final proposals without further negotiations and in accordance with subdivision 5, but not sooner than 15 days after the proposals become public data.

Anoka-Hennepin employed the services of AON Consulting to coordinate the development and distribution of the RFP 24020P released Nov. 23rd, 2024.



RFP 24020P

Group medical and prescription drug plan administration and stop loss insurance

Jan. 4, 2024 proposal responses were received and opened:

Medical and prescription drug administration were submitted from:

- Blue Cross Blue Shield MN.
- HealthPartners.
- Medica.
- United Healthcare (incumbent).

Three proposals for carved-out pharmacy benefit administration were submitted:

- CVS Caremark (“CVS”).
- Elixir.
- ProAct Pharmacy Benefit Management.

A fully insured quote was provided by:

- Innovo Benefits - Public Employees Insurance Program (PEIP).

One non-compliant proposal was submitted by:

- Kelly Specialty Group.



Evaluation

District administration worked with AON to evaluate the proposals based on compliance with the submission requirements and the following criteria:

- Organizational experience and ability to provide and quality of requested services.
- Overall cost including medical, prescription drug, and stop loss.
- Ability to administer the plan designs requested.
- Medical and pharmacy provider network composition and member access.
- Prescription drug formulary composition.
- Health improvement, disease management, education, wellness, and EAP programs offerings.
- Ability to provide data and meaningful management reporting.

Best and final offers

Based on the preliminary analysis, Anoka-Hennepin identified viable proposals from:

- BlueCross BlueShield MN.
- Medica.
- UnitedHealthcare.
- CVS Caremark.

Representatives of Anoka-Hennepin and AON held finalist interviews and bidders submitted final offers on Feb. 1, 2024.

Prior to the submission of best and final offers, CVS Caremark was a viable option to administer pharmacy benefits paired with one of the medical TPAs, but was less competitive after the BAFO.

Pharmacy analysis

Formulary disruption

- Bidders were provided with the prescription drugs used by Anoka-Hennepin members and asked to match the drug to their proposed formulary and indicate how the drug would be covered.
- Each of the bidders is compared to the incumbent formulary.
- The analysis showed there would be minimal formulary disruption through a change to either BCBS or Medica.

No change = No change in tier placement.

Positive disruption = changes from a higher tier to a lower tier.

Negative disruption = changes from a lower tier to a higher tier or excluded.

Formulary Change	Medica		BCBSMN	
	# Rxs	Drug Count %	# Rxs	Drug Count %
No Change	68,900	86.28%	73,531	96.23%
Positive - Downtier	9,288	11.63%	1,044	1.37%
Negative - Uptier	141	0.18%	226	0.30%
Excluded or N/A	1,529	1.91%	1,611	2.11%

Pharmacy analysis

Pharmacy network disruption

- Bidders were provided with a listing of the pharmacies used in 2023 and asked to indicate if the pharmacy is in-or-out of their proposed network to determine how many of the prescriptions and retail pharmacies are in or out-of-network.
- The analysis showed there would be minimal retail pharmacy disruption through a change to either BCBS or Medica

Network change	Medica		BCBSMN	
	Rx %	Pharmacies %	Rx %	Pharmacies %
No change	98.3%	96.5%	98.2%	97.3%
Out of Network <input type="checkbox"/> In Network (Positive)	0.0%	0.0%	0.0%	0.0%
Total Positive or Neutral	98.3%	96.5%	98.2%	97.3%
In Network <input type="checkbox"/> Out of Network (Negative)	0.3%	2.6%	0.4%	1.8%
Reported Closed/Unknown (Negative)	1.4%	0.9%	1.4%	0.9%
Total Negative	1.7%	3.5%	1.8%	2.7%

Medical provider/facility analysis

Provider disruption/access - broad networks

- Bidders were provided with a listing of the health care providers used in 2022 and 2023 and asked to indicate if the provider is in-or-out of their proposed network.
- Census data was compared against vendors provider networks to determine the percentage of employees with access to providers within a certain distance of their homes.
- The results show that the UHC, Medica and BCBS broad networks include almost all of the providers that Anoka-Hennepin members used and include providers in close proximity to members' homes.

Category	UHC Choice Plus	Medica Passport Options PPO	BCBSMN BlueCard PPO
	% of Total	% of Total	% of Total
Provider Disruption (# Claimants)	99.0%	98.8%	97.7%
Provider Disruption (\$ Claims)	99.0%	98.7%	99.0%
Geographical Network Access	97.8%	97.9%	98.2%

Medical provider/facility analysis

Provider disruption/ access - narrow networks

- All three of the medical finalists offered lower cost narrow network options in addition to their broad open-access network.
- The narrow networks offered by Medica and BCBS provide greater access to the providers used by employees and to providers in close proximity to their homes.
- The UHC Core and Medica Park Nicollet ACO network have higher levels of disruption but would be offered alongside the broad network; a transition plan would need to be developed.

Category	UHC Core	Medica Elect	Medica VantagePlus ACO	Medica Park Nicollet ACO	BCBSMN High Value
	% of Total	% of Total		% of Total	% of Total
Provider Disruption (# Claimants)	54.3%	69.3%	57.6%	31.6%	68.2%
Provider Disruption (\$ Claims)	46.9%	75.0%	72.1%	49.7%	78.6%
Geographical Network Access	86.2%	97.3%	84.9%	56.6%	97.0%

Financial analysis - medical

Self-insured cost analysis methodology

Medical cost projection

- AON performed an independent medical claims projection using historical data from UHC, using Aon's proprietary discount database to incorporate network discount differentials by vendor.
- Additional components incorporated include administration fees, stop-loss insurance premium, and proposed credits/allowances.

Pharmacy cost projection

- AON performed an independent pharmacy claims projection using historical data from UHC, using Aon's proprietary pharmacy models to estimate the cost impact of financial terms proposed by bidders.
- Aon's model incorporates minimum AWP discount guarantees on drugs, dispensing fee guarantees, base administrative fees, and manufacturer payments (rebate guarantees).

Financial summary

Overall net cost summary

Costs – Year 1	UHC	Medica	BCBS MN
Fixed Fees (ASO, EAP, Wellness, etc)	\$2,147,280	\$2,090,976	\$2,336,064
Stop Loss	\$4,442,416	\$4,974,176	\$2,018,664
Credits/Allowances (Med + Rx)	\$310,000	\$1,600,000	\$1,775,000
Net Rx Cost	\$12,809,000	\$10,272,000	\$10,542,000
<u>Medical Claims</u>	<u>\$55,990,000</u>	<u>\$56,435,000</u>	<u>\$59,425,000</u>
Total Net Cost - Year 1	\$75,078,696	\$72,172,152	\$72,546,728
High/Low Margin	-	+/- \$775,000	+/- \$455,000
Total Net Cost - Year 2	\$80,061,731	\$79,208,637	\$79,295,268
High/Low Margin		+/- \$821,500	+/- \$482,300
Total Net Cost - 2-Year Total	\$155,140,427	\$151,380,789	\$151,841,996
High/Low Margin	-	+/- \$1,596,500	+/- \$937,300

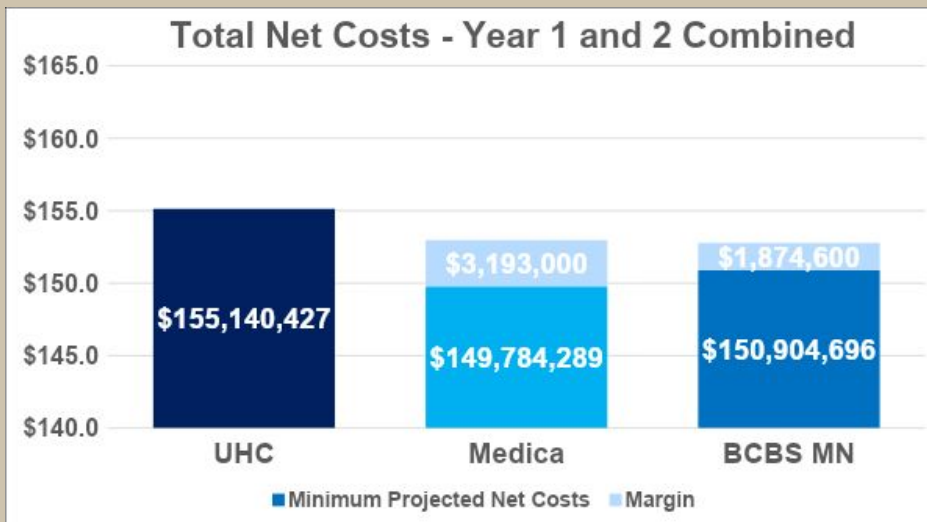
Estimated
PEIP Year 1 Cost
\$91.7M

PEIP's fully insured
quote not financially
competitive with other
self-insured estimates

- Medica is the lowest net cost bidder, followed by BCBS.
- Medica is calculated to offer approximately \$2-5M in savings (1.4-3.5%) compared to the incumbent proposal which is attributable primarily to higher credits and lower pharmaceutical costs.

Financial summary

Overall net cost summary





Recommendation

22019P award recommendation

- Based on the evaluation of final proposals received in response to 24020P, district administration is recommending the selection of **Medica** as the third-party administrator for our self-insured medical and prescription drug plans and stop loss insurance.
- Rationale:
 - Medica's proposal provides comprehensive capabilities to support the objectives described in the RFP.
 - Medica's medical provider networks and pharmacy network offer broad access to members with minimal disruption.
 - Medica's proposal comes in with the lowest cost, which will be passed on to employees through lower premium increases.
 - Results of the RFP were shared with our insurance advisory committee, and the representatives were supportive of moving back to Medica.



Next steps

April 22, 2024 - School Board Meeting

- Approval of 2022-23 Insurance Plans and Rates.

May 28, 2024 - June 12, 2024

- Insurance Open Enrollment.

Sept. 1, 2022

- Beginning of new insurance plan year.

WORKING AGREEMENT

BY AND BETWEEN

**ANOKA-HENNEPIN
INDEPENDENT SCHOOL DISTRICT NO.
11
SCHOOL BOARD**

AND

**ANOKA-HENNEPIN EDUCATION
MINNESOTA**

JULY 1, ~~2021~~2023 THRU JUNE 30, ~~2023~~2025

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ARTICLE I RECOGNITION

In accordance with the PELRA-71, as amended, the School Board, hereinafter referred to as the Board, recognizes the Anoka-Hennepin Education Minnesota, hereinafter referred to as the AHM, as the Exclusive Representative of teachers employed by the School Board of Anoka-Hennepin Independent School District No. 11. The terms Board and AHM shall include authorized officers, representatives, and agents. Despite references herein to Board and AHM as such, each reserves the right to act hereunder by designated representatives.

ARTICLE II LAWS, RULES AND REGULATIONS

The parties agree to abide by the State and Federal Laws, rules established by the Minnesota Department of Education and reasonable rules and regulations established by the Board. Such Board rules and regulations will not be in conflict with this Agreement.

ARTICLE III DEFINITION

Section 1. The term “teacher” shall mean any person employed by the District in a position for which licensure is required by the Minnesota Professional Educator Licensing and Standards Board or in a position of physical therapist or occupational therapist, audiologist, American Sign Language teacher, social worker, school nurse, school psychologist, except superintendent, assistant superintendents, confidential employees, principals and assistant principals and others who devote more than 50% of time to administrative or supervisory duties, and an individual who renders part-time teaching service for less than 300 hours in a fiscal year as an instructor in an adult vocational education program.

The term “teacher” shall include an employee hired by the Board to replace an absent teacher for more than 30 working days, and an employee hired by the Board for a teaching position created by increased enrollment, curriculum expansion, courses which are a part of the curriculum whether offered annually or not, or other appropriate reason.

Job Sharing: The term job sharing shall mean the practice of two (2) teachers employed by the District to share a full-time teacher position. The following conditions shall apply:

Subd. 1. Eligibility: A request to job share must be submitted to Employee Services prior to February 1st of each year. Teachers assigned to job sharing must be tenured and must be able to assume full-time positions if vacancies occur in the other portion(s) of their job share positions. The District shall have the right to request as a condition of assignment, that tenured part-time teachers waive their rights to full-time tenure in the event that their job-share positions become full-time positions created by unforeseen vacancies in the other portions of their assignments.

Subd. 2. Job Share Agreement: All teachers assigned to job share positions will sign an agreement with the District defining their employment and specific duties for the duration of their assignments.

Subd. 3. Renewal: Job shares are approved on a one-year-only basis and may be renewed on a yearly basis by agreement of the teacher, principal, and Employee Services

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Department. Annual approval of job shares for an individual teacher will generally be limited to no more than 5 consecutive school years.

Subd. 4. Duties: Duties will include shared responsibilities for service normally provided by full-time contracted teachers, including service on all District-defined student days and additional service on such non-student days (conferences, workshops, in-service planning days, etc.) as mutually agreed. Service of job share partners must be scheduled to permit coverage of the full assignment.

Subd. 5. Incumbency: It is understood that for District approved job shares for teachers from different buildings, each teacher's entitlement will be within the building in which the job share takes place based on the teacher's contract entitlement which immediately preceded the job share. Therefore, when the job share ends, each teacher will have contract entitlement within the building to the extent their District seniority and licensure hold and the current Working Agreement language shall apply during the staffing process.

Subd. 6. Compensation and Benefits: Compensation for each teacher participating in the job share will be based on the rate established in the teachers' Working Agreement for that teacher's appropriate lane and performance increment on the teacher salary schedule. Days of service in this assignment will accrue toward future salary performance increment advancement as defined in the teachers' Working Agreement. For purposes of employee benefits, the position will be allocated the equivalent of one full-time position to be divided between the teachers serving on a part-time-basis in accordance with their defined duty schedule. Sick leave and other leaves are available on a pro-rata basis rounded to the nearest half day.

Section 2. Full-year Teacher

A full-year teacher shall be defined as teaching at least 187 days or having at least 1340 hours of employment.

Section 3. Full-time Teacher

A full-time teacher shall be defined as working at least an average 7 hours, 10-minute duty day.

ARTICLE IV TEACHERS' RIGHTS

Section 1. The AHEM shall have the right to use school buildings before or after school hours for meetings, scheduling such use with the Principal of the school, providing that this shall not interfere with or interrupt school operations. Expenses incident to the meeting shall be borne by the AHEM in accordance with Board policy.

Section 2. Duly authorized representatives of AHEM shall be permitted to discuss matters pertaining to AHEM business with District personnel on campus at all reasonable times at the discretion of the Principal, provided that this shall not interfere with or interrupt normal operations.

Section 3. The AHEM shall have the right to place appropriately identified notices and other material on designated school bulletin boards and in teachers' mailboxes.

Section 4. The Board agrees to make available such information, statistics and records as are necessary for the proper enforcement of this Agreement.

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Section 5. Payroll Deductions: Teachers shall have the right to have their membership dues deducted for the Exclusive Representative on a payroll deduction plan. This shall be the exclusive right of AHEM and shall not be granted to any other organization competing to represent teachers in collective bargaining. The Board shall continue such deductions in succeeding years until notified by AHEM to cease.

Section 6. The Board will meet with AHEM to discuss policies and matters of concern on a monthly basis if requested and at least every four months. This right shall not be granted to any other organization competing to represent teachers in collective bargaining.

Section 7. AHEM shall have a designated mailbox at the District Office located adjacent to other school mailboxes.

Section 8. Teacher participation in extracurricular and other duties scheduled after normal duty hours shall be voluntary. Accommodation for open house attendance shall be made on an individual building basis. Teachers wishing to cease participating in duties for which compensation is received shall notify the Principal by April 1, so that the teacher shall be relieved of such duties for the following year.

Section 9. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, provided it does not interfere with the instructional program of the school.

Section 10. Teachers shall not be disciplined, reprimanded, reduced in rank or compensation without just cause. Whenever possible, the supervisor will discuss with the teacher those activities of the teacher which would normally lead to a written disciplinary action and shall offer suggestions for correction. A copy of the written disciplinary action shall be given to a teacher before it is placed in the personnel file.

Teachers shall be entitled to have an AHEM representative present at an investigatory interview which the teacher reasonably believes might result in a record of disciplinary action against the teacher. Such a meeting must be held within 48 hours after the teacher is notified.

If the District takes action to suspend or discharge a teacher, the District shall notify the teacher in writing with specific reasons. When it is necessary to remove a teacher from the classroom, the teacher shall receive immediate oral notification of the reason(s) for the action followed promptly by written notification.

Section 11. No visitor other than School District officials and parents of the students enrolled in the teacher's class shall be allowed in the classroom without prior notification to the teacher.

Section 12.

Subd. 1. All evaluations and files in the School District relating to each individual teacher shall be available during regular school business hours to each individual teacher upon the teacher's written request to the appropriate supervisor or the Director of Employee Services. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein; provided, however, the School District may destroy such

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files as provided by law. A teacher shall be notified if any negative information is put in the teacher's file. Likewise, the teacher shall have the right to challenge (according to MS 122A.40, Subd. 19, standards) any material in the teacher's file.

Subd. 2. Teachers shall be evaluated according to state law, school board policy, and administrative procedure by the appropriate assigned supervisor.

Section 13. AHEM Leave: AHEM shall be allowed 100 days per year for AHEM business with AHEM reimbursing the School District for required substitute cost. Any unused AHEM days at the end of the school year may be accumulated for use the next year. The following rules shall apply:

Subd. 1. Notification to the principal or supervisor shall be made as soon as the employee is aware of the use of an AHEM day.

Subd. 2. Notification of days used shall be made to the Labor Relations/Benefits Department by AHEM on a trimester basis.

Subd. 3. Payment for days used shall be made to the District on January 1, April 1, and July 1.

Subd. 4. AHEM leave will be deducted in full or half days only.

Subd. 5. AHEM will not be required to reimburse the substitute cost for AHEM days used by AHEM negotiation team members during non-student contact days.

Section 14. The Board shall give each teacher a letter defining the teacher's salary, performance increment and lane placement for the school year.

Section 15. Entitlement: A teacher shall be deemed to have continuing contract entitlement rights as established by the most recent employment contract between the teacher and the District. If the teacher's entitlement is adjusted (full-time to part-time or visa versa), a new contract shall be signed by both the teacher and the District. Contracts shall include references to any entitlement retention rights from approved voluntary contract reductions as set forth in Article XV, Section 10, or due to a teacher obtaining a non-licensed District assignment outside of the bargaining unit as set forth in Article XV, Section 11.

Subd. 1. Part-time teachers in the Student Support Programs, Supplemental Programs, or Alternative Programs not on continuing contract who work less than 536 hours per school year do not have continuing contract entitlement rights.

Section 16. Copyrights: Any teacher who develops courseware and teaching materials of any nature in any media form shall retain full ownership and rights to such courseware and teaching materials.

The employer agrees to permit author(s) to copyright or patent any material produced or created by an employee.

This section refers only to those materials in courseware that are developed on the teacher's own time, with the teachers own resources, and for which no District compensation has been paid. A teacher may pilot a program in the classroom with District approval and the District would have the option to purchase the program at cost.

Section 17. Committees: Teachers shall be offered representation on each District-wide advisory committee. A majority of those teachers will be appointed by the exclusive representative and

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shall be a part of the recommendation-making process of the committee. Should the exclusive representative fail to appoint teachers as per this provision, appointments may be made by the administration.

Section 18. Site-based Decision Making: The District and its employee organizations will work together to implement site-based decision making in Anoka-Hennepin schools. A District advisory board to assist site councils will consist of administrators, community members, and representative licensed and non-licensed staff. Each employee organization shall be responsible for selecting its representatives for this board.

Employees who serve on the site council will be selected by a method chosen by the building staff. Participation of employees will be voluntary.

No Contractual provision will be waived without the express written consent of the appropriate AHEM officers.

Section 19. The District will provide the Union access to employee data and orientation time as required under MN Statue 179A.

ARTICLE V BOARD RIGHTS

Section 1. Inherent Managerial Rights: AHEM 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 and 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 VI LENGTH OF THE SCHOOL YEAR

Section 1. Duty Days

Subd. 1. There shall be 187 days of service for teachers. **For the 2023-24 school year, t**he duty year for new teachers (**first year Tier 1, first year Tier 2**, probationary first year and new probationary third year) shall include an additional three days of orientation prior to the commencement of the school year. and the equivalent of one additional day outside the normal duty day during the school year for new teacher induction activities; the duty year for second and third year returning probationary teachers shall include the equivalent of three days outside the normal duty day for new teacher induction/mentoring activities as determined by the District. The training and development may include Board Credits for Lane Advancements.

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Beginning in 2024-25, the duty year for new teachers (first year Tier 1, first year Tier 2, probationary first year and new probationary third year) shall include an additional three days of orientation prior to the commencement of the school year.

Subd. 2. The work year for **schoolguidance** counselors shall be a minimum of 197 days. This shall normally include five (5) days the week before and five (5) days the week after other teachers' school year. The ten additional days shall be paid for at the teacher's pro rata rate of pay over the regular pay periods.

Section 2. Emergency Closings: Teacher attendance shall not be required whenever district-wide student attendance is not required due to inclement weather. If a school is closed or dismissed for students due to emergency conditions beyond the control of the District, teacher attendance will only be required for orderly dismissal of students and protection of District property. There shall be no loss in teacher's salary. The Board reserves the right to make up any loss of student class time or parent-teacher conferences due to emergency closing.

Teachers working in assignments outside of the district (e.g. ABE teachers, Special Education teachers servicing private schools) may be required to attend their assignment on an Anoka Hennepin emergency closing day if their work site is not closed.

Section 3. School Calendar

Subd. 1. On or before February 1, the Board shall meet and confer with AHEM concerning the calendar for the following year.

School shall not be in session during the Education Minnesota Educator Academy. Between November 1 and April 30 there shall be fifteen days or more during which school shall not be in session (exclusive of Saturdays and Sundays).

Subd. 2. In the event it would be necessary to change the school calendar due to unusual circumstances and/or program changes, the School Board will meet and confer with AHEM prior to any school calendar change.

Section 4. Early Intervention Program

On or before February 1, Special Education administration shall meet and confer with Early Intervention Program staff concerning the year round calendar for the following year.

**ARTICLE VII
HOURS OF SERVICE**

Section 1. Basic Duty Day

Subd. 1. The duty day shall be 7 hours and 40 minutes in length, including the equivalent of ½ hour before and ½ hour after school and a minimum of a 25-minute duty free lunch. The remaining 375 minutes shall include a minimum daily average of 50 minutes for preparation to be provided on a weekly basis in middle and high schools and over a 5-day digital schedule in elementary schools. Teachers shall receive a minimum of 5 minutes preparation time for every 25 minutes of instructional time. Every effort will be made to provide preparation time in a continuous block, but at no time shall a block be less than 30

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minutes. The remaining time shall be used for passing students, supervision, I.E.P. preparation, team planning, traveling, advisor-advisee meetings, and other assigned non-instructional duties. Special Education teachers may be released from supervision responsibilities to attend required due process meetings or student assessments.

Teacher requests to fulfill parent-teacher conference duty time obligations outside of regular paid duty days and at times other than scheduled parent-teacher conferences may be approved by the principal.

The Transition Plus Program, Early Intervention Program, Student Support Programs, Supplemental Programs, or Alternative Programs 7 hour and 40-minute duty day shall be continuous with classes beginning at 7 AM and ending at 10 PM. Any variation in the continuous day or normal start time in these buildings/programs shall be by mutual agreement of the teacher and the District; along with notification to AHEM of any variation.

Subd. 2. Attendance at in-service meetings and non-compensated committee meetings scheduled other than during the school duty day is voluntary. Accommodations for required meetings with parents will be made on an individual building basis.

Subd. 3. In cases where special teachers are used, the regular teacher shall not be required to remain in the classroom while the special teacher conducts class.

Subd. 4. On notification to the office, teachers may leave the building for unusual situations during their planning periods.

Section 2. Professional responsibility: The application of this policy provides an opportunity for the administration and curriculum staff to call meetings reasonable in number and length which extend beyond the defined duty day where such meetings are necessary in order to conduct the educational programs of the School District.

ARTICLE VIII INITIAL PLACEMENT ON SALARY SCHEDULE

Section 1. Teachers

Subd. 1. New Teachers: The qualifications of teachers selected for the first time shall be those fixed by the Minnesota Professional Education Licensing Standards Board. A maximum of thirteen (13) years of previously gained years of service in other schools will be credited for teachers employed for the first time by District No. 11 any time during the effective dates of this Contract.

This provision is not retroactive to previous contracts. In order to receive performance increment placement credit at the beginning of a school year, employment records and transcripts must be received within sixty (60) calendar days of employment; the effective date for performance increment placement credit for records and transcripts received after 60 days will be subject to Article IX, Section 2.

Subd. 2. Long-term substitutes, if appointed to a full-time position, shall be granted experience credit for their long-term substitute work as follows: 60 contract days worked

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will be the equivalent of one year of experience. The maximum experience credit shall be based on the guidelines set forth in Subd. 1 of this Article.

Subd. 3. Employment of Retired Teachers: See Article X, Section 5, Subd. 3.

Subd. 4. District teacher licensed employees who are placed into the teachers' bargaining unit shall receive previously gained years of service for out of District as well as in District employment pursuant to District guidelines for salary schedule performance increment and lane placement.

Section 2. Nurses, social workers, vocational industrial technical teachers, occupational therapists, physical therapists, and speech language pathologists shall be granted experience credit for relevant non-school work experience with 2000 verified hours equaling one year/one performance increment with the maximum experience credit based on the guidelines set forth in Subd. 1 of this Article. This provision is not retroactive.

ARTICLE IX CONTINUING EDUCATION FOR LANE ADVANCEMENT

Section 1. Purpose

Subd. 1. The main purpose of the interim lanes to the MA lane is to encourage staff members to obtain advanced degrees. It is usually desirable, therefore, that all of these credits be graduate credits. However, upon the approval of the Superintendent, a maximum of one-third of these credits may be undergraduate credits earned in a teacher's field, in a closely related field, or in education. All credits counted for the above classifications must be earned after the BA Degree has been received.

Subd. 2. The main purpose of the MA Lane and beyond is to encourage teachers to complete academic study which enhances their content area knowledge and instructional skills. The master's degree and credits earned beyond the master's degree should be in the subject the teacher teaches, education, curriculum, instruction, or a similar concentration normally offered through the graduate program of a college of education.

Subd. 3. Course work primarily intended to prepare a teacher for another profession or trade outside of education will not be applied toward any lane change. Exceptions may be granted by the Superintendent after a review of the individual circumstances.

Subd. 4. For purposes of lane placement, all references to credits are quarter credits; one semester credit is equivalent to one and one-half quarter credits.

Section 2. Rules

Subd. 1. A statement from the registrar of the institution attended certifying the course taken, credits allowed and grade received shall be submitted in the following manner:

- A. Credits earned on or before August 31 and received in the Employee Services Department by October 31, shall become effective from the start of the school year.
- B. **For 2023-2024, c**redits earned on or before December 14 and received in the Employee Services Department by January 14 shall be applied on the last two

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trimesters of the teacher's contracted basic salary. Credits earned on or before March 14 and received in the Employee Services Department by May 1 shall be applied on the last trimester of the teacher's contracted basic salary. **Effective July 1, 2024, credits earned on or before January 25 and received in the Employee Services Department by March 25 shall be applied to the second half of the teachers duty year.** Weekend dates revert to the previous Friday.

- C. A teacher who earns credits to qualify for the next higher classification on the Salary Schedule will move directly across, horizontally, to the corresponding performance increment in the new lane.
- D. All credits counted toward the salary lanes above the Master's Degree shall be on the graduate level and shall be earned after the Master's Degree has been awarded.
- E. A grade equivalent of "C" or higher, or "P" when pass/fail method of grading is used, is required to apply toward performance increment-lane advancement.

Transcripts: Application for lane advancement need only be accompanied by official transcript(s) covering the actual total credits being used for this lane advancement.

The only teachers eligible for a lane change into the BA 60 lane are those teachers who were on Career II Performance Increment as of June 30, 2000.

Section 3. District Credits for Lane Advancements:

Work Study on the Job Experience: Upon prior approval and recommendation from the Vocational Education Director, teachers within the vocational education program who have successfully completed job training experience may earn one District credit.

ARTICLE X BASIC SCHEDULES AND RATES OF PAY

Section 1. Salary Schedules: The salaries reflected in the schedules of Appendix A shall be a part of the letter of employment given to each teacher in the bargaining unit (unless an exception is made in this Article). Teachers hired for less than full time or for less than a full year will be paid a prorated salary according to time worked (one hour = 1/7.16667 full day, one day = 1/187 of full year).

Section 2. Status of Salary Schedule: The performance increment shall be contingent upon satisfactory service and evidence of growth on the part of staff members. The School Board may, upon administrative recommendation, withhold increases in performance increments if work is not satisfactory.

Section 3. Compensation schedules for extracurricular activities in Appendix B, attached hereto, are a part of the Agreement.-

Section 4. Paychecks:

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Subd. 1. Paychecks will be directly deposited every second Friday.

Subd. 2. Effective July, ~~2023~~**2024**, the first payroll date shall be July ~~16~~**14**, ~~2021~~**2023**. Effective July, ~~2024~~**2022**, the first payroll date shall be July ~~15~~**12**, ~~2022~~**2024**.

Subd. 3. Paychecks shall be subject to deductions under the law for the State Teachers' Retirement and/or other authorized deductions.

403(b) deductions shall be transferred, following the pay schedule as closely as possible.

In the event of overpayments to a teacher, paychecks will also be subject to deduction.

Subd. 4. Teachers

A. Early Intervention Program teachers on a year round calendar shall be paid on the 26 payment pay plan. All other returning teachers will annually be afforded the opportunity to select a 22 or 26 payment pay plan. This will be done by authorization card before May 1. The plan chosen, including year end payoff options, will continue in effect in succeeding years unless changed by a new authorization card.

New teachers shall be afforded the opportunity to select either a 22 or 26 payment plan when hired.

B. All teachers returning from leave and new teachers whose completed employment forms and signed contracts are received in the payroll department at least two weeks prior to the first regular pay date shall be paid on the first regular pay date after returning to work.

C. The balance due on the Contract will be paid in full on the final regular pay date following the end of the school year except for those individuals who chose a 26 pay period option without a payoff.

Subd. 5. Teachers may also elect to have their pay directly deposited on every payday Friday during the summer months rather than having a balance due on the final regular pay date 26 payment plan schedule).

Section 5

Subd. 1. Long-term Substitute Teachers: Long-term substitute teachers who teach continuously for more than thirty (30) days on the same assignment (replacing one individual teacher) shall be paid according to their appropriate lane and performance increment on the Teacher's Salary Schedule. The maximum experience credit shall be based on the guidelines set forth in Article VIII, Section 1, Subd. 1. This provision is not retroactive.

Subd. 2. Building Relief Teachers: Building Relief Teachers hired to work a normal duty year of 174 student contact days and three staff development days will receive pro-rata of BA performance increment 1 for each school year. All other provisions of the collective bargaining agreement apply.

Subd. 3. Employment of Retired Teachers: Retired teachers may be re-employed as part of the District's normal posting and selection processes and procedures. Notification of the re-employment of retired teachers shall be given to the Union.

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Retired teachers re-employed into regular teaching assignments and/or long-term substitute assignments will receive their pro-rata daily rate of pay applicable at the time of retirement. Retired teachers re-employed into ABE/ECFE positions will be placed on the ABE/ECFE compensation schedule. Retired teachers will not be eligible or entitled to receive any benefits set forth in Article XI-XV and XVIII of the working agreement.

Retired teachers shall be eligible to receive three non-cumulative days of sick leave pay per trimester pro-rated to the teacher's daily assignment. Retired teachers will be paid for student contact days, conference time, staff development, prep time and/or supervision time within each trimester's assignment on a pro-rated daily basis. At the end of the assignment, the position the retiree has filled shall be re-posted.

Section 6. Summer School Teachers, Miscellaneous Hourly Rates of Compensation: ~~Pay shall be: \$36.44 for 2021-22 and \$36.80 for 2022-23.~~ **Pay shall be \$38.27 for 2023-24 and \$39.04 for 2024-2025.**

*The hourly rate to be used for summer work is the one used for the year immediately preceding the summer school session.

The salary of curriculum writing teams and/or rates of pay for hours to be compensated and not otherwise set forth in this Article shall be determined in the same manner as the pay of summer school teachers.

Section 7. Student Support Programs, Supplemental Programs, and Alternative Programs Teachers:

Subd. 1: Teachers whose primary assignment is in the Student Support Programs, Supplemental Programs or Alternative Programs will be placed on the appropriate lane and performance increment schedule as outlined in Appendix A based on their educational degree based on District guidelines set forth in Article VIII, Section 1.

Subd. 2. Part-time teachers in the Student Support Programs, Supplemental Programs or Alternative Programs not on continuing contract for less than 536 hours per school year are not entitled to benefits, sick leave, or continuing contract entitlement.

Subd. 3. Teachers hired to perform part-time assignments in the Alternative Night School Program, or homebound, teleteaching and Supplemental Programs outside of the duty day will be compensated at the teacher's hourly rate up to the maximum hourly rate as set forth in Section 6 of this Article.

Section 8. Leadership Compensation

Compensation Levels	2021 Stipend	2022-23 Stipend
Level A	2174	2196
Level B	1947	1966
Level C	1896	1915
Level D	1509	1524
Level E	1170	1181

Level A:

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High School Department Leaders (English, Math, Science, Social Studies)

Level B:

Elementary Building Leaders (Special Education Child Study Team Leader)

Elementary Curriculum Support Team Teachers (Art Curriculum Leadership, Music Curriculum Leadership, Physical Education Curriculum Leadership)

Middle School Department Leaders (Art, Building Technology Coordinator, English, English Second Language (ESL), Family and Consumer Science, **School Counselor**~~Guidance~~, Industrial Technology, Math, Music, Physical Education, Science, Social Studies, Special Education, Talent Development Leader, World Language)

High School Department Leaders (Art, Building Technology Coordinator, Business Education, ESL, Family and Consumer Science, **School Counselor**~~Guidance~~, Industrial Technology, Music, Physical Education, Special Education, World Language)

Secondary Curriculum Support Team Teachers (Art, Business, Drivers Education, Family and Consumer Science, **School Counselor** ~~Guidance~~, Health, Music, Physical Education, Technical Education, World Language)

Anoka-Hennepin Technical and **Sandburg** Regional High School Department Leaders (Art/Technology, Business, English/Reading, ESL, Health/Physical Education, Math, Science, Social Studies, Special Education)

TOSA-TALS and TOSA-Tech Facilitators

Psychology Leaders (~~K-5 and 6-12~~) (2 positions – Birth to age 22)

Social Worker Leaders (~~K-12~~)—~~designated individual~~ (2 positions – Birth to age 22)

Vocational Department Leaders (each High School and the STEP Program)

Level C:

Elementary Building Leaders (Kindergarten Representative, First Grade Representative, Second Grade Representative, Third Grade Representative, Fourth and Fifth Grade Inquiry Representative, Fourth and Fifth Grade Humanities Representative, Title 1 School Wide, Intervention Team Leader, English Second Language Building Program Leader)

Middle School Department Leaders (Health, Media, ~~Licensed School Nurse~~, Reading)

High School Department Leaders (Chemical Hygiene Officer, Health, ~~Licensed School Nurse~~, Media, Reading)

Anoka-Hennepin Technical High School, Anoka-Hennepin Regional High School, and Alternative Site Department Leaders (Chemical Hygiene Officer)

Special Education Department Leaders (River Trails Learning Center, Pathways Program, Bridges, Early Childhood Special Education Programs and District Evaluation Team)

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Licensed School NursesLevel D:

Elementary Building Leaders (Principal designated Building Lead Teacher, Targeted Assistance)

Middle School Department Leaders (Chemical Hygiene Officer)

Level E:

Elementary Building Leaders (Comp Ed)

Middle School Department Leaders (Anoka Middle School sixth grade site – separate department leaders for Art, ELA, Math, Music, Physical Education, Reading, Science, Social Studies, Special Education)

Subd. 1. Middle School Leadership Activities: Each middle school building receives \$6.95 per pupil per school year to be allotted for building leadership activities, but not limited to, Site Council teams, Building Leadership teams, Student Learning Improvement teams, Interdisciplinary teams, and professional learning communities.

Specific amounts will be determined by a committee consisting of the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for leadership activities.

Subd. 2. Elementary Technology Leader: Elementary buildings will be allocated between **\$1,805 - \$2,138** ~~\$1,788-2,138~~ per building (depending on size) for teachers in technology leadership positions, as follows.

Student Count	2021-22 Stipend	2022-23 Stipend
Less than 600	1788	1805
600-799	1896	1915
800-899	2009	2029
More than 899	2117	2138

Subd. 3. Targeted Services Coordinator: Teachers designated as Middle School Targeted Services Coordinators shall receive \$1,235 - \$2,470 per year, depending on the size of the program.

Subd. 4. AP Coordinators: Teachers designated as AP Coordinators shall be paid the following:

Test Count	2021-22 Stipend	2022-23 Stipend
Less than 300	319	322
300-599	623	629
More than 600	1005	1015

Subd. 5. On-Line Learning Monitors: Teachers designated by the District to monitor on-line learning courses shall be compensated \$500.00 per course.

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Subd. 6. SEED Program: Teachers designated to facilitate/present the SEED program course shall be paid \$2,000.00

Subd. 7. Contract extensions for District TOSA positions may be available during the summer or other non-duty time. Approval of contract extensions may be granted by the Director of Curriculum and/or the Associate Superintendent. The supervisor and teacher may agree to a flex calendar (move regular duty days into non-duty day time periods). Supervisors do not need to apply the restrictions on the use of personal days listed in Article XIV, section 2 to days that are Flexed off of the District Calendar. Once the FLEX calendar is approved, restrictions on the use of personal days from Article XIV, Section 2 will apply to the flex calendar agreed to by the administrator and TOSA instead of the standard teacher calendar. Pay shall be on a daily basis prorated from the TOSA's teaching salary.

Section 9. Secondary Vocational: A teacher with a secondary vocational license teaching in an assignment for which a secondary vocational license is required shall be paid an additional \$780.00 per year.

Section 10. Information and Training Workshops

Subd. 1. Teachers designated by the District to voluntarily attend information or training workshops on non-duty days shall be compensated at the rate of \$194.00 per day for ~~2021-22~~ **2023-24** and ~~2022-23~~ **2024-25** in addition to any expenses incurred. Attendance at in-service or training workshops on a duty day but beyond the time for a normal duty day will be compensated up to the maximum hourly rate set forth in Section 6 of this Article.

Subd. 2. Workshops of one-half day on non-duty days will be compensated at one-half daily rate.

Subd. 3. Teachers who request and receive District approval to attend workshops, clinics, and seminars sponsored by either the District or outside agencies will be reimbursed by the District for approved expenses incurred (e.g. registration, travel, meals, lodging).

Subd. 4. Participation in staff development that is not included within the designated FTE will be compensated, but not become part of the individual contracts of part-time teachers.

Subd. 5. Teachers who are presenters at District staff development training shall be compensated an additional \$15.00/hour for the actual hours of presenting; in addition, they will be paid their hourly rate up to the maximum hourly rate set forth in Section 6 of this Article for an equivalent number of hours to prepare, outside their normal duty day, for the presentation. This subdivision is not applicable for teachers who are presenting during their designated duty days and who are: TOSA, Technology facilitators, or department leaders or subject area leaders presenting in their subject areas or regarding the use of technology for which they are receiving a leadership stipend.

Section 11. Miscellaneous

Subd. 1. A teacher who voluntarily teaches an additional class period during their prep time on an extended basis (excludes occasional substitute situation in Section 11, subd. 3) will be compensated on the following pro rata basis:

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A. The fourth class period overload assignments in a 4 period day schedule shall receive .29 of the teacher's daily rate for each duty day of service except personal leave days. The sixth class period overload assignments in a 7 period day schedule and/or Anoka-Hennepin Regional and Technical High Schools shall receive .17 of the teacher's daily rate for each duty day of service except personal leave days. The fifth class period overload assignments in a 5 period day schedule shall receive .25 of the teacher's daily rate for each duty day of service, except personal leave days.

B. If the assignments are in schools with different schedule period systems, then the pro-rata hourly rate of pay for each student contact day taught will be determined by taking the difference between the total percentage of the teaching assignments and .7143 if the teacher's greater assignment is a seven period day, or .750 if the teacher's greater assignment is a four period day, or .8 if a teacher's greater assignment is a five period model.

C. Elementary teachers who voluntarily agree to teach during their prep time on an extended basis shall be compensated on a pro-rata basis.

D. Effective July 1, 2024, Elementary Specialist teachers (including teachers of Physical Education, Art, Music Explorations, Media and CORE) with an assignment greater than 48 thirty minute sections in a 5 digital day schedule will be compensated an additional .02 FTE for each additional section.

Subd. 2. A secondary teacher assigned to two or more buildings shall be given travel time instead of before or after school duties, unless otherwise agreed to between the teacher and principal/program supervisor. An elementary teacher who travels between buildings during the duty day shall be given a minimum of 1/2 hour reduced student contact time and shall not be assigned to before or after school supervisory duties, unless otherwise agreed to between the teacher and principal/program supervisor. Teachers who travel are guaranteed preparation time as defined in Article VII, Section 1.

Subd. 3. Teaching during Prep Time and Substitute Leave Time: If a teacher is requested by a building/program administrator to teach during assigned preparation time to cover an unfilled absence and the teacher accepts the assignment, the teacher will be compensated at ~~the~~ **a prorated portion of the daily substitute teacher rate. For the 2023-24 school year, this equates to the-** rate of ~~\$40.00~~ ~~\$22.50~~ for an elementary school hour preparation time or a six and seven period day school; or ~~\$50.00~~ ~~\$27.00~~ at a five period per day school.

Upon approval of the principal/program supervisor, teachers may cover time with another teacher to teach during that teacher's preparation time in lieu of compensation.

In lieu of the payment above and with the approval of the building/program administrator, a teacher may earn substitute leave time. At the high school level, five class periods of substitution will qualify for a full duty day of substitute leave time. At the middle school level, seven class periods will qualify for a full day of substitute leave time. At the elementary level, three hundred and sixty minutes will qualify for a full day of substitute leave time.

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A teacher is limited to earning two days of substitute leave time per school year. Any earned days must be taken (1) within the school year earned; and (2) in full day increments. Earned 'substitute leave time days' are considered "personal leave days" for purposes of the limitations imposed in Article XIV, Section 2. Subd. 1 and Subd. 2. In addition, a teacher may not conjoin personal leave days or seniority days to substitute leave days. Teachers may use the two 'substitute leave time days' conjointly.

Subd. 4. In the event a substitute teacher is not available to fill the absence of an elementary teacher, and through initiation of the principal, students are placed into other elementary teacher classrooms, those teachers will be compensated at the retiree substitute rate divided by the number of elementary teachers absorbing the students. Where Early Childhood/Special Education (EC/SE) teachers team teach, and a replacement teacher is not available to fill the absence of an EC/SE teacher for a half day or a full day, the other EC/SE teacher will be compensated at the retiree substitute rate.

Subd 5. In the event a part-time teacher's primary assignment ends and the teacher is requested by the Principal to serve as a substitute, and the teacher accepts, the teacher will be compensated at **a prorated portion of the daily substitute teacher rate.** ~~the teacher's hourly rate up to a maximum hourly rate as set forth in Section 6 of this Article.~~

Subd. 6. A teacher who is not provided with a car and who is authorized to use the teacher's own automobile in pursuance of assigned school duties shall be reimbursed at the IRS approved rate.

Subd. 7. Special education and regular education teachers who are required to attend special education due process meetings outside the duty day and beyond the required conference time per (trimester) and have received prior approval from their supervisor/principal shall be compensated at the teacher's hourly rate up to the maximum as designated in Article X, Section 6. The District special education administration may also authorize additional hours beyond the required conference time per (trimester), to be paid at a teacher's hourly rate up to the maximum as designated in Article X, Section 6 for the special education evaluation team.

Subd 8: Elementary Professional Time: **For the 2023-24 school year**, in consideration of professional time performed beyond the duty day on any duty day, as necessary, elementary teachers in dyads or triads shall be paid \$200 per trimester. **This additional compensation will no longer be provided after the 2023-24 school year.**

Subd. 9. Additional Due Process Responsibilities: When a vacancy or leave of absence on an extended basis (more than 6 weeks) results in a group size beyond the approved target range, a teacher assigned additional case management responsibility will, upon the teacher's request, be compensated for up to 20 additional due process hours performed outside of the duty day per trimester.

Section 12. A teacher, who achieves National Board of Professional Teaching Standards (NBPTS), American Speech Language and Hearing Association Certificate of Clinical Competence (CCC-SLP, CCC-A) or holds national board certification for Psychology (NCSP), Nursing (NBCSN), Certificate Orientation Mobility Specialist (COMS), Physical Therapy (ABPTS), Occupational Therapy (NBCOT) or school social workers (LICSW) will qualify for an additional ~~\$2,000~~~~\$1,500.00~~ for each year the certification is in effect and in direct proportion to the relevant

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teaching assignment. Other recognized national certification or advanced doctorate or specialty degrees will be considered as mutually agreed by the Union and District.

ARTICLE XI GROUP INSURANCE

Section 1. Eligibility

Subd. 1. Teachers eligible for insurance coverage shall be defined as those teachers who are considered full time on a 187-day contract or 1340 hours of duty time.

Subd. 2. Eligible and enrolled employees hired after the signing of this agreement shall have their insurance coverage begin on the first day at work. The basic health and hospitalization plan, dental, long term disability insurance, life insurance and Workers' Compensation are effective the first day at work. For purposes of this subdivision, probationary teachers terminated and then rehired before the start of the school year will have coverage effective the first day of work. Early Intervention Program teachers participating in the Flexible Spending Reimbursement Accounts will commence effective September 1.

Subd. 3. Long Term Substitutes

A. Long-term substitute teachers hired for less than 90 full days during a school year shall not be eligible for District contribution for insurance plans. These employees may enroll in the District health and hospitalization plan by paying the entire premium.

B. Long-term substitute teachers whose term of employment equals or exceeds 90 full days become eligible for District contribution for insurance plans. They will be reimbursed for any health and hospitalization plan premiums they have paid which the District contributes for other teachers in the bargaining unit.

Subd. 4. Voluntary Participation: Participation by an eligible employee in insurance programs under Article XI is voluntary. Eligible employees who choose not to participate shall receive no additional compensation in lieu of not participating.

Subd. 5. Part-time: Upon the employee providing the carrier proof of insurability, effective September 1, 1993, a teacher who teaches less than full-time but greater than or equal to the following: a) A contract for teachers on regular yearly contracts for 40% or greater and teaching at least one class per (trimester); b) A 40% contract each year for Student Support Programs, Supplemental Programs or Alternative Program Teachers shall be eligible for prorated District contribution for negotiated insurance plans as described in the Working Agreement, provided the teacher elects to pay the remaining premium. The premium paid by the District shall be in the same proportion as the teacher's contract or number of hours worked / 1340 hours. If the contract hours change during the year, the District's contribution shall be prorated. Teachers in this category who elect to participate in the dental insurance must commit themselves to participate in the plan for one full year.

Section 2. Hospitalization-Medical-Major Medical

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Subd. 1. Single Contribution: The School Board shall contribute up to ~~\$770.00~~~~\$700.00~~/ month of the premium cost to the District plan for full-time eligible and enrolled teachers; effective September 1, ~~2024~~~~2022~~, the School Board shall contribute up to ~~\$810.00~~~~\$ 735.00~~ / month of the premium cost to the District plan for full-time eligible and enrolled teachers.

Subd. 2. Family Contribution: The School Board shall contribute up to ~~\$1,375.00~~~~\$1,250.00~~ / month of the premium cost to the District plans for all full-time teachers employed by the District who are enrolled in a School District health and hospitalization plan. Effective September 1, ~~2024~~~~2022~~, the School Board contribution shall be up to ~~\$1,515.00~~~~\$1,310.00~~ / month of the premium cost to the District plan for full-time eligible and enrolled teachers. Thereafter, the District contribution shall increase by the same dollar amount as the negotiated increase in the District contribution for single coverage.

Subd. 3. Dual Spouse Contribution: When both married spouses work for the School District full-time and are eligible for insurance coverage and enrolled in the District plan, the District shall contribute up to ~~\$2,145.00~~~~\$1,950.00~~/ month of the premium cost. Effective September 1, ~~2024~~~~2022~~, the School Board contribution shall be up to ~~\$2,325.00~~~~\$2,045.00~~/ month.

Subd. 4. High Deductible Open Access Plan: The District will establish a High Deductible Open Access Health Plan with an HRA. Effective September 1, 2014, the District will make contributions into an integrated active HRA of \$750 for the \$1,500 single deductible, and \$1,500 for the \$3,000 family deductible plan each year. The maximum out of pocket cost of usual and customary charges will be \$3,000 for single coverage and \$6,000 for family coverage, subject to plan exclusions and limitations of coverage. ~~As an incentive to move from the current co-pay health plans, the District will fund an additional \$750 for those who enroll in the single plan and \$500 for those who enroll in the family plan into the HRA for those who enroll during the open enrollment period effective September 1, 2014, and/or those teachers newly eligible to enroll in insurance effective during the 2014-2015 school year.~~ Plan coverage, claims and designs shall not be subject to the grievance and arbitration process.

Section 3. Long-term Disability - Income Protection: The Board shall provide this insurance plan at no cost to the employee. The maximum monthly benefit for qualified teachers shall be equal to two-thirds of current annual salary not including extra services compensation.

Subd 1. Sick Leave Bank: The AHEM and the District agree to establish a sick leave bank for those teachers who have exhausted sick leave before qualifying for Long-Term Disability. Teachers who have exhausted sick leave and as a result of illness or injury must undergo continuing treatment by a health care provider or have a spouse or legal dependent who must undergo continuing treatment by a health care provider such as for cancer (chemotherapy, radiation) or kidney disease (dialysis) but will not qualify for Long Term Disability, may apply to the Sick Leave Bank Committee for days up to a maximum of 15 days per year.

Section 4. Term Life -- **Basic Life and** Accidental Death and Dismemberment

Subd. 1. The District shall provide \$50,000 for full-time eligible teachers for this plan; part-time teachers may enroll at a pro-rated cost.

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Subd. 2. Effective July 1, 1986, teachers may purchase, subject to the eligibility requirements of the carrier, additional supplemental life insurance in aggregates of \$10,000.

Section 5. Workers' Compensation: The District shall provide Workers' Compensation insurance as required by law with the following guidelines.

Subd. 1. For the employee who is absent from work as a result of a compensable injury, the District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave (unless the employee requests that sick leave not be utilized). The School District will make a payroll deduction for monies received by the employee from the Workers' Compensation insurance coverage.

Section 6. Liability Insurance: The District will carry liability insurance on all teachers to the maximum required by law.

Section 7. Dental Insurance: The District shall contribute up to \$80~~-~~/month for eligible and enrolled teachers. The maximums will be \$1,500 for basic care and \$1,250 for orthodontia coverage.

Section 8. Teachers on Leave of Absence: Teachers on approved leave of absence shall be allowed to continue participation in any group insurance plan available for teachers (except Long-term Disability and Workers' Compensation) provided they pay the premium themselves. Teachers participating in any of the insurance plans available shall prepay the District on a quarterly basis. Teachers who cancel their participation shall not be eligible to reenroll for the insurance until they return to work. Teachers choosing to take benefits under the Federal Family and Medical Leave Act should contact the District insurance department for clarification.

Section 9. Teachers on Long-Term Disability

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

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

Subd. 3. The District shall contribute the full premium for full-time teachers (pro-rate for part-time) for life insurance until the waiver of premium commences; if the waiver is not approved by the carrier, the employee may continue the term life by paying the full premium during the leave of absence.

Subd. 4. Dental insurance may be secured by employee payment of the entire premium in effect for active employees.

Section 10. Flexible Benefit Plan: Effective July 1, 1988, the District shall set up a Flexible Benefit Account for every eligible teacher pursuant to Section 1 subds. 1 and 5 of this Article.

Subd. 1. The District contribution shall be in accordance with above Section 2, 3, 4, and 7.

Subd. 2. Each eligible teacher who participates in the plan shall have the opportunity to purchase via payroll deduction, i.e., salary reduction, additional coverage for optional benefits as provided for in the plan.

Section 11. Post-Retirement Insurance: See Article XVIII

ARTICLE XII
PARENTING LEAVE (MATERNITY, PATERNITY, ADOPTION) ~~MATERNITY LEAVE OF~~
~~ABSENCE~~

The District shall comply with the provision of the federal Family and Medical Leave Act. Teachers shall receive insurance benefits and leaves under the federal Family and Medical Leave Act or under the contract.

Section 1. Purpose and Procedures: A leave of absence shall be granted to a teacher for the purpose of providing full-time parental care for a new-born or newly adopted child(ren). Whenever possible arrangement for such leaves shall be made at least ninety (90) days prior to the beginning date of the leave. A planned date of return to duty shall also be arranged at the same time. Teachers should meet with the principal/supervisor in considering the particular educational needs of the students in their classroom in selecting an effective date for beginning of and/or returning date from such leave. The leave must commence within the first twelve (12) months of birth of adoption. As necessitated by adoption process, exceptions to consecutive days may be granted for adoption leaves.

Section 2. Use of Sick Leave for Parenting Leave: For any leave of absence for maternity, paternity, or adoption, teachers shall be able to access their earned sick leave during parenting leave up to twelve (12) weeks. Documentation of date of birth of adoption shall be submitted to the Employee Services Department.

Section 3. Any leave of absences in excess of twelve (12) weeks for maternity, paternity, or adoption that results from the birth or adoption of a child(ren) that is medically necessary as evidenced by an attending physician's statement is covered by the sick leave provisions of this Agreement. The attending physician's statement shall be submitted to the Employee Services department concerning the medical circumstances that require the leave. Teachers may access their earned sick leave during parenting leave up to the time specified by their physician.

Section 4. Teachers returning from parental leave shall return to the same position; in the event the position no longer exists, the relevant provisions of Article XVI shall apply.

Section 5. Sick leave benefits accumulated from parental leave will be granted at the return of the leave.

Section 6. District Contributions for insurance will continue for those employees using sick days and/or as provided for under FMLA.

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~~Section 1. Upon learning of a teacher's pregnancy, a teacher shall notify the teacher's her principal/supervisor and the Employee Services Department of the expected date of confinement no later than the fourth month of her pregnancy.~~

~~Said teacher shall notify the principal/supervisor and the Employee Services Department of the teacher's intention to take such leave, or resign at least forty (40) duty days prior to the date on which the leave is to begin, except in emergency cases. This notification will also indicate whether the teacher is taking a maternity leave, a child care leave returning at the start of a school year, or July 1 for Early Intervention Program teachers, a child care leave returning on the first day of a marking period or a combination of a maternity leave followed by a child care leave. The leave shall be granted for the requested date unless the teacher's physical condition interferes with performance of teaching duties and responsibilities.~~

~~Section 2. Maternity Leave: A maternity leave shall not normally exceed thirty (30) days. "Days" shall be considered duty days, as approved by the Board calendar, except after the end of the school year and before the start of the next school year. In this instance, "days" shall be week days. Exceptions requested through the Employee Services Department for longer leaves may be granted by the Board for delivery dates that are near the start or end of the school year as well as for unusual medical problems. Early Intervention Program Teacher "days" shall be considered duty days as per the teacher's individual year-round stretch calendar after flex days have been approved;~~

Section 3. Rules:

~~Subd. 1. Start of Maternity Leave: A maternity leave shall begin no later than the birth date of the child.~~

Subd. 2. Maternity Leave

~~A. Employees selecting and completing a maternity leave during the school year shall be assigned the same position they left.~~

~~B. Employees selecting and completing a maternity leave during the non-school months shall have the same rights of assignment as other returning teachers.~~

~~C. A teacher selecting a maternity leave shall be allowed to use accumulated sick leave, as provided in Subd. 4, for any duty days of disability due to pregnancy or child birth, during the term of the leave.~~

Subd. 3. Insurance Benefits

~~A. District contribution for insurance will continue for those employees using sick days and/or as provided for under FMLA.~~

Subd. 4. Disability

~~A. A teacher may choose to use earned sick leave for the regular duty days during the period of disability up to and including thirty (30) duty days, upon submitting a written request to the Labor Relations/Benefits Department. This disability shall begin no later than the birth date of the child. Disability as determined by the teacher of more than ten (10) duty days prior to the birth date of the child may require certification of the disability by the teacher's physician.~~

~~B. Disability due to pregnancy more than thirty (30) duty days must be certified by the teacher's physician and may be subject to an examination for confirmation by the District's physician.~~

~~Subd. 5. Sick Leave Days~~

~~A. A teacher shall continue to accrue sick leave while on paid maternity leave. A teacher may only use sick leave days earned up to the date of the leave of absence.~~

ARTICLE XIII

CHILD CARE ~~PARENTAL AND/OR ADOPTION~~ LEAVE OF ABSENCE

The District shall comply with the provision of the federal Family and Medical Leave Act. Teachers shall receive insurance benefits and leaves under the federal Family and Medical Leave Act or under the contract at the teacher's option.

Section 1. ~~Child Care~~Parental Leave: A ~~Child Care~~parental leave is defined as an unpaid leave of absence for the period of time a teacher intends for the ~~convenience and comfort of the teacher as well as the~~ care of the child. ~~Although this leave need not be taken in conjunction with a birth and/or adoption of a child, it~~ it is intended for the care of pre-school and kindergarten age children. The specific length of leave will be conditional on a return date at either the start of a school year, or on the first day of a marking period if the leave is within the school year; for Early Intervention Program teachers July 1, October 1, January 1, April 1 or otherwise mutually agreed upon date.

Subd. 1. Employees selecting a ~~child care~~parental leave, intending to return at the start of the school year or July 1 for Early Intervention Program teachers, must notify the Employee Services Department of their intention to return by February 1. If the employee has not notified the Employee Services Department by February 1, the District will notify the employee as soon as possible that they will be considered terminated fifteen (15) days after receipt of this notification if the employee fails to respond.

Subd. 2. As part of District staffing processes, teachers may request extension of ~~child care~~parental leaves, with notification to Employee Services by February 1. While the District reserves its right to approve or deny requests, lengths of consecutive leaves shall not normally extend beyond 5 consecutive years.

Subd. 3. Return rights: See Article XVI, Section 1, Subd 3 and 4.

Subd. 4. Insurance: ~~For Teachers who are on FMLA leave, the District shall pay its portion of group health insurance pursuant to the provisions of FMLA. Teachers who are on approved parental leaves beyond twelve weeks of FMLA, or who do not qualify for FMLA but are on approved parental~~ **child care** leaves, and ~~who~~ wish to continue health, dental, life, or supplemental life plans may do so by paying the group rate costs. Teachers participating in any of the insurance plans available shall prepay the District on a quarterly basis. Teachers who cancel their participation shall not be eligible for the insurance until they return to work.

Section 2. ~~A parent, following the birth of the teacher's child, or following the adoption of the teacher's child, may use up to fifteen (15) consecutive days sick leave. The leave must~~

~~commence within the first twelve months of the birth or adoption. As necessitated by adoption processes, exceptions to consecutive days will be granted for adoption leaves.~~

ARTICLE XIV SICK-PERSONAL/EMERGENCY LEAVE

The District shall comply with the provision of the federal Family and Medical Leave Act **and the Minnesota Earned Sick and Safe Leave Statute**. Teachers shall receive insurance benefits and leaves under the federal Family and Medical Leave Act or under the contract.

Section 1. Full-time teachers will be granted 12 days leave of absence accrued and recorded on a per pay day basis over 22 (twenty-two) pay days for personal illness, serious illness of a member of the immediate family or on account of death of a member of the immediate family. The immediate family shall include husband, wife, children, mother, father, sister, brother, grandparents and in-laws of similar degree of relationship. Full-time Early Intervention Program teachers will be granted 12 days leave of absence accrued and recorded on a per pay day basis over 26 (twenty-six) pay days.

For personal illness/injury or illness/injury of the teacher's dependent minor child, **dependent adult child, or spouse**, the teacher may use up to the amount of sick leave the teacher has accrued and available.

~~For the serious illness/injury of the teacher's spouse, the teacher may use up to the amount of sick leave the teacher has accrued and available.~~

~~For the serious illness/injury of the teacher's dependent adult child, the teacher may use up to the amount of sick leave the teacher has accrued and available.~~

For serious illness of the teacher's parent (or in-law) or non-dependent adult child and for which the teacher must serve as the primary caregiver, the teacher may use up to twelve (12) weeks of sick leave the teacher has accrued and available.

For serious illness of the teacher's sibling (or in-law) or grandparent (or in-law) and for which the teacher must serve as the primary caregiver, the teacher may use up to four (4) weeks of sick leave the teacher has accrued and is available.

Teachers may use up to two (2) weeks of sick leave the teachers has accrued and is available for other uses allowable under MN Statute 181.9413, such as safety leave and care of relatives not included in the definition of immediate family member from the first paragraph of this section.

On account of death of the teacher's spouse, child, or parent (or in-law), the teacher may use up to two (2) weeks of sick leave the teacher has accrued and available for bereavement purposes.

On account of death of the teacher's sibling (or in-law) or grandparent (or in-law), **or any other individual related by blood or whose close association with the staff member is the equivalent of a family relationship**, the teacher may use up to one (1) week of sick leave the teacher has accrued and available for bereavement purposes.

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A dependent minor child and a dependent adult child are defined as follows:

Dependent minor child: an individual under 19 years of age or an individual under age ~~22~~²⁴ who is still attending secondary school.

Dependent adult child: an unmarried child under 26 years of age enrolled as a part-time or full-time student and/or requires 50% or more of support; or an unmarried child of any age that is incapable of self-care because of a mental or physical disability.

Subd. 1. The 12 days allowed include personal leave, under Section 2 of this Article.

Subd. 2. The 12-day allowance will be granted at the beginning of the school year; however, a teacher may only use sick leave earned to date when going on an approved leave.

Subd. 3. A full-time teacher employed during the school year shall be granted twelve (12) full days of sick leave. Teachers with job share and teachers with part-time contracts will be granted pro-rata days of sick leave; however, part-time teachers in the Student Support Programs, Supplemental Programs or Alternative Programs not on continuing contract who work less than 536 hours per school year are not entitled to sick leave.

Subd. 4. Teachers terminating employment during the school year shall be required to reimburse the District for sick leave days taken but not earned.

Subd. 5. Sick leave shall accumulate to an unlimited amount.

Subd. 6. Sick and personal leave may be taken for a full or one-half day.

Subd. 7. Teachers who have accumulated thirty (30) days of sick leave and who use less than half of the year's allotted sick leave may cash in up to five days (six (6) days for teachers with less than 10 years seniority) of unused sick leave in June of each year, such days to be exchanged at **the daily substitute teacher rate** ~~a rate of \$138.00 per day for 2021-22 and 2022-23~~ by notification to the Labor Relations/Benefits Department. **For the 2023-24 school year, that rate is \$200 per day.** Teachers who have been probationary terminated and who use less than half of the year's allotted sick leave may cash in up to six days of unused sick leave in June of each year, such days to be exchanged at **the daily substitute teacher rate** ~~a rate of \$138.00 per day for 2021-2022 and 2022-2023~~ by notification to the Labor Relations/Benefits Department.

Teachers who have sold days to the District, and due to serious illness(es) have used their reserve, may purchase days from the District at **the daily substitute teacher** ~~a rate of \$138.00 for 2021-22 and 2022-23~~ to the limit that they have sold.

Subd. 8. Upon the District's initiative removing a teacher from the teacher's assignment, the teacher's sick leave days may be deducted for the time period necessary to obtain an appropriate health professional review/assessment regarding the teacher's physical or mental health to perform the teacher's job. Days deducted shall be credited back in the event the assessment determines the teacher was able to perform the teacher's job during the time period to obtain the assessment.

For a teacher who is out on sick leave or returning from a leave of absence, the credit back of sick days is not applicable for the time period necessary by the District to address the teachers' ability to perform the teacher's job which includes the assessment of medical

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information or the necessity of accommodation. Both the District and teacher recognize that reasonable effort to expedite the process is in the mutual interest of both parties.

Subd. 9. Teachers on extended contracts may use sick leave on extension days as outlined in this section of the working agreement. Personal leave and seniority days may not be used on extension days.

Section 2. Personal Leave and Seniority Days: Three non-cumulative personal leave days deducted from sick leave shall be granted each year at the teacher's discretion. Teachers who have completed 10 years or more seniority with the district may request one additional personal leave day on a first-requested, first-granted basis to be deducted from their accumulated sick leave. The following guidelines shall be followed:

Subd. 1. No more than 7% of teachers within a building or program may take personal leave or their seniority day on a given day.

Subd. 2. Personal leave may not be taken the first five (5) days of the school calendar year, or the last five (5) days of the school calendar year, and, commencing on May 1 and continuing until the end of the school year, no more than five percent of the building staff may take personal leave or seniority day on Mondays (Tuesday of Memorial weekend) or Fridays except in emergency situations.

The 10 year seniority day may be used in the first five (5) days or the last five (5) days of the school calendar year but is limited to the percent limitations within the building.

Subd. 3. Only one personal leave day and the seniority day may be taken adjacent to a scheduled break without a substitute deduction. If additional personal leave days are requested adjacent to a scheduled break, the teacher will be required to pay the **current daily substitute rate (\$200 for the 2023-2024 school year)**~~rate of \$138.00 per day for 2021-22 and 2022-23~~ for the days taken regardless of whether a substitute is actually hired. Teachers and/or principals do not have discretion to arrange days during an extended break for the purpose of avoiding a substitute deduction. Teachers may request that the Department of Labor Relations and Benefits waive the substitute deduction due to unusual circumstances.

Subd. 4. Teachers may request personal leave days on a first requested, first-granted basis. In cases where two or more teachers submit their requests at the same time and the building's 7% or 5% would be exceeded, district-wide seniority shall be used to break the tie (the most senior teacher shall be granted leave).

Subd. 5. A five (5) day notice shall be given, except in emergencies when a phone call to the principal shall be made. Notice is a filed, signed Teacher Personal Leave Form.

Subd. 6. Principal/Supervisors have discretion to approve or deny requests for exceptions to the personal leave day limits established in Subdivisions 1, 2, 4, and 5 of this section.

Subd. 7. If a teacher takes three (3) personal leave days (excluding seniority day) pursuant to this section, the teacher shall not be eligible for the sick leave buy back that year. Teachers may take two (2) personal leave days and the seniority day and still be eligible for sick leave buy back.

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Subd. 8. For Early Intervention Program teachers on a year-round calendar, Subd. 2 of this Section does not apply.

An Early Intervention Program teacher shall be required to pay the rate established in Subd. 3 of this section only to a scheduled break of 2 weeks or more.

Calendars for Early Intervention Program teachers will be finalized by May 1 of the preceding school year.

Section 3. Absence without pay may be granted by the Principal or the teacher's immediate supervisor at the discretion of the Principal or immediate supervisor. Written notification of the response must be provided within three (3) days following receipt of the request by the Principal.

Section 4. ~~Teacher absence due to injury by a student or a non-student while performing school business that is not provoked by the teacher shall not be charged against the teacher's sick leave days.~~ **A teacher absence shall not be charged against the teacher's sick leave days if the absence is due to one of the following job-related situations:**

- **Intentional act by a student or non-student which caused harm.**
- **Injury caused by a student who is dysregulated.**
- **Injury resulting from a teacher intervening to prevent a student from causing harm to person or property.**

Section 5. Family Medical Leave: Subject to District policies, teachers may request leaves to care for the teacher's dependent child, regardless of age, subject to approval at the District's discretion, for unpaid leaves of absence beyond twelve weeks of FMLA.

ARTICLE XV OTHER LEAVES OF ABSENCE

Unless otherwise specifically denoted within a section, all requests for leaves of absence or returns from leaves of absence including leave requests for reduced or modified contracts must be submitted to Employee Services prior to February 1st of each year.

Teachers who are unable to return from previously approved leaves of absence must provide advance notice as soon as practical, to Employee Services to determine the teacher's employment status. Individual teachers who have been absent for more than one year due to physical and/or mental impairments may be subject to the provisions of Minn. Stat. § 122A.40, Subd. 13.

Section 1. Sabbatical Leave — Teachers: Sabbatical leave will be available and may be granted under the following conditions:

Subd. 1. It shall be for professional study.

Subd. 2. A teacher shall be **tenured** ~~in the seventh year of consecutive employment~~ by Independent School District No. 11 before the teacher may request leave.

Subd. 3. Request for such leave shall be submitted in writing to the Employee Services Director or Director of Curriculum at the earliest possible date, but in no case shall this be after **December 31** ~~January 31~~ of the year previous to the year for which the request is

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made. Requests for sabbatical leave will be evaluated and recommended or rejected by an evaluation committee no later than **January 31**~~March 1~~. Individuals will normally be limited to sabbatical leave no more than once every seven years. A written response shall be given to all applicants rejected by the committee. This committee shall be made up of the following:

- A. Director of Curriculum, Instruction & Assessment
- B. TOSA in the teacher's related field
- C. One representative chosen by the teacher from the teacher's department or grade level.
- D. The teacher's Principal or direct supervisor.**

Subd. 4. The granting of such leave shall be limited to .8 % of the teaching staff in the school year in which the request is made. If a teacher approved for sabbatical leave decides to reject the leave and so notifies the District before June 30, previously rejected applicants shall be eligible for this leave.

Subd. 5. Prior to February 1 of each year of sabbatical leave, the teacher who has been granted such leave shall inform the Employee Services Department of the teacher's teaching intentions regarding the school year immediately succeeding the year of sabbatical leave.

Subd. 6. ~~If the teacher has worked in the District for at least seven consecutive years.~~ The reimbursement for sabbatical leave shall be one-half of the teacher's salary for the year of leave, or, if the teacher chooses, three-fourths salary for the year of the leave and three-fourths salary for the year following the leave. This reimbursement shall be paid on the condition that the teacher returns to teach in District No. 11 during the year immediately following the year of leave. If the teacher does not return to teach to the original full-time equivalent in District No. 11 after the year of sabbatical leave, the teacher shall be obligated to refund all the money **paid out by the District** ~~received~~ for the year of leave. **The amount the teacher shall be obligated to refund will be the amount stated in payroll records including any and all amounts paid to or on behalf of the teacher; this includes but is not limited to salary, 403(b) contributions, TRA District contribution, TRA teacher contribution, social security and Medicare (both District and teacher contribution), federal and state taxes, and any and all the other money or benefits paid out.**

Subd. 7. Sabbatical leave may be available and granted for periods of less than one year.

Subd. 8. The following policies apply to a staff member on sabbatical leave:

- A. Retirement: Deductions from salary will be made for retirement and Social Security. The retirement deduction will be based on the full salary that would have been paid if the teacher were not on a sabbatical leave. The District must so notify teachers requesting sabbatical leave of TRA rules prior to the granting of such leave.
- B. Sick Leave: One-half of the days normally allowed will be credited for the year of sabbatical leave. These days are added to the days already in the leave bank.

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C. Salary Schedule Movement: The sabbatical year counts as a year of service to the School District. The teacher on sabbatical leave goes to the next salary performance increment for the year following the leave.

D. Insurance Coverage: Health, Life and Dental insurance policies shall continue to be provided. **District contributions to these policies will not be provided.**

Subd. 9. Return rights: See Article XVI, Section 1, Subd. 3 and 4.

Section 2. Leaves for Educational Growth: It shall be the policy of District No. 11 to grant leaves of absence of one year for educational growth under the following conditions:

Subd. 1. The teacher must have served in the system for at least two full years.

Subd. 2. The teacher shall present the teacher's program for educational growth to the appropriate director and obtain approval and recommendation by February 1 of the school year prior to the leave.

Subd. 3. The teacher must inform the Employee Services Department prior to February 1 of the teacher's intention to return to the school system or the teacher shall be terminated at the end of the school year.

Subd. 4. Leaves of absence of one year may be extended for one year at a time. Application for this extension must be submitted to the Employee Services Department by February 1, and this request will be granted or denied no later than April 1.

Subd. 5. Teachers under this provision who desire to retain insurance benefits at group rates shall assume the costs. Notice shall be submitted to the District Insurance Office by May 15 prior to the leave.

Subd. 6. Return rights: See Article XVI, Section 1, Subd. 3 and 4.

Subd. 7. Experience credit for this educational growth will be evaluated by the Employee Services Department. A recommended performance increment placement will be made in accordance with the policies of the School District.

Section 3. Organization Leave

Subd. 1. Definition: A teacher who is elected and/or appointed to an executive position in AHEM at the local, state and/or national level shall be granted a leave under the conditions specified in Minn. Stat. Section 179A.07, Subdivision 6. Benefits under Article XV, Section 3, Subd. 3 shall apply.

Subd. 2. Return rights: See Article XVI, Section 1, Subd. 3 and 4.

Subd. 3. A teacher on this leave shall have:

A. Seniority accrue.

B. Sick leave will continue to be accrued and will be reimbursed by AHEM at the daily rate of pay of AHEM President.

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C. Continuance of payroll retirement, and health and hospitalization, dental, life, and long term disability benefits. AHEM is to reimburse these costs.

Subd. 4. AHEM president shall accrue salary schedule increments.

Section 4. Leaves for Jury Duty: When requested, a teacher may serve on jury duty. The Board shall pay the teacher the teacher's full salary provided that such teacher agrees to return to the Board all wages received for serving on jury duty. This does not include mileage.

Section 5. Leaves for Court Hearings: Court leave with pay shall be granted to teachers for the time necessary to make appearance(s) in any court proceeding resulting from "teacher activities." This shall not apply to court cases initiated by the teacher or teacher organizations against the District.

Section 6. Leaves for Court Hearings: Teachers who are served subpoenas to appear at a court hearing who have used all Personal/Emergency Leave and where Section 6 is not in conflict with Section 5 above may be given special consideration for pay upon submitting evidence of absence to the Labor Relations/Benefits Department.

Section 7. Leave for Professional Visitations: Teachers who wish to study a program or method that appears to be of value to District No. 11 shall discuss this with the Principal. Professional leaves may be granted at the discretion of the Principal. The teacher shall make a report of the visit in duplicate to the Principal. Guidelines regarding this leave shall be included in the school district handbook. Requests for professional leave which require substitutes must be received by the Principal at least two weeks prior to the date of the leave. Exceptions to the two-week notice may be granted by the principal. Requests will be considered according to the availability of substitute teachers.

Section 8. Military Leave: Teachers shall be granted military leave as required or allowed by federal and state statutes.

Section 9. Voluntary Contract Reduction: A request for voluntary contract reduction in a teacher's current assignment must be submitted in writing to Employee Services prior to February 1st of each year. Requests must be submitted by the teacher and approved by the District on an annual basis. Teachers retain, for a period of up to five years, the continuing contract entitlement, which existed prior to any contract reduction. Teachers choosing to return to their entitlement which existed prior to any contract reduction must notify Employee Services in writing by February 1 for an assignment the following year.

Section 10. Assignments Outside the Bargaining Unit: Teachers who accept District offers for non-licensed position assignments outside the bargaining unit may retain, for a period of up to five years, the continuing contract entitlement which existed prior to obtaining the new assignment. Teachers choosing to return to the bargaining unit must notify Employee Services in writing by February 1st for an assignment the following year.

Section 11. Extended Leaves of Absence: Teachers may seek extended leaves of absence pursuant to the provisions of Minn. Stat. §122A.46. Absent extenuating circumstances, the District shall not consider extended leave requests for teachers who are currently scheduled to return from other leaves of absence. Teachers who take a teaching position in another Minnesota school district while on an extended leave shall be deemed to have voluntarily resigned their employment in the District and will therefore be subject to termination.

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Section 12. Except for Organization Leaves set forth in Section 3 of this Article, any combination of leaves of absence (excluding disability) and/or voluntary contract reductions may be approved up to a maximum of five (5) consecutive years.

ARTICLE XVI POSTINGS & TRANSFERS

Section 1. The Board shall post known vacancies as they open during the year. In the spring of each year, the Board shall determine the number of authorized positions for the following school year. New positions created or open positions available after placements of all continuing contract teachers returning from leaves of absence, shall be posted. Official postings will be at the Educational Services Center. To the extent possible, copies will be posted at each building and will be made available on the 'job line', and/or the web site.

Subd. 1. Teachers may apply for any posted opening for which they are licensed.

Subd. 2. Internal applicants will be considered before outside applicants are interviewed.

Subd. 3. Teachers returning from the following leaves of absence will return to their same position or a comparable position in the same building if available: maternity leaves, medical leaves of absence less than the school year, FMLA leaves, sabbatical leaves, parental leaves less than the school year.

Subd. 4. Teachers who have notified the School District by February 1 of their intent to return for the following school year from the following leaves of absence will be placed in positions for which they are qualified, hold a license, and have taught with the following priorities: organizational and medical leaves of absence greater than or equal to the school year, parental leaves of absence greater than or equal to the school year, personal leaves, educational leaves, 5-year leaves of absence.

Subd. 5. Teachers on Special Assignment (TOSA): Effective July 1, 2002, for staffing purposes, teachers who will no longer be in a District assigned TOSA position and have been in a District TOSA position for five school years or less will be placed back to their building/program assignment which preceded the District TOSA position; if a teacher has five or less school years and not previously employed in the District, the teacher will be assigned to a vacancy; if a teacher has been assigned to the District TOSA position for more than five school years, the teacher will be provided choices from posted vacancies as set forth in Section 2, Subd. 2 and 3 of this Article.

Subd. 6. Administrative Interns: Teachers hired as administrative interns shall remain in the building/program following the end of the assignment unless mutually agreed to do otherwise.

Section 2. Involuntary Transfers

Subd. 1. Involuntary transfers due to discontinuance of positions, lack of pupils, financial limitations, merger of classrooms due to consolidations of School Districts, school pairing, District reorganization, or new building construction shall be based on total District seniority. If it becomes necessary to transfer **continuing contract** teachers due to any of

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the above conditions, the reduction within a school building will be accomplished by the teacher with the least seniority in the following manner:

- Elementary School — license area K or K — 5
- Middle School — subject (license) area or 6th grade
- High School — subject (license) area

If it becomes necessary to transfer other **continuing contract** teachers not specifically assigned to one of the above categories and/or buildings, the reduction shall be done according to the same criteria. Special education speech clinicians with an assignment of .6 or greater and special education high school psychologists with an assignment of .6 or greater assigned to buildings will be considered to be part of the building staff; all other special education itinerants are staffed and assigned at the discretion of the District.

This process covers continuing contract teachers who are involuntarily transferred prior to June 30. Teachers who are involuntarily transferred will be notified by July 1 of their assignment for the following school year, unless a later date is mutually agreed upon by the teacher and the appropriate associate superintendent.

Subd. 2. All continuing contract teachers who are to be involuntarily transferred shall complete a District form, which prioritizes three choices from the list of official vacancies. The preferences shall be within the field of licensure in which the teacher is currently or has been previously employed within the District. The District shall make a good faith effort to list all available vacancies. Interviews are not required, but interested teachers may contact building principals for information about any of the posted openings.

Subd. 3. Involuntarily transferred teachers shall be placed in positions before voluntary transfers or outside applicants are interviewed, unless there is mutual agreement between the District and Union to delay the decision.

Subd. 4. If a tie in seniority should occur between two or more teachers, the tiebreaking criteria set forth in Article XVII, Section 3, shall be followed.

Subd. 5. For buildings with teachers subject to involuntary transfers, teachers within the building may volunteer to be the involuntary transfer subject to District approval.

Section 3. Voluntary Job Transfer Request: **Continuing contract** Teachers who wish to be considered for other positions in the District shall notify in writing the principal of the building to which they are seeking transfer with a copy to the Employee Services Department. This should be done both for positions that are currently open and for positions that may open in the future. Requests for transfer shall be considered by the Principal(s) involved.

Qualifications for the position will be the major consideration. If the qualifications are equal, seniority will also be an important factor. Once all full-time teacher applicants have been considered, part-time licensed teacher applicants for transfer shall be considered. The following factors shall be included in the process:

Subd. 1. Notification

Notification of receipt of transfer request must be made to the applicant within five working days of District receipt.

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Notification of hiring decision must be made to all teachers interviewed and to AHEM within ten working days of the decision.

Subd. 2. Interviews

Teachers who have had continuous contracts in the District of eight (8) years or more without a voluntary transfer within the last eight (8) years and who request specific positions shall be interviewed. In that request, teachers have the responsibility to document years of service.

When specific positions are posted, internal applicants will be considered before outside applicants are interviewed.

Subd. 3. Teachers who drop their license in the subject area they are teaching and have a valid license in another subject area will be considered voluntary transfers prior to July 1. After July 1, the School District will place the continuing contract teacher in a position pursuant to their license, contract entitlement, and seniority.

Section 4. Interschool Exchange Transfer: A **continuing contract** teacher wishing to transfer to another building may notify the District, through the building principal, of the teacher's desire to do so. Teachers may contact other teacher(s) interested in exchanging teaching assignments. If an agreement can be made by two teachers, the principals involved, and the appropriate associate superintendent, a transfer takes place.

Section 5. Administrative Transfer

Subd. 1. Administrative transfer of a teacher may be initiated to improve the teacher's working conditions. The assignment shall be mutually agreeable to the associate superintendent, the building administrators, the teacher and AHEM.

Subd. 2. Administration reserves the right to transfer a teacher from one building to another when a vacancy exists which is .6 or less and a teacher in need of placement for the same amount of time is available.

Section 6. Middle School Alternative Site Voluntary Transfers: **Continuing contract** teachers who obtain positions at Middle School Alternative Sites, pursuant to District posting and hiring staffing processes, will be treated as if on a leave of absence from their current building. As such, in the event the teacher chooses to return to the same building that they were in prior to the move to the alternative site, the teacher shall be offered the same position (or if not possible, a comparable position) based on seniority and licensure in their original building.

As with normal staffing processes, prior to February 1st of the relevant school year, the teacher must inform Employee Services of the teacher's intent to return to the teacher's original building for the following school year. However, rights to return to the previous building will be limited to two school years.

Section 7. Teachers may request a voluntary contract reduction when seeking another position under this Article; such requests are subject to District approval. For future staffing purposes, the teacher will be assigned to a position, pursuant to the teacher's license, contract entitlement, and seniority, within the building /program to which the teacher has transferred.

ARTICLE XVII UNREQUESTED LEAVE

Section 1. The School Board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of Districts. The unrequested leave shall be effective at the close of the school year. In placing teachers on unrequested leave, the Board shall be governed by the following provisions:

Subd. 1. The Board may place probationary teachers on unrequested leave first in the inverse order of their employment. No teacher who has acquired continuing contract rights shall be placed on unrequested leave of absence while **Tier 1**, Tier 2, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed;

Subd. 2. Teachers who have acquired continuing contract rights shall be placed on unrequested leave of absence within their licenses in the inverse order in which they were employed by the School District. In the case of merger of classes caused by consolidation of Districts or in the case of equal seniority, the order in which teachers who have acquired continuing contract rights shall be placed on unrequested leave of absence in fields in which they are licensed shall be negotiable. Part-time teachers have seniority rights to the limit of their contract entitlement. The District shall not be required to create part-time positions from existing full-time positions

Subd. 3. Notwithstanding Subdivision 1 and 2, if either the placing of a probationary teacher on unrequested leave before a teacher who has acquired continuing rights or the placing of a teacher who has acquired continuing contract rights on unrequested leave before another teacher who has acquired continuing contract rights but who has greater seniority would place the District in violation of its affirmative action program, the District may retain the probationary teacher or the teacher with the lesser seniority;

Subd. 4. Teachers placed on unrequested leave of absence shall be reinstated to the positions from which they have been placed on unrequested leave of absence or, if not available, to other available positions in the School District for which they are licensed. Reinstatement shall be in the inverse order of placement on leave of absence. The order of reinstatement of teachers who have equal seniority and who are placed on unrequested leave in the same school year shall be negotiable.

Subd. 5. No appointment of a new teacher shall be made while there is available, on unrequested leave, a teacher who is properly licensed to fill such vacancy, unless the teacher fails to advise the School Board within 15 days of the date of notification that a position is available to the teacher, that the teacher may return to employment and assume the duties of the position to which appointed on a future date determined by the Board;

Subd. 6. A teacher placed on unrequested leave of absence may engage in teaching in another school district, substitute teaching, or any other occupation during the period of this leave;

Subd. 7. The unrequested leave of absence shall not impair the continuing contract rights of a teacher or result in a loss of performance increment and lane credit for previous years of service. A teacher placed on unrequested leave of absence maintains their previous performance increment and lane, but does not accrue a performance increment.

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Subd. 8. The unrequested leave of absence of a teacher who is not reinstated shall continue for a period of five years after which the right to reinstatement shall terminate;

Subd. 9. The same provisions applicable to terminations of probationary or continuing contracts in Minn. Stat. § 122A.40 Subdivisions 5 and 7 shall apply to placement on unrequested leave of absence;

Subd. 10. Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment compensation if otherwise eligible. Any teachers on leaves of absence whose position on the seniority list will necessitate being placed on unrequested leave of absence will be notified by the Board.

Section 2. Seniority lists shall be established by the following procedures:

Subd. 1. Seniority in the District shall be computed on the basis of a teacher's continuous employment from the first day of actual work with the District.

Subd. 2. Teachers shall continue to accrue seniority while on Board approved leaves (with the exception of long-term disability after one year).

Subd. 3. Only service during normal school day, as defined in the Working Agreement, will count toward seniority.

Subd. 4. Teachers leaving the teachers' bargaining unit, but remaining an employee of the District, shall retain and accrue seniority as a teacher as defined by Minnesota continuing contract law.

Subd. 5. Tier 3 teachers who have worked for the district under a Tier 1 or Tier 2 license will be placed on the seniority list based on their first date of continuous employment as a teacher.

Section 3. Tie Breaking: If a tie in seniority should occur between two or more teachers, the following criteria shall be used sequentially to determine the order of placement on unrequested leave of absence or recall:

Subd. 1. In the event of a tie in seniority, a full-time teacher for the school year as defined in the Working Agreement shall have seniority over a part-time teacher. Part-time teachers shall have seniority over other part-time teachers to the degree of their assignments (i.e. three-fourths over half-time).

Subd. 2. In the event of a tie in contract entitlement and seniority, the teacher having the higher current performance increment placement on the salary schedule shall be more senior.

Subd. 3. In the event of a tie in performance increment placement, the teacher having the higher lane placement on the salary schedule as of the effective date of the updated seniority list set forth in Section 4, Subd. 1, of this Article shall be the most senior.

Subd. 4. In the event of a tie in lane placement, the teacher with the lowest Minnesota Professional Educator Licensing and Standards Board file folder number shall be the most senior.

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Subd. 5. In the event a tie still remains, the District and AHEM shall meet and negotiate a tiebreaker for the parties involved.

Section 4. Seniority Lists:

Subd. 1. The School District shall maintain a seniority list which shall be updated yearly by February 15 of each year.

Subd. 2. Such list will include the following information:

1. Teacher's name;
2. Teacher's first day of work in School District No. 11 (excluding pre-service orientation, but including Teacher Workshop);
3. Teacher's current teaching assignment;
4. Teacher's license number;
5. Areas in which teacher is fully licensed by the Minnesota Professional Educator Licensing and Standards Board;
6. Continuing contract or probationary status.

Subd. 3. A copy of the most current list in Section 4, Subd. 2, above will be provided to AHEM. The list will be posted electronically and the Union may provide email notification to teachers when the list is posted.

Subd. 4. Request for change: Any teacher with a correction or omission with the seniority list has twenty business days from the date of posting to provide a written request for a change to the seniority list.

Section 5. Access to Benefits: Teachers placed on unrequested leave will continue to have access to health, dental, and life insurance benefits available to teachers on other leaves of absence, with costs to be borne by the teacher.

Section 6. Recall and Termination of Rights

Subd. 1. As positions for which they are licensed become available, **continuing contract** teachers placed on unrequested leave of absence shall be recalled to employment to the limit of their contract entitlement and seniority.

No full-time teacher shall be required to accept recall to less than a full-time position.

A full-time teacher may accept a recall offer for a contract of less than their contract entitlement and continue to retain the right to recall to a position equal to their contract entitlement.

Subd. 2. Part-time teachers on unrequested leave of absence have recall rights to a position equal to their contract entitlement. This provision does not require the District to create part-time positions from existing full-time positions. A part-time teacher may accept a recall offer for a contract of less than their contract entitlement and continue to retain the right to recall to a position equal to their contract entitlement. However, if there is only a full-time position available when the part-time teacher is eligible for recall and the part-time

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teacher is licensed for that position, the full-time position shall be offered to the part-time teacher. This right to a full-time position is open only to part-time teachers on contract.

Subd. 3. Notification of recall shall be by registered delivery mail with return receipt requested.

Subd. 4. Notification shall be to the last known address provided by the teacher to the office of the Employee Services Department.

Subd. 5. Teachers shall have up to fifteen (15) days from the date of receipt of notification or recall during which to notify the Employee Services Department in writing of their intent to accept the Board's offer of reemployment or to indicate in writing their intent to waive their option to be reemployed in the position offered.

Subd. 6. If a teacher waives the right to reemployment in the position offered, the position shall be offered to the teacher with the next greatest seniority, provided that teacher is licensed for the position.

Subd. 7. Any teacher who refuses four recall offers shall be considered to have voluntarily removed the teacher's name from the seniority list, provided, however, that a teacher may refuse recall to a position which is not equal to the amount of time for which the teacher was previously employed. Such refusal shall not count as a refusal to recall for purposes of this subdivision.

Subd. 8. The right to recall shall cease with the retirement of the teacher.

Subd. 9. A teacher may by prior designation waive recall to specified positions. Such waiver will count as a refusal to recall for purposes of this section.

ARTICLE XVIII RETIREMENT

~~All teachers hired on or after July 1, 1994 are not eligible for Section 1. Severance.~~

~~Section 1. Severance: Eligible teachers who notify the District of intended retirement by February 1st of the relevant school year will qualify for a payment of up to **half of the first 16090** unused sick days times the teacher'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). Upon retirement of part-time teachers, pro-rata days of sick leave accumulated will be converted to full days of sick leave prior to the application of the severance and health insurance provisions, if eligible.~~

~~Eligible teachers must have a seniority date prior to June 30, 1994, ten years seniority, and ten years active service on contract in the District, eligible for and receiving a Minnesota State retirement pension., and the total potential District contributions for an eligible teacher under Section 2. 403(b) of this Article has not exceeded \$50,000.00.~~

~~Subd. 1. The severance payment shall be made as a lump sum payment upon retirement to the District's Special Pay Plan in accordance with Plan documents, Federal rules and regulations. Deductions, such as state and federal income tax, Social Security, or T.R.A. shall be made only as required by law.~~

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~~Subd. 2. This section shall not apply to any teacher who is discharged for cause by the School District.~~

~~Subd. 3. For purposes of this section, active service includes FMLA leaves of absences and excludes all other unpaid leaves of absence.~~

Section 21. 403(b):

Subd. 1. All full-time teachers and part-time teachers who are eligible for insurance as set forth in Article XI, Section 1, Subd. 5, are eligible for this benefit.

Subd. 2. **For the 2023-24 School Year,** the District shall make a matching contribution for all teachers for each relevant school year into a 403(b) plan up to the amounts listed in the table below:

Seniority date prior October 1, 2023	\$1,000
Seniority date prior to June 30, 2016	\$1,500
Seniority date prior to June 30, 2005	\$2,000

2021-22		2022-23	
Seniority date prior to June 30, 2019 (4th year)	\$1,000	Seniority date prior to October 1, 2022 (1st year)	\$1,000
Seniority date prior to June 30, 2014 (9th year)	\$1,500	Seniority date prior to June 30, 2015 (9th year)	\$1,500
Seniority date prior to June 30, 2003 (20th year)	\$2,000	Seniority date prior to June 30, 2004 (20th year)	\$2,000

Beginning in the 2024-25 School Year, the District shall make a matching contribution for all teachers for the relevant school year into a 403(b) plan up to \$2000 on a per paycheck basis over 20 pay periods. Employees who begin contributions after the start of the year will receive a prorated amount of the full District match.

~~Subd. 3. The maximum individual lifetime matching contribution by the District shall be \$50,000. In the event MN statutes allow, the school district will allow student loan payments as qualifying dollars to receive the employer 403(b) matching contributions.~~

Section 2: Retirement Benefits Eligibility: to be eligible for the retirement benefits in sections 3 through 5 of this Article, teachers must notify the District of intended retirement by February 1st of the relevant school year, have at least ten years seniority, ten years active service on contract in the district, and be eligible for a Minnesota State retirement pension. Retirement benefits are payable only upon becoming an annuitant to TRA as a retiree from the District.

Subd 1. Upon retirement of part-time teachers, pro-rata days of sick leave accumulated will be converted to full days of sick leave prior to the application of the severance and health insurance provisions, if eligible.

Subd. 2. This section shall not apply to any teacher who is discharged for cause by the School District.

Subd. 3. For purposes of this section, active service includes FMLA leaves of absences and excludes all other unpaid leaves of absence.

Section 3. Health and Dental Insurance Continuation: Teachers eligible for retirement as established in this Article ~~which includes ten (10) years active service on contract in the District and enrolled in insurance 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 teachers under Section 1, shall be allocated to the Health Care Savings Plan for the individual teacher.~~

Section 4: Retirement Healthcare Reimbursement Benefit: For insurance benefit eligible ~~and enrolled~~ teachers ~~hired on or after July 1, 1994, and eligible to~~ who retire under this Article, ~~but not eligible for severance payment as set forth in Section 1,~~ half of the value of the first 160 days of unused sick leave, and 100% of the value of unused sick leave ~~greater than 160 days~~ ~~days less the value of 90 days~~ shall be allocated to ~~the a~~ Health Care ~~Savings Plan~~ reimbursement account established by the District for the individual teacher.

Section 53. Severance: ~~Severance-eligible teachers must have a seniority date prior to June 30, 1994, ten years seniority, and ten years active service on contract in the District, eligible for and receiving a Minnesota State retirement pension. All teachers hired on or after July 1, 1994 are not eligible for severance.~~

In Addition to the retirement healthcare reimbursement benefit listed in section 4, ~~e~~Eligible teachers with a seniority date prior to July 1, 1994 ~~who notify the District of intended retirement by February 1st of the relevant school year will~~ qualify for a payment of up to half of the first 160 unused sick days times the teacher's daily rate of pay (and less any District contribution to a matching 403(b) plan as set forth in Section 1. 403(b) of this Article). ~~Upon retirement of part-time teachers, pro-rata days of sick leave accumulated will be converted to full days of sick leave prior to the application of the severance and health insurance provisions, if eligible.~~

Subd. 1. The severance payment shall be made as a lump sum payment upon retirement to a ~~the District's~~ Special Pay Plan established by the District in accordance with Plan documents, Federal rules and regulations. Deductions, such as state and federal income tax, Social Security, or T.R.A. shall be made only as required by law. .

Subd. 2. ~~This section shall not apply to any teacher who is discharged for cause by the School District.~~

Subd. 3. ~~For purposes of this section, active service includes FMLA leaves of absences and excludes all other unpaid leaves of absence.~~

Section 64. Severance and retirement health benefits shall be available only once in a teacher's employment with the District.

Section 75. Effective Date: To qualify for severance ~~pay and retirement health benefits~~ under ~~this e~~ Article a teacher must notify the District of the intended retirement by February 1 of the

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relevant school year. Generally, a teacher's retirement will be the end of the school year. Effective July 1, 2010, District approval of requests to retire during the school year will be driven by the trimester date.

Effective July 1, 2010, if a teacher seeks a retirement date prior to end of the second trimester, the teacher may choose to work through the end of the trimester at the District's discretion, or commence a leave of absence prior to the beginning of the school year up to the teacher's actual retirement date.

Effective July 1, 2010, if the retirement date is after the end of the second trimester, then the teacher may choose to commence a leave of absence prior to beginning of the school year up to the teacher's actual retirement date, or work through the end of the second trimester and commence a leave of absence up to the actual retirement date, or work through the remainder of the school year, at the District's discretion.

Section 86. Teachers who are eligible for a Minnesota State retirement pension but are not eligible for severance or unused sick leave credit as set forth in this Article may seek insurance continuation which may be available pursuant to the provisions of Minn. Stat. § 471.61, Subd. 2b.

Section 97. Mandatory Retirement: Retirement shall be mandatory only to the extent required by law.

ARTICLE XIX GRIEVANCES

Section 1. Definitions

Subd. 1. A grievance is any controversy between the Board and the AHEM or between the Board and an employee or group of employees as to 1) interpretation of this Agreement, 2) a charge of violation of this Agreement, or 3) an alleged violation involving wages, hours or working conditions resulting in unnecessary hardship.

Subd. 2. Employee is an employee or employee organization that is certified as an appropriate unit in the School District and not classified as confidential, supervisory, or Principal/Assistant Principal as defined in PELRA-71 as amended.

Subd. 3. First Level Supervisor shall mean Supervisor/Principal/Assistant Principal or the person to whom the employee reports.

Subd. 4. Second Level Supervisor shall mean the Assistant/ Superintendent/ Director/Supervisor or the person to whom the first level supervisor reports.

Subd. 5. Days shall be considered "working" days as defined for the employee except at the end of the school year. The days in this instance shall be week days.

Section 2. Procedure: Grievances as defined in Section 1 shall be settled in the following manner and the steps set forth must be followed in the order listed within the time limits prescribed.

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Step 1. The grievance shall be orally presented to the employee's first level supervisor within ten (10) days after employee knew or should have known of violation. No settlement in this Step 1 shall be made in violation of the written Contract.

If a settlement is not reached within two (2) days after oral presentation to the first level supervisor the grievance shall be reduced to writing on form number G-I with a clear statement of the issues involved. This shall be presented to the first level supervisor who shall promptly transmit the written grievance to the **Executive Director of Human Resources** ~~General Counsel~~ for handling in accordance with Step 2.

Step 2. The **Executive Director of Human Resources** ~~General Counsel~~ shall establish a Step 2 hearing with the aggrieved and the appropriate second level supervisor. The Step 2 meeting shall be held within five (5) 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~~ **the Executive Director of Human Resources** ~~General Counsel~~. The employee shall be allowed a reasonable number of representatives at the meeting.

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

If settlement is not reached in Step 2 within three (3) days of the date of the disposition, the grievance is referred to Step 3.

Step 3. Grievances referred to Step 3 shall be discussed between AHEM and the General Counsel. This discussion shall take place within five (5) 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 ten (10) 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, unless otherwise agreed, the parties shall request within ten (10) days a list supplied by the American Arbitration Association or Bureau of Mediation Services, in rotation order. After the parties have received the list, they shall alternately strike names until there is one arbitrator remaining who shall preside over the hearing.

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

The arbitrator shall have no power to add to, subtract from, or modify any of the terms of the Agreement or to any agreement made supplementary hereto, and shall only be allowed to rule on those cases that apply to the definition of a grievance as described in this Article. The decision of the arbitrator, if within the scope of the arbitrator's 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 AHEM.

Section 3. Rules: Any loss of time by the employee and the employee's representatives to attend Step 4 in the grievance procedure shall not be compensated unless AHEM Leave Days are used. These days must be taken in minimums of half days.

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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 a decision or hold a meeting within the specific time limits shall permit the aggrieved to proceed to the next step in the grievance procedure.

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

ARTICLE XX DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2023~~~~2021~~ through June 30, ~~2025~~~~2023~~ 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, ~~2025~~~~2023~~, it shall give written notice of such intent no later than May 1, ~~2025~~~~2023~~. 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 Education Minnesota. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with the provisions.

Section 3. Finality: It is further agreed that any matters relating to the current Contract term, whether or not referred to in this Agreement, shall not be open for negotiation 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

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

Anoka-Hennepin
Education Minnesota

Anoka-Hennepin Independent
School District No. 11

Negotiator

School Board

Negotiator

School Board

Negotiator

School Board

Negotiator

School Board

Negotiator

School Board

President

School Board

Vice-President

Executive Director of Human Resources

EM Field Representative

Date _____

EM Field Representative

Date _____

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**APPENDIX A
SALARY SCHEDULE**

Section 1. Salary Schedule

2023-24 TEACHERS SALARY SCHEDULE											
Performance Increment	BA	BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60	
1 & 2	47,941	49,355	50,568	51,843		55,941	57,308	59,147	60,438	6,2094	1 & 2
3 & 4	49,390	50,938	52,257	53,680		58,524	60,098	62,028	63,326	65,270	3 & 4
5	50,621	52,568	53,945	55,502		61,146	62,885	64,862	66,686	68,478	5
6	52,283	54,230	55,637	57,306		63,688	65,792	67,884	69,861	71,959	6
7	55,052	57,019	58,415	59,831		66,200	68,721	71,049	72,984	75,325	7
8	58,331	60,404	61,621	63,025		70,184	72,215	74,041	75,996	78,469	8
9	60,152	62,374	63,733	65,308		72,395	74,549	76,600	78,840	81,340	9
10	61,973	64,344	65,843	67,590		74,607	76,882	79,157	81,684	84,211	10
11	63,522	65,940	67,470	69,251		76,407	78,729	81,050	83,626	86,204	11
12	65,390	67,880	69,456	71,290		78,660	81,050	83,439	86,093	88,747	12
13	66,355	68,882	70,481	72,342		79,822	82,248	84,672	87,365	90,059	13
14	67,878	70,463	72,100	74,003		81,656	84,138	86,619	89,375	92,130	14
15	68,888	71,513	73,173	75,105		82,872	85,391	87,909	90,707	93,503	15
16	69,573	72,224	73,901	75,852		83,697	86,241	88,784	91,609	94,432	16
17 & 18	69,916	72,579	74,265	76,225		84,109	86,665	89,221	92,060	94,897	17 & 18
19 & 20	71,432	73,908	75,698	77,483		85,383	88,030	90,535	93,319	96,659	19 & 20
21 & 22	72,503	75,016	76,833	78,644		87,089	89,790	92,344	95,184	98,591	21 & 22
23+					82,532	88,360	91,609	94,151	97,684	101,215	23+

2024-25 TEACHERS SALARY SCHEDULE											
Performance Increment	BA	BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60	
1	50,029	51,486	52,735	54,048		58,269	59,677	61,571	62,901	64,607	1
2 & 3	50,872	52,466	53,825	55,290		60,280	61,901	63,889	65,226	67,228	2 & 3
4 & 5	52,140	54,145	55,563	57,167		62,980	64,772	66,808	68,687	70,532	4 & 5
6	53,851	55,857	57,306	59,025		65,599	67,766	69,921	71,957	74,118	6
7	56,704	58,730	60,167	61,626		68,186	70,783	73,180	75,174	77,585	7
8	60,081	62,216	63,470	64,916		72,290	74,381	76,262	78,276	80,823	8
9	61,957	64,245	65,645	67,267		74,567	76,785	78,898	81,205	83,780	9
10	63,832	66,274	67,818	69,618		76,845	79,188	81,532	84,135	86,737	10
11	65,428	67,918	69,494	71,329		78,699	81,091	83,482	86,135	88,790	11
12	67,352	69,916	71,540	73,429		81,020	83,482	85,942	88,676	91,409	12
13	68,346	70,948	72,595	74,512		82,217	84,715	87,212	89,986	92,761	13
14	69,914	72,577	74,263	76,223		84,106	86,662	89,218	92,056	94,894	14
15	70,955	73,658	75,368	77,358		85,358	87,953	90,546	93,428	96,308	15
16	71,660	74,391	76,118	78,128		86,208	88,828	91,448	94,357	97,265	16
17	72,013	74,756	76,493	78,512		86,632	89,265	91,898	94,822	97,744	17
18 & 19	73,575	76,125	77,969	79,807		87,944	90,671	93,251	96,119	99,559	18 & 19
20 & 21	74,678	77,266	79,138	81,003		89,702	92,484	95,114	98,040	101,549	20 & 21
22+					85,008	91,011	94,357	96,976	100,615	104,251	22+

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A one-time payment of \$750 (prorated for under 1.0 FTE) will be provided to all active employees upon ratification of the working agreement in 2024.

Schedule – Year 1

TEACHERS SALARY SCHEDULE											
2021-22 Performance Increment	BA	BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60	
1 & 2	44,643	45,873	47,015	48,155		51,234	52,594	54,039	55,238	56,802	1 & 2
3	45,603	46,950	48,105	49,319		53,222	54,524	56,275	57,505	59,082	3
4	46,983	48,457	49,714	51,069		55,682	57,181	59,019	60,255	62,107	4
5	48,155	50,010	51,321	52,804		58,179	59,835	61,718	63,455	65,162	5
6	49,738	51,593	52,933	54,522		60,600	62,604	64,596	66,479	68,477	6
7	52,375	54,249	55,578	56,927		62,993	65,394	67,611	69,454	71,683	7
8 & 9	55,498	57,473	58,632	59,969		66,787	68,721	70,460	72,322	74,677	8 & 9
10	58,967	61,225	62,653	64,316		70,999	73,166	75,333	77,739	80,146	10
11	60,442	62,745	64,202	65,898		72,714	74,925	77,135	79,589	82,044	11
12	62,221	64,593	66,094	67,840		74,859	77,135	79,411	81,938	84,466	12
13	63,140	65,547	67,070	68,842		75,966	78,276	80,585	83,150	85,715	13
14	64,591	67,053	68,612	70,424		77,713	80,076	82,439	85,064	87,688	14
15 & 16	65,227	67,714	69,288	71,118		78,479	80,866	83,252	85,903	88,552	15 & 16
17	65,227	67,714	69,288	71,118		78,479	80,866	83,252	85,903	88,552	17
18	65,227	67,714	69,288	71,118		78,479	80,866	83,252	85,903	88,552	18
19	65,227	67,714	69,288	71,118		78,479	80,866	83,252	85,903	88,552	19
20	66,986	69,310	70,988	72,665		80,077	82,562	84,913	87,524	90,659	20
21 & 22	67,975	70,334	72,038	73,738		81,262	83,783	86,169	88,820	92,001	21 & 22
23	67,975	70,334	72,038	73,738		81,262	83,783	86,169	88,820	92,001	23
24+					77,386	82,854	85,903	88,289	91,603	94,916	24+

Schedule — Year 2

TEACHERS SALARY SCHEDULE											
2022-23 Performance Increment	BA	BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60	
1	45,098	46,328	47,470	48,610		51,689	53,049	54,494	55,693	57,257	1
2 & 3	45,658	47,005	48,160	49,374		53,277	54,579	56,330	57,560	59,137	2 & 3
4	47,038	48,512	49,769	51,124		55,737	57,236	59,074	60,310	62,162	4
5	48,210	50,065	51,376	52,859		58,234	59,890	61,773	63,510	65,217	5
6	49,793	51,648	52,988	54,577		60,655	62,659	64,651	66,534	68,532	6
7	52,430	54,304	55,633	56,982		63,048	65,449	67,666	69,509	71,738	7
8	55,553	57,528	58,687	60,024		66,842	68,776	70,515	72,377	74,732	8
9 — new	57,288	59,404	60,698	62,198		68,948	70,999	72,952	75,086	77,467	9 — new
10 — old 9 & 10	59,022	61,280	62,708	64,371		71,054	73,221	75,388	77,794	80,201	10 — old 9 & 10
11	60,497	62,800	64,257	65,953		72,769	74,980	77,190	79,644	82,099	11
12	62,276	64,648	66,149	67,895		74,914	77,190	79,466	81,993	84,521	12
13	63,195	65,602	67,125	68,897		76,021	78,331	80,640	83,205	85,770	13
14	64,646	67,108	68,667	70,479		77,768	80,134	82,494	85,119	87,743	14
15	65,608	68,108	69,689	71,529		78,926	81,325	83,723	86,388	89,050	15
16 & 17	66,260	68,785	70,382	72,240		79,711	82,134	84,556	87,247	89,935	16 & 17

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											17
18 & 19	66,587	69,123	70,729	72,595		80,104	82,538	84,972	87,676	90,378	18 & 19
20 & 21	68,030	70,389	72,093	73,793		81,317	83,838	86,224	88,875	92,056	20 & 21
22 & 23	69,050	71,444	73,174	74,899		82,942	85,514	87,947	90,651	93,896	22 & 23
24+					78,602	84,152	87,247	89,668	93,032	96,395	24+

Section 2. Rules:

Subd. 1. Nothing contained herein shall be construed to prohibit the Board from offering an extended contract to an individual teacher.

Subd. 2. Step Advancement: Teachers employed on an hourly letter of agreement shall move to the next step if they work 536 or more hours in a school year; teachers with greater than 215 hours but less than 536 hours will advance one step after two years. Effective 7/1/06, teachers on contract for 60 days worked or greater in the previous school year shall be given credit for one-year step advancement; teachers on contract for 30 days or greater worked, but less than 60 days worked, will advance one step after two years.

Subd. 3. Step advancement will only take place at the start of the year.

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**APPENDIX B
EXTRA-CURRICULARS**

The following shall be the extracurricular Salary Schedule for the ~~2023-2025~~~~2021-2023~~ school years.

Section A. High School Extracurricular Athletics and Activities

Subd. 1. Minnesota High School League Athletics and Activities

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Level A – Head Coach	6372 6693	6436 6827
First Assistant (Football)	4780 (~75%) 5021	4828 (~75%) 5122
Assistant Coaches	4590 (~72%) 4821	4636 (~72%) 4918
Level B – Head Coach	6218 6531	6280 6662
Assistant Coaches	4476 (~72%) 4702	4521 (~72%) 4796
Level C – Head Coach	5363 5634	5417 5747
Assistant Coaches	3863 (~72%) 4058	3902 (~72%) 4139
Level D – Head Coach	5011	5111
Assistant Coaches	3680	3753

LEVEL A: Basketball, Football, Hockey, Wrestling

LEVEL B: Baseball, Competitive Dance, Gymnastics, Lacrosse, Soccer, Softball, Swimming, Track, Volleyball

LEVEL C: Adaptive Hockey, Adaptive Soccer, Adaptive Softball, Adaptive Bowling, Cross Country Running, Cross Country Skiing, Debate, Downhill Skiing, Golf, Speech, Tennis

LEVEL D: Robotics

Longevity: Head coaches listed in Section A, Subd. 1, A - ~~C~~**D** activities will receive an additional \$250 if they are in their fifth consecutive year or more of work in the same activity within the District.

Extended Season Compensation: For teams in subdivision 1 of this section that advance to post season competition (i.e. after the initial sectional competition), the head coach and assistant coach(es) up to the number of district assigned positions will receive extended season compensation in accordance with the chart below:

Number of Post-Season Contests	Individual	Team
1	100	200
2 to 3	200	300
More than 3	300	400

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Coaches: The number of coaches and assistant coaches must have the final approval of the associate superintendent.

Subd. 2. Other High School Athletics and Activities

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Auditorium Manager	4770 5011	4818 5111
Concessions Manager		
Equipment Manager (includes pre and post school work)		
Intramural Sports Advisor		
Performance Cheerleading (per season)		
Robotics Advisor		
Weight Room Supervisor		
Assistant Coaches/Advisors (Cheerleading, Robotics , Intramurals, Weight Room)	3503 3680	3538 3753
Competitive Cheerleading Coach	3503 3680	3538 3753
Assistant Equipment Manager	2190 2300	2212 2346
Performance Dance Coach	2689 2787	2716 2852
Assistant Coach Performance Dance	2185 2295	2207 2341
District Adapted Athletics Coordinator	2133 2240	2154 2285

The number of positions in this subdivision must have the final approval of the associate superintendent.

Subd. 3. High School Theater

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Musical Director	4682 4918	4729 5017
Others	4878 — 8510 5124- 8939	4927 — 8595 5226-9118
Pit Director	1412 1483	1426 1513
Three Act Play Director	3627 3810	3663 3886
Others	1221 — 2798 1282- 2939	1233 — 2826 1308-2998
One Act Play Director	1607 1688	1623 1722
Others	221 — 1077 232- 1132	223 — 1088 236-1154

The amount listed in Subd. 3 will be flexible. A lesser amount may be paid if two positions are combined, a director does not carry a full load, rehearsals held during class time, etc. The amount will be determined by the principal and the theater director. The flexibility does not, however, mean that the assigned budget can be exceeded. The number of directors must have the final approval of the Associate Superintendent.

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Subd. 4. High School Music

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Fall Marching Band Director	5759 6050	5847 6171
Assistant (if assigned)	3529 3707	3564 3781
Summer Marching Band Director	350/event up to 3500 max	350/event up to 3500 max
Assistant Director	200/event up to 2000 max	200/event up to 2000 max
Director - Band, Orchestra, Choir	4770 5011	4848 5111
Pep Band Director	200/event up to 2400 max	200/event up to 2400 max

The band, orchestra, and choir extra service agreement stipend is based on the equivalency of a full-time teaching assignment in a Band, Orchestra, or Choir music discipline. Therefore, all full-time assignments within a music discipline will get the full rate and all part-time assignments within a music discipline will get a proportion of the rate. Exception: in the event a teacher with a full-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines and/or buildings, the stipend will be 1.5 of the full-time rate; in the event a teacher with a part-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines and/or buildings, the stipend will be prorated based on the teachers music FTE times 1.5 of the full rate.

Extended Season Compensation: Music band directors and assistant directors who perform at state tournament events will receive an additional \$100 bonus.

Subd. 5. Miscellaneous High School Activities

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Annual/Yearbook Advisor	4049 4253	4089 4338
Annual/Yearbook Business Advisor	2190 2300	2242 2346
Anoka-Hennepin Technical High School Anoka-Hennepin Regional High School Yearbook Advisor	1695 1780	1712 1816
River Trail Learning Center Yearbook	844 886	852 909
Student Council Advisor	2065 2119	2086 2213
District Special Education Prom Advisor	866 910	875 928
Prom Advisor	902 947	914 966
Newspaper Advisor	4049 4253	4089 4338
Newspaper Business Advisor	2190 2300	2242 2346
Educators Rising Club Advisor	Up to 1700 1768	Up to 1700 1803
LINK Crew Coordinator	1773 1863	1794 1900
LINK Crew Advisor	448 470	452 479
National Honor Society Advisor	1731 1818	1748 1854
Math Team Coach	1927 2024	1946 2064
Theater Box Office Manager	557 586	563 597

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Staff Chaperone at School Dances	40/event	40/event
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Subd. 6. High School Driver Education Behind-the-Wheel Salaries

Teachers of driver education shall be paid at the rate of ~~\$32.24~~~~\$30.00~~ per hour for the ~~2023-24~~~~2021-22~~ school year and ~~\$32.88~~~~\$31.00~~ per hour for the ~~2024-25~~~~2022-23~~ school year.

Subd. 7. High School Career and Technical Advisors

Career and Technical Advisor extra services agreements shall include Career and Technical Student Organization (CTSO) Advisors (DECA, Skills/USA, BPA, FCCLA, HOSA, FFA) and School Store Advisor.

Career and Technical Student Organization (CTSO) Advisors compensation rates will be determined by the Director of Career and Technical Education based on the number of major events the chapter attends.

2023-24	Base (2 events)	3 events	4 events	5+ events
Advisor	\$2500 2600	\$3000 3120	\$3500 3640	\$4000 4160
Assistant Advisor	\$1500 1560	\$1800 1872	\$2100 2184	\$2400 2496

2024-25	Base (2 events)	3 events	4 events	5+ events
Advisor	2652	3182	3713	4243
Assistant Advisor	1591	1909	2228	5092

School Store Advisors will receive \$3000 for the full school year.

The number of eligible Career and Technical Advisor extra service agreements will be determined by the Director of Career and Technical Education.

Subd. 8. High School Additional Extracurricular Activities

Each high school with 2600 students or less as determined on October 1 of the respective school year shall receive ~~\$9,360~~~~\$8,000~~ for the ~~2023-24~~~~2021-22~~ and ~~\$9,547~~ ~~2024-25~~~~2022-23~~ school years allotted for additional extracurricular activities. That base amount shall be increased by ~~\$3.12~~~~\$3.00~~ per student beyond 2,600 students in ~~2023-24~~~~2021-22~~ and ~~\$3.18~~ ~~for the 2024-25~~~~2022-23~~ school years. The STEP program shall receive ~~\$2,808~~~~\$2400~~ for the ~~2023-24~~~~2021-22~~ and ~~\$2,864~~ ~~for the 2024-25~~~~2022-23~~ school years.

Specific amounts will be determined by the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee

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may choose to retain a percentage of the allotment for disbursement later within that school year for extracurricular activities.

Section B. Middle School Activities

Each middle school shall receive ~~\$11,764~~~~\$11,200~~ for the ~~2023-24~~~~2021-22~~ and ~~\$12,000~~~~\$11,312~~ for the ~~2024-25~~~~2021-22~~ school years for the following activities. Anoka Middle School for the Arts (AMSA) shall receive an additional ~~\$3,971~~~~\$3,780~~ for theater activities for the ~~2023-24~~~~2021-22~~ school year and ~~\$4,050~~~~\$3,818~~ for the ~~2024-25~~~~2022-23~~ school year. The following extra-curricular compensation amounts and guidelines are recommended to continue as follows:

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Musical Director	4878 5124	4927 5227
One-Act Play Director	1077 1132	1088 1154
Oratorical Contest Advisor	1221 1282	1233 1308
Student Government Leadership Debate Program Advisor	1221 1282	1233 1308
Three-Act Play Advisor	2803 2944	2831 3003

The amount expended in each of the above categories will be determined by the principal and faculty representative. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for extracurricular activities.

Subd. 1. Middle School Miscellaneous Activities

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Annual/Yearbook Advisor	2627 2759	2653 2814
Dance Director at Anoka Middle School for the Arts	2261 2375	2284 2423
Newspaper Advisor	2153 2262	2175 2302
Math League Advisor	1180 1240	1192 1264
Video Production Advisor	1560 1639	1576 1672
WEB Facilitator	1560 1639	1576 1672
Director - Band, Choir, Orchestra	2261 2375	2284 2423

The band, orchestra, and choir extra service agreement stipend is based on the equivalency of a full-time teaching assignment in a Band, Orchestra, or Choir music discipline. Therefore, all full-time assignments within music will get the full rate and all part-time assignments within music will get a proportion of the rate. Exception: in the event a teacher with a full-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines (Band, Orchestra, Choir) and/or buildings, the stipend will be 1.5 of the full-time rate; in the event a teacher with a part-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines (Band, Orchestra, Choir) and/or buildings, the stipend will be prorated based on the teachers music FTE times 1.5 of the full rate.

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Subd. 2. Middle School Additional Extracurricular Activities

Each middle school with 1450 students or less as determined on October 1 of the respective school year shall receive ~~\$9,360~~~~\$8,000~~ for the ~~2023-24~~~~2021-22~~ and ~~\$9,547 for the 2024-25~~~~2022-23~~ school years allotted for additional extracurricular activities. That base amount shall be ~~\$2.86~~~~\$2.75~~ per student beyond 1,450 students for the ~~2023-24~~~~2021-22~~ and ~~\$2.92 for the 2024-25~~~~2022-23~~ school years.

Specific amounts will be determined by the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for additional extracurricular activities.

Section C. Elementary School Activities

Each elementary school with 600 students or less as determined by October 1st of the respective year shall receive ~~\$8,320~~~~\$8,000~~ for the ~~2023-24~~~~2021-22~~ and ~~\$10,412 for the 2024-25~~~~2022-23~~ school years allotted for additional extracurricular activities as well as grade level/curriculum contact representative leadership positions. The base amount shall be increased by ~~\$2.86~~~~\$2.75~~ per student for each student beyond the 600-student base for the ~~2023-24~~~~2021-22~~ and ~~\$2.92 for the 2024-25~~~~2022-23~~ school years.

Specific amounts will be determined by the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for additional extracurricular activities.

However, the following elementary school leadership and extracurricular compensation amounts and guidelines are recommended as follows:

	2021-22 2023-24 Stipend	2022-23 2024-25 Stipend
Art Exhibit/Demonstrations	204 211	203 215
Music Programs and Directors	225 234/event	225 239/event
Others	60 62/event	60 64/event
Destination Imagination Coach	432 455/team	436 463/team
Physical Education Programs	204 211	203 215
School Bus Patrol Advisor	613 644	619 657
School Flag Patrol Advisor	644	657
Science Fair Advisor	304 319	307 326

Subd. 1. Title/Specialty School events will be paid \$60 for the ~~2023-24~~ ~~2021-22~~ and ~~2024-25~~~~2022-23~~ school years per member per event.

Section D. Assignments and Miscellaneous Information

Subd. 1. All extracurricular payments listed in Sections A and B are contingent upon carrying a full teaching schedule. Adjustments in teaching schedules may be made in lieu of extra payments for extracurricular assignments.

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Subd. 2. Regularly, no more than two high school coaching assignments shall be made to any individual. Exceptions will be made when there are no other qualified staff members available.

Subd. 3. Positions set forth in Appendix B, Section A, subdivisions 1, level A, B, and C will not be considered vacant and subject to posting if they are currently filled. Such positions will only be considered vacant when the coach resigns or is terminated by the relevant school. Therefore, vacancies will not be created by the involuntary transfer process.

This subdivision is specific to the athletic coaching positions and not to other extracurricular activities and/or building leadership positions that are an integral part of school curricular and extracurricular activities. Reasonable effort will be made to fill all extracurricular vacancies with the teaching staff within the building. Failing that, other district teachers will be given the opportunity to fill these vacancies.

Subd. 4. Known vacancies in coaching and extracurricular positions that cannot be filled from within the school staff will be posted online on or about October 1, January 15, and May 1.

Subd. 5. In the event of a Minnesota State High School League mandated change of season length no salary change will result. Coaches will be notified of the change in writing and will have the right to resign their coaching position at that time. Resignations must be received by the building principal within seven working days of the notice of change. If the district desires to change season lengths, such change must be negotiated with the exclusive representative. The right to resign remains the same as above.

Subd. 6. When participant numbers warrant the hiring of an additional coach, the building teaching staff shall be immediately notified, and reasonable effort will be made to fill that position as soon as possible.

Subd. 7. Coaches who coach less than the full season shall have their compensation pro rata, based on the full season. Examples are late start, early end or prolonged absence.

**APPENDIX C
ABE AND ECFE COMMUNITY EDUCATION TEACHERS**

ABE and ECFE Community Education teachers defined under this section are excluded from all terms and conditions of the July 1, ~~2023~~2024 through June 30, ~~2025~~2023- Working Agreement except as contained in this Appendix and/or the following sections are included by reference:

Article II:	Laws, Rules, and Regulations
Article IV:	Teachers' Rights
Article V:	Board Rights
Article VI, § 2:	Emergency Closing
Article IX, § 1 & § 2:	Continuing Education for Lane Advancement
Article X, § 2:	Status of Salary Schedule
Article, X § 4:	Paychecks
Article XII:	Maternity Parenting Leave of Absence
Article XIII:	Parental and/or Child Care Leave of Absence
Article XV, §§ 2-8:	Other Leaves of Absence
Article XIX:	Grievances
Article XX:	Duration

I. Section 1. — Recognition: It is agreed that persons employed by the District in the positions of Early Childhood Family Education and Adult Basic Education teachers shall be included within the teachers' bargaining unit except those who devote more than 50% of time to administrative or supervisory duties.

II. Section 2. — Duty Year/Duty Day/Assignment: The duty days, hours, and assignments for ECFE/ABE teachers shall be established and assigned by the District from July 1st through June 30th of the relevant contract year. The specific duties and scheduled assignments will be determined by Community Education Manager/Supervisor during the times of day and days of the week which meet the needs of the particular program. ECFE/ABE Teachers will be allocated time for preparation and set-up, staff and curriculum development, staff meeting and parent/student contact time, phone calling, conferences and follow-up time as appropriate and determined by the manager/supervisor consistent with its staff policies and procedures.

III. Section 3. — Probationary Period: The length and term of employment for teachers is based on the number of duty days for the position assignment during the applicable fiscal year beginning July 1st and ending June 30th. New teachers will be subject to a position performance review period of up to 120 workdays for determination of continuation through the remaining position assignment. Following the probationary period, teachers may only be disciplined or discharged for just cause. ECFE/ABE teachers are not subject to continuing contract laws as set forth in Minn. Stat. § 122A.40.

IV. Section 4. Seniority: ECFE and ABE teachers in assigned positions of 1044 hours or more shall be placed on separate seniority lists; one list for those teachers in positions of 1340 hours or more as well as one list for those teachers in positions of 1044 hours or more and less than 1340 hours. Seniority is defined as the teacher's original continuous employment in ECFE and/or ABE programs in a licensed position. ECFE and ABE teacher seniority lists shall be separate and apart

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from any seniority lists for all other teachers covered under the Working Agreement with no bumping or recall rights between the groups.

V. Section 5. -Reduction in Position (Days and/or Hours): Teachers will be assigned to a position of 1340 hours or more, or a position of 1044 or more hours and less than 1340 hours, or a position of less than 1044 hours; an individual teacher's hours within a category may fluctuate from year to year. When it is necessary to eliminate positions (days and/or hours) equal to or greater than 1340 hours, the reduction of positions shall be in order of seniority and relevant licensure; the teacher(s) shall be offered a position equal to or greater than 1044 hours and less than 1340 hours. When it is necessary to eliminate positions (days and/or hours) equal to or greater than 1044 hours and less than 1340 hours, the reduction of positions shall be in order of seniority and relevant licensure.

If a teacher has been reduced from a 1340 or more-hour position or a position of more than 1044 hours and less than 1340-hour position, then in the event positions are subsequently added back into those categories, the positions will be offered by reverse seniority and relevant licensure.

The District will make every effort to notify teachers of their continuing employment by June 1st of the year preceding the next fiscal year and/or to notify any teacher at least thirty (30) calendar days in advance if the teacher is proposed to be placed on layoff or reduced in hours. Teachers who have been laid off or reduced in hours shall continue right of recall for up to two (2) years. Upon notification, recalled teachers have up to fifteen (15) calendar days from the date of receipt of notification to notify the Employee Services Department in writing to accept the offer of re-employment or additional hours. Teachers who either accept or reject a notice of recall to the same category or to a reduced hour category position will nevertheless retain the right of recall to the teacher's original category for the two (2) years. A teacher who refuses two recall offers to the same category shall be considered to have removed the teacher's name from the seniority list.

VI. Section 6.- Compensation:

Subd. 1 Adult Basic Education Teacher Compensation

Effective July 1, ~~2023~~2021, ~~ECFE~~/ABE teachers shall be paid an hourly rate of pay based on the following wage schedule.

ABE - ECFE					
2021-22			2022-23		
Hourly Rate	BA	MA	Hourly Rate	BA	MA
4	30.45	32.45	4	31.06	33.06
5	31.49	33.49	5	31.80	33.80
6	32.83	34.83	6	33.16	35.16
7	34.16	36.16	7	34.50	36.50
8	35.69	37.69	8	36.05	38.05
9	36.93	38.93	9	37.30	39.30
C1-10	38.83	40.83	C1-10	39.61	41.61
C2-pre 1/1/2006	39.60	41.60	C2-pre 1/1/2007	40.39	42.39

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ABE Schedule					
2023-24			2024-25		
Performance Increment	BA	MA	Performance Increment	BA	MA
4	32.61	34.61	4	33.59	35.59
5	33.39	35.39	5	34.39	36.39
6	34.82	36.82	6	35.86	37.86
7	36.23	38.23	7	37.32	39.32
8	37.85	39.85	8	38.99	40.99
9	39.17	41.17	9	40.35	42.35
C1 - 10	41.59	43.59	C1 - 10	42.84	44.84
C2 – pre 1/1/08	42.41	44.41	C2 – pre 1/1/09	43.68	45.68

A one-time payment of \$750 will be provided to all active employees upon ratification of the working agreement in 2024.

1. Performance Increment Placement: Dependent upon teaching experience and training based on the following:

Performance increment **24**: less than one year of teaching experience. Performance increment **35-9**: more than one year of relevant teaching experience. One performance increment per year can be given up to a maximum of performance increment 10. One year of teaching experience is a minimum of instruction totaling 500 hours or more per year.

2. Performance increment movement: Minimum of 500 hours per fiscal year to be eligible for performance increment movement on July 1. Those who work less than 500 hours each fiscal year may be granted a performance increment increase after two years. Only one performance increment per year.

Subd. 2. Early Childhood Family Education Teacher Compensation

A. Effective July 1, 2023, ECFE teachers shall be paid an hourly rate of pay based on the following wage schedule.

2023-2024 ECFE Schedule		
Performance Increment	BA	MA
4	32.61	34.61
5	33.39	35.39
6	34.82	36.82
7	36.23	38.23
8	37.85	39.85
9	39.17	41.17
C1 - 10	41.59	43.59
C2 – pre 1/1/078	42.41	44.41

*Those teachers assigned as ECFE leads will receive an additional \$.30/hour.

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A one-time payment shall be provided to all active employees upon ratification of the working agreement as follows:

\$750 for teachers working more than 1340 hours in 2023-24

\$500 for teachers working 1040-1340 hours in 2023-24

\$250 for teachers working less than 1040 hours in 2023-24

1. Performance Increment Placement: Dependent upon teaching experience and training based on the following:

Performance increment 4: less than one year of teaching experience. Performance increment 5-9: more than one year of relevant teaching experience. One performance increment per year can be given up to a maximum of performance increment 10. One year of teaching experience is a minimum of instruction totaling 500 hours or more per year.

2. Performance increment movement: Minimum of 500 hours per fiscal year to be eligible for performance increment movement on July 1. Those who work less than 500 hours each fiscal year may be granted a performance increment increase after two years. Only one performance increment per year.

B. Effective July 1, 2024. ECFE teachers shall be paid an hourly rate of pay based on the following wage schedule.

2024-2025 ECFE Schedule										
Performance Increment	BA	BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60
1	33.44	34.42	35.25	36.13		38.95	39.89	41.16	42.05	43.19
2 & 3	34.01	35.07	35.98	36.96		40.29	41.38	42.71	43.60	44.94
4 & 5	34.85	36.19	37.14	38.21		42.10	43.30	44.66	45.91	47.15
6	36.00	37.34	38.31	39.46		43.85	45.30	46.74	48.10	49.54
7	37.90	39.26	40.22	41.19		45.58	47.31	48.92	50.25	51.86
8	40.16	41.59	42.43	43.39		48.32	49.72	50.98	52.32	54.03
9	41.42	42.94	43.88	44.96		49.84	51.33	52.74	54.28	56.00
10	42.67	44.30	45.33	45.54		51.37	52.93	54.50	56.24	57.98
11	43.74	45.40	46.45	47.68		52.61	54.21	55.80	57.58	59.35
12	45.02	46.74	47.82	49.08		54.16	55.80	57.45	59.28	61.10
13	45.69	47.43	48.53	49.81		54.96	56.63	58.30	60.15	62.01
14	46.73	48.51	49.64	50.95		56.22	57.93	59.64	61.53	63.43
15	47.43	49.24	50.38	51.71		57.06	58.79	60.53	62.45	64.38
16	47.90	49.73	50.88	52.22		57.63	59.38	63.13	63.07	65.02
17	48.14	49.97	51.13	52.48		57.91	59.67	61.43	63.38	65.34
18 & 19	49.18	50.89	52.12	53.35		58.79	60.61	62.33	64.25	66.55
20 & 21	49.92	51.65	52.90	54.15		59.96	61.82	63.58	65.53	67.88
22+					56.82	60.84	63.07	64.82	67.26	69.69

***Those teachers assigned as ECFE leads will receive an additional \$.30/hour.**

1. Performance Increment Placement: Dependent upon teaching experience and training based on the following:

Performance increment 1: less than one year of teaching experience. Performance increment 2-9: more than one year of relevant teaching experience. One performance increment per year can be given up to a maximum of

performance increment 10. One year of teaching experience is a minimum of instruction totaling 500 hours or more per year.

2. Initial Performance Increment Placement: Initial placement of returning employees will be based on the following schedule:

BA		MA	
2023-24 Step	2024-25 Step	2023-24 Step	2024-25 Step
BA - 4	BA - 1	MA - 4	MA - 1
BA - 5	BA - 2&3	MA - 5	MA - 1
BA - 6	BA - 6	MA - 6	MA - 1
BA - 7	BA - 7	MA - 7	MA - 2&3
BA - 8	BA - 8	MA - 8	MA 4&5
BA - 9	BA - 9	MA - 9	MA - 6
BA - C1 - 10	BA - 11	MA - C1 - 10	MA - 7
BA - C2	BA - 12	MA - C2	MA - 8

During the period of transition to the new salary schedule, new employees will not be placed on a higher step than current employees with similar experience.

3. Performance increment movement: Minimum of 500 hours per fiscal year to be eligible for performance increment movement on July 1. Those who work less than 500 hours each discal year may be granted a performance increment increase after two years. Only one performance increment per year.

Subd. 3. Workshops: Teachers designated by the District to attend workshops shall be paid the employee’s hourly rate for duty time in attendance up to eight (8) hours per day.

VIII. Section 7. ———Benefits:

This section applies to teachers who work in assigned positions of 1340 hours or more per year and are enrolled in a School District health and hospitalization plan.

Subd. 1. Single Contribution: The School Board shall contribute up to ~~\$770.00~~~~\$700.00~~ / month of the premium cost to the District plan for eligible and enrolled teachers; effective September 1, ~~2024~~~~2022~~, the School Board shall contribute up to ~~\$810.00~~~~\$735.00~~ / month of the premium cost to the District plan.

Subd. 2. Family Contribution: The School Board shall contribute up to ~~\$1,375.00~~~~\$1,250.00~~ / month of the premium cost to the District plans for eligible and enrolled teachers; effective September 1, ~~2024~~~~2022~~, the School Board contribution shall be up to ~~\$1,515.00~~~~\$1,310.00~~ / month. Thereafter, the District contribution shall increase by the same dollar amount as the negotiated increase in the District contribution for single coverage.

Subd. 3. High Deductible Open Access Plan: The District will establish a High Deductible Open Access Health Plan with an HRA. Effective September 1, 2014, the District will make contributions into an integrated active HRA of \$750 for the \$1,500 single deductible, and \$1,500 for the \$3,000 family deductible plan each year. The maximum out of pocket

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cost of usual and customary charges will be \$3,000 for single coverage and \$6,000 for family coverage, subject to plan exclusions and limitations of coverage. ~~As an incentive to move from the current co-pay health plans, the District will fund an additional \$750 for those who enroll in the single plan and \$500 for those who enroll in the family plan into the HRA for those who enroll during the open enrollment period effective September 1, 2014, and/or those teachers newly eligible to enroll in insurance effective during the 2014-2015 school year.~~ Plan coverage, claims and designs shall not be subject to the grievance and arbitration process.

Subd. 4. Dual Spouse Contribution: When both married spouses work for the School District full-time and are eligible for insurance coverage and enrolled in the District plan, the District shall contribute up to ~~\$2,145.00~~~~\$1,950.00~~ / month of the premium cost. Effective September 1, ~~2024~~~~2022~~, the District shall contribute up to ~~\$2,325.00~~~~\$2,045.00~~ / month of the premium cost.

Subd. 5. Dental: The District shall contribute up to \$80.00 /month for Dental Insurance.

In addition, the District shall provide District Term Life- **Basic Life and** Accidental Death and Dismemberment Insurance of \$50,000.00, District paid Long Term Disability insurance with a maximum monthly benefit for a qualified teacher equal to two-thirds of current annual base salary not including extra service compensation.

Teachers who work in assigned positions of more than 1044 hours or more per year but less than 1340 hours per year shall be eligible for a prorated District contribution for Health Insurance, Dental Insurance, and Term Life-Accidental Death and Dismemberment Insurance provided the teacher elects to pay the remaining premium and will also be eligible for Long Term Disability Insurance.

~~VIII~~**Section 8. —Leaves:**

Subd. 1. —Sick Leave: Teachers in assigned positions of 1340 hours or more will accrue 12 days sick leave per year; teachers in assigned positions of more than 500 hours and less than 1340 hours will be prorated.

Subd. 2. Sick Leave Buy Back: Teachers who have accumulated thirty (30) days of sick leave and who use less than half of the year's allotted sick leave may cash in up to five (5) days of unused sick leave in June of each year, such days to be exchanged at the rate of \$21.42 per hour by notification to the Labor Relations/Benefits Department.

Subd. 3. —Personal Leave: Teachers in positions of 500 hours or more and less than 1044 hours may use one (1) pro-rata day of personal leave during each duty year at the teacher's discretion without salary deduction. Teachers in position of 1044 hours or more and less than 1340 hours may use two (2) pro-rata days of personal leave during each duty year at the teacher's discretion without salary deduction. Teachers in positions of 1340 hours or more may use three (3) pro-rata days of personal leave during each duty year at the teacher's discretion without salary deduction. A request for personal leave must be submitted in writing in advance. The days used will be deducted from the teacher's accrued sick leave. Although the district has discretion to approve additional requests, the Community Education Manager/Supervisor may limit personal leave to no more than one personal leave day per program per day on a first-come first serve basis; if requests occur at the same time, seniority shall be the tie breaker. ECFE teachers may not use personal

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leave days during the first three weeks of the program term. Teachers in positions with 1044 hours or more and with 10 years or more seniority may request one additional pro-rata day of personal leave.

Subd. 4. ~~Family Medical Leave:~~ Teachers may apply for Family Medical Leave in accordance with state statute, federal law, and School District policy.

Subd. 5. ~~Effective September 1, 2002,~~ ABE and ECFE teachers will be able to participate in the sick leave bank set forth in Article XI, Section 3, Subd. 1 of the Working Agreement.

~~IX.~~ **Section 9. Retirement:**

Severance pay shall be available to those teachers hired prior to July 1, 1994, who have at least ten (10) years of District No. 11 Community Education experience, are immediately eligible for and receiving a state retirement benefit, and notify the District of the intended retirement by February 1st. For the purpose of this section the school year shall begin with July 1st of one year and end on June 30th of the following year.

Subd. 1. Severance pay base will be determined by taking the unused sick leave days times the daily wage rate (and less any District contribution to a matching 403(b) plan as set forth in paragraph X of the Article).

Subd. 2. Teachers shall be eligible upon retirement, subject to all subdivisions of this section, for severance pay, of up to ~~90~~ **half of the first 160 unused sick** days.

Subd. 3. The severance payment shall be made as a lump sum payment upon retirement to the District's Special Pay Plan in accordance with Plan documents, Federal rules and regulations. Deductions such as State and Federal Income Tax, Social Security or PERA/TRA shall be made only as required by law. If the teacher dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or lacking same, to the estate of the deceased.

Subd. 4. This section shall not apply to employee who is discharged for cause by this School District.

Subd. 5. Health and Dental Insurance: Teachers eligible for 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 teachers under Section 1, shall be allocated to the Health Care Savings Plan for the individual teacher.~~

For insurance benefit eligible teachers ~~hired on or after July 1, 1994, and~~ eligible to retire under this Article, ~~but not eligible for severance payment as set forth in Section 1,~~ **half of the value of the first 160 days of unused sick leave, and 100% of the value of unused sick leave days less the 90 greater than 160** shall be allocated to the Health Care Savings Plan for the individual teacher.

Subd. 6. This benefit is available only once in an individual's employment with the District.

Subd. 7. Teachers who are eligible for a Minnesota State retirement pension but are not eligible for severance or unused sick leave credit as set forth in this Article may seek

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insurance continuation which may be available pursuant to the provisions of Minn. Stat. § 471.61, Subd. 2b.

Subd. 8. Retired ABE and ECFE teachers re-employed into an ABE or ECFE position will receive their rate of pay applicable at the time of retirement. Retired ABE and ECFE teachers will not be eligible or entitled to receive any benefits as defined in Section VII. Retired ABE and ECFE teachers shall be eligible to receive three non-cumulative days of sick leave pay per trimester pro-rated to the teacher’s daily assignment. At the end of the assignment, the position the retiree has filled shall be re-posted.

~~X.~~ **Section 10.** 403(b): All full time and part time ABE and ECFE teachers who are eligible for insurances as set forth in Appendix C, Section VII will be eligible for the following benefit:

~~The maximum individual lifetime matching contribution by the District shall be \$50,000.~~

For the 2023-24 School Year, ~~t~~The District shall make a matching contribution ~~for all eligible ABE/ECFE teachers for each relevant school year~~ into a 403(b) plan up to the amounts listed in the table below:

Seniority date prior October 1, 2023	\$1,000
Seniority date prior to June 30, 2016	\$1,500
Seniority date prior to June 30, 2005	\$2,000

2021-22		2022-23	
Seniority date prior to June 30, 2019 (4th year)	\$1,000	Seniority date prior to October 1, 2022 (1st year)	\$1,000
Seniority date prior to June 30, 2014 (9th year)	\$1,500	Seniority date prior to June 30, 2015 (9th year)	\$1,500
Seniority date prior to June 30, 2003 (20th year)	\$2,000	Seniority date prior to June 30, 2004 (20th year)	\$2,000

Beginning in the 2024-25 School Year, the District shall make a matching contribution for all teachers for each relevant school year into a 403(b) plan up to \$2,000 on a per paycheck basis over 20 pay periods for all eligible teachers. Employees who begin contributions after the start of the year will receive a prorated amount of the District Match.

In the event MN statues allow, the school district will allow student loan payments as qualified dollars to receive the employer 403(b) matching contributions.

~~XII.~~ **Section 11.** When specific positions are posted, internal candidates will be given consideration prior to consideration of outside applicants. It is also understood that the District may offer additional hours to individual teachers on a limited short-term basis; such arrangements shall be memorialized in writing.

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ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT No. 11

WRITTEN GRIEVANCE

Grievance No _____

Aggrieved _____ Classification _____

Grievance: State in clear terms the violation, people involved and other relevant information.

Relief sought:

Date Signature

(To be filled out by the First Level Supervisor with copies to the Aggrieved and the ~~General Counsel~~ **Executive Director of Human Resources**)

Disposition of Step I:

Date Signature

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

CONTRACT
ESTABLISHING THE
TERMS AND CONDITIONS OF EMPLOYMENT

by and between

ANOKA-HENNEPIN
INDEPENDENT SCHOOL DISTRICT NO. 11

and

ANOKA-HENNEPIN
ELEMENTARY AND SECONDARY PRINCIPALS' ASSOCIATION

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

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ARTICLE 1

PURPOSE

This Agreement entered into by and between the School Board of Anoka-Hennepin Independent School District No. 11, hereinafter called the District, and the Anoka-Hennepin Elementary and Secondary Principals' Association, hereinafter called the Association, has as its objective the establishment of the terms and conditions of employment for certain management personnel for the period herein established.

ARTICLE 2

DEFINITIONS

- 2.1 P.E.L.R.A. of 1971 shall mean the Public Employment Labor Relations Act of 1971, as amended.
- 2.2 Superintendent shall mean the Superintendent of Schools of Independent School District No. 11 or a designated representative.
- 2.3 School Board shall mean the School Board of Independent School District No. 11 or its designated representative.
- 2.4 Principal shall mean management personnel covered by this Agreement.
- 2.5 Association shall mean the Anoka-Hennepin Elementary and Secondary Principals' Association or its designated representative.
- 2.6 Parties shall mean the District and Association.
- 2.7 Other Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE 3

RECOGNITION

- 3.1 Appropriate Unit. In accordance with the P.E.L.R.A. The District recognizes the Association as the exclusive representative of all management personnel included within the bargaining unit certified by the Bureau of Mediation Services (Case No. 75-PR-417-A):

"All employees of Anoka-Hennepin Independent School District No. 11, Anoka, Minnesota, who are certificated by the State Department of Education as Principals or Assistant Principals who are employed for more than 14 hours per week and more than 100 work days per year, and who devote more than 50% of their time to administrative or supervisory duties in the capacity of a Principal or Assistant Principal."

- 3.2 **Job Classifications.** Job classifications agreed by the District and the Association to be included within the bargaining unit and covered by this Agreement are:

High School Principal
 Middle School Principal
 Elementary Principal
 Assistant High School Principal
 Assistant Middle School Principal
 Assistant Elementary School Principal
 Anoka-Hennepin Regional/Technical High School Principal
 Anoka-Hennepin Regional/Technical High School Assistant Principal
 Compass Programs Principal
 Compass Programs Assistant Principal
 Principal/Assistant Principal-Special Assignment

- 3.3 **Bargaining Unit Dispute.** In the event of a dispute between the District and the Association as to the inclusion or exclusion within the bargaining unit of a newly created or modified job classification, either party may petition the Bureau of Mediation Services in accordance with the P.E.L.R.A.

ARTICLE 4

ASSOCIATION RIGHTS

- 4.1 **Use of Facilities:** The Association shall have the right to use District buildings before or after hours for meetings, scheduling such use with the Superintendent, provided that this shall not interfere with or interrupt school operations. Expenses incident to the meeting shall be borne by the Association in accordance with District policy.
- 4.2 **Association Representatives:** Duly authorized representatives of the Association shall be permitted to discuss matters pertaining to Association business with District personnel on campus at all reasonable times, at the discretion of the Superintendent, provided that this shall not interfere with or interrupt normal operations.
- 4.3 **Deduction of Dues:** Principals 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 Principals, shall be obligated to check off said fee from the earnings of the Principal 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.
- 4.4 **Personnel Files:** Principals shall have the right to review their individual personnel file in accordance with applicable Minnesota statutes.

- 4.5 Meet and Confer: The Association has the right on an annual basis to request two meet and confer meetings with the School Board.
- 4.6 Notification of Vacant Position: The District shall notify, in writing, the President of the Association, of a position covered by this agreement that becomes vacant. Said notification shall be made no later than 15 days prior to the time of the position being permanently filled.

~~ARTICLES~~ ARTICLE 5

DISTRICT RIGHTS

- 5.1 Inherent Managerial Rights: The Association recognizes that the District 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 District, its overall budget, the utilization of technology, the organizational structure, and the selection, direction, or number of personnel.
- 5.2 Reservation of Managerial Rights: The foregoing enumeration of District rights shall not be deemed to exclude other inherent management rights. Any and all management rights and functions not expressly delegated by this Agreement are reserved to the District.
- 5.3 Laws, Rules, and Regulations: The parties agree to abide by applicable State and Federal Laws, rules established by the State Department of Education, and rules and regulations established by the School Board, provided such rules and regulations are not in conflict with this Agreement.

ARTICLE 6

DUTY YEAR

- 6.1 The normal duty year for all ~~12-month~~**12-month** principals and assistant principals shall be considered as 260 days subject to the other provisions of this article. The normal duty year for all ~~10-month~~ assistant principals shall be considered 225 duty days.
- 6.2 Specific Duty Year: The specific duty days during the calendar period July 1 through June 30 shall be established by individual principals and the appropriate Associate Superintendent, subject to the approval of the Superintendent. The Superintendent reserves the right to designate specific calendar days during the period July 1 through June 30 as mandatory duty days. When establishing the ten-month duty day calendar, the Assistant Principal, in collaboration and at the discretion of the building Principal, may designate student contact days as non-duty days.
- 6.3 Holiday Observance: ~~Eleven~~**Twelve** (~~11~~**12**) days during the period July 1 through June 30

shall be designated as holidays. A holiday shall be defined as a paid day on which a Principal shall not be scheduled to perform job duties and responsibilities. The calendar days on which the ~~eleven~~**twelve (12)** holidays are observed shall be established by the School Board. Ten-month assistant principals shall be eligible to receive ~~ten~~**eleven (11)** paid holidays. ~~If Rev. Dr. Martin Luther King Jr. Day and~~ Juneteenth ~~are~~**is** observed as School District holiday for employees, ~~they~~**it** will become a paid holidays **for 12 month employees.**

6.4 Vacations:

6.41 All ~~full-time~~**full-year** principals employed by the District shall earn twenty-five (25) days of annual paid vacation during the contract year prorated on a per pay day basis. This provision is not retroactive.

6.42 Ten-month assistant principals shall ~~not~~ be eligible to receive **five (5)** paid vacation days.

6.43 Vacation Flexibility: Vacation days not used during the contract year will be accumulated to an unlimited amount. ~~Normally, the~~ maximum vacation taken during any contract year shall not exceed thirty-five (35) days **for full year employees or ten (10) days for 10 month employees.** ~~however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed with the approval of the appropriate Associate Superintendent.~~

6.5 Terminal Vacation: Principals/Assistant Principals who retire their position will receive pay at their daily rate for unused vacation to a maximum of seventy-five (75) days payable to the Anoka-Hennepin Special Pay Plan. Principals/Assistant Principals who resign their position will receive pay at their daily rate for unused vacation to a maximum of fifty-**five (55)** days.

For purposes of unrequested leaves of absence, Principals/Assistant Principals who are no longer included in the bargaining unit will be treated the same as Principals/Assistant Principals who resign their position; Principals/Assistant Principals who remain included in the bargaining unit (twelve-month to ten-month positions) shall retain unused vacation for use when he/she returns to a twelve month position.

Principals/Assistant Principals who are terminated during his/her probationary period shall be treated the same as Principals/Assistant Principals who resign their positions. Principals/Assistant Principals terminated for cause shall not be eligible for unused vacation.

6.6 Management Commitment: The District and the Association concur that the management nature of the duties and responsibilities of Principals covered by this Agreement requires a commitment to whatever time is necessary to accomplish such managerial duties and responsibilities.

ARTICLE 7

DUTY DAYS

7.1 Normal Duty Day:

- 7.11 Principals shall normally be on duty during the period established as the teacher's basic duty day at their building of responsibility.
- 7.12 Principals, because of their managerial duties and responsibilities, agree to commit whatever time is necessary to accomplish such managerial duties and responsibilities.

ARTICLE 8

COMPENSATION

8.1 Salary Schedule: The annual salary of Principals employed by individual continuing contract for the ~~2021-2023~~2023-2025-duty years is established by Appendix A, attached hereto, and shall be considered part of this Agreement.

8.11 Stipend: High School Principals and Middle School Principals of buildings with over 2000 students as of October 1 of the relevant school year shall receive an additional \$2500 stipend. Elementary Principals of buildings with over 900 students as of October 1 of the relevant school year shall receive an additional \$2000 stipend.

8.12 Approval of additional duty days for 10-month Assistant Principals may be granted in advance at the discretion of the Associate Superintendent. The Assistant Principal shall be paid his/her daily rate of pay for each additional day of service.

8.13 Professional Development: Upon proof of payment, the District shall reimburse each principal for annual dues in one state and one national principal's association. Upon proof of payment, the District shall reimburse each principal the full amount of the Board of Administration renewal fee.

8.2 Relationship to Continuing Contract: The Salary Schedules contained in Appendix A shall not be considered part of a principal's individual continuing contract.

8.3 Granting of Annual Experience Increment: Principals completing a normal duty year, as defined by Article 6, Sections 6.1 and 6.2, shall be advanced 1 step on the Salary Schedule, subject to the following conditions:

8.31 Step advancement on the Salary Schedule shall be effective as of July 1.

8.32 Step advancement on the Salary Schedule shall be contingent upon a professional level of performance by a Principal. The School District reserves the right to withhold the annual step increase for good cause. Notice of intent to withhold the step advancement shall be made in writing prior to January 1. Notice of withholding shall be made in writing prior to April 1. The withholding of an annual step increase may be appealed through the grievance procedure established by Article 13.

- 8.4 Annual Salary: Principals employed by an individual continuing contract will be paid an annual salary in accordance with their position and step placement on the Salary Schedule. Principals employed for a duty year less than that established by Article 6, Section 6.1 and 6.2, shall be paid a pro-rated annual salary.
- 8.5 Daily Rate: For the purposes of calculating daily rate, a Principal's annual salary as set forth in the Appendix A schedule divided by 260 days shall equal the daily rate. Ten-month assistant principals shall be divided by 225 days to determine the daily rate.
- 8.6 Original Employment: Principals who are newly employed during the term of this Agreement, shall be placed on an experience step of the Salary Schedule as agreed on by the Principal and the Superintendent, subject to the approval of the School Board.
- 8.7 Mileage: Principals shall be reimbursed at the Board rate for the use of their personal automobile to conduct authorized and approved travel on the behalf of the District.
- 8.8 Leadership and Performance Compensation: Principals shall be eligible to receive up to 10% in Leadership/Performance Compensation and Assistant Principals may receive up to 5% in Leadership/Performance Compensation. Performance payments shall be based on a 50% student performance measurement and a 50% continuous improvement measurement. Specific performance measurements shall be determined by Associate Superintendents and/or their designee in collaboration with the Principal.
- 8.9 Professional Development: Upon recommendation of the Associate Superintendent and at the District's discretion, the District may provide national and/or state conference opportunities for Principals for the purpose of professional development.
- 8.10 Educational Leadership in the Community Activities: Upon recommendation of the Associate Superintendent, and at the District's discretion, the District may authorize and pay for the membership of Principals serving in educational community leadership activities.
- 8.11 Work Stoppage: Principals, in the event of a strike or work stoppage by other District employees, shall report for duty to carry out School Board policies and directives. A Principal shall be compensated during a strike or work stoppage by other District employees, provided, the Principal reports for duty and performs assigned duties and responsibilities.

ARTICLE 9

GROUP INSURANCE

- 9.1 Carrier Selection: The selection of the insurance carrier or carriers to provide the group insurance programs established by this Article shall remain with the District.
- 9.2 Eligibility: To be eligible for participation and contributions established by this Article a

Principal must be employed by an individual continuing contract between the District and the Principal.

- 9.3 For the ~~2021-2022~~2023-2024 contract year, the School District shall contribute \$~~17,900~~19,410 toward a flexible benefit account; effective September 1, ~~2022~~2024, the District contribution shall be \$~~18,250~~20,410.

9.31 The principals flexible benefit package shall include \$300,000 of life insurance.

9.4 General Liability:

9.41 The District shall carry a general liability insurance policy as required by Minnesota Statutes.

9.42 The District shall carry "errors and omissions" insurance coverage in an amount not less than that in effect at the time of the signing of this Contract.

ARTICLE 10

UNPAID LEAVES OF ABSENCE

- 10.1 Maternity/Parental Leave of Absence: A maternity leave of absence shall be granted Principals in accordance with applicable State and Federal Laws. **Earned sick leave may be used for all work days included in an FMLA approved maternity or parental leave.**

- 10.2 Military Leave of Absence: An unpaid military leave of absence shall be granted Principals in accordance with applicable State and Federal Laws.

- 10.3 Association Leave of Absence: Principals who are elected or appointed to a full-time position of the Association shall be granted an unpaid leave of absence not to exceed 24 months.

10.31 All benefits earned by a Principal shall be "frozen" as of the date of the beginning of the association leave of absence. Upon return to duty at the expiration of the association leave of absence a Principal's "frozen" benefits shall be reinstated.

10.32 Principals who fail to return to duty at the expiration of an association leave of absence shall waive all right to reemployment.

~~10.4 Paternity or Adoption Leave: A father, following the birth of his child, or a mother and/or father following the adoption of a child may use up to seven (7) days sick leave. The leave must commence within the first twelve months of the birth or adoption. Principals may request an unpaid paternity or adoption leave of absence not to exceed 12 weeks. The granting of an unpaid paternity or adoption leave shall be discretionary with the School Board.~~

- ~~10.5~~10.4 Sabbatical Leave: Principals may request a sabbatical leave of absence in accordance with the following conditions:

10.41 The granting of a sabbatical leave must have the recommendation of the Superintendent and shall be granted at the sole discretion of the School Board.

~~10.51~~ **10.42** A sabbatical leave shall be for professional study only.

~~10.52~~ **10.43.** The Principal shall have at least 7 years of employment with the District to be eligible to apply.

~~10.53~~ **10.44** Requests for such leave shall be submitted in writing to the Superintendent at the earliest possible date, but in no case shall this be after ~~April~~ **February** 1 of the year previous to the year for which the request is made.

~~10.54~~ **10.45** Prior to ~~April~~ **March** 1 of the year of an approved sabbatical leave, Principals who have been granted a sabbatical leave shall inform the Superintendent of their professional intentions for the duty year immediately succeeding the year of the sabbatical leave.

~~10.55~~ **10.46.** The reimbursement for sabbatical leave shall be one-half of the Principal's salary for the year of leave. At the principal's option, an alternate sabbatical reimbursement is three-fourths (3/4) salary the year of the leave and three-fourths (3/4) salary the year following the leave. This reimbursement shall be paid on the condition that the Principal returns to duty during the year immediately following the year of leave. If the Principal does not return to duty the year after the sabbatical leave, the Principal shall be personally obligated to refund all compensation received and insurance contributions made by the District during the sabbatical leave.

~~10.56~~ **10.47** Sabbatical leaves may be granted by the School Board for a period of less than 1 year.

~~10.57~~ **10.48.** The following conditions shall apply to a Principal on sabbatical leave:

~~10.57.1~~ **10.48.1** Retirement: deductions from salary shall be made for T.R.A. and social security purposes. The T.R.A. deduction shall be made from the total salary, not the one-half sabbatical leave pay. The social security deduction shall be based on actual salary paid.

~~10.57.2~~ **10.48.2** Sick Leave: One-half of the days normally allowed will be credited for the year of sabbatical leave. These days are added to the days of the Principal's earned sick leave.

~~10.57.3~~ **10.48.3** Salary Schedule Movement: The sabbatical year counts as a year of service to the District. A Principal on sabbatical leave shall be eligible for an experience increment for the year following the leave.

~~10.57.4~~ **10.48.4** Insurance Coverage: All voluntary insurance programs shall continue to be provided as established by Article 9.

~~10.6~~ **10.5** Educational Growth Leave: Principals may request an unpaid educational growth leave notto exceed 12 months. The granting of an unpaid educational growth leave shall be granted at the sole discretion of the School Board and subject to the following conditions:

~~10.61~~ **10.51** The Principal shall have been employed as a principal by the District for at least 2 full duty years.

~~10.62~~ **10.52** The Principal shall submit a program of educational growth to the Superintendent and obtain recommendation prior to ~~March~~ **February** 1 of the school year of the requested leave, which will be granted or denied no later than ~~April~~ **March** 1.

~~10.63~~ **10.53** The Principal shall inform the Superintendent prior to ~~April~~ **February** 1 of the intention to return to duty the following year or the Principal shall be terminated at the end of the school year.

~~10.64~~ **10.54** Educational growth leaves of absence may be extended for an additional 12 months. Application for this extension must be submitted to the Superintendent by ~~March~~ **February** 1 and this request will be granted or denied no later than ~~April~~ **March** 1.

~~10.7~~ **10.6** Conditions During a Leave of Absence: Principals granted an unpaid leave of absence as established by Sections 10.1, 10.2, 10.3, 10.4, and 10.6 shall be subject to the following conditions:

~~10.71~~ **10.61** All benefits earned by a Principal 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 benefits shall be reinstated.

~~10.72~~ **10.62** Principals may continue to participate in programs established by Article 9, Section ~~9.3~~ **9.3** by assuming the full cost of the monthly premiums.

~~10.73~~ **10.63** Principals returning from a leave of absence shall be offered an equivalent position to that held at the time the leave was granted.

~~10.74~~ **10.64** Principals who fail to return to duty at the expiration of absence shall waive all right to reemployment.

ARTICLE 11

PAID ABSENCES

11.1 Sick Leave: Effective July 1, Principals shall be granted 18 days of sick leave each duty year prorated on a per pay day basis. Principals employed for less than a normal duty year shall be

granted days on a pro-rated basis.

11.11 Use of Sick Leave: Earned sick leave may be used because of personal illness or injury, serious illness or injury in the Principal's immediate family, or death in the Principal's immediate family.

11.12 Definition of Immediate Family: Immediate family is defined as the Principal's spouse, child, parent, brother, sister, or in-laws of a similar degree of relationship. Definition of death in the immediate family shall include grandparents and grandchildren.

11.13 Earned Safe and Sick Time: Up to 80 hours of accrued sick leave may be used for any other uses allowable under MN Statute 181.9413, such as safety leave and care of relatives not included in the definition of immediate family members from Section 11.12.

~~11.13~~ 11.14 Accumulation: Unused sick leave shall accumulate to an unlimited amount.

~~11.14~~ 11.15 Termination of Employment: Principals who terminate their employment prior to the completion of their normal duty year shall reimburse the District the value for sick leave days used and not earned.

11.2 Personal Leave: A maximum of 3 days of earned sick leave (4 days for 10 month Assistant Principals) may be used during each duty year for situations involving the personal business of a Principal which cannot be normally scheduled on a non-duty day.

11.21 Principals requesting personal leave shall notify their Associate Superintendent at least 5 calendar days prior to the intended absence, except in emergency situations.

11.3 Jury Duty:

11.31 Principals called for jury duty shall be compensated by the District for the difference between the Principal's regular salary and fees received while on jury duty.

11.32 Principals may be requested by the Superintendent to seek postponement or exemption from jury duty as provided by Minnesota Statute.

11.4 Court Hearings: A Principal subpoenaed by a court as a defendant or a witness as the result of performing management duties and responsibilities shall be compensated for the difference between the Principal's regular daily salary and witness fees for each duty day of absence. This shall not apply to court cases initiated by the Principal or the Association against the School District.

11.5 Professional Leave: The Superintendent may assign Principals to visit other schools, attend conferences and workshops, or to other situations having management improvement potential. During such assignments the Principal shall be considered to be in a duty status.

11.6 Absences Without Pay: Absences without pay may be granted Principals, requesting such absence in writing, at the discretion of the Superintendent.

- 11.7 Principal's Absence Due to Assault: A principal's absence due to injury as a result of assault by a student or nonstudent while performing school business in a professional manner shall not be charged against the principal's sick leave days.

ARTICLE 12

RETIREMENT

All Principals hired on or after July 1, 2001 are not eligible for Section 12.1.

- 12.1 Severance: Effective July 1, ~~2017~~**2023**, Principals who notify the district of intended retirement or resignation by February 1st of the relevant school year will qualify for a payment of up to **one half the value of the first 160** ~~140~~ **days of** unused sick ~~days times the Principal's daily rate of pay~~ and less any District contribution to a matching 403(b) plan as set forth in Section 12.2. 403(b) of this Article.

Principals must have five (5) years active service on a continuous contract in the District **and**, be immediately eligible for a Minnesota State retirement pension, ~~and the total District contribution for an eligible Principal under Section 12.2. 403(b) of this Article has not exceeded \$90,000 (ninety thousand dollars).~~

- 12.11 The severance payment shall be made as a lump sum payment upon retirement to the District's Special Pay Plan in accordance with Federal rules and regulations. Deductions, such as state and federal income tax, social security, or T.R.A. shall be made only as required by law.
- 12.12 If a retired Principal 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.
- 12.13 This section shall not apply to any Principal who is discharged for cause by the School District.
- 12.14 For purposes of this section, active service includes FMLA leaves of absences and excludes all other unpaid leaves of absence.

This section (12.1) shall sunset upon the retirement of the last eligible member.

12.2 403(b)

- 12.21 All Principals who are eligible for insurance as set forth in Article 9 are eligible for this benefit.
- 12.22 The District shall establish a matching contribution of up to ~~\$4,250 (four thousand two hundred fifty dollars) in a 403(b) matching program for all principals. Effective July 1, 2022, the District shall establish a matching contribution of up to~~ **\$4,500** (four

thousand five hundred dollars) in a 403(b) matching program for all principals. Effective July 1, 2024 the District shall provide a matching contribution of up to \$5,200 on a per paycheck basis over 20 pay periods. Employees who begin contributions after the start of the year will receive a prorated amount of the full annual District match.

~~12.23 The maximum individual lifetime matching contribution by the District shall be \$90,000 (ninety thousand dollars).~~

- 12.3 Health and Dental Insurance: Principals eligible for retirement as established in this Article and enrolled in insurance may elect to continue to participate in the District's Health and Dental insurance program, established by Article 9.

One half of the~~The~~ value of **the first 160 days of** accumulated sick leave **and 100% of the value of sick days over 160**~~140 sick leave days (90 days for principals hired on or after July 1, 2001)~~ shall be allocated to the Health Care ~~Savings Reimbursement Account Plan~~ for the individual retiring employees.

- 12.4 Severance and Retirement Health Benefits shall be available only once in a Principal's employment with the District.

ARTICLE 13

GRIEVANCE PROCEDURES

13.1 Definitions:

13.11 Grievance is defined as a disagreement as to the interpretation or application of any term or terms of this Agreement.

13.12 Days shall be defined as ~~calendar days~~ **weekdays. If a period ends on a weekend or holiday, period is extended to the following day.**

- 13.2 Procedure: Grievances as defined in 13.11 shall be settled in the following manner. The steps set forth must be followed in the order listed within the time limits prescribed.

Step 1 The grievance shall be orally presented to the appropriate Associate Superintendent within 20 days after the Principal knew or should have known of the alleged violation. No settlement in Step 1 shall be made in violation of this Agreement. If a settlement is not reached within 5 days after oral presentation to the Associate Superintendent the grievance shall be reduced to writing in a statement of the issues involved. This shall be transmitted to the ~~General Counsel~~ **Executive Director of Human Resources** for handling in accordance with Step 2.

Step 2 Grievances referred to Step 2 shall be discussed between a representative of the Association, the Principal and representative(s) of the District. This discussion shall take place within 10 days after the grievance has been referred to Step 2.

The ~~General Counsel~~ **Executive Director of Human Resources** shall issue a disposition of the matter within 10 days of the meeting. If agreement is not reached, the grievant shall, within 5 days after the Step 2 disposition is issued, notify the **Superintendent and** General Counsel in writing that the grievance is appealed to Step 3.

Step 3 The Superintendent and/or designees shall establish a Step 3 meeting with the Association representative and the aggrieved. The Step 3 meeting shall be held within 10 days after the Principal has appealed from Step 2. The time and place for meeting under Step 3 shall be at the discretion of the Superintendent. The Superintendent shall prepare a written disposition of the matter and forward copies to the Grievant and Association representative within 10 days after the Step 3 meeting. If settlement is not reached in Step 3, the Association may request arbitration within ten (10) days of the Step 3 disposition.

Step 4 Arbitration: In cases referred to Step 4, the parties may attempt to agree on an arbitrator. If agreement is not reached within 10 days, either party may request a list of five (5) names of qualified arbitrators from the Bureau of Mediation Services, State of Minnesota. The arbitrator shall set the time and place for the Step 4 hearing, determine the method of procedure, and make all necessary rulings. The arbitrator shall have no power to add to, subtract from or modify any of the terms of the Agreement and shall only rule on those cases that apply to the definition of a grievance as described in this Article. The decision of the arbitrator, if within the scope of the arbitrator, shall be binding on both parties within the limitations of the PELRA. The expense and fees of the arbitrator shall be borne jointly by the District and the Association.

- 13.3 **Rules:** ~~Any loss of time by a Principal or a representative to attend Step 4 of the grievance procedure shall not be compensated. Any notice or filing under the grievance procedure herein may be accomplished and processed electronically by email or other appropriate method.~~ The number of days indicated at each step of the grievance procedure shall be considered as a maximum. Any time limit may be extended by mutual written consent. The failure of an aggrieved Principal to proceed from one step of the grievance 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 the District to communicate a decision or hold a meeting within the specific time limits shall permit the aggrieved to proceed to the next step of the grievance procedure. Grievance cases shall be as confidential as possible.

ARTICLE 14

UNREQUESTED LEAVE OF ABSENCE

- 14.1 Seniority Date: The seniority dates for new bargaining unit employees under a continuing contract shall be determined based on the following:

New 10-month principals hired prior to August 1 shall have August 1 as their seniority date. New 10-month principals hired on or after August 1 shall have their first duty day as their

seniority date.

New 12-month principals shall have their first duty day as their seniority date.

For purposes of this section, "hired" means assigned to a position within the principals' bargaining unit.

- 14.2 Principals shall be allowed to count only service as a unit member for purposes of placement on unrequested leave of absence from a principal's unit position. Service in other non-units within the District cannot be counted for purposes of bumping another unit member.

New bargaining unit members shall be under a one school year probationary period with no continuing contract rights for a principal bargaining unit assignment.

- 14.3 The following criteria shall be used to break seniority ties in the placement of principals:

- 1) Initial date of service in the District as a licensed teacher or other licensed professional.
- 2) Earliest/lowest Professional Educator Licensing and Standards Board (PELSB) FileFolder number.

- 14.4 Placement on Unrequested Leave of Absence

~~Subd. 1~~**14.41.** The District may place principals and/or assistant principals on unrequested leave of absence, without pay or fringe benefits at the close of the school year. The District agrees to consult with the Association regarding proposed alternatives to unrequested leave of absence situations, provided such consultation does not result in delay.

~~Subd. 2~~**14.42.** The District will place the least senior principal within a category on unrequested leave of absence without compensation or benefits. All unit members will be assigned a category. The categories are: high school principal, middle school principal, elementary principal, secondary assistant principal, and elementary assistant principal. Principals may assert a seniority right into a position that is not promotional. Nothing in this language allows a principal to receive a promotion during the unrequested leave process. Principals who are placed on an unrequested leave of absence will be placed into an open teaching position for which they are licensed if one is available.

~~Subd. 3~~**14.43.** Due to special knowledge, skills, and ability, the following are considered "non-ULA" positions:

Anoka-Hennepin Regional/Technical High School Principal
Compass Program Principal
Principal on Special Assignment - Student Services

A seniority right may not be asserted into the positions identified in this section. A principal serving in a position identified in this section retains the right to reassignment to another position in the event the position is discontinued by the district.

14.5 Reinstatement

~~Subd. 4~~**14.51.** Principals will be recalled from an unrequested leave of absence to available positions for which they are licensed. Principals cannot assert a reinstatement right to a promotional position. The principal with the greatest seniority date will be reinstated first.

~~Subd. 2~~**14.52.** Reinstatement Qualifications: The District and the Association may, by agreement, designate a position as requiring special knowledge, skills and abilities for purposes of reinstatement. For example, experience as an activities director may be required for reinstatement to a secondary assistant principal position that includes responsibility as an activities director.

~~Subd. 3~~**14.53.** No appointment of a new principal will be made while there is available, on unrequested leave, a principal who is properly licensed to fill such vacancy.

~~Subd. 4~~**14.54.** Notification will be by certified mail to the principal's last known address and/or to the principal's email address. In the event a principal declines a principal position or fails to notify the District in writing of the principal's intentions within fifteen (15) days of the date of notification, the principal is removed from the recall list. A principal on unrequested leave of absence will provide the District with appropriate contact information annually for purposes of notification in this section.

~~Subd. 5~~**14.55.** The unrequested leave of absence of a principal who is not reinstated shall continue to the first teacher duty day of the third school year following the date the principal's unrequested leave of absence began or until the principal fails to respond within fifteen (15) days of the date of notification or until the principal submits in writing a request to be removed from the recall list, whichever occurs first.

ARTICLE 15

DURATION

- 15.1 Term of Contract: This Agreement shall remain in full force and effect for a period commencing July 1, ~~2021~~**2023** except as specifically provided otherwise in this Agreement, through June 30, ~~2023~~**2025** and thereafter until modified or terminated pursuant to the P.E.L.R.A. of 1971 as amended.
- 15.2 Modification: If either party desires to modify or terminate this Agreement effective on June 30, ~~2023~~**2025**, it shall give written notice of such intent no later than April 1, ~~2023~~**2025**. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 calendar days prior to the expiration of this Agreement.
- 15.3 Effect: This Agreement constitutes the full and complete agreement between the District and the Association. The provisions herein supersede and take precedence over any and all prior Agreement, resolutions, practices, District policies, rules or regulations concerning the terms and conditions of employment.
- 15.4 Negotiations During Term: The parties mutually acknowledge that during the negotiations

which resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for Principals. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the District and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed; provided, however, that any provision of this Agreement may be amended in writing at any time by mutual consent of the parties.

- 15.5 Finality: It is further agreed that any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.
- 15.6 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 provision of the Agreement or the application of any provisions thereof under different circumstances.

Agreed to as the full and complete settlement of the terms and conditions of employment by the signatures of the following representatives of the District and the Association:

FOR: The Anoka-Hennepin Elementary and Secondary Principals' Association

FOR: The Anoka-Hennepin Independent School District No. 11

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

~~General Counsel~~ Executive Director of Human

Resources

Dated this ____ day of _____, ~~2021~~2024

Appendix A

PRINCIPALS SALARY SCHEDULE JULY I, ~~2021-2023~~ - JUNE 30, ~~2022~~2024

LANE	Assistant Principals • Elementary • Compass	Principals • Elementary • Compass • POSA-Student Conduct	Assistant Principals • Middle School • A-HRTHS Compass Program	Principals • Middle School • A-HRTHS • POSA-Student Discipline and Placement Compass Program	Assistant Principals • High School	Principals • High School
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STEP	225 days	12 month	12 month	225 days	12 month	12 month	225 days	12 month	12 month
2	90,035	104,040	115,068	94,922	109,688	119,112	96,586	111,610	126,950
3	92,922 96,668	107,377 111,705	120,291 125,139	98,715 102,693	114,071 118,668	124,448 129,463	100,479 104,528	116,109 120,788	132,232 137,561
4	95,014 98,843	109,794 114,219	122,999 127,956	100,937 105,004	116,638 121,338	127,249 132,377	102,738 106,878	118,720 123,504	135,150 140,597
5	98,853 102,836	114,230 118,833	127,968 133,125	105,014 109,247	121,350 126,241	132,390 137,725	106,890 111,198	123,517 128,495	140,508 146,170
6	102,252 106,373	118,158 122,920	132,370 137,705	108,626 113,003	125,523 130,581	136,943 142,461	110,566 115,022	127,765 132,914	145,340 151,197
7	107,437 111,766	124,149 129,152	139,081 144,686	114,133 118,733	131,887 137,202	143,886 149,685	116,171 120,853	134,243 139,653	152,709 158,863

* Assistant Principals and Principals on Step 7 shall receive a one time off schedule payment of \$1000 in the Spring of 2024.

~~*Assistant Principals will receive a one time off-schedule payment of \$2000 in the Spring of 2022~~

PRINCIPALS SALARY SCHEDULE JULY I, ~~2022-2024~~ - JUNE 30, ~~2023~~2025

LANE	Assistant Principals •Elementary • Compass	Principals •Elementary • Compass • POSA – Student Conduct	Assistant Principals •Middle School •A-HRTHS Compass Program	Principals • Middle School • POSA-Student Discipline and Placement • A-HRTHS Compass Program	Assistant Principals • High School	Principals • High School
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STEP	225 days	12 month	12 month	225 days	12 month	12 month	225 days	12 month	12 month
2	90,935	105,080	116,219	95,872	110,785	120,303	97,551	112,726	128,220
3	93,852 100,000	108,451 115,556	121,494 129,393	99,703 106,207	115,212 122,728	125,692 133,847	101,484 108,097	117,270 124,912	133,554 142,188
4	95,964 101,809	110,892 117,646	124,229 131,795	101,946 108,154	117,804 124,978	128,521 136,348	103,766 110,085	119,907 127,209	136,502 144,815
5	99,841 105,921	115,372 122,398	129,248 137,119	106,065 112,524	122,564 130,028	133,714 141,857	107,958 114,534	124,752 132,350	141,913 150,555
6	103,275 109,565	119,340 126,608	133,694 141,836	109,712 116,393	126,778 134,498	138,312 146,735	111,672 118,472	129,043 136,901	146,793 155,733
7	108,511 115,120	125,390 133,027	140,472 149,027	115,274 122,294	133,206 141,318	145,325 154,176	117,333 124,480	135,585 143,843	154,236 163,629

~~*Principals and Assistant Principals will receive a one time off-schedule payment of \$1000 in the Spring of 2023~~

Labor Relations update

February 26, 2024



ANOKA-HENNEPIN
SCHOOLS
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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:
 - 2021-23: Custodians (TA), education support specialists, school office supervisors, special education program supervisors, technical specialists
 - 2022-24 master agreements: Building supervisors, child nutrition site supervisors, education office professionals, paraeducators, school/kindergarten readiness teachers
 - 2023-25 master agreements: child nutrition assistants, community school coordinators, principals, teachers



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.



Custodians

2023-25

Exclusive representative:	SEIU, Local 284
Employees:	171
Base cost:	\$11.7 million
Meetings to date:	8
Status:	Tentative agreement reached 2/14/24



Education support specialists

2023-25

Exclusive representative:	Education Minnesota Anoka-Hennepin (Community School programmers and early childhood screeners)
Employees:	9
Base cost:	\$570,000
Meetings to date:	0
Next meeting:	March 29, 2024



School office supervisors

2023-25

Exclusive representative:	Anoka-Hennepin Office Professional Supervisors Association
Employees:	42
Base cost:	\$3.4 million
Meetings to date:	2
Next meeting:	February 28, 2024



Special Education program supervisors

2023-25

Exclusive representative:	Special Education Program Supervisors Association
Employees:	16
Base cost:	\$2.3 million
Meetings to date:	4
Next meeting:	March 1, 2024



Technical specialists

2023-25

Exclusive representative:	Minnesota Association of School Employees
Employees:	13
Base cost:	\$950,000
Meetings to date:	3
Next meeting:	March 5, 2024



Next steps

- Provide regular updates at Board meetings.
- www.ahschools.us/negotiations
- Begin negotiations in April for 2024-2026 labor contracts.
 - Building supervisors, child nutrition site supervisors, education office professionals, paraeducators, school/kindergarten readiness teachers.

Questions and comments



ANOKA-HENNEPIN
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PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data **are not public and are** not available to the **data** subject.
- D. "Personnel data" means data on individuals collected because they are or were employees of the school district, or an individual was an applicant for employment, or volunteers or independent contractors for the school district.
- E. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- F. "Public officials" means business managers; human resource directors, athletic directors whose duties include at least 50 per cent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

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

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

3. Work and performance information

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

4. Applicants for Employment

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

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

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

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

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

V. PRIVATE PERSONNEL DATA

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

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

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

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

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

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

VIII. RESPONSIBLE AUTHORITY

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

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

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

Anoka-Hennepin District No. 11
Anoka, MN 55303
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PROTECTION AND PRIVACY OF ~~PUPIL~~ STUDENT RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Dates of Attendance

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

B. Directory Information

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

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

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

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

C. Education Records

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

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

a. Records of instructional personnel which:

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

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

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

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

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

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

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

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

vision of treatment to the student; and

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

Formatting to be adjusted once approved.

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

D. Student

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

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

F. Legitimate educational interest

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

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

G. Parent

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

H. Personally identifiable

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

I. Record

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

J. Responsible authority

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

K. School official

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

L. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

M. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

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

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

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

B. Prior Consent for Disclosure Not Required

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

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

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

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

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

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

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

names, home addresses, and telephone numbers;

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

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

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

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

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

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

B. Former Students

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

C. Present Students and Parents

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

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all

of those types of information about the student and/or parent designated as directory information.

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records not Accessible to Parent

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

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

C. Private Records not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

Minnesota Statutes, chapter 260E. ~~§ 626.556, Subd. 11.~~

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

C. Investigative Data

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

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

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

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

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

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

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

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

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

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

released to the public, including military recruiters and post-secondary educational institutions.

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

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure not Prohibited

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

lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY, AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. ~~Plan for~~ Securing Student Records

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

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

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

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

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

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

CE. Recordkeeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information;
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B of the LIMITS ON DISCLOSURE section of this policy, the record of disclosure required under this Section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
 - b. the legitimate interests under the DISCLOSURE OF EDUCATION RECORDS section of this policy which each of the additional parties has in requesting or obtaining the information.
3. Paragraph (1) of Recordkeeping does not apply to requests by or disclosure to

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

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or ~~their~~~~his or her~~ assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the recordkeeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing copies of records. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

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

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and corresponding regulations authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of Federal Educational Rights and Privacy Act, and its regulations;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
 6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- B. Notification to Parents of Students Having a Primary Home Language Other than English
- The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. Notification to Parents or Eligible Students Who are Disabled
- The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXII. COPIES OF POLICY

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)

18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 et seq. (Child Nutrition Act)
42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 et seq. (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

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

APPENDIX A

PUBLIC NOTICE

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

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

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

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

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

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

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

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

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

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR

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

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

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

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