



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

School Board Meeting
Monday, May 20, 2024
AGENDA

1. **Call to Order (1 minute)**
05-20-24 Important Dates 5
2. **Pledge of Allegiance (1 minute)**
3. **Approve Board Agenda (1 minute)**
4. **Recognitions (18 minutes)**
 - 4.A. Coon Rapids High School - DECA Program National Competition (6 minutes)
Dr. Josh Delich, Associate Superintendent for High Schools, Blake Bodenbug, Business Teacher & DECA Advisor, Coon Rapids High School
 - 4.B. Anoka & Blaine High Schools - Business Professionals of America (6 minutes)
Dr. Josh Delich, Associate Superintendent for High Schools, Holly Boisjolie, Business Teacher & BPA Coordinator, Blaine High School
 - 4.C. National Presidential Award Finalists: Sarah Donovan, Hamilton Elementary and Krista Wyvell-Fink, Rum River Elementary (6 minutes)
Dr. Mary Wolverton, Associate Superintendent for Elementary Schools, Jeff Clusiau, Principal, Rum River Elementary, Julie Bowman, Principal, Hamilton Elementary
5. **Consent Agenda (5 minutes)**
 - 5.A. Minutes from May 6 School Board Meeting - **A**
Jeff Simon, Board Clerk
Appendix A 6
 - 5.B. Retirements, Resignations, Terminations, Layoffs and Recalls, Leaves and Modified Leaves of Absence, Appointments - **A**
Matt Brain, Director of Employee Services
Appendix B 12
 - 5.C. Cash Disbursements Report - **A**
Jennifer Beck, Director of Finance
Appendix C 16
 - 5.D. Cash Balance Report - **A**
Jennifer Beck, Director of Finance
Appendix D 17
 - 5.E. Donations & Scholarship Report - **A**

Jennifer Beck, Director of Finance

Appendix E 18

5.F. Monthly Revenue & Expenditures - A

Jennifer Beck, Director of Finance

Appendix F 23

5.G. Wage Administration and Terms & Conditions for Cabinet Employees for the 2024-25 Fiscal Year - A

Todd Mensink, Director of Labor Relations & Benefits

Appendix G 25

5.H. Wage Administration and Terms & Conditions for Unaffiliated Administrative Employees for the 2024-25 Fiscal Year - A

Todd Mensink, Director of Labor Relations & Benefits

Appendix H 30

5.I. Wage & Benefit Guidelines for Community Education Miscellaneous Non-Bargaining Unit Employees for the 2024-25 Fiscal Year - A

Todd Mensink, Director of Labor Relations & Benefits

Appendix I 34

5.J. Wage & Benefit Guidelines for Miscellaneous E12 Non-Bargaining Unit Employees for the 2024-25 Fiscal Year - A

Todd Mensink, Director of Labor Relations & Benefits

Appendix J 38

5.K. Bid #24042B-District Wide Security Upgrades-Bid Pack 2 - A

Tiffany Audette, Director of Purchasing

Appendix K 43

5.L. Immunization Exclusions as required by Statute 121a.15 - A

Cindy Hiltz, Asst. Director of Student Services, Health Services

6. **Communications, Delegations & Petitions (15 minutes)**

7. **Board Calendar & District Update (10 minutes)**

Cory McIntyre, Superintendent

8. **Employee Services (12 minutes)**

8.A. Resolution Discontinuing and Reducing Educational Programs and Positions (3 minutes) - A

Matt Brain, Director of Employee Services

Appendix L 44

8.B. Resolution Relating to the Termination & Non-renewal of Teaching Contracts of Probationary Teachers (3 minutes) - A

Matt Brain, Director of Employee Services

Appendix M 45

8.C. Proposed Resolution to Rescind the Inclusion of Certain Teachers' Names in Resolution Terminating Probationary Teachers (3 minutes) - A

Matt Brain, Director of Employee Services

Appendix N 46

8.D. Resolution Proposing Immediate Discharge of Continuing Contract Teachers (3 minutes) - A Matt Brain, Director of Employee Services	
Appendix O	47
9. Elementary & Secondary Education (5 minutes)	
9.A. MN State High School League (MSHSL) Membership (5 minutes) - A Dr. Josh Delich, Associate Superintendent for High Schools	
Appendix P	50
10. Finance (30 minutes)	
10.A. FY25 Proposed Budget All Funds (30 minutes) - C Michelle Vargas, Chief Financial Officer	
Appendix Q	52
11. Labor Relations & Benefits (35 minutes)	
11.A. 2024-25 Proposed District Calendar Changes (Read Act) - (15 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix R	68
11.B. Authorize Education Support Professionals 2023-2025 Master Agreement (10 minutes) - A Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix S	71
11.C. Labor Relations Update (10 minutes) - B Dr. Jennifer Cherry, Executive Director of Human Resources, Todd Mensink, Director of Labor Relations & Benefits	
Appendix T	94
12. General Counsel (35 minutes)	
12.A. Policy 213.0 Board Committees, Second Read (10 minutes) - C Tim Palmatier, General Counsel	
Appendix U	97
12.B. Policy 509.2 Minnesota Public School Fee Law, First read (10 minutes) - C Tim Palmatier, General Counsel	
Appendix V	106
12.C. Policy 510.3 Co-curricular Admission Rates, Repeal, First Read (5 minutes) - C Tim Palmatier, General Counsel	
Appendix W	111
12.D. Policy 510.5 Student Activity Fee, Repeal, First read (5 minutes) - C Tim Palmatier, General Counsel	
Appendix X	112
12.E. Policy 527.0 Student Parking Lot Fee & Guidance, Repeal, First read (5 minutes) - C Tim Palmatier, General Counsel	
Appendix Y	114
13. Board Correspondence & Communication	

14. Adjourn

ANOKA-HENNEPIN SCHOOLS

A FUTURE WITHOUT LIMIT

May 20, 2024

Dates to Remember

1. **May 20** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**
2. May 27 District Closed, Holiday, No Students
3. May 29 Pathways Graduation, Pathways, 6:00 p.m.
4. May 29 Sandburg Regional High School Graduation, Anoka Technical College, 7:00 p.m.
5. May 30 Bridges Graduation, Bridges, Downtown Center, 12:30 p.m.
6. May 30 CIAC, ESC, 5:30 p.m.
7. May 30 A-H Technical High School Graduation, Anoka Technical College, 6:00 p.m.
8. May 31 River Trail Learning Center Program Completion, RTLCL, 12:30 p.m.
9. June 2 Andover High School Graduation, Mariucci Arena, 10:00 a.m.
10. June 2 Champlin Park High School Graduation, Mariucci Arena, 1:00 p.m.
11. June 2 Coon Rapids High School Graduation, Mariucci Arena, 4:00 p.m.
12. June 2 Blaine High School Graduation, Mariucci Arena, 7:00 p.m.
13. June 3 Anoka High School Graduation, Goodrich Field, 7:00 p.m.
14. June 5 CIAC, ESC, 5:30 p.m.
15. June 7 Staff Planning, No Students
16. **June 10** **School Board Work Session, ESC, 5:30 p.m.**
17. June 17 Board Policy Committee, ESC, 4:30 p.m.
18. June 19 District Closed, Holiday, No Students
19. **June 24** **Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.**



Zach Arco
CO-CHAIR



Kacy Deschene
CO-CHAIR



Jeff Simon
CLERK



Matt Audette
TREASURER



Linda Hoekman
DIRECTOR



Michelle Langenfeld
DIRECTOR

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

The School Board of Anoka-Hennepin Independent School District No. 11 held a meeting on **Monday, May 6, 2024**, at Sandburg Education Center, Anoka, Minnesota.

Co-Chair Zach Arco called the meeting to order at 6:30 p.m. and led the **pledge of allegiance**.

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

Michelle Langenfeld motioned to approve the Board Agenda as presented. Matt Audette seconded. Motion passed.

The School Board recognized students and staff from the following groups and schools. Each of them was given a medal in honor of their achievements. Becky Brodeur, associate superintendent of middle schools and student services, presented principals and advisors from district middle schools who recognized the following students awarded from the St. Cloud State University Mathematics contests. Anoka Middle School for the Arts: Kolden Johnson, Riley Podany, Ava Rengo; Coon Rapids Middle School: Ethan Altepeter, Hannah Poser, Taj Mohamed; Jackson Middle School: Andrew Coan (scored first out of 282 7th graders), Sydney Hagel, Britta Moll, Patrick Navratil (tied for 2nd out of 282 7th graders), Isley Sammler, Cooper Anderson, Jack Bell, Lara Deschene, Courtney Gluth, Ekavir KC, Zachary Sollom, Braden Gran, Jonathan Hennessy, Rowan Hess; Jackson MS 7th grade team place 1st out of 19 schools and their 8th grade team placed 2nd out of 22 schools); Northdale Middle School: Henry Carney, Lucas Hilker, Firdawsa Mohamed, Matthew Jund, Page Dahlman, Jessica Pham; Oak View Middle School: Michael Jones, Samuel Borene, Allison Kresh, Scarlett Browne, Thomas Molenaar, Dorothy Froiland, Chloe Kumpel, Foster Montgomery; and Roosevelt Middle School: Jacob Hoang. Becky Brodeur, associate superintendent of middle schools and student services along with principals and staff, presented the following students for awards from the ACDA MN State Honor Choir: Anoka Middle School for the Arts: Cora Hadler, Jonah Livingston, Lucas Smithwick, Elizabeth Sloth; Jackson Middle School: Rose Callan, Britta Moll, Melody Yang, Johanna Kirkham, Anthony Ocotoxtle Millner, Caroline Pha, Mason Schultz, Jacory Shipp, Myka Sweeter, Rebekah Timm, Abby Vang, Rithysen Yang; Oak View Middle School: Elizabeth Wood and Rachel Mueller.

CONSENT AGENDA

Jeff Simon moved and Co-Chair Deschene seconded the motion to approve the following **consent agenda** items:

- a. **Minutes** from the April 22, 2024, School Board meeting.
- b. **Personnel items** as follows:

RETIREMENTS

Name	Current or Most Recent Position	Last Date Employed
Mark Milbauer	Anoka High, Teacher English	06/14/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Susan Ashton	RiverTrail Learning Ctr, Teacher BIS (Behavior Int Sp)	06/07/2024
Rachel Bausman	Blaine High, Teacher Business	06/30/2024
Paige Beebe	Blaine High, Teacher Math	06/07/2024
Deanne Edlefsen	Adams, Asst Principal Elem 10 Month	06/30/2024
Adam Goehner	Champlin Park High, Teacher Math	06/07/2024
Ricardo Layne	RiverTrail Learning Ctr, Teacher ABS (AcadBehav)	06/07/2024
Stephanie Lazarz	Ramsey, Teacher Grade 1	06/07/2024
Meagan Loken	Verndale, Teacher EC/SE Stretch Calendar	06/28/2024
Arika Nyhus	Champlin Park High, Teacher Science	06/07/2024
Nicole Page	Jackson Middle, Teacher DD	06/07/2024
Iroda Satymova	Champlin Park High, Teacher ESL	04/19/2024
Kayla Schroeder	Champlin Park High, Teacher ABS (AcadBehav)	06/07/2024
Aaron Shackle	ESC-Special Ed, Teacher Adapt Phy Ed	06/07/2024
Andrew Skirka	Oxbow Creek, Teacher Grade 2	06/07/2024
Michael Wachholz	ESC, Enterprise Network Engineer	06/28/2024
Julie Wood	Johnsville, Teacher E/BD	06/07/2024

LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Mark Blackwell	Brookside, B/G Custodian 2nd shift	06/11/2024	08/06/2024
Sherry Boike	Northdale Middle, ParaEducator Spec Ed Cntr Base	04/01/2024	06/06/2024
Elizabeth Brossart	Jackson Middle, Teacher English	04/26/2024	06/07/2024
Elizabeth Brossart	Jackson Middle, Teacher English	07/01/2024	06/30/2025
Michael Egnash	ESC, B/G Warehouse	05/30/2024	09/03/2024
Cadenn Happke	Blaine High, B/G Custodian 2nd shift	04/22/2024	07/01/2024
Kristi Harms	ESC, Teacher SA-QComp Peer Eval	04/29/2024	06/28/2024
Elisabeth Howard	Sunrise, Teacher E/BD	05/08/2024	06/07/2024
Cheryl Jacoby	Mississippi, B/G Custodian 2nd shift	04/10/2024	04/30/2024
Katie Johnston	Wilson, Teacher Grade 1	04/15/2024	06/30/2024
Rachel Karel	Blaine High, Teacher Spanish	07/01/2024	06/30/2029
Sarah Kisiah	Northdale Middle, Teacher English	04/22/2024	06/07/2024
Cheryl Lerold	Anoka Middle - WA, Child Nutrition Assistant FT	03/28/2024	04/09/2024
Cheryl Lerold	Anoka Middle - WA, Child Nutrition Assistant FT	04/23/2024	06/06/2024
Kaylee Mace	Jackson Middle, Teacher Counselor	04/22/2024	06/12/2024
Dareth Noren Herman	Andover, Teacher Grade 4	04/29/2024	05/03/2024
Bradley Ostendorf	Blaine High, Teacher SA-SpEd	04/23/2024	05/06/2024
Linda Quammen	Andover, Teacher Literacy Intervention	04/15/2024	05/13/2024
Cristine Saccoman	Ramsey, ParaEducator Spec Ed Cntr Base	04/05/2024	04/19/2024
Mubera Salihbasic	Morris Bye, ParaEducator Special Education	04/23/2024	06/06/2024
Melissa Scheeler	Ramsey, ParaEducator Spec Ed Cntr Base	04/15/2024	05/01/2024
Nakia Smith	Evergreen Park, ParaEducator Elementary	04/19/2024	05/06/2024
Ryan Spencer	Anoka Middle - WA, Teacher Grade 6	04/04/2024	06/07/2024
Katherine Sylvester	Coon Rapids High, Teacher Family Consumer Sci	04/08/2024	06/07/2024
Meagan Varughese	Jackson Middle, Teacher Science	04/29/2024	06/07/2024
Meagan Varughese	Jackson Middle, Teacher Science	04/19/2024	04/26/2024
Joseph Vetsch	ChamplinBrklynPk Academy, B/G Building Supervisor	05/01/2024	06/12/2024
Abby Weeres	Monroe, Teacher Grade 3	04/08/2024	06/07/2024
Mami Williams	Wilson, ParaEducator Spec Ed Cntr Base	04/29/2024	06/06/2024
Michelle Yee	Champlin Park High, Child Nutrition Assistant FT	04/08/2024	04/19/2024

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Tracy Bengtson	Sandburg Regional High School, Teacher Art Secondary	03/22/2024	04/19/2024
Tammy Berg	Andover DC-Bridges, Teacher MSH	02/09/2024	07/25/2024
Tracy Burman	Andover DC-Bridges, Para Health	03/28/2024	04/23/2024
Robert Cich	ESC, B/G Driver	08/19/2022	08/19/2024
Terry Fisher	ESC, Educ Office Prof	03/26/2024	04/22/2024
Linda Groebner	Roosevelt Middle, Asst Principal Middle School	12/27/2023	05/31/2024

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Susan Huemann	Dayton, Teacher Music Elementary	02/07/2024	06/07/2024
Towana Larson	Andover, ParaEducator Special Education	01/29/2024	08/26/2024
Sherrill Martens	Crooked Lake, ParaEducator Special Education	02/05/2024	05/01/2024
Michelle Moorer	ChamplinBrklynPk Academy, Teacher Grade 1	02/12/2024	06/07/2024
Lisa Norling	ESC, Confidential Employee	09/25/2023	04/18/2024
Traci Ostreet	Coon Rapids High, Child Nutrition Assistant PT	12/18/2023	07/05/2024
Barry Perreault	Northdale Middle, Teacher Media Specialist Secd	08/29/2023	08/15/2024
Mubera Salihbasic	Morris Bye, ParaEducator Special Education	04/05/2024	04/22/2024

SABBATICALS

Full Name	Current or Most Recent Position	LOA Start	LOA End Date
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This section returned no records

APPOINTMENTS		20240506	1
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Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Elementary					
Christina Cagle	ChamplinBrklynPk Academy, Teacher Grade 3 LTS	02/22/2024	Bachelors/1	0.3048	\$14,613
Jeremy Nelson	Mississippi, Teacher Grade 4 LTS	03/22/2024	Bachelors/1	0.2139	\$10,255

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Secondary					
Cheryl Karlson	Jackson Middle, Teacher Science LTS	04/24/2024	Bachelors+15/3	0.1872	\$9,534
Shannon D Quilling	Northdale Middle, Teacher English LTS	04/22/2024	Bachelors/1	0.1818	\$8,716

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
Special Education					
Joshua VanHeuveln	ESC, Teacher Social Worker	03/19/2024	Masters/9	0.3102	\$22,454
Angelah Wood	Wilson, Teacher Social Worker	04/23/2024	Bachelors+45/1	0.1497	\$7,762

Name	Current or Most Recent Position	Effective Date	Days	Salary
Administrative				
Allison Dittbemer	ESC, Asst Director Child Nutrition Based on an annual salary of \$100,500 for 260 days	05/06/2024	40	\$15,462

- c. Approved Bid #24019B-MSFBG Food & Non-Food Items-Award Rescind.
 - d. Approved MOU for School Resource & Prevention Program Services Between the Anoka-Hennepin School District & the City of Brooklyn Park 2023-24.
 - e. Approved MOU for School Resource & Prevention Program Services Between the Anoka-Hennepin School District & the City of Champlin 2023-24.
 - f. Immunization Exclusions—names and specifics are not included because of data privacy.
- Motion passed.

The School Board received testimony from Mai Vang, Caleb Hicks, Nono Anderson, Brett Ortler, Ellen Hadley, Nathan Mattson, Amy Laszlo, Kofi Montzka, Tony Johnson, Kathy Tingelstad, Laurel Mohr, Julie Beberg, Chris McArdle, Matt Hansen, Sarah Cooper, Scott Coggins, Bill Fields, Marissa Agostin, Amina Mohamed, Thuba Nguyen and Joe Mulvihill.

Superintendent McIntyre gave a report to the Board and reviewed the Board calendar. The Superintendent highlighted Adams Elementary as they are taking learning outdoors following a donation of 30 outdoor desks. The desks are made of wood and feature a clipboard for completing assignments, and a desk to store writing utensils or other materials. Adams

recently entered the school forest program through the Minnesota Department of Natural Resources and these desks improve access to that resource for student learning. Our district values our relationships with the 13 cities and law enforcement partners that serve our school district community. Our district administration team was able to hold meetings both with city administrators and law enforcement officials for information sharing and planning purposes. The School Board and community can be assured that the district is working in partnership with these agencies to ensure clear communication, district planning and effective delivery of services. Sarah Donovan, a third grade teacher at Hamilton Elementary, and Krista Wyvell-Fink, a fourth grade teacher at Rum River Elementary, have been named state finalists for the Presidential Awards for Excellence in Mathematics and Science Teaching, the highest honors bestowed by the U.S. government specifically for K-12 science, technology, engineering, and mathematics teaching. The awards were established by Congress in 1983 and 100 teachers are recognized annually across the nation. The District is conducting a review of middle school programming this spring and summer, a process last undertaken when the district shifted from a semester-model to a trimester-model at the middle school level in 2009. The process will result in recommending changes to middle school programming that will lead to improved student achievement and behavior while also ensuring effective use of resources while providing programming. Anoka-Hennepin staff and families will have the opportunity to learn about options and provide feedback. Community meetings are set for Monday, May 13 at Northdale Middle School and on Wednesday, May 15 at Jackson Middle School. Both those sessions run from 6 to 7 p.m. with a short presentation at 6:15 p.m. There will also be a Tuesday morning session at the Educational Service Center from 7:30 a.m. to 8:30 a.m. with a presentation at 7:45 a.m. The district will also record the presentation and post a link to provide feedback on the ahschools.us website to share information about the process. Managing Anoka-Hennepin's multiple budgets takes a team approach led by Michelle Vargas, chief financial officer, and Jennifer Beck, director of finance. This team continues to operate at a high level and has been awarded the Certificate of Excellence in Financial Reporting (COE) from the Association of School Business Officials (ASBO) for the 22nd consecutive year. In their award letter, ASBO officials stated the report was of high quality and demonstrated the district's commitment to transparency and high-quality financial reporting. Schools across Anoka-Hennepin will be celebrating and honoring teachers during National Teacher Appreciation Week, May 6-10, 2024 and National Teacher Day on Tuesday, May 7. The district's mission is to effectively educate each of our students for success. Anoka-Hennepin has over 3000 teachers in the classrooms working with students to help them reach their goals. It is a time to say THANK YOU and show our appreciation for all teachers do for our students and community.

Dr. Jennifer Cherry, executive director of human resources, and Todd Mensink, director of labor relations and benefits, provided the School Board with an overview of the 2024-25 health insurance options and rates for approval. The board heard a first reading of the rates at their April 22 meeting. Co-Chair Deschene motioned to approve the 2024-25 Health Insurance Rates as presented. Matt Audette seconded. Motion passed on a 5-0 vote with Simon abstaining.

Dr. Jennifer Cherry, executive director of human resources, provided the School Board with an update on the status of negotiations for employee groups consistent with Board Policy 209, Negotiations Code of Ethics. The presentation included an overview of the status of negotiations with the district's bargaining groups and policy groups.

Dr. Michelle Langenfeld shared she had the privilege to attend Coon Rapids High School Biomedical & Engineering Capstone Projects hosted at Medtronic, as our students demonstrated they are truly college, career and community ready. She was extremely impressed with the rigor demonstrated and the students' ability to articulate at a high level along with the confidence that they exuded as they shared their information. Director Langenfeld applauded our fine arts programs and Coon Rapids High School's theater production of *Newsies*, with every cast member giving 150% in their performances. Dr. Langenfeld highlighted our elementary programs, showcasing Adams Elementary's Multicultural Night and Monroe's Parent Involvement program with a sincere sense of pride.

Co-Chair Zach Arco proposed under Minnesota State Law 13D.03 sub 1 that they move into a closed session to deal with matters of labor negotiations. The closed session was held in the Michael Sullivan Room. Co-Chair Deschene seconded the motion to go into closed sessions. Motion carried.

Co-Chair Arco recessed the meeting at 8:29 p.m. The meeting reconvened in closed executive session at 8:37 p.m. to discuss negotiations. The meeting reconvened in open session at 9:30 p.m. Jeff Simon moved and Matt Audette seconded the motion to adjourn the meeting. Motion passed.

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

Co-Chair Zach Arco

Prepared by: Debbie Koffski, CPS
Recorder

Approved: _____

APPENDIX B

20240520

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
David Ross	Blaine High, Teacher Science	06/30/2024
Scott Schaefer	Sand Creek, Teacher K-3 Exploration	06/07/2024

RESIGNATIONS, TERMINATIONS

Full Name (FL)	Current or Most Recent Position	Last Date Employed
Jarrold Ashley	Eisenhower, Teacher Grade 2	06/07/2024
Kaia Hirt	Champlin Park High, Teacher English	06/07/2024
Todd Hunter	Anoka High, Teacher Science	06/07/2024
Megan Lagasse	ESC-Student Conduct, Teacher Social Worker	05/17/2024
Angela Lerohl	ESC-Special Ed, Teacher Speech Clinician	06/07/2024
Wendy Mathiason	Compass - Bell Building, Teacher Social Worker	06/07/2024
Roope Reko	Eisenhower, Teacher ESL	06/07/2024
Aurora Remer	Johnsville, Teacher Grade 2	06/07/2024
Clare Roney	Champlin Park High, Teacher Counselor	06/14/2024
Kayla Roste	Coon Rapids Middle, Teacher ABS (AcadBehav)	06/07/2024
Sophia Schmidt	Blaine High, Teacher Social Studies	06/07/2024
Jessica Stephani	Coon Rapids High, Teacher Spanish	06/07/2024
Rachel Topka	Coon Rapids High, Teacher Art Secondary	06/07/2024

APPENDIX B

20240520

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
Nicole Aelgani	Anoka Middle - FM, Teacher English	05/01/2024	10/08/2024
Kayla Aho	Ramsey, Teacher Academic Support	05/08/2024	10/15/2024
Jennifer Babiracki	ESC-Special Ed, Special Educ Prg Supervisor	07/11/2024	08/23/2024
Erika Bowen	Sandburg Education Ctr, Teacher EC/SE Stretch Calendar	05/13/2024	06/06/2024
Tyler Brody	Anoka High, Teacher ABS (AcadBehav)	05/06/2024	06/07/2024
Maxwell Davis	Roosevelt Middle, Teacher ESL	05/02/2024	05/24/2024
Danielle Hale	ESC, Indian Ed Advisor	05/09/2024	10/02/2024
Neal Koenig	Champlin Park High, ParaEducator Secondary	04/25/2024	06/06/2024
Amanda Koltjes	ESC-Special Ed, Teacher Adapt Phy Ed	05/06/2024	06/07/2024
Casey Lodge	Madison, Teacher Phys Ed Elementary	04/26/2024	06/07/2024
Jenna McManus	Oak View Middle, Child Nutrition Assistant PT	04/30/2024	05/13/2024
Emily Meland	Wilson, Teacher ESL	05/06/2024	06/07/2024
Andrew Miller	Oxbow Creek, A+ Site Leader full year	05/13/2024	06/21/2024
Kesaia Montes	Hamilton, ParaEducator Spec Ed Cntr Base	04/15/2024	06/06/2024
Michelle Moorer	ChamplinBrklynPk Academy, Teacher Grade 1	07/01/2024	06/30/2025
David Ross	Blaine High, Teacher Science	07/01/2022	06/30/2024
Margaret Saba	Eisenhower, Teacher Literacy Intervention	05/10/2024	06/07/2024
Westin Satzinger	Blaine High, Teacher Phys Ed Secondar	05/03/2024	05/24/2024
Samuel Steckman	Anoka Middle - FM, Teacher Phys Ed Secondar	04/29/2024	05/17/2024
Carol Thompson	Riverview ECC, ECFE Child Educator FT Benefit	03/18/2024	06/10/2024
Tatiana Valenziano	ESC-Special Ed, Teacher Occupational Therapist	04/25/2024	09/27/2024
Jane Weiner	CED - ABE - Blaine, ABE Teacher-Full Time Benefits	04/03/2024	10/11/2024
Dustin Williams	Hoover, B/G Custodian 2nd shift	04/24/2024	05/10/2024
Stephanie Ylvisaker	Blaine High, Teacher Math	04/29/2024	10/04/2024

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Michaela Borski	Blaine ECC, Teacher EC/SE	04/10/2024	05/24/2024
Jennifer Bowman	Coon Rapids Middle, Teacher Science	03/05/2024	05/07/2024
Robyn Dempsey	ESC - Transportation, ParaEducator Bus	12/11/2023	05/06/2024
Christopher Duschik	Crooked Lake, Teacher Grade 4	04/12/2024	05/03/2024
Jessica Fabb	Sorteberg ECC, ECFE Child Educator Pro Rated	04/12/2024	05/02/2024
Elizabeth Gossen	Roosevelt Middle, Teacher DD	03/26/2024	05/31/2024
Kristi Harms	ESC, Teacher SA-QComp Peer Eval	04/29/2024	05/14/2024
Joanna Kilpatrick	Adams, Teacher ESL	02/08/2024	06/07/2024
Amy Lindh	Riverview ECC, Preschool Inst-Full Time Bene	03/25/2024	05/14/2024
Sherrill Martens	Crooked Lake, ParaEducator Special Education	02/05/2024	06/30/2024
Karan Murphy	Champlin Park High, ParaEducator Spec Ed Cntr Base	02/29/2024	06/24/2024
Michelle Peterson	Mississippi, Teacher Grade 4	02/20/2024	05/14/2024

APPENDIX B

20240520

2

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

MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Linda Quammen	Andover, Teacher Literacy Intervention	04/15/2024	05/24/2024
Melissa Scheeler	Ramsey, ParaEducator Spec Ed Cntr Base	04/15/2024	04/30/2024
Katelyn Sjoquist	Eisenhower, ParaEducator Spec Ed Cntr Base	03/26/2024	06/30/2024
Nakia Smith	Evergreen Park, ParaEducator Elementary	04/19/2024	05/20/2024
Marni Williams	Wilson, ParaEducator Spec Ed Cntr Base	04/29/2024	05/10/2024
Kim Wilson	ChamplinBrklynPk Academy, Child Nutrition Site Supv	04/09/2024	05/06/2024

SABBATICALS

Full Name	Current or Most Recent Position	LOA Start	LOA End Date
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This section returned no records

APPOINTMENTS

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
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Elementary

This section returned no records

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
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Secondary

Mariah Hagerty	Anoka Middle - WA, Teacher Grade 6 LTS	04/08/2024	Masters/4	0.2406	\$14,083
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Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
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Special Education

Eva Jachymowski	RiverTrail Learning Ctr, Teacher ASD	04/10/2024	Bachelors/1	0.2300	\$11,024
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Name	Current or Most Recent Position	Effective Date	Days	Salary
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Administrative

Allison Eilers	ESC, Transporation Route Coord Based on an hourly rate of pay \$30.55	05/28/2024	24	\$5,866
Kathy Schulz	ESC, AsstDir StuServ HealthServices Based on an annual salary of \$110,500 for 260 days	06/03/2024	20	\$8,500

MOTION

Date:

May 20, 2024

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

Fund No.	Description		Amount
	Checks	\$	4,355,788.28
01	General		4,081,492.42
02	Food Service		21,147.78
04	Community Service		243,840.92
06	Building Construction		8,585.76
07	Bond & Interest K-12		721.40
20	Health-Self Insurance		-
21	Dental-Self Insurance		-
22	Work. Comp.-Self Insurance		-
47	OPEB Debt Service		-
	Electronic Payments	\$	25,052,182.04
01	General		14,446,079.48
02	Food Service		256,199.67
04	Community Service		568,774.65
06	Building Construction		-
07	Bond & Interest K-12		-
20	Health-Self Insurance		9,045,216.19
21	Dental-Self Insurance		541,835.19
22	Work. Comp.-Self Insurance		194,076.86
47	OPEB Debt Service		-
	ACH Payments	\$	5,860,430.47
01	General		3,942,638.94
02	Food Service		1,614,021.78
04	Community Service		73,006.00
06	Building Construction		26,581.13
07	Bond & Interest K-12		-
20	Health-Self Insurance		191,541.62
22	Work. Comp.-Self Insurance		12,641.00
	P-Card	\$	198,572.31
01	General		157,470.82
02	Food Service		2,189.33
04	Community Service		31,768.07
06	Building Construction		-
20	Health-Self Insurance		7,144.09
	TOTAL DISTRICT	\$	35,466,973.10

**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	179,211,191	11,007,575	12,553,732	(130,841)	3,699,494	25,203,732	2,997,432	1,539,213	522,283	236,603,810	0	4,982,259	480,389	242,066,458	235,614,483
03/31/24	143,200,959	12,122,025	11,434,402	536,103	3,698,994	26,854,861	2,956,850	2,597,873	522,283	203,924,349	0	4,993,740	547,310	209,465,399	244,290,684
04/30/24	186,671,953	11,520,946	12,793,098	500,739	3,698,994	25,412,084	2,874,211	2,640,963	522,283	246,635,270	-	5,012,825	607,486	252,255,581	257,976,031
05/31/24										0				0	
06/30/24															

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
April 2024

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
04/22/24	AHEF	Monroe Elem	Classroom Supplies	General	275.00
04/22/24	AHS Baseball Boosters	AHS Boys Baseball	Charter Bus for Duluth MN	General	1,050.00
04/22/24	Ally Financial Inc	Sand Creek Elem	Grade 5 Long Lake Field Trip	General	75.00
04/22/24	American Heart Association	Hoover Elem	General Use/ Recess Items	General	350.00
04/22/24	American Online Fiving Foundation	Dayton Elem	supplies & materials as needed	General	175.22
04/22/24	Andover Football Association, INC	Andover HS	Golf Bags for Boys Golf	General	2,000.00
04/29/24	Andover HS Drama Parent Org INC	Andover HS Choir	General Supply Usage	General	1,071.70
04/29/24	Andover HS Drama Parent Org INC	Andover HS Art	General Supply Usage	General	803.79
04/29/24	Anoka Boys Lacrosse Boosters	AHS Boys Lacrosse	Bus to Proctor	General	1,050.00
04/22/24	Anoka Girls Lacrosse	AHS Girls Lacrosse	Charter Bus for Grand Rapids	General	1,825.00
04/15/24	Anoka Girls Lacrosse Boosters	AHS	2 Additional ESA'S/Coaches	General	3,500.00
04/22/24	Anoka High School Alpine Boosters	AHS	Alpine Ski Bus	General	8,325.00
04/22/24	Anoka HS Softball Booster	Anoka HS Girls Softball	Bus to U of M	General	317.00
04/15/24	Anoka HS Softball Boosters	AHS	2 Additional ESA'S/Coaches	General	7,865.19
04/22/24	Anoka Track and CC	Anoka HS Girls Track	Athena Award Banquets Tickets	General	135.00
04/22/24	Artech Holding Limited	CRHS	Theatre	General	3,125.00
04/29/24	Blaine Dugout Club	BHS	Repaid of Freshmen Baseball Field	General	3,396.00
04/22/24	Blaine Nordic Booster Club	BHS	Bussing for 12/8/23-12/10/23 trip to Cable, WI	General	1,124.60
04/22/24	Bois Forte Reservation Tribal Council	Anoka-Hennepin School District- Amc	Powwow 2024	General	300.00
04/22/24	Brookside Elem PTO	Brookside Elem	Bus for student Council	General	253.72
04/29/24	Cardinal Tennis Association	CRHS	Assistant Coach	General	2,000.00
04/29/24	Cardinal Tennis Association	CRHS	Assistant Coach	General	15.42
04/22/24	Charities Aid Foundation America	CRHS	General Supplies	General	60.00
04/22/24	Charities Aid Foundation America	CPHS	Student Supplies	General	121.65
04/22/24	Charities Aid Foundation America	Andover Elem	Classroom Supplies	General	260.00
04/22/24	Charities Aid Foundation America	Andover Elem	Classroom Supplies	General	30.00
04/22/24	Charities Aid Foundation America	Andover HS	Instruct Supplies usage	General	123.00
04/22/24	Charities Aid Foundation America	Andover HS	Instruct Supplies usage	General	1,000.00
04/22/24	Charities Aid Foundation America	Rum River Elem	Student/General Supplies	General	15.00
04/22/24	Charities Aid Foundation America	BHS	General School Supplies	General	40.00
04/22/24	Charities Aid Foundation America	Anoka MS	Non instructional Supplies	General	20.00
04/29/24	Charities Aid Foundation America	Rum River Elem	Student/General Supplies	General	10.00
04/22/24	Charities Aid Foundation American	Eisenhower Elem	Student Incentives	General	15.00
04/22/24	Coon Rapids Rotary Foundation	CRHS	Your Frontiers Respect Retreat For Students	General	10,950.00
04/29/24	Coon Rapids Veterans	Morris Bye Elem	Grade 2 Science Museum field trip	General	1,000.00
04/29/24	Coon Rapids Veterans	Morris Bye Elem	Grade k Bell museum field trip	General	500.00
04/29/24	Coon Rapids Veterans	Morris Bye Elem	Grade 4 Field Trip	General	52.00
04/29/24	CPHS Girls Tennis Boosters	CPHS	Closing Booster Club 291 acct	General	4,958.37
04/29/24	Dayton Elem PTO	Dayton Elem	5th Grade Field Trip	General	1,865.00

04/22/24	Dayton Elementary PTO	Dayton Elem	Kindergarten Field Trip	General	500.00
04/22/24	Dayton Elementary PTO	Dayton Elem	4th Grade Field Trip	General	346.68
04/29/24	ECFE/Preschool Parent Advisory Council	Anoka Hennepin Preschool	Classroom Materials	General	173.14
04/29/24	ECFE/Preschool Parent Advisory Council	Anoka Hennepin ECFE	Parent ed training	General	200.00
04/22/24	Eisenhower PTO	Eisenhower Elem	VSC Sponsor Payment	General	5,508.00
04/29/24	Elijah Payne	ECFE	ECFE Snack	General	50.00
04/22/24	Gene Haas Foundation	Andover HS	Robotics Supplies Usage	General	2,500.00
04/29/24	Hmong Network Association	CRHS Theatre	Expand students experiences	General	1,000.00
04/29/24	Johnsville PTO	Johnsville Elem	K Bussing for Field Trips	General	1,636.32
04/29/24	Johnsville PTO	Johnsville Elem	1st Grade Field trip	General	2,639.55
04/29/24	Johnsville PTO	Johnsville Elem	EBD Field Trip Bussing to ham lake lanes	General	144.96
04/29/24	Johnsville PTO	Johnsville Elem	4th Grade Field Trip	General	1,389.12
04/29/24	Johnsville PTO	Johnsville Elem	3rd Grade Fieldtrip	General	1,364.32
04/29/24	Madison PTO	Madison Elem	K transportation/admission for Springbrook	General	375.00
04/29/24	Madison PTO	Madison Elem	Gr 2 Transportation For Gibbs Farm	General	250.00
04/22/24	Making Magic Memories	AHS Theater Dept	Pay for rights to video the spring musical	General	100.00
04/22/24	McKinley PTO	McKinley Elem	School Patrol Field Trip Bus	General	461.00
04/22/24	McKinley PTO	McKinley Elem	Student Field Trips	General	8,736.00
04/22/24	Morris Bye Parent Teacher Organization	Morris Bye Elem	VSC Sponsor Payment	General	5,508.00
04/22/24	Richard & Melissa Craig	CRHS Theater	Spring Musical Use	General	500.00
04/22/24	The Blackbaud Giving Fund	Crooked Lake Elem	General Supplies	General	200.00
04/22/24	The Blackbaud Giving Fund	CPHS	Student Recognition	General	40.00
04/22/24	The Blackbaud Giving Fund	CPHS	Student Recognition- The Blackbaud Giving Fund	General	40.00
04/22/24	The Blackbaud Giving Fund	McKinley Elem	Misc. Supplies	General	200.00
04/22/24	The Blackbaud Giving Fund	OVMS	Student Incentives & Recognition	General	40.00
04/22/24	The Blackbaud Giving Fund	Andover Elem	Classroom Supplies	General	25.00
04/22/24	The Blackbaud Giving Fund	CBPA	Supplies for School	General	30.00
04/22/24	The Blackbaud Giving Fund	Andover HS	Instruct Supplies usage	General	20.00
04/22/24	The Blackbaud Giving Fund	Andover Elem	Classroom Supplies	General	22.40
04/22/24	The Blackbaud Giving Fund	Andover Elem	Classroom Supplies	General	22.40
04/22/24	The Blackbaud Giving Fund	OVMS	Student incentives and recognition	General	100.00
04/22/24	The Blackbaud Giving Fund	OVMS	Student incentives and recognition	General	40.00
04/22/24	The Blackbaud Giving Fund	Dayton Elem	School/Student Supplies & materials as needed	General	150.00
04/22/24	The Blackbaud Giving Fund	University Elem	Supplies, Paper, ETC	General	200.00
04/29/24	The Blackbaud Giving Fund	Andover HS	General instruct supplies usage	General	30.00
04/29/24	The Blackbaud Giving Fund	Andover Elem	Classroom Supplies	General	25.00
04/29/24	Toys for Joy, INC	Anoka MS	WEB Pizza Party	General	250.00
04/22/24	University Avenue Elem PTO	University Elem	School Patrols Field Trip to MOA	General	1,028.15
04/29/24	Wilson PTCO	Wilson Elem	Yearbook	General	822.00

*MATERIAL, EQUIPMENT, OR LABOR DONATION

TOTAL

\$ 96,719.70

STUDENT ACTIVITIES

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
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TOTAL

SCHOLARSHIP DONATIONS

DATE	DONOR	DONEE	PURPOSE	TYPE	AMOUNT
04/10/24	Fidelity Charitable - Anderson Family Fund	Anoka High School	Anderson Family Scholarship	Scholarship	4,000.00
04/10/24	Anoka Ramsey Athletic Association	Anoka High School	ARAA Wrestling	Scholarship	1,000.00
04/10/24	Michael and Jeanne Hubbard	Anoka High School	Jeanne Balzum Hubbard Memorial Scholarships	Scholarship	2,000.00
04/10/24	Katie Burkey Scholarship Fund	Anoka High School	Katie Burkey Scholarship	Scholarship	1,000.00
04/10/24	Anoka Hennepin Para Assoc.	Anoka High School	Anoka Hennepin Para Association Scholarship	Scholarship	500.00
04/10/24	Anoka High School Band	Anoka High School	Anoka Band Parents Scholarship	Scholarship	2,000.00
04/10/24	Armstrong Ranch - The Miller Group	Anoka High School	Loral I Armstrong-Delaney Memorial Scholarship	Scholarship	1,000.00
04/10/24	Armstrong Ranch - The Miller Group	Anoka High School	Armstrong Ranch Kennels Scholarship	Scholarship	750.00
04/10/24	Anoka High School Girls Basketball Booster Club Inc	Anoka High School	Anoka High School Girls Basketball Booster Club Sc	Scholarship	1,000.00
04/10/24	Anoka-Hennepin Education Office Professionals Inc	Anoka High School	Anoka-Hennepin Education Office Professionals Sch	Scholarship	250.00
04/10/24	AHEF	Anoka High School	Harlan R. Thurston Foundation Scholarship	Scholarship	2,000.00
04/10/24	Anoka Hennepin Elementary Secondary Principal's As	Anoka High School	Anoka-Hennepin Elementary and Secondary Principa	Scholarship	1,000.00
04/10/24	Anoka Area Chamber of Commerce	Anoka High School	Ann Talle - Anoka Area Chamber of Commerce Scho	Scholarship	2,000.00
04/10/24	Anoka Tornadoes Football Booster Club	Anoka High School	Anoka Football Scholarship (Bearing the Flag & Gre	Scholarship	2,000.00
04/10/24	Anoka Area Chamber of Commerce	Coon Rapids High School	Ann Talle Anoka Area Chamber of Commerce	Scholarship	1,000.00
04/10/24	Anderson Dahlen Inc. - Robert "Bob" Malenke	Champlin Park High School	Bob Malenke Memorial Scholarship	Scholarship	2,500.00
04/10/24	Alpha Rho	Champlin Park High School	Delta Kappa Gamma International Grand In Aid - Alph	Scholarship	1,000.00
04/10/24	AHEF	Champlin Park High School	Harlan R. Thurston Foundation Scholarship	Scholarship	2,000.00
04/10/24	Anoka Area Chamber of Commerce	Champlin Park High School	Ann Talle - Anoka Area Chamber of Commerce Schol	Scholarship	1,000.00
04/10/24	Integra Dental	Andover High School	Integra Dental PA Scholarship	Scholarship	1,500.00
04/10/24	Anoka Hennepin Para Assoc.	Andover High School	Anoka Hennepin Para Association Scholarship	Scholarship	500.00
04/10/24	Andover High School Swimming and Diving Booster C	Andover High School	Andover Swimming & Diving Booster Club Scholarst	Scholarship	500.00
04/10/24	Andover High School Swimming and Diving Booster C	Andover High School	Andover Swimming & Diving Booster Club Scholarst	Scholarship	500.00
04/10/24	Jill Marie Graham	Andover High School	Andover Kind & Caring Christian Scholarship	Scholarship	1,250.00
04/10/24	Steven G Graham Agency, Inc.	Andover High School	Andover Kind & Caring Christian Scholarship	Scholarship	1,250.00
04/10/24	Andover Fire Relief Assoc.	Andover High School	Andover Fire Relief Association Scholarship	Scholarship	2,250.00
04/10/24	AHEF	Andover High School	Harlan R Thurston Foundation Scholarship	Scholarship	2,000.00
04/10/24	Anoka Area Chamber of Commerce	Andover High School	Ann Talle/Anoka Area Chamber of Commerce Schola	Scholarship	1,000.00
04/10/24	Anoka Area Chamber of Commerce	STEP	Ann Talle - Anoka Area Chamber of Commerce Scho	Scholarship	1,000.00
05/02/24	Vista Outdoor Inc	Andover High School	Vista Outdoor Inc. (Federal Ammunition) Scholarship	Scholarship	1,000.00

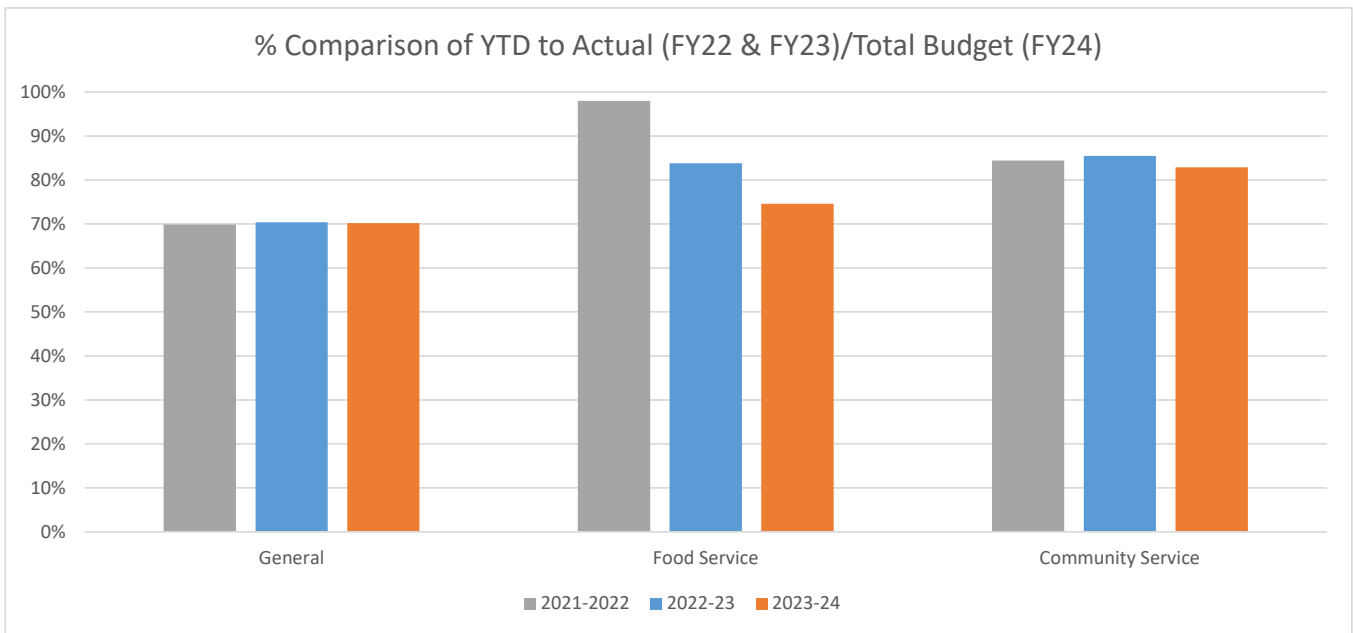
05/02/24	Andover Traveling Boys Basketball	Andover High School	Andover Traveling Boys Basketball Scholarship	Scholarship	1,000.00
05/02/24	Anoka-Hennepin Education Office Professionals	Andover High School	Anoka-Hennepin Education Office Professionals	Scholarship	250.00
05/02/24	Margie's Kitchen & Cocktails LLC	Andover High School	Margie's Kitchen Scholarship - Margie's Kitchen & Cc	Scholarship	500.00
05/02/24	Crooked Lake Creamery	Andover High School	Crooked Lake Creamery Scoop Scholarship - Ccrooked	Scholarship	250.00
05/02/24	Husky Hoops Booster Club	Andover High School	Husky Hoops Booster Club Scholarship (basketball) -	Scholarship	2,250.00
05/02/24	Andover Athletic Association	Andover High School	Andover Athletic Association Scholarship	Scholarship	4,000.00
05/02/24	OS Hockey	Andover High School	Andover Girls Hockey Booster Club (Christina Kern) :	Scholarship	2,000.00
05/02/24	Andover End Zone	Andover High School	Andover End Zone Club Scholarship	Scholarship	2,500.00
05/02/24	Knights of Columbus	Andover High School	Knights of Columbus Council #9585 Vo-Tech Scholar	Scholarship	500.00
05/02/24	Alpha Delta Kappa Alpha Omicron Chapter	Andover High School	Coral White Memorial Scholarship	Scholarship	1,000.00
05/02/24	Jackie B Realty Group LLC Scholarship	Anoka High School	Jackie B Realty Group LLC Scholarship	Scholarship	1,000.00
05/02/24	Class of '63 Scholarship - Jay Paul Bell	Anoka High School	Class of '63 Scholarship - Jay Paul Bell	Scholarship	200.00
05/02/24	Federal Premium Ammunition Scholarship - Vista Out	Anoka High School	Federal Premium Ammunition Scholarship - Vista Ou	Scholarship	1,000.00
05/02/24	CPHS Volleyball Booster Club	Champlin Park High School	CPHS Volleyball Booster Club Scholarship	Scholarship	500.00
05/02/24	New Creations Child Care and Learning	Champlin Park High School	New Creations Child Care and Learning - Community	Scholarship	500.00
05/02/24	Anoka-Hennepin Education Office Professionals	Coon Rapids High School	Anoka-Hennepin Education Office Professionals Sch	Scholarship	250.00

SCHOLARSHIP TOTALS \$ 58,450.00

TOTAL DONATIONS \$ 155,169.70

**Anoka-Hennepin ISD #11
Statement of Revenues
For the month ended April 30, 2024**

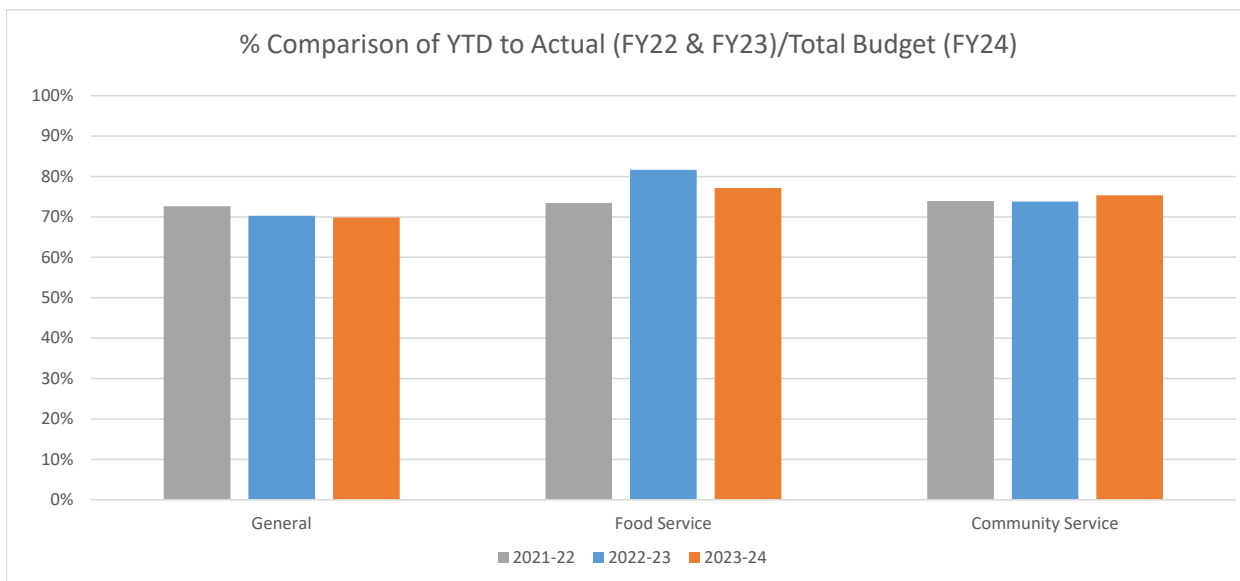
Fund	Month to Date	Year to Date	Budget	FY23 YTD is % of Budget FY21 & FY22 YTD is % of Actual		
				2023-24	2022-23	2021-2022
General	91,999,398	448,896,809	639,497,059	70%	70%	70%
Food Service	1,921,795	21,111,691	28,303,221	75%	84%	98%
Community Service	3,547,985	22,873,032	27,589,954	83%	85%	84%
Building Construction ¹	19,085	375,098	20,000	1875%	45410%	40%
Debt Service	-	9,580,022	15,394,194	62%	64%	58%
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 97,488,263	\$ 502,836,653	\$ 711,554,428	71%	71%	71%



¹Conservative budgeting

**Anoka-Hennepin ISD #11
Statement of Expenditures
For the month ended April 30, 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	40,989,790	355,038,532	519,868,101	68%	69%	70%
Purchased Services	4,170,404	48,198,826	67,016,418	72%	77%	74%
Supplies	1,111,200	16,681,831	20,741,355	80%	78%	92%
Capital Expenditures ¹	1,986,625	29,853,078	34,118,614	87%	71%	116%
Other Exp & Transfers ²	59,556	1,335,655	4,058,066	33%	50%	37%
Total General Fund	\$ 48,317,576	\$ 451,107,922	\$ 645,802,554	70%	70%	73%
Food Service						
Food Service	2,523,487	19,104,205	24,771,676	77%	82%	73%
Community Service						
Community Service	2,252,200	21,642,488	28,726,318	75%	74%	74%
Building Construction⁵						
Building Construction ⁵	36,014	7,658,544	8,850,000	87%	58%	78%
Debt Service						
Debt Service	-	15,442,203	15,444,303	100%	100%	100%
Trust						
Trust	-	-	750,000	0%	0%	0%
Total All Funds	\$ 53,129,276	\$ 514,955,361	\$ 724,344,851	71%	71%	73%



¹Timing of Facility upgrades
²Change of Insurance Provider in PY
³Timing of construction projects



✉ 2727 N Ferry St. • Anoka, MN 55303

☎ 763-506-1000 • Fax: 763-506-1013

💻 ahschools.us

DATE: May 20, 2024
TO: School Board Members
FROM: Todd Mensink, Director of Labor Relations & Benefits
RE: Wage Administration and Terms & Conditions for Cabinet Employees for the 2024-25 fiscal year

School Board approval is requested for the wage administration and terms and conditions for Cabinet employees for the 2024-25 contract year.

The Cabinet policy group includes 11 positions.

Changes of note include:

An increase of 5% in District Contributions to the Flexible Benefit Plan

An additional \$840 HRA contribution for employees who are family insurance policy holders

An increase of 3% in salary for returning employees

A 2% increase to the minimum and maximum salaries in each lane

The total cost of the package is 3 million dollars and represents an increase of 2.98% in salaries and benefits for the upcoming fiscal year.

SCHOOL BOARD

Zach Arco, Co-Chair Kacy Deschene, Co-Chair Jeff Simon, Clerk Matt Audette, Treasurer Linda Hoekman, Director Michelle Langenfeld, Director

Anoka-Hennepin Independent School District No. 11

TERMS AND CONDITIONS OF CABINET LEVEL EMPLOYMENT

Effective July 1, **2024** to June 30, **2025**

For those employees issued Cabinet-level contracts, the following terms and conditions of employment apply:

I. PERFORMANCE OF DUTIES

The employee will faithfully perform the duties prescribed by the School Board and Superintendent, whether or not these duties are specifically described in this contract or in a general job description and abide by District's policies for the annual salary indicated on the individual employee contract. Each individual contract and these terms and conditions are subject to all applicable federal and state laws. The employee must furnish throughout the life of the individual contract a valid and appropriate continuing license if a license is required for the position as determined by the State or job description.

II. DURATION

These terms and conditions are subject to all applicable state and federal laws relevant to qualification, licensure, employment, termination, and discharge. These terms and conditions and the employee's individual contract remain in full force and effect during the term of the individual contract, except as modified in writing by mutual consent of the School Board and employee, unless otherwise terminated as provided by law or accepted written resignation.

III. MEETINGS:

The employee, upon approval of the Superintendent, may attend appropriate professional meetings, conventions, and conferences at the local, state, and national levels, with expenses incurred paid by the District pursuant to district policies regarding reimbursement. Guidelines for national conferences include attendance once every three years; specific designated cabinet level positions may be authorized to attend national conferences every year.

IV. DUTY YEAR AND LEAVES:

A. Basic Work Year: The employee's duty year is the entire calendar year (i.e. 260/261/262 days) unless otherwise determined by the Superintendent. The employee is expected to perform services on those legal holidays on which the District is authorized to conduct school. The employee is expected to be available to work during any emergency unless otherwise excused by the Superintendent.

B. Vacation: The employee earns paid vacation for a full contract year, prorated for less than a full contract year, based on the following:

0-3 years	20 days of vacation
4-9 years	23 days of vacation
10-15 years	26 days of vacation
16 or more years	30 days of vacation

For the purpose of determining the amount of vacation, credit for years of employment will be determined by the Superintendent or designee pursuant with the following guidelines:

1. All continuous internal employment experience within Anoka-Hennepin School District is credited.
2. External employment experience, which is deemed comparable to the Anoka-Hennepin assignment, will be credited with up to 9 years of outside comparable experience.
3. Vacation days not used during the contract year will accumulate without limit; however, the maximum vacation days taken during any contract year will not exceed 35 days.
4. An employee who resigns from the District will receive a payout of unused, earned vacation days. This payout is calculated at the employee's daily rate of pay to a maximum of 55 days. This payout is subject to applicable state and federal taxes and other mandated withholdings.
5. An employee who retires from the District may receive a payout of unused, earned vacation days. This payout is calculated at the employee's daily rate of pay to a maximum of 75 days. This payout is deposited into Anoka Hennepin's Special Pay Plan according to the rules of said plan.

C. Holidays: The employee has 12 paid holidays each contract year designated as follows: Independence Day (1), Labor Day (1), Thanksgiving and the day after (2), Winter Holiday (2), New Year's (1), President's Day (1), Spring (2), and Memorial Day (1), Rev. Dr. MLK Day. (1). If Juneteenth becomes recognized as a District Holiday, it will become a paid holiday for Cabinet members.

D. Sick Leave: Each contract year, the employee earns 18 sick leave days, prorated for less than a full contract year. Unused sick leave days accumulate without limit.

E. Personal Leave: Three noncumulative personal leave days, deductible from an employee's sick leave allocation, are available each year for incidents of a personal or emergency nature. Requests for personal leave must be approved by the immediate supervisor and in accordance with district guidelines.

V. BENEFITS:

A. Tax-Sheltered Annuities: The District will contribute up to \$6,000 per fiscal year in matching funds for a full-time employee towards the District's 403(b) plan.

B. Travel: The employee will be reimbursed for authorized travel in accordance with District policy.

C. Professional Organization: The employee will be eligible for payment of membership dues for one state and one national professional association or organization, as approved by the Superintendent.

D. Liability Insurance: The District provides a liability insurance policy covering the employee.

E. Retirement Sick Leave:

1. District Employment Prior to December 31, 1999: Retirement sick leave severance benefits are available to an employee hired prior to December 31, 1999, who is immediately eligible and receiving PERA/TRA retirement annuity benefit.

a) Payment is determined by multiplying the daily rate (annual salary/260 days) multiplied by the number of days of unused sick leave, up to a maximum of 150 days.

b) Payment is made in accordance with the provisions of Anoka-Hennepin's Special Pay Plan and state and federal applicable laws and regulations.

c) Any employer contributions to 403(b) or 457 will reduce the unused sick leave retirement payment on a dollar-for-dollar offset.

2. District Employment on or After January 1, 2000: Any employee hired by the district after January 1, 2000, with at least 5 consecutive years of experience in the District will not be eligible for the sick leave retirement severance payment in Section V.E.1, but is eligible for the retiree sick leave Health Reimbursement Account as outlined in Section V.E.3. The retiring employee must be immediately eligible and receiving PERA/TRA retirement annuity benefit. The value of accumulated sick leave over 80 days will be applied to the Health Reimbursement Account.

3. An employee eligible for retirement may continue to participate in the group hospital/medical and dental insurance plans by paying the entire premium on a prepaid quarterly basis. The value of unused sick leave days over the amounts specified above, 150 or 80 days, will be deposited into the Health Reimbursement Account according to the Plan rules.

F. Insurance Benefits and District Contribution: The District contributes a District-determined amount, as specified by the individual employment contract, toward a flexible benefits account for the purchase of other designated employee benefits in accordance with the District's Flexible Benefit Plan. The employee is required to participate in the four core insurance benefits (i.e. health, dental, LTD, life), as determined by the District. Fixed flex contribution shall be **\$22,337** ~~\$21,273.00~~. **Employees who are family insurance policy holders in a deductible health plan will receive an additional \$840 contribution to their integrated HRA during the 2024-25 policy year.**

G. Employee Claims Against the District: Any description of insurance benefits is intended to be informational only and an employee's eligibility for benefits is governed by the terms of the District's insurance policy. An employee can make no claim against the District as a result of a denial of insurance payments.

Leadership Levels and Salary Ranges

LDRSHP LVL 1 (\$175,132 - \$228,547) (~~\$171,277 - \$223,516~~)

Associate Superintendent

General Counsel

LDRSHP LVL 2 (\$170,601 - \$222,634) (~~\$166,846 - \$217,734~~)

Chief Operations Officer

Chief Financial Officer

Chief Technology & Information Officer

LDRSHP LVL 3 (\$159,368 - \$207,388) (~~\$155,860 - \$203,398~~)

Executive Director of Community Education and Government Relations

Executive Director of Communications and Public Relations

Executive Director of Human Resources

Executive Director of Research, Evaluation, and Assessment

Employees are eligible for: up to 10% performance pay

Employees have the option to buy back up to ten (10) unused vacation days per fiscal year at the Employee's daily rate of pay based on the base salary divided by 260 days.



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DATE: May 20, 2024
TO: School Board Members
FROM: Todd Mensink, Director of Labor Relations & Benefits
RE: Wage Administration and Terms & Conditions of Unaffiliated Administrative Employees for the 2024-25 fiscal year

School Board Approval is requested for the wage administration and terms and conditions of Unaffiliated Administrative Employees for the 2024-25 contract year.

The Unaffiliated Administrator/Supervisor/Non-exempt policy group includes 90 positions.

Changes of note include:

An increase of 5% in District Contributions to the Flexible Benefit Plan

An additional \$840 HRA contribution for employees who are family insurance policy holders

An increase of 3% in salary for returning employees

A 2% increase to the minimum and maximum salaries in each lane

The total cost of the package is 13.9 million dollars and represents a total increase of 3.15% in salaries and benefits for the upcoming fiscal year.

SCHOOL BOARD

Zach Arco, Co-Chair Kacy Deschene, Co-Chair Jeff Simon, Clerk Matt Audette, Treasurer Linda Hoekman, Director Michelle Langenfeld, Director

Anoka-Hennepin Independent School District No. 11

TERMS AND CONDITIONS OF ADMINISTRATIVE EMPLOYEES ADMINISTRATOR / SUPERVISOR / NON-EXEMPT POSITIONS

For those employees issued administrator / supervisor / non-exempt contracts, the following terms and conditions of employment apply:

- I. **PERFORMANCE OF DUTIES:** The employee will faithfully perform the duties prescribed by the School Board and Superintendent, whether or not these duties are specifically described in this contract or in a general job description, and abide by District's policies for the annual salary indicated on the individual employee contract. Each individual contract and these terms and conditions are subject to all applicable federal and state laws. The employee must furnish throughout the life of the individual contract a valid and appropriate continuing license if a license is required for the position as determined by the State or job description.
- II. **DURATION:** These terms and conditions are subject to all applicable state and federal laws relevant to qualification, licensure, employment, termination, and discharge. These terms and conditions and the employee's individual contract remain in full force and effect during the term of the individual contract, except as modified in writing by mutual consent of the School Board and employee, unless otherwise terminated as provided by law or accepted written resignation.
- III. **MEETINGS:** The employee, upon approval of the Superintendent, may attend appropriate professional meetings, conventions, and conferences at the local, state, and national levels, with expenses incurred paid by the District pursuant to district policies regarding reimbursement.

Guidelines for national conferences include attendance once every three years; specific designated director level positions may be authorized to attend national conferences every year.

IV. DUTY YEAR AND LEAVES:

- A. **Basic Work Year:** The employee's duty year is the entire calendar year (i.e. 260/261/262 days) unless otherwise determined by the Superintendent. The employee is expected to perform services on those legal holidays on which the District is authorized to conduct school. The employee is expected to be available to work during any emergency unless otherwise excused by the Superintendent.
- B. **Vacation:** The employee earns paid vacation for a full contract year, prorated for less than a full contract year, based on the following:

0-3 years	15 days of vacation
4-9 years	22 days of vacation
10-15 years	25 days of vacation
16 or more years	30 days of vacation

For the purpose of determining the amount of vacation, credit for years of employment will be determined by the Superintendent or designee pursuant with the following guidelines:

1. All continuous internal employment experience within Anoka-Hennepin School District is credited.
 2. External employment experience, which is deemed comparable to the Anoka-Hennepin assignment, will be credited, while not to exceed 3 years of credit. Director level positions may be credited with up to 9 years of outside comparable experience.
 3. Vacation days not used during the contract year will accumulate without limit; however, the maximum vacation days taken during any contract year will not exceed 35 days. Employees will be eligible to sell-back up to three days of vacation at their daily rate. Total vacation used and sold back cannot exceed 35 days.
 4. An employee who resigns from the District will receive a payout of unused, earned vacation days. This payout is calculated at the employee's daily rate of pay to a maximum of 55 days. This payout is subject to applicable state and federal taxes and other mandated withholdings.
 5. An employee who retires from the District may receive a payout of unused, earned vacation days. This payout is calculated at the employee's daily rate of pay to a maximum of 75 days. This payout is deposited into Anoka-Hennepin's Special Pay Plan according to the rules of said plan.
- C. **Holidays:** The employee has 12 paid holidays each contract year designated as follows: Independence Day (1), Labor Day (1), Thanksgiving (2), Winter Holiday (2), New Year's (1), President's Day (1), Spring (2), and Memorial Day (1), Rev. Dr. MLK Day (1). If Juneteenth becomes recognized as a District Holiday, it will become a paid holiday for District administrators.
 - D. **Sick Leave:** Each contract year, the employee earns 18 sick leave days prorated for less than a full contract year. Unused sick leave days accumulate without limit.
 - E. **Personal Leave:** Three noncumulative personal leave days, deductible from an employee's sick leave allocation, are available each year for incidents of a personal or emergency nature. Requests for personal leave must be approved by the immediate supervisor and in accordance with district guidelines.

- F. Employees in Non-exempt Positions - Overtime: An employee classified as a non-exempt employee who is authorized to work beyond 40 hours per week will be paid time-and-one-half for each hour worked beyond 40 hours per week. Compensatory time off may be taken in place of paid overtime at the discretion and approval of the employee's supervisor.
- a. For compensatory time purposes, an employee may not accumulate over 60 hours of overtime, equaling 90 hours of compensatory time. All compensatory time must be used or paid off as of June 30 of each year.
 - b. For the purposes of this section, paid District holidays are considered towards compensable hours worked; sick or vacation days are not considered towards compensable hours worked.

V. BENEFITS:

- A. Tax-Sheltered Annuities: Effective July 1, 2023, the District will contribute up to \$5,500 per fiscal year in matching funds for a full time employee towards the District's 403(b) plan.
- B. Travel: The employee will be reimbursed for authorized travel in accordance with District policy.
- C. Professional Organization: The employee will be eligible for payment of membership dues for one state and one national professional association or organization, as approved by the Department supervisor.
- D. Liability Insurance: The District provides a liability insurance policy covering the employee.
- E. Retirement Sick Leave:
1. District Employment Prior to December 31, 1999: Retirement sick leave severance benefits are available to an employee hired prior to December 31, 1999, who is immediately eligible and receiving PERA/TRA retirement annuity benefit.
 - a) Payment is determined by multiplying the daily rate (annual salary/260 days) multiplied by the number of days of unused sick leave, up to a maximum of 80 days.
 - b) Payment is made in accordance with the provisions of Anoka-Hennepin's Special Pay Plan and state and federal applicable laws and regulations.
 - c) Any employer contributions to 403(b) or 457 will reduce the unused sick leave retirement payment on a dollar for dollar offset.
 2. District Employment on or After January 1, 2000: Any employee hired by the district after January 1, 2000, with at least five (5) consecutive years of experience in the District will not be eligible for the sick leave retirement severance payment in Section V.E.1, but is eligible for the retiree sick leave Health Reimbursement Account as outlined in Section V.E.3. The retiring employee must be immediately eligible and receiving PERA/TRA retirement annuity benefit. The value of accumulated sick leave over 80 days will be applied to the Health Reimbursement Account.
 3. An employee eligible for retirement may continue to participate in the group hospital/medical and dental insurance plans by paying the entire premium on a prepaid quarterly basis. The value of unused sick leave days over 80 days, will be deposited into the Health Reimbursement Account according to the Plan rules.
- F. Insurance Benefits and District Contribution: The District contributes a District-determined amount, as specified by the individual employment contract, toward a flexible benefits account for the purchase of other designated employee benefits in accordance with the District's Flexible Benefit Plan. The employee is required to participate in the four core insurance benefits (i.e. health, dental, LTD, life), as determined by the District. **Employees who are family insurance policy holders in a deductible health plan will receive an additional \$840 contribution to their integrated HRA during the 2024-25 policy year.**
- G. Employee Claims Against the District: Any description of insurance benefits is intended to be informational only and an employee's eligibility for benefits is governed by the terms of the District's insurance policy. An employee can make no claim against the District as a result of a denial of insurance payments.

July 1, 2024 – June 30, 2025 Policy Period

**Anoka-Hennepin Wage Guidelines for Unaffiliated Administrator/Supervisor/Non-Exempt Staff (Non-Cabinet)
2024-25**

Level	Assign Type Code	Assignment Type Description	Salary Min	Salary Max
LDRSHP LVL 8****	1008	Director Student Services	\$152,617	\$183,140
	1077	Director Elem Schools		
	1088	Director Special Ed Elementary		
	1089	Director Special Ed Secondary		
LDRSHP LVL 7****	1047	Director Elem Curr & Inst	\$142,634	\$171,160
	1057	Director Secd Curr & Inst		
	1079	Director Community Education		
	1092	Director Career and Tech Ed		
LDRSHP LVL 6****			\$134,308	\$161,170
LDRSHP LVL 5***	1009	Director Employee Services	\$127,902	\$153,482
	1014	Director Finance		
	1016	Director of Transportation		
	1017	Director Labor Rel & Benefits		
	1018	Director Child Nutrition		
	1020	Director Building & Grounds		
	1037	Director Purchasing		
	1051	Asst Dir Student Services		
	1062	Director Techn & Info Services		
	1090	Director Employee Devl & Eval		
	1094	Director Enterprise Technology		
LDRSHP LVL 4***	1043	Associate General Counsel	\$121,240	\$145,489
LDRSHP LVL 3**			\$114,776	\$137,731
LDRSHP LVL 2**	1052	Student Services Coordinator	\$108,101	\$129,722
	1071	Health Services Coordinator		
	1072	Mental Health Coordinator		
LDRSHP LVL 1**	1019	Asst Director Child Nutrition	\$101,428	\$121,714
	1021	Asst Dir Building & Grounds		
	1035	Asst Dir Comm & Public Rel		
	1068	Security & Emergency Ops Mgr		
	1080-ABE	Comm Ed Manger - ABE		
	1080-ECF	Comm Ed Manager - ECFE		
TECHN LVL 3**	1045	Data Operations Manager	\$95,059	\$114,071
	1046	Data Integration Manager		
	1098	Client Support Services Mgr		
TECHN LVL 2	1093	Enterprise Network Engineer	\$90,307	\$108,368
TECHN LVL 1	1097	Network Services Coordinator	\$81,657	\$97,988
NON-EXEMPT	1031	Transp Rte Coord	\$28.39	\$35.90
	1040	Educational Data Coord	Hourly	

School Board Approved:

Level	Assign Type Code	Assignment Type Description	Salary Min	Salary Max
ADMN MGMT LVL 7**	1013	Payroll Manager	\$101,428	\$121,714
	1084-ADV	Comm Ed Prg Supv Adv Plus		
ADMN MGMT LVL 6**	1022	B/G Maintenance Mgr	\$94,733	\$113,680
	1023	B/G Sites/Grounds Mgr		
	1024	B/G Health/Safety Mgr		
	1048	B/G Construction Projects Mgr		
	1049	Employee Services Manager		
	1050	HR Systems Manager		
	1053	Res Eval Test Analytics Coord		
	1055	Accounting Manager		
	1069	Finance Compliance Manager		
	1069-CED	Finance Compliance Mgr - CED		
	1074	Sped Finance Compliance Mgr		
	1084-CS	Comm Ed Prg Supv Comm Schools		
	ADMN MGMT LVL 5**	1025		
1032		Insurance Benefits Supv		
1054		Research Eval Test Compliance Mgr		
1056		Employee Services Supv		
1063		Admn Serv Business Specialist		
1065		Student Asst/Homeless Liaison		
1066		CNP Business Specialist		
ADMN MGMT LVL 4	1015	Accountant	\$82,153	\$98,583
	1027	B/G Coordinator IAQ		
	1030	Transportation Safety Coord		
	1034	Communications Specialist		
	1042	Admin Assistant Superintendent		
	1059	Recruit Retention Specialist		
	1061	Research Eval Test Analyst		
	1073	Purchasing Supervisor		
ADMN MGMT LVL 3	1082	Print Shop Supervisor	\$73,497	\$88,196
ADMN MGMT LVL 2	1039-LGL	Paralegal/Legal Admin Assist	\$68,187	\$81,824
		Conference Services Supervisor		
	1067	CNP Chef Supervisor		
ADMN MGMT LVL 1	1033	MARSS Coordinator	\$64,658	\$77,877
	1039	Administrative Assistant		
	1041	Financial Data Specialist		
	1058	Payroll Data Specialist		
	1076	Emp Data Sys Integration Spec		

Eligible for: ****10% Performance pay, ***5% Performance pay, **3% Performance pay
Fixed Flex Contribution: \$21,363



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DATE: May 20, 2024

TO: Members of the School Board and Superintendent McIntyre

FROM: Todd Mensink, Director of Labor Relations & Benefits

RE: Wage & Benefit Guidelines for Community Education Non-Bargaining Unit Employees 2024-25

School Board approval is requested for the Wage & Benefit Guidelines for Community Education Non-Bargaining Unit Positions for July 1, 2024 through June 30, 2025. This package has a projected cost of 13.65 million dollars, represents an overall increase to wages and benefits of 3.37%, and is within the authority provided by the School Board. Changes of note include:

- A 5% increase in Single Health Insurance Contributions and a 10% increase in Family Health Insurance Contributions
- Wage increases of 3% on the base salary for most positions
- Additional market adjustments of 3-5% on 6 positions to bring them in line with both internal and external comparable positions.
- Adjustments to language related to holiday, vacation, and personal leave to bring them in line with other employee groups in the District.
- Starting wages of at least \$16.83 per hour for all non-casual positions

SCHOOL BOARD

Zach Arco, Co-Chair Kacy Deschene, Co-Chair Jeff Simon, Clerk Matt Audette, Treasurer Linda Hoekman, Director Michelle Langenfeld, Director

Community Education Benefit Guidelines Non-Bargaining Unit Employees

DUTY YEAR: 2024-25

Duty year and hours of work: The year will be defined as beginning on July 1 and ending on June 30 for the fiscal year. Community Education employees' specific duty days and hours will be established by the Community Education Manager or Supervisor responsible for the program.

- A. Paid Time Off: Employees employed by the Community Education Department are eligible for paid holidays coinciding with the School Board designated days. Eligible employees will earn the following paid holidays:

<u>Duty Year</u>	<u>Holidays</u>	<u>Dates</u>
260 Any hours – pro-rated	12	Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King Day, President's Day, Spring (2 days), Memorial Day
240 – 190 Days 6 hours per day or more	11	Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King Day, President's Day Spring (2 days), Memorial Day

If Juneteenth is recognized as a District holiday, it will become a paid holiday for 12 month employees. Due to the demands of the program, alternate days may be designated by CE management in exchange for scheduled holidays.

- B. Vacation: Employees who are assigned to positions by the Community Education Department for 260 days and at least six hours per day are eligible for paid vacation days as of July 1 of each year. Vacation accrual will be prorated based upon the employee's assigned hours per day compared to an eight-hour duty day. For example, an employee assigned 260 days at 8 hours per day will accrue 8 hours of vacation for each vacation day earned; an employee assigned 260 days at 6 hours per day will accrue 6 hours of vacation for each vacation day earned.

<u>CE Employment Years</u>	<u>Vacation Days</u>
Less than 5 years	10
5 years up to 10 years	15
10 years up to 15 years	20
15 years up to 20 years	22
20 years or more	23

In order to determine the amount of vacation days eligible, the following guidelines will be used:

- 1 - All related work experience in the Community Education Department will be credited.
- 2 - Comparable employment experience outside Community Education will be considered for credit.

Requests for vacation must be approved by the immediate supervisor. ~~Generally, the~~ **The maximum vacation taken during any fiscal year shall not exceed one year's accrual 28 days;** however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed with the approval of the immediate supervisor **when employees are on an FMLA approved leave.**

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

Employees who retire with three months' notice shall be paid up to a maximum of forty (40) days of unused vacation.

Employees who resign with two weeks' notice shall be paid up to a maximum of twenty-five (25) days of unused vacation.

Non-Exempt employees are eligible for overtime pay if they work over forty (40) hours in a workweek (Sunday thru Saturday).

Overtime will be calculated at time-and-a-half. For the purposes of overtime calculation, paid holidays shall be considered as work days; all other absences are not counted towards work time. There is no compensatory time off.

LEAVES:

- A. Sick Leave: Community Education employees in regular defined positions of 500 hours or more per year will accrue sick leave at the rate of ~~112~~ **120** hours earned per one year of full time (2080 hours) worked pro rata.

- B. Personal Leave: Three days of personal leave may be used during each duty year without salary deduction. The days used will be deducted from the employee's accrued sick leave. Requests for personal leave must be submitted ~~in writing and pre-approved~~ at least five days in advance, except in emergency situations. ~~by The employee's supervisor has discretion to approve or deny requests on a first requested first granted basis and based on established limits on the number of employees who may take personal leave on any given day. CE management and the Labor Relations & Benefits department.~~
- C. Family Medical Leave: Employees may apply for family medical leave in accordance with state statute, federal law and school district policy.
- E. Maternity/Parental Leaves: An employee will be eligible for these leaves in accordance with District policy and state and federal laws. Earned sick leave may be used for all work days included in an FMLA approved maternity or parental leave.

INSURANCE:

Eligibility: Community Education employees, who are employed in a position that is defined as at least 170 days per year and six hours per day, are eligible for Insurance Benefits as outlined in the Wage and Benefit Schedule. Eligible employees must enroll within 30 days of employment; changes to enrollment may only be made within 30 days of a qualifying life event change.

RETIREMENT:

Retirement severance pay shall be available to Community Education employees who meet the following criteria (hired before July 1, 2004): For the purpose of this Section, the school year shall begin with July 1 of one year and end on June 30 of the following year.

1. To qualify for retirement severance pay an employee must have at least ten (10) years of District 11 experience in a sick leave benefit eligible position and notify the District of the intended retirement with at least three months' notice and are immediately eligible and receiving a state retirement annuity benefit.
2. The retirement severance pay base will be determined by taking the unused sick leave hours times the hourly rate.
3. Employee shall be eligible upon retirement, subject to all subdivisions of the Section, for retirement severance pay, up to 80 days of unused sick leave pro rata.
4. The retirement severance payment shall be made as a lump sum payment upon retirement. Deductions such as State and Federal income tax, social security or PERA/TRA shall be made only as required by law. If eligible, the sick leave severance payment will be deposited into the Anoka-Hennepin Special Pay Plan subject to the plan provisions. If the retiree dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or, lacking same, to the estate of the deceased.
5. This section shall not apply to an employee who is discharged for cause by the school district.
6. Current CE benefit eligible employees enrolled in the School District health and/or dental insurance may continue to be enrolled in those plans following retirement with the retiree paying the entire premium on a prepaid quarterly basis.
7. Current CE benefit eligible and enrolled employees who have accrued more than 80 days of sick leave are eligible for the Anoka-Hennepin Health Care Savings Plan. The value of sick leave days over the 80 days shall be deposited in the retirees' name into the Health Care Savings Plan according to the Plan provisions.
8. Retirement severance pay and benefits are available only once for an employee.
9. Effective July 1, 2023, Community Education employees in positions specified in the Wage and Benefit Guidelines who have been employed in an insurance benefit eligible position are eligible for a School District Match of \$2000 per fiscal year to a 403(b) tax sheltered annuity in accordance with the School District program. This School District Match shall offset on a dollar for dollar basis any sick leave severance payment that employees hired prior to July 1, 2004 may be eligible for at the time of retirement.
10. Effective July 1, 2004, insurance benefit eligible employees in positions specified in the Wage and Benefit Guidelines as eligible for the 403(b) match program will no longer be eligible for Sick Leave Severance pay. The positions continue to be eligible for the sick leave insurance credits if the accrued sick leave is greater than 80 days with the value of the days over 80 applied towards the Health Care Savings Plan as defined in 7. above.

POSITION PERFORMANCE REVIEW PERIOD: Length and term of employment for employees 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 employees or employees in new positions will be subject to a position performance review period of up to one year for determination of continuation through the remaining position assignment.

If as a result of funding or enrollment, there is a loss of revenue to support a position or program, the School District will notify the affected employees within 30 days of impending termination.

There shall be no prepayment of wages. The school district will make every effort to recoup any overpayment of wages from subsequent paychecks. The payment of wages for hourly community education employees will be in accordance with the delayed payroll cycle.

**School District Wage & Benefit Guidelines for Misc Community Education Non-Bargaining Unit Positions
2024-25**

Assign Type Code	Assignment Type Description	days	hours	Rates and Salary Data July 1, 2024-June 30, 2025				District Contribution to Employee Benefits Sept. 1, 2024 - Aug. 31, 2025 CED POSITIONS = 170 - 6 HOURS PER DAY						
				Hrly Min	Hrly Max	Salary Min	Salary Max	Single H/H	Family H/H	Spouse H/H	Life Ins	LTD	Dental	403(b)
7361	ECFE/School Readiness Supervisor	full year	8			\$80,634	\$95,363	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7325	ABE Program Supervisor	full year	8			\$80,634	\$95,363	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7364	ECFE/School Readiness Prg Coord	full year	8			\$74,520	\$83,102	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7340	A+ Program Coordinator <i>A+ Program Coord Longevity</i>	full year	8			\$67,862	\$83,507	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7362	ECFE/SR Outreach Facilitator	full year	8			\$66,437	\$72,379	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7363	ECFE Cultural Liaison	212	8			\$53,963	\$58,791							
7449	A+ PT Registered Nurse	PT	HOURLY	\$35.55	\$38.47									
7341-FY	A+ Site Coordinator (12 mo)	261	8			\$50,955	\$59,812	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7341-190	- A+ Site Coordinator (10 mo) <i>A+ Site Coord Longevity</i> <i>A+ Site Coord Large School Stipend</i>	190	8			\$37,094	\$43,541	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7641	- A+ Site Coordinator (CASUAL)	CASUAL	HOURLY	\$24.40	\$28.65									
7223	ABE Services Coordinator			\$23.56	\$26.73			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7305	CED Staffing Specialist					\$51,438	\$59,837	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7306	Recreation Supervisor	full year	8			\$54,010	\$63,427	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7308	Technology Coordinator	full year	8			\$68,568	\$77,422	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7201	CED Adults W/Disab Spec	200	6	\$22.92	\$25.64			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7220	ABE Volunteer Coordinator	230	8	\$23.57	\$25.54			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7242	A+ Site Leaders (12 mo)	full year	8	\$20.53	\$23.83			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7242	A+ Site Leaders (12 mo 6 hrs/day)	full year	6	\$20.53	\$23.83			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7242	- A+ Site Leaders (10 mo) <i>A+ Site Leader Longevity</i>	176	6	\$20.53	\$23.83	\$1.00	\$1.75	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7442		PT	HOURLY	\$20.53	\$23.83									
7642		CASUAL	HOURLY	\$20.53	\$23.83									
7842		SUB	HOURLY	\$20.53	\$23.83									
7410	Volunteer Service Coord.	PT	HOURLY	\$19.50	\$24.32									
7412	Parent Involvement Specialist		HOURLY	\$18.92	\$21.84									
7224	ABE Assistants			\$17.00	\$23.41			\$770	\$1,375	\$2,145	\$30,000	Yes	\$80	\$2,000
7424		PT	HOURLY	\$17.00	\$23.41									
7624		CASUAL	HOURLY	\$17.00	\$23.41									
7824		SUB	HOURLY	\$17.00	\$23.41									
7265/66	Ass't Instr. (ECFE, School Read. (LR))	175	6	\$17.09	\$20.77			\$770	\$1,375	\$2,145	\$30,000	Yes	\$80	\$2,000
7465/66		PT	HOURLY	\$17.09	\$20.77									
7665/66		CASUAL	HOURLY	\$17.09	\$20.77									
7865/66		SUB	HOURLY	\$17.09	\$20.77									
7247	A+ Child Care Asst. LN 2 (FT)	176	7.5	\$18.36	\$21.05			\$770	\$1,375	\$2,145	\$30,000	Yes	\$80	\$2,000
7446-47	A+ Child Care Asst. LN 1 & 2 (PT) <i>A+ Child Care Asst. Longevity</i>	176	HOURLY	\$16.83	\$21.05	\$0.50	\$1.00							
7646-47	A+ Child Care Asst. LN 1 & 2 (CASUAL)	CASUAL	HOURLY	\$16.83	\$21.05									
7846-47		SUB	HOURLY	\$16.83	\$18.36									
7872	SchR Instructor-SUB	SUB*	HOURLY	\$22.96	\$22.96									
3701	Sub Teacher ABE	SUB*	HOURLY	\$22.96	\$22.96									
3702	Sub Teacher ECFE	SUB*	HOURLY	\$22.96	\$22.96									
	Aquatics Part Time Staff	CASUAL	HOURLY											
7631	- AQ Lifeguard			\$14.64	\$16.10									
7632	- AQ Head Lifeguard			\$15.69	\$16.89									
7633	- AQ WaterSafetyAide			\$12.55	\$13.46									
7634	- AQ WaterSafetyInstructor			\$16.73	\$18.21									
7635	- AQ Pool Shift Supervisor			\$17.78	\$19.27									
7636	- AQ CPR LG TrngInst			\$18.82	\$20.06									
7637	- AQ Lead LG TrngInst			\$19.87	\$21.12									
7638	- AQ Instr Trainer			\$20.91	\$22.18									
7639	- AQ Aerobics Specialist			\$17.25	\$24.29									
	Community Education Part Time Staff	CASUAL	HOURLY											
7651	- Facility Monitor			\$16.50	\$16.50									
7655	- Facility Monitor - Weekend			\$17.50	\$17.50									
7652	- Project Power Instr 1			\$12.55	\$17.69									
7653	- Project Power Instr 2			\$18.14	\$23.80									
7654	- Project Power Specialist			\$23.00	\$33.94									
7681	- Adult Learning Inst 1			\$12.55	\$18.21									
7682	- Adult Learning Inst 2			\$18.14	\$23.80									
7683	- Adult Learning Spec 1			\$23.00	\$34.63									
7684	- Adult Learning Spec 2			\$34.51	\$59.12									
7686	- CommSchl Activity Assistant			\$11.88	\$12.41									
7687	- CommSchl Instructor 1			\$12.55	\$18.21									
7688	- CommSchl Instructor 2			\$18.14	\$23.80									
7689	- CommSchl Specialist			\$23.00	\$34.63									
7691	- CED Assistant Coach			\$14.64	\$19.00									
7692	- CED Head Coach			\$17.78	\$25.29									
7693	- CED Equipment Manager			\$15.69	\$18.21									



✉ 2727 N Ferry St. • Anoka, MN 55303

☎ 763-506-1000 • Fax: 763-506-1013

💻 ahschools.us

DATE: May 20, 2024

TO: Members of the School Board and Superintendent McIntyre

FROM: Todd Mensink, Director of Labor Relations & Benefits

RE: Wage & Benefit Guidelines for Miscellaneous E-12 Non-Bargaining Unit Employees 2023-24

School Board approval is requested for the Wage & Benefit Guidelines for E-12 Non-Bargaining Unit Positions for July 1, 2024 through June 30, 2025. This package has a projected cost of 7.3 million dollars, represents an overall increase to wages and benefits of 3.05% and is within the authority provided by the School Board. Changes of note include:

- A 5% increase in Single Health Insurance Contributions and a 10% increase in Family Health Insurance Contributions
- An average wage increase of 3% for all employees
- Adjustments to language in the policy related to holidays, vacation, sick leave, and Insurance to bring them in line with other employee groups in the District.
- Starting wages of at least \$16.50 per hour for all positions
- A simplified wage administration structure with 9 position levels based on position classification, rather than a separate range for each individual position.

Feel free to contact me with any questions at 763-506-1142.

SCHOOL BOARD

Zach Arco, Co-Chair Kacy Deschene, Co-Chair Jeff Simon, Clerk Matt Audette, Treasurer Linda Hoekman, Director Michelle Langenfeld, Director

**E-12 Miscellaneous Employees Benefit Policy
Non-Bargaining Unit Employees**

DUTY YEAR: 2024-25

Duty year and hours of work: The fiscal year will be defined as beginning on July 1 and ending on June 30. E - 12 Miscellaneous Employees' specific duty days and/or hours during the year will be established by the Supervisor responsible for the program or department. **Casual summer assignments worked prior to August 1st will be paid based on the wage authorization for the previous fiscal year.**

A. Holidays: **Employees in regular defined positions of at least 180 days at 6 hours per day or more** ~~Specific positions designated in the Wage and Benefit Guidelines~~ are eligible for paid holidays coinciding with the School Board designated days. Eligible employee will earn the following pro-rated paid holidays if they are employed in positions that earn holidays:

<u>Eligible Duty Year Position</u>	<u>Holidays</u>	<u>Dates</u>
260 Days 6 hours or more	12	Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King Jr. Day, President's Day, Spring (2 days), Memorial Day
240 Days – 180 Days 6 hours or more	11	Labor Day, Thanksgiving (2 days), Winter Break (2) New Year's Day, Martin Luther King Jr. Day, President's Day Spring (2 days), Memorial Day

If Juneteenth is recognized as a holiday, it will be treated as a paid holiday for 260 day employees. Due to the demands of the program, alternate days may be designated by the Program Supervisor in exchange for scheduled holidays that are duty days.

B. Vacation: Employees who are employed for 260 days at eight hours per day are eligible for paid vacation days as of July 1 of each year:

<u>Full Time Employment Years</u>	<u>Vacation Days</u>
Less than 5 years	10
5 years up to 10 years	15
10 years up to 15 years	20
15 years up to 20 years	22
20 years or more	23

In order to determine the number of years credited for vacation accrual, the following guidelines will be used:

- 1 - All related work experience in the School District will be credited.
- 2 - Comparable employment experience outside the School District will be considered for experience credit.

Requests for vacation must be approved by the immediate supervisor. ~~Generally, the~~ **The maximum vacation taken during any fiscal year shall not exceed 28 days one year's accrual;** however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed ~~with the approval of the immediate supervisor~~ **during an FMLA approved leave.**

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

Employees who retire with three months' notice shall be paid up to a maximum of forty (40) days of unused vacation.

Employees who resign with two weeks' notice shall be paid up to a maximum of twenty-five (25) days of unused vacation.

Non-Exempt hourly employees are eligible for overtime if they work more than 40 hours in a workweek (Sunday thru Saturday). Overtime shall be paid at time-and-a-half. There shall be no comp time.

LEAVES:

- A. Sick Leave: Employees in regular defined positions of **less than 260 days and at least 180**~~70 student~~ days at 6 hours per day or more per year will accrue **12 days of sick leave. Employees in full year (260 day) positions will accrue 15 days of sick leave per year. at the rate specified in the Wage and Benefit Guidelines pro rata.**
- B. Personal Leave: Employees in regular defined vacation eligible positions of 260 days at eight hours per day will earn three days of personal leave per year that may be used during each fiscal year without salary deduction. The days used will be deducted from the employee's accrued sick leave. Requests for personal leave must be submitted in writing and pre-approved in advance by the Supervisor and Labor Relations Director. Employees in regular defined positions of less than 260 days at eight hours per day and at least ~~1870 student~~ days at 6 hours per day or more per year will earn three days of personal leave per year that may be used during each fiscal year at the employee's discretion without salary deduction. The days used will be deducted from the employee's accrued sick leave.
- C. Family Medical Leave: Employees may apply for family medical leave in accordance with state statute, federal law and school district guidelines.
- E. Maternity/Parental Leaves: An employee will be eligible for these leaves in accordance with District policy and state and federal laws. Earned sick leave may be used for all work days included in an FMLA approved maternity or parental leave.

INSURANCE:

Eligibility: Employees who are employed in benefit eligible positions requiring at least ~~1870~~ days per year and six hours per day or more are eligible for Single or Family Health & Hospitalization Insurance, Dental Insurance, Term Life, ~~and~~ Long-Term Disability ~~as outlined in the Wage and Benefit Guidelines Schedule~~. Eligible employees must enroll within 30 days of employment or new eligibility in new position. **The District will provide the following contributions for insurance eligible employees:**

- **\$810 per month to the cost of single health insurance.**
- **\$1,515 per month to the cost of family health insurance.**
- **\$2,325 per month to the cost of family health insurance when an employee is married to another benefit eligible employee who serves as a dependent on the employees family health insurance plan.**
- **\$80 per month to the cost of dental insurance.**
- **The full premium for Long Term Disability**
- **The full premium for a \$50,000 term life insurance policy.**

RETIREMENT:

Retirement severance pay shall be available to **benefit** eligible employees (positions of 1870 days and 6 hours or more) who ~~are enrolled in District benefits~~, retire with ten (10) years of District 11 continuous employment, notify the District of the intended retirement with at least three months' notice, and are immediately eligible and receiving a state retirement annuity benefit (excluding those hired after July 1, 2005).

- The retirement severance pay will be determined by taking the unused sick leave days times the daily wage rate.
- Employee shall be eligible upon retirement for severance pay up to 80 days of unused sick leave.
- The severance payment shall be made as a lump sum payment upon retirement. Deductions such as State and Federal income tax, social security or PERA/TRA shall be made only as required by law. If the retiree dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or to the estate of the deceased. For those eligible, the sick leave severance payment shall be deposited in the retiree's name into the Anoka-Hennepin Special Pay Plan according to the plan provisions.
- Retirement Severance shall not apply to an employee who is discharged for cause by the school district.
- Current benefit eligible and enrolled employees who retire under this article may voluntarily continue in the School District health and/or dental plan by paying the quarterly premium on a prepaid basis.
- Current benefit eligible and enrolled employees who retire and have more than 80 days of unused sick leave will be eligible for the Anoka-Hennepin Health Care Savings Plan. The value of sick leave days not paid as severance pay will be deposited in the retiree's name in the Health Care Savings Plan.
- Retirement severance pay and benefits are available only once in a lifetime for an employee.
- Effective July 1, 2022, E-12 Miscellaneous Policy employees in ~~positions specified in the Wage and Benefit Guidelines employed in an~~ insurance benefit eligible position are eligible for up to a \$2000 School District Match to a 403(b) tax sheltered annuity in accordance with the School District program. This School District Match shall offset on a dollar for dollar basis any sick leave severance payment that employees hired prior to July 1, 2005 may be eligible for at the time of retirement.
- Effective July 1, 2005, insurance benefit eligible newly hired employees in specific positions indicated in the Wage and Benefit Guidelines as eligible for the 403(b) match program will no longer be eligible for Sick Leave Severance pay. The positions are eligible for the sick leave insurance credit if the sick leave accrued days are greater than 80 days with the value of the days over 80 applying towards the Anoka-Hennepin Health Care Savings Plan.

POSITION PERFORMANCE REVIEW PERIOD: New employees or employees in new positions will be subject to a performance review period of up to one year for determination of continuation in the position. Employment for employees is based on the number of duty days for the position assignment during the applicable fiscal year.

There shall be no prepayment of wages. The School District will make every effort to recoup any overpayment of wages from subsequent paychecks. Paychecks will be issued electronically by direct deposit on pay dates as determined by the District Payroll Department.

Effective July 1, 2024 – June 30, 2025

Submitted for School Board Approval: May 20, 2024

**Anoka-Hennepin Wage Guidelines for Miscellaneous E-12 Staff
2024-25**

Level	Assign Type Code	FLSA	Assignment Type Description	Casual/non-exempt assignments		Salaried/Exempt assignments	
				Hourly Min	Hourly Max	Daily Min	Daily Max
Level 1	1545/8045	Non-Exempt	School Monitor	\$16.50	\$21.45		
	8020	casual	Conf Services Aide				
	8051/8055	casual	HS Facility Monitor				
	8016	casual	CAPE Asst Tchr-Casual				
	8017	casual	Crossing Guard				
Level 2	1532/8015	Non-Exempt	CAPE Staff - Teacher	\$17.50	\$22.75		
	1536/8036	Non-Exempt	Job Coaches				
Level 3	1500	Non-Exempt	Comm Project Assistant	\$19.00	\$24.70		
	1515	Non-Exempt	Tech Support Assistant				
Level 4	1541	Non-Exempt	Certified Brailist	\$20.50	\$26.65		
	8085	casual	Auditorium Technician				
Level 5	1517	Non-Exempt	Tech Support Specialist II	\$27.50	\$35.75	\$220.00	\$286.00
	1602/8022	Exempt	ESL Intake Specialist				
	1609	Exempt	Observatory Coordinator				
	8013	casual	Traffic Control Officer				
Level 6	1516	Non-Exempt	Tech Support Specialist III	\$29.00	\$37.70	\$232.00	\$301.60
	1662	Exempt	Child Nutrition Staffing Coord				
	1663	Exempt	Child Nutrition Training Coord				
	1635	Exempt	Job Coach - Supervisor				
	1595	Non-Exempt	Speech Lang Pathologist Assist				
Level 7	1607	Exempt	ESL Cultural Liaison	\$30.00	\$40.50	\$240.00	\$324.00
	1608	Exempt	American Indian Ed Advisor				
	1612	Exempt	Chemical Health Prevention Spc				
	1606/8026	Exempt	Student Achievement Advisor				
	8040	casual	Student Services Casual				
Level 8	1611	Exempt	Board Cert Behavior Analyst			\$304.00	\$395.20
Level 9	1618	Exempt	American Indian Ed Supervisor			\$352.00	\$457.60



ANOKA-HENNEPIN SCHOOLS

EDUCATIONAL SERVICE CENTER

Cory McIntyre, *Superintendent*

2727 N Ferry St. • Anoka, MN 55303

763-506-1000 • Fax: 763-506-1013

ahschools.us

May 15, 2024

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation****Bid # 24042B District Wide Security Upgrades – Bid Pack 2****Opened on Tuesday, May 14, 2024, at 2:00 p.m. LT.**

The recap below is a record of the two (2) bids received for this project. The recommendation is made to award a contract to the lowest responsive and responsible bidder, ECSI System Integrators of Bloomington, Minnesota, with the base bid of \$433,858.00, for a total contract award of \$433,858.00.

Response Tab for Solicitation		
Bid # 24042B - District Wide Security Upgrades - Bid Pack 2 Opening/Due Date: Tuesday, May 14, 2024, at 2:00 p.m. LT		
	Parallel Technologies	ECSI System Integrators
Total Base Bid	\$466,492.49	\$433,858.00
Unit Pricing B	\$191.18	\$230.50
Unit Pricing C	\$115.00	\$125.00
Unit Pricing D	\$125.00	\$135.00
Unit Pricing E	\$130.00	N/A
Bid Bond	X	X
Addendum #1	X	X
Responsible Contractor	X	X

**RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, administration is making recommendations for reductions in programs and/or positions, and

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

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

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

Non-Licensed Personnel	FTE
Accountant	-2.00
Asst Director DEI	-1.00
Asst Director StudSrvcs Health Srvcs	-1.00
Asst Principal Middle School	-0.87
AsstDir StuServ Mental Health	-1.00
B/G Grounds Mechanic	-1.00
B/G Whse	-1.00
Board Cert Behavior Analyst	-1.00
Comm Ed Volunteer Srvcs Supv	-1.00
Comm Ed Tech Asst	-1.00
Communications Specialist	-1.00
Confidential Employee	-2.00
Data Compliance Analyst	-1.00
Education Office Professional	-4.77
Job Coach	-0.53
ParaEducator Elementary	-0.51
ParaEducator Health	-3.00
ParaEducator Secondary	-2.76
ParaEducator Spec Ed Center Base	-3.58
ParaEducator Supplemental Program	-0.33
Research Eval Test Analyst	-1.00
School Monitor	-0.11
Student Achievement Advisor	-3.00
	-34.45

BE IT RESOLVED by the School Board of Anoka Hennepin Schools that pursuant to Minnesota Statute the resolution was approved by roll call on May 20, 2024.

Whereupon said resolution was declared duly passed and adopted.

Clerk of the Board

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

WHEREAS, the following person is a probationary teacher in Anoka-Hennepin Independent Schools,

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

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

WHEREAS there are other appropriate reasons and,

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

Leyden, Erin L Blaine High School

BE IT RESOLVED by the School Board of Anoka Hennepin Schools that pursuant to Minnesota Statute the resolution was approved by roll call on May 20, 2024.

Whereupon said resolution was declared duly passed and adopted.

Clerk of the Board

**RESOLUTION TO RESCIND THE INCLUSION OF CERTAIN TEACHERS'
NAMES IN RESOLUTION TERMINATING PROBATIONARY TEACHERS**

WHEREAS the School Board of Anoka-Hennepin Independent School District No. 11 adopted a resolution to terminate the teaching contract(s) of the following probationary teacher(s) at the close of the 2023-24 school year pursuant to Minnesota Statute §122A.40, Subdivision 5,

BE IT RESOLVED that the following name(s) be rescinded from the resolution to terminate probationary teacher(s) effective at the close of the 2023-2024 school year.

Anfang, Sara	Monroe
Beckermann, Hallie E	Oxbow Creek
Dornseif, Erick D	Anoka Middle - FM
Hanks, Elizabeth M	Sunrise
Kauffman, Isaac J	Coon Rapids Middle
Keating, Maya K	Rum River Elementary
Leonard, Samantha A	Sunrise
Mariskanish, Heather L	Crooked Lake

BE IT RESOLVED by the School Board of Anoka Hennepin Schools that pursuant to Minnesota Statute the resolution was approved by roll call on May 20, 2024.

Whereupon said resolution was declared duly passed and adopted.

Clerk of the Board

RESOLUTION PROPOSING IMMEDIATE DISCHARGE OF CONTINUING CONTRACT TEACHERS

Pursuant to due call and notice, a meeting of the School Board of Anoka-Hennepin Independent School No. 11 was held on the 20th day of May, 2024.

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

WHEREAS, the following persons are continuing contract teachers in Anoka-Hennepin School District No. 11,
and

WHEREAS, for the reasons set forth in Exhibits A,

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

1. That the following continuing contract teachers in Anoka-Hennepin Independent School District No. 11 are immediately terminated pursuant to Minnesota Statute § 122A.40(13)(6).
2. Written notice be sent to the following continuing contract teachers regarding the proposed immediate termination in a form identified and attached as Exhibit A.
3. That each and all the grounds set forth in the notice are within the grounds for the immediate discharge of a continuing contract teacher.
4. Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and, therefore, the Superintendent is specifically directed to maintain the private data classification of Exhibit A in accordance with applicable State Law, including the provisions of Minnesota Statutes Chapter 13.
5. That the written notices attached as Exhibits A shall be signed by the Clerk of the School Board and be served upon the following continuing contract teachers as determined by the Administration of Independent School District No. 11.

Name	Location	Commencement of Leave
PS	CPHS/AHS	12/6/22
KT	Jefferson	12/13/22

BE IT RESOLVED by the School Board of Anoka Hennepin Schools that pursuant to Minnesota Statute the resolution was approved by roll call on May 20, 2024.

Whereupon said resolution was declared duly passed and adopted. Clerk of the Board

Clerk of the Board

Exhibit A

PS

XXXXXX

XXXXXX, MN XXXXX

RE: Notice of Immediate Discharge

Dear PS,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 11 held on May 20, 2024, consideration was given to your proposed immediate discharge as a teacher with Independent School District No. 11. During that meeting a resolution was adopted by majority vote of the School Board, proposing:

To immediately discharge you as a continuing contract teacher pursuant to Minn. Stat. § 122A.40(13)(6), upon the following grounds: continuing physical or mental disability subsequent to a 12 month leave of absence and inability to qualify for reinstatement in accordance with Subd. 12.

The basis for the proposed immediate discharge consists of the following:

1. For being on a medical disability Leave of Absence since 12/6/2022; and
2. Failure to submit evidence that you qualify for reinstatement; and
3. That you have continuing physical or mental disability and have been unable to qualify for reinstatement.

Under the provisions of Minn. Stat. § 122A.40(13)(6), you are entitled to a hearing, either public or private at your discretion, to be conducted in accordance with Minn. Stat. § 122A.40 provided you make a written request for such hearing within ten (10) days after receipt of this notice. If no hearing is requested in writing within such period, it shall be deemed acquiescence by you to the School Board's proposed action. Pending the conclusion of a hearing, if requested, and determination of the charges, you will remain on a leave of absence.

You are also notified that you may elect a hearing before an arbitrator instead of the School Board pursuant to Minn. Stat. § 122A.40(15). In the event that you elect a hearing before an arbitrator instead of the School Board, you may do so only by making a written request within ten (10) days after receipt of this notice for a hearing before an arbitrator. If you fail to make such a written request within such period, any hearing shall be before the School Board. In addition, if your request for a hearing does not specify that the hearing be before an arbitrator, it shall be considered to be request for a hearing before the School Board.

Sincerely,

ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT NO. 11

By _____
Clerk of the School Board

Exhibit A

KT

XXXXXX

XXXXXX, MN XXXXX

RE: Notice of Immediate Discharge

Dear KT,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 11 held on May 20, 2024, consideration was given to your proposed immediate discharge as a teacher with Independent School District No. 11. During that meeting a resolution was adopted by majority vote of the School Board, proposing:

To immediately discharge you as a continuing contract teacher pursuant to Minn. Stat. § 122A.40(13)(6), upon the following grounds: continuing physical or mental disability subsequent to a 12 month leave of absence and inability to qualify for reinstatement in accordance with Subd. 12.

The basis for the proposed immediate discharge consists of the following:

1. For being on a medical disability Leave of Absence since 12/13/2022; and
2. Failure to submit evidence that you qualify for reinstatement; and
3. That you have continuing physical or mental disability and have been unable to qualify for reinstatement.

Under the provisions of Minn. Stat. § 122A.40(13)(6), you are entitled to a hearing, either public or private at your discretion, to be conducted in accordance with Minn. Stat. § 122A.40 provided you make a written request for such hearing within ten (10) days after receipt of this notice. If no hearing is requested in writing within such period, it shall be deemed acquiescence by you to the School Board's proposed action. Pending the conclusion of a hearing, if requested, and determination of the charges, you will remain on a leave of absence.

You are also notified that you may elect a hearing before an arbitrator instead of the School Board pursuant to Minn. Stat. § 122A.40(15). In the event that you elect a hearing before an arbitrator instead of the School Board, you may do so only by making a written request within ten (10) days after receipt of this notice for a hearing before an arbitrator. If you fail to make such a written request within such period, any hearing shall be before the School Board. In addition, if your request for a hearing does not specify that the hearing be before an arbitrator, it shall be considered to be request for a hearing before the School Board.

Sincerely,

ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT NO. 11

By _____
Clerk of the School Board



**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of _____ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: *Signature required*

(Clerk/Secretary - Local Governing Board)

electronically through DocuSign

Date: _____

Signed: *Signature required*

(Superintendent or Head of School)

electronically through DocuSign

Date: _____

Proposed budget 2024-25 Fiscal Year (FY) 25

May 20, 2024

Michelle Vargas, chief financial officer



1



Budget timeline

FY 2024-25

- **Dec. 2023:** Certified pay 2024 levy.
- **Feb. 12 through May 20:** Legislative policy session.
- **Jan. and Feb. 2024:** Finalize enrollment projections.
- **Feb. through May 2024:** Review staffing.
- **Feb. through April 2024:** Develop, distribute and review department and site budgets.
- **April 22, 2024:** Preliminary review of FY25 general fund assumptions with legislative assumptions.
- **May 20, 2024:** Propose FY25 budget all funds.
- **June 24, 2024:** Approve FY25 budget all funds.

2

2024-25 Proposed budget

All funds

Fund	Projected fund balance June 30, 2024	Proposed 2024-25 revenues	Proposed 2024- 25 expenditures	Projected fund balance June 30, 2025
General fund	\$142,635,592	\$641,410,751	\$662,382,639	\$121,663,706
Food service fund	\$13,547,936	\$29,629,662	\$29,522,260	\$13,655,338
Community service fund	\$8,442,995	\$30,002,421	\$30,326,421	\$8,118,995
Capital projects fund	\$4,155,430	\$20,000	\$4,175,430	\$0
Debt service fund	\$3,513,204	\$15,452,017	\$15,442,703	\$3,522,519
Trust fund	\$36,006,775	\$750,000	\$750,000	\$36,006,775
Total revenues, expenditures and fund balance	\$208,301,932	\$717,264,851	\$742,599,453	\$182,967,330
FY24 Amended		\$711,554,428	\$724,344,851	
\$ Change		\$5,710,423	\$18,254,602	
% Change		0.8%	2.5%	

3

General fund FY25

Revenue assumptions

Revenue increase of \$1.8 million, or .3%:

- Property tax increase of \$4 million
 - \$2.1 million increase in referendum, LOR, transition and equity.
 - \$971 thousand increase in tech levy.
 - \$667 thousand increase in operating capital levy.
 - \$250 thousand increase in unemployment levy.
- State increase of \$9.6 million
 - \$4.9 million net basic general education revenue increase primarily from \$5.9 million, 2%, increase on the formula offset by levy shifts in LOR.
 - \$4.1 million increase special ed revenue based on estimated FY24 expenditures.
 - \$580 thousand decrease in operating capital aid shifted to levy.
 - \$955 thousand increase in basic skills revenue (compensatory and english learners).
- Federal decrease of \$11.6 million
 - \$11.8 million decrease in Elementary and Secondary School Emergency Relief (ESSER) / American Rescue Plan (ARP) expired funding.
 - \$142 thousand increase in miscellaneous federal grants for special education and career and tech.
- Local revenue net increase of \$12 thousand in miscellaneous categories.

4

General fund FY25

Revenue summary

Revenues	Amended 2023-24 budget	Proposed 2024-25 budget	\$ change	% change
Property tax	\$116,602,942	\$120,603,465	\$4,000,523	3.4%
State revenue	\$482,163,964	\$491,711,301	\$9,547,337	2.1%
Federal revenue	\$25,416,339	\$13,770,242	(\$11,646,097)	-57.0%
Local sales	\$286,600	\$286,600	\$0	0.0%
Other local revenue	\$15,027,217	\$15,039,143	\$11,926	0.1%
Total revenues	\$639,497,061	\$641,410,751	\$1,913,690	0.3%

5

General fund FY25

Expenditure assumptions

Expenditures increase of \$16.6 million, or 2.8%:

- \$14.5 million net increase in salaries.
 - \$18.6 million, or 4.8%, increase based on previously settled contracts and projected settlements.
 - \$2.3 million reduction for Phase I district level reductions and realignment.
 - \$1.8 million reduction for expired ESSER funded positions.
- \$5.5 million increase in benefits.
 - \$7.1 million, or 5.4%, increase based on previously settled contracts and projected settlements.
 - \$880 thousand reduction for Phase I district level reductions and realignment.
 - \$700 thousand reduction for expired ESSER funded positions.

6



General fund FY25

Expenditure assumptions

Expenditures increase of \$16.6 million, or 2.8% continued:

- \$480K net increase in purchased services.
 - \$221 thousand net increase in transportation.
 - 2.55% contract increase.
 - \$550K reduction in buses as a part of district level reductions and realignment.
 - \$257 thousand increase in utilities.
- \$5.5 million increase in supply expenditures.
 - \$1 million increase in textbooks from strategic investments.
 - \$4.5 million increase in tech equipment from tech levy prior year adjustment add back and increase in funding.
- \$9.3 million decrease in capital expenditures.
 - \$9 million reduction in prior year strategic investment facility projects.
 - \$150 thousand reduction in LTFM facility projects to offset increase in staff realignment.
 - \$500 thousand reduction in technology levy capital equipment to offset increase in staff realignment.
 - \$300 thousand increase in LTFM and Operating capital expenditures equal to revenue.

7



General fund FY25

Expenditure assumptions

Phase I expenditure budget reductions:

- \$4.5M in reductions, adjustments and realignment:
 - \$3.1M of district level staff reductions.
 - 8 administrative FTE.
 - 7 custodial FTE.
 - 2 confidential FTE.
 - 3 office professional FTE.
 - 9 paraprofessional FTE.
 - 11.5 teacher FTE.
 - \$707K realignment of positions to restricted funding sources.
 - Tech levy, long-term facilities maintenance and Comm ed.
 - \$550K adjustments transportation reduction of buses.

**\$671K of realignment in FY24 of media services expenditures shifted to library aid.*

8

General fund FY25

Expenditures detail summary

Expenditures	Amended 2023-24 budget	Proposed 2024-25 budget	\$ change	% change
Salaries	\$387,465,092	\$401,929,160	\$14,464,068	4.1%
Benefits	\$132,403,010	\$137,922,133	\$5,519,124	4.6%
Purchased services	\$67,016,418	\$67,495,098	\$478,680	0.9%
Supplies	\$20,741,355	\$26,212,772	\$5,471,417	-32.1%
Capital and other	\$38,176,680	\$28,823,476	(\$9,353,204)	30.8%
Total expenditures	\$645,802,554	\$662,382,639	\$16,580,084	2.8%

9

General fund FY25

Budget summary

	2022-23 Actual	Amended 2023-24 budget	Proposed 2024-25 budget	\$ Change	% Change
Revenues					
Property tax	\$107,224,740	\$116,602,942	\$120,603,465	\$4,000,523	3.4%
State revenue	\$422,209,385	\$482,163,964	\$491,711,301	\$9,547,337	2.1%
Federal revenue	\$34,864,931	\$25,416,339	\$13,770,242	(\$11,646,097)	-57.0%
Local sales	\$553,679	\$286,600	\$286,600	\$0	0.0%
Other local revenue	\$17,038,735	\$15,027,217	\$15,039,143	\$11,926	0.1%
Total revenues	\$581,891,470	\$639,497,061	\$641,410,751	\$1,913,690	0.3%
Expenditures					
Salaries	\$353,375,577	\$387,465,092	\$401,929,160	\$14,464,068	4.1%
Benefits	\$115,233,155	\$132,403,010	\$137,922,133	\$5,519,124	4.6%
Purchased services	\$66,218,150	\$67,016,418	\$67,495,098	\$478,680	0.9%
Supplies	\$28,720,712	\$20,741,355	\$26,212,772	\$5,471,417	-32.1%
Capital and Other	\$37,214,696	\$38,176,680	\$28,823,476	(\$9,353,204)	30.8%
Total expenditures	\$600,762,291	\$645,802,554	\$662,382,639	\$16,580,084	2.8%
Operating surplus (deficit)	(\$18,870,821)	(\$6,305,493)	(\$20,971,888)		
Strategic investment net spend		\$13,425,000	\$9,425,000		
Adjusted operating surplus (deficit)		\$7,119,507	(\$11,543,888)		
Fund balance					
Restricted/reserved fund balance	\$26,871,630	\$36,147,362	\$36,263,243		
Non-spendable	\$2,976,925	\$2,976,925	\$2,976,925		
Assigned fund balance	\$63,891,335	\$50,614,212	\$41,189,212		
Unassigned fund balance	\$55,201,196	\$52,897,095	\$41,234,323		
Total fund balance	\$148,941,086	\$142,635,593	\$121,663,706		
Percent of total expenditures(FY23)	10.4%	10.0%	7.8%		
Percent of operating expenditures(FY23/FY24)					

10

General fund FY25

General fund	Projected Fund balance June 30, 2024	Projected FY25 revenues	Projected FY25 expenditures	Projected fund balance June 30, 2025	Operating balance
Unassigned	\$52,897,095	\$519,660,083	\$531,322,855	\$41,234,323	(\$11,662,772)
Assigned, building carryover	\$7,862,190			\$7,862,19	\$0
Assigned, separation/ret benefit	\$12,376,573			\$12,376,573	\$0
Assigned, q comp	\$908,324	\$9,983,387	\$9,983,387	\$908,324	\$0
Assigned, math action plan	\$5,404			\$5,404	\$0
Assigned, project lead the way	\$1,136,239		\$225,000	\$911,239	(\$225,000)
Assigned, strategic investments	\$19,007,886		\$4,200,000	\$14,807,886	(\$4,200,000)
Assigned, magnet expansion	\$718,489		\$0	\$718,489	\$0
Assigned, cap exp/tech infr/sec	\$8,249,143		\$5,000,000	\$3,249,143	(\$5,000,000)
Assigned, ib	\$349,963			\$349,963	\$0
Non-spendable	\$2,976,925			\$2,976,925	\$0
Restricted, area learning center	\$730,542	\$7,598,360	\$7,598,360	\$730,542	\$0
Restricted, achievement & integration	\$18,388	\$7,554,709	\$7,554,709	\$18,388	\$0
Restricted, basic skills	\$13,075,000	\$38,236,170	\$38,120,286	\$13,190,884	\$115,884
Restricted, capital tech levy	(\$1,086,300)	\$5,989,152	\$5,989,152	(\$1,086,300)	\$0
Restricted, gifted and talented	\$477,959	\$540,605	\$540,605	\$477,959	\$0
Restricted, library aid	\$0	\$670,522	\$670,522	\$0	\$0
Restricted, literacy aid	\$0	\$2,050,817	\$2,050,817	\$0	\$0
Restricted, long-term fac maint	(\$3,876,149)	\$15,858,789	\$15,858,789	(\$3,876,149)	\$0
Restricted, learning development	\$3,485,275	\$8,210,988	\$8,210,988	\$3,485,275	\$0
Restricted, ma billing	\$1,671,281	\$2,000,000	\$2,000,000	\$1,671,281	\$0
Restricted, operating capital	\$15,774,583	\$14,577,000	\$14,577,000	\$15,774,583	\$0
Restricted, safe schools levy	\$1,726,266	\$1,468,235	\$1,468,235	\$1,726,266	\$0
Restricted, scholarships	\$712,240	\$225,000	\$225,000	\$712,240	\$0
Restricted, student activity funds	\$136,506	\$250,000	\$250,000	\$136,506	\$0
Restricted, student support aid	\$0	\$481,327	\$481,327	\$0	\$0
Restricted, staff development	\$3,301,770	\$6,055,608	\$6,055,608	\$3,301,770	\$0
	\$142,635,593	\$641,410,751	\$662,382,639	\$121,663,706	(\$20,971,888)

11

Food service fund FY25

Revenue summary

Revenues	Amended 2023-24 budget	Proposed 2024-25 budget	\$ change	% change
Local revenue	\$11,200	\$11,200	\$0	0.0%
State revenue	\$10,481,750	\$11,751,373	\$1,269,623	12.1%
Federal revenue	\$14,841,972	\$14,476,902	(\$365,070)	-2.5%
Local sales	\$2,968,299	\$3,390,187	\$421,888	14.2%
Transfers in	\$0	\$0	\$0	0.0%
Total revenues	\$28,303,221	\$29,629,662	\$1,326,441	4.7%

- Revenue increase of \$1,326,441 or 4.7 percent.
 - State revenue increase of \$1.3 million(12.1%) is due to the federal rate increase per meal that in turn increases the state meal reimbursements at the free rate for all students.
 - Federal revenue decrease \$365 thousand(2.5%) is due to shift in reimbursements from federal to state due to the MN Free School Meals law.
 - Local sales increase of \$422 thousand due to projected increase in A la Carte student sales.

12

Food service fund FY25

Expenditure summary

Expenditures	Amended 2023-24 budget	Proposed 2024-25 budget	\$ change	% change
Salaries	\$7,442,872	\$8,039,528	\$596,656	8.0%
Benefits	\$2,661,388	\$2,752,087	\$90,699	3.4%
Purchased services	\$2,178,517	\$2,797,377	\$618,860	28.4%
Supplies	\$11,022,746	\$12,106,906	\$1,084,160	9.8%
Capital and other	\$1,466,153	\$3,3826,362	\$2,360,209	161.0%
Total expenditures	\$24,771,676	\$29,522,260	\$4,750,584	19.2%

- Expenditure increase of \$4,750,584 or 19.2 percent:
 - \$597 thousand increase in projected salaries and benefits for existing and open contracts.
 - \$619 thousand increase in purchased services due to increased chargeback for services based on cafeteria supervision.
 - \$1.1 million increase in supplies due to higher food and milk costs and projected increase in meals served.
 - Federal Supply Chain Assistance Funds received during the past two years to offset the cost of food will no longer be available
 - \$2.4 million increase in equipment purchases due to planned upgrades of coolers, freezers and equipment.

13

Food service fund FY25

Budget summary

Revenues	2022-23 Actual	Amended 2023-24 budget	Proposed 2024-25 budget	\$ Change	% Change
Revenues					
Local revenue	\$418,209	\$11,200	\$11,200	\$0	0.0%
State revenue	\$1,074,856	\$10,481,750	\$11,751,373	\$1,269,623	12.1%
Federal revenue	\$14,797,947	\$14,841,972	\$14,476,902	(\$365,070)	-2.5%
Local sales	\$8,168,037	\$2,968,299	\$3,390,187	\$421,888	14.2%
Transfers in	\$0	\$0	\$0	\$0	0.0%
Total revenues	\$24,459,049	\$28,303,221	\$29,629,662	\$1,326,441	4.7%
Expenditures					
Salaries	\$6,852,805	\$7,442,872	\$8,039,528	\$596,656	8.0%
Benefits	\$2,459,454	\$2,661,388	\$2,752,087	\$90,699	3.4%
Purchased services	\$2,064,079	\$2,178,517	\$2,797,377	\$618,860	28.4%
Supplies	\$11,800,094	\$11,022,746	\$12,106,906	\$1,084,160	9.7%
Capital and other	\$1,239,131	\$1,466,153	\$3,826,362	\$2,360,209	161.0%
Total expenditures	\$24,415,563	\$24,771,676	\$29,522,260	\$4,750,584	19.2%
Operating surplus (deficit)	\$43,486	\$3,531,545	\$107,402		
Fund balance					
Restricted/reserved fund balance	\$10,016,391	\$13,547,936	\$13,655,338		
Percent of total expenditures	41.0%	54.7%	46.3%		

14

Community service fund FY25

Revenue summary

- Revenue net increase of \$2,412,467 or 8.7 percent:
 - \$924 thousand (10.7%) increase in state aid revenue.
 - \$379 thousand increase in General Community Ed aid, driven by \$0.93 increase in per capita formula.
 - Adult Basic Ed state aid expected to increase \$270 thousand (7.2%), driven by contact hour growth.
 - Early learning program aids expected to increase \$197 thousand (4.5%), driven by 0-4 year old population estimate growth and projected screening counts.
 - \$41 thousand (0.9%) increase in levy revenue.
 - \$206 thousand (10%) increase in school-age care student with disabilities levy.
 - \$140 thousand decrease in General Comm Ed levy, shifted to aid.

15

Community service fund FY25

Revenue summary

- Revenue net increase of \$2,412,467 or 8.7 percent, continued:
 - Program fee revenue projected to increase \$782 thousand (6%).
 - Annual program fee increases.
 - Modest growth in enrollment.
 - \$699 thousand increase in Department of Human Services(DHS) grant revenue.
 - Great Start Compensation Support program aimed at supporting child care workforce. Replaces pandemic-era, federally-funded DHS grant programs and is expected to continue.
 - Fully paid out to child care staff in form of premium pay.

16

Community service fund FY25

Revenue summary

Revenues	Amended 2023-24 budget	Proposed 2024-25 budget	\$ change	% change
Local revenue	\$18,252,478	\$19,007,529	\$755,051	4.1%
State revenue	\$8,743,136	\$10,365,498	\$1,622,362	18.6%
Federal revenue	\$481,260	\$486,735	\$5,475	1.1%
Transfers in	\$113,080	\$142,659	\$29,579	26.2%
Total revenues	\$27,589,954	\$30,002,421	\$2,412,467	8.7%

17

Community service fund FY24

Expenditure summary

- Expenditure increase of \$1,600,103 or 5.6 percent:
 - \$1.8 million increase in budgeted payroll expense.
 - \$825 thousand of this increase is fully grant-funded premium pay to child care staff (not budgeted in FY24, but expected ongoing).
 - Assumes 3% wage increase except where larger wage adjusts have been negotiated.
 - Assumes 5% increase in health insurance rates.
 - Staffing additions: Programmer, A+ Site Leader floating (2), A+ Site Coordinator floating
 - Staff reductions: ECFE Home Visitor, PreK teacher (2)
 - Comm Ed absorbing portions of administrative positions historically shared with the General Fund as a part of Phase I reductions.

18

Community service fund FY24

Expenditure summary

- Expenditure increase of \$1,600,103 or 5.6 percent, continued:
 - \$81 thousand (2.3%) increase in purchased services.
 - Inflationary cost increases for vendors, utilities, and transportation services.
 - Payments to ABE consortia members increase proportionately with state aid.
 - \$165 thousand decrease (-11.2%) in supplies expenditures.
 - Adventures Plus food costs adjusted down to projected FY24 actuals.
 - Fewer scheduled computer replacements.
 - \$120 thousand decrease (-58%) in capital expenditures.
 - Fewer one-time equipment and outdoor classroom investments scheduled.

19

Community service fund FY25

Expenditure summary

Expenditures	Amended 2023-24 budget	Proposed 2024-25 budget	\$ change	% change
Salaries	\$18,329,306	\$19,922,759	\$1,593,453	8.7%
Benefits	\$5,185,314	\$5,396,113	\$210,799	4.1%
Purchased services	\$3,517,040	\$3,598,117	\$81,077	2.3%
Supplies	\$1,480,118	\$1,315,057	(\$165,061)	-11.2%
Capital and other	\$214,540	\$94,375	(\$120,165)	-56.0%
Total expenditures	\$28,726,318	\$30,326,421	\$1,600,103	5.6%

20



Community service fund FY25

Budget summary

Revenues	2022-23 Actual	Amended 2023-24 budget	Proposed 2024-25 budget	\$ Change	% Change
Revenues					
Local revenue	\$18,096,237	\$18,252,478	\$19,007,529	\$755,051	4.1%
State revenue	\$7,909,349	\$8,743,136	\$10,365,498	\$1,622,362	18.6%
Federal revenue	\$1,842,136	\$481,260	\$486,735	\$5,475	1.1%
Transfers in	\$105,591	\$113,080	\$142,659	\$29,579	26.2%
Total revenues	\$27,953,313	\$27,589,954	\$30,002,421	\$2,412,467	8.7%
Expenditures					
Salaries	\$16,919,339	\$18,329,306	\$19,922,759	\$1,593,453	8.7%
Benefits	\$4,644,017	\$5,185,314	\$5,396,113	\$210,799	4.1%
Purchased services	\$3,083,474	\$3,517,040	\$3,598,117	\$81,077	2.3%
Supplies	\$1,669,247	\$1,480,118	\$1,315,057	(\$165,061)	-11.2%
Capital and other	\$259,119	\$214,540	\$94,375	(\$120,165)	-56.0%
Total expenditures	\$26,575,196	\$28,726,318	\$30,326,421	\$1,600,103	5.6%
Operating surplus (deficit)	\$1,378,116	(\$1,136,364)	(\$324,000)		
Fund balance					
Restricted/reserved fund balance	\$9,579,359	\$8,442,995	\$8,118,995		
Percent of total expenditures	36.0%	29.4%	26.8%		

21



Capital projects fund FY25

Revenue, expenditures and fund balance

- Revenue will remain at \$20 thousand.
 - Interest on the bond proceeds make up all of the revenue.
- Expenditures decreasing by \$4.7 million to \$4.2 million.
 - Completion of the final media center upgrades at the high schools and Anoka Middle School for the Arts - Fred Moore campus.
 - Completion of additional science rooms at Anoka and Blaine high schools.
- Fund balance is projected to be \$0.

22



Capital projects fund FY25

Budget summary

Revenues	2022-23 Actual	Adopted 2023-24 budget	Proposed 2024-25 budget	\$ Change	% Change
Revenues					
Local Revenue	\$607,424	\$20,000	\$20,000	\$0	0.0%
Other financing sources	\$0	\$0	\$0	\$0	0.0%
Total revenues	\$607,424	\$20,000	\$20,000	\$0	0.0%
Expenditures					
Salaries	\$0	\$0	\$0	\$0	0.0%
Benefits	\$0	\$0	\$0	\$0	0.0%
Purchased services	\$1,066,951	\$350,000	\$250,000	(\$100,000)	-28.6%
Supplies	\$0	\$0	\$0	\$0	0.0%
Capital and other fixed costs	\$12,837,238	\$8,500,000	\$3,925,430	(\$4,574,570)	-53.8%
Total expenditures	\$13,904,189	\$8,850,000	\$4,175,430	(\$4,674,570)	-52.8%
Operating surplus (deficit)	(\$13,296,765)	(\$8,830,000)	(\$4,155,430)		
Fund balance					
Restricted/reserved fund balance	\$12,985,430	\$4,155,430	\$0		
Percent of total expenditures	93.4%	47.0%	0.0%		

23



Debt service funds FY25

Revenue, expenditures and fund balance

- Revenue is increasing by \$58 thousand due to reduced debt excess.
- Expenditures are decreasing by \$1,600 due the change in principal and interest payments.
- Fund balance is projected to be \$3.5 million.

24



Debt service funds FY25

Budget summary

Revenues	2022-23 Actual	Adopted 2023-24 budget	Proposed 2024-25 budget	\$ Change	% Change
Revenues					
Local Revenue	\$15,580,106	\$15,391,694	\$15,449,517	\$57,823	0.4%
State Revenue	\$22,898	\$2,500	\$2,500	\$0	0.0%
Land and Bond Sales	\$0	\$0	\$0	\$0	0.0%
Total revenues	\$15,603,004	\$15,394,194	\$15,452,017	\$57,823	0.4%
Expenditures					
Debt service	\$15,442,534	\$15,444,303	\$15,442,703	(\$1,600)	0.0%
Total expenditures	\$15,442,534	\$15,444,303	\$15,442,703	(\$1,600)	0.0%
Operating surplus (deficit)	\$160,469	(\$50,109)	\$9,314		
Fund balance					
Restricted/reserved fund balance	\$3,563,314	\$3,513,205	\$3,522,519		
Percent of total expenditures	23.1%	22.7%	22.8%		

25



Debt service funds FY25

Debt summary

Year of Issue	Original principal	Principal balance 7/1/24	Scheduled principal payments	Ending principal balance 6/30/25
2016A Taxable OPEB refunding*	\$20,170,000	\$11,140,000	\$1,725,000	\$9,415,000
2018A GO School Bldg	\$150,000,000	\$134,550,000	\$3,700,000	\$130,850,000
2020A GO School Bldg	\$93,370,000	\$85,380,000	\$2,020,000	\$83,360,000
Total Bonded Debt	\$263,540,000	\$231,070,000	\$7,445,000	\$223,625,000

26

Debt service funds FY25

Debt summary

- Legal debt limit at 07/01/24 (15 percent of market value).....\$5,012,647,831
 - Less outstanding debt subject to limit.....\$ (214,210,000)
- Legal debt margin.....\$4,798,437,831

**Other post employment benefits (OPEB) debt is not subject to the legal debt margin limit.*


27

Trust fund FY25


Revenue, expenditures and fund balance

- Revenue projected to remain at \$750 thousand.
 - \$750 thousand is the anticipated market gain in Other Post Employment Benefit (OPEB) trust.
- Expenditures are projected to also remain at \$750 thousand.
 - \$750 thousand for OPEB credits to operating funds.
- Fund balance is to remain stable at \$36.0 million.
 - Projected balance of the OPEB trust.

28

 <h1>Trust fund FY25</h1>					
Budget summary					
Revenues	2022-23 actual	Adopted 2023-24 budget	Proposed 2024-25 budget	\$ change	% change
Revenues					
Local revenue	\$2,049,981	\$750,000	\$750,000	\$0	
Total revenues	\$2,049,981	\$750,000	\$750,000	\$0	0.0%
Expenditures					
Benefits	\$2,046,722	\$750,000	\$750,000	\$0	
Other expense	\$0	\$0	\$0	\$0	
Total expenditures	\$2,046,722	\$750,000	\$750,000	\$0	0.0%
Operating surplus (deficit)	\$3,259	\$0	\$0		
Fund balance					
Restricted/reserved fund balance	\$36,006,774	\$36,006,774	\$36,006,774		

29

 <h1>2024-25 Proposed budget</h1>				
All funds				
Fund	Projected fund balance June 30, 2024	Proposed 2024-25 revenues	Proposed 2024- 25 expenditures	Projected fund balance June 30, 2025
General fund	\$142,635,592	\$641,410,751	\$662,382,639	\$121,663,706
Food service fund	\$13,547,936	\$29,629,662	\$29,522,260	\$13,655,338
Community service fund	\$8,442,995	\$30,002,421	\$30,326,421	\$8,118,995
Capital projects fund	\$4,155,430	\$20,000	\$4,175,430	\$0
Debt service fund	\$3,513,204	\$15,452,017	\$15,442,703	\$3,522,519
Trust fund	\$36,006,775	\$750,000	\$750,000	\$36,006,775
Total revenues, expenditures and fund balance	\$208,301,932	\$717,264,851	\$742,599,453	\$182,967,330
FY24 Amended		\$711,554,428	\$724,344,851	
\$ Change		\$5,710,423	\$18,254,602	
% Change		0.8%	2.5%	

30

Comments and questions

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ANOKA-HENNEPIN
SCHOOLS
A future without limits



Anoka-Hennepin School Board

Briefing Notes

DATE: 5/20/2024

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

SUBJECT: District Calendar, 2024-25 School Year

PURPOSE:

Propose adjustment to the 2024-2025 School Calendar to meet the READ Act professional development requirements.

BACKGROUND:

The 2024-25 School Calendar was approved by the School Board on April 24, 2023.

Implementation of the Reading to Ensure Academic Development Act (READ Act), began July 2023 and is ongoing with specific timelines for each component.

As presented in the April 8, 2024, School Board Work Session, additional professional development days are necessary to complete the required professional development. Anoka-Hennepin has chosen to implement LETRS and OL&LA professional development.

CONSIDERATIONS:

In alignment with the READ Act professional development requirements, four changes are being proposed to the 2024-25 School Calendar. Proposed changes impact Elementary Schools, Middle Schools, Two Rivers, and River Trail Learning Center.

	DATE	CURRENT	PROPOSED CHANGE
1.	Friday, October 4	School Day K-12	Elementary: Teacher PD Secondary Schools: School Day
2.	Monday, October 7	Elementary: Teacher/Para PD Secondary Schools: School Day	Elementary: Teacher/Para PD Middle/RTL/Two Rivers: Teacher PD High School: School Day
3.	Friday, December 20	School Day K-12	Elementary: Teacher PD Middle/RTL/Two Rivers: Teacher PD

			High School: School Day
4.	Friday, January 17	School Day K-12	Elementary: Teacher PD Middle/RTLC/Two Rivers: Teacher PD High School: School Day

The current school calendar surpasses the state requirements for instruction to include at least 165 days of instruction, 850 hours of instruction for K, 935 hours for grades 1 through 6, and 1020 hours for grades 7-12 (MN Stat. 120A.41). The Anoka-Hennepin K-12 Calendar includes 170 days of instruction for elementary and 171 days of instruction for secondary.

Adjusting the calendar in high school with more non-student contact/seat time would put us under the 1,020 instructional hours we need, specifically for seniors. Changes to the high school calendar are not being proposed. To meet the approximately 53 hours of professional development required for OL&LA professional development for high school special education and reading specialists:

- Professional development days: Building professional development days and district professional development days (Nov 5, 26, Feb 18, March 17, and April 18) will be used for OL&LA professional development. Total: 35.83
- Collaborative Team Time/Late Start: In addition to the five professional days, 15 late start/CT days will be used to provide the additional time needed for teachers to completed the OL&LA modules.
- Each late start is 70 minutes. It will take approximately 5 CTs to complete 1 module. Therefore it will take 15 CTs to provide the needed time for the modules. Total: 17.5 hours Professional development days 35.83 + CT/Late times 17.5 = 53.33 hours
- OL&LA estimates 5-6 hours per module, so we are using 5.5 hours per module in our calculations, but the 3 hours of synchronous sessions.

A shortage of substitute teachers prohibits being able to pull teachers out of the classroom during the school day to complete the required professional development.

RECOMMENDATIONS/NEXT STEPS:

Recommend approval to convert the three identified student contact days to teacher professional development days for the 2024-2025 School Year.



2024-25 CALENDAR

GRADES K THROUGH 12

2024-25 Calendar Key Dates - GRADES K-12

- Jul 4.....District closed, holiday
- △ Aug 20 - 22New teacher orientation
- Aug 26 - 28No students, workshops
- Aug 29No students, workshops, Para staff dev
- Sep 2.....District closed, holiday
- **Sep 3.....First day of School**
- Oct 4.....No elem students
elem staff dev
- Oct 7.....No elem or middle school students
elem/middle staff dev, K-5 para staff dev
- Oct 17 - 18..... No school, MEA
- Nov 5 No students, staff dev
- **Nov 22End of trimester one**
- Nov 25 No students, PLC/staff dev
- Nov 26No students, staff planning, grades
- Nov 27No school, conf conversion day
- Nov 28District closed, holiday
- Nov 29District closed, holiday
- Dec 20.....No elem or middle school students
elem/middle staff dev
- Dec 23..... No school, winter break
- Dec 24.....District closed, holiday
- Dec 25District closed, holiday
- Dec 26-31..... No school, winter break
- Jan 1.....District closed, holiday
- Jan 17.....No elem or middle school students
elem/middle staff dev
- Jan 20.....District closed, holiday
- Feb 17.....District closed, holiday
- Feb 18.....No students
elem PLC/conf/staff dev, sec staff dev
- **Mar 6 End of trimester two**
- Mar 7.....No students, staff planning, grades
- Mar 10-12.....No School, spring break
- Mar 13-14.....District closed, holiday
- Mar 17..No students, PLC/staff dev/Para staff dev
- April 18..... No students, staff dev
- May 26District closed, holiday
- **Jun 6 End of trimester three**
- **Jun 6.....Last day of school**
- Jun 9.....No students, staff planning, grades
- Jun 19District closed, holiday

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

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

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

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

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

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

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

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

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

MARCH				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

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

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

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

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

AGREEMENT

Between

Anoka-Hennepin School District 11

And

Education Minnesota Anoka-Hennepin
Education Support Professionals
(Community School Programmers and Early Childhood Screeners)

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

TABLE OF CONTENTS

ARTICLE I	PURPOSE.....	1
ARTICLE II	RECOGNITION.....	1
ARTICLE III	DEFINITIONS.....	1
ARTICLE IV	SCHOOL BOARD RIGHTS.....	2
ARTICLE V	UNION RIGHTS	3
ARTICLE VI	EMPLOYEE RIGHTS	4
ARTICLE VII	COMPENSATION	5
ARTICLE VIII	EMPLOYMENT CONDITIONS.....	6
ARTICLE IX	SCHOOL YEAR	7
ARTICLE X	ILLNESS LEAVE	7
ARTICLE XI	LEAVES OF ABSENCE.....	8
ARTICLE XII	INSURANCE BENEFITS	10
ARTICLE XIII	EXTENDED EMPLOYMENT	12
ARTICLE XIV	SENIORITY	13
ARTICLE XV	PROBATIONARY PERIOD.....	14
ARTICLE XVI	GRIEVANCE AND ARBITRATION	14
ARTICLE XVII	403(b) RETIREMENT HEALTH INSURANCE.....	16
ARTICLE XVIII	COPY OF AGREEMENT	17
ARTICLE XIX	DURATION.....	17
ARTICLE XX	SEVERABILITY	17
ARTICLE XXI	DOCUMENT AUTHORIZATION.....	18
	SCHEDULE A (Comm. School Programmers).....	19
	SCHEDULE B (Early Childhood Screeners).....	21

ARTICLE I

PURPOSE

Section 1.1 Parties: This contract is entered into between the School Board of Anoka-Hennepin School District 11, Anoka and Hennepin Counties, Minnesota, (hereinafter referred to as the School Board), and the Education Minnesota Anoka-Hennepin Education Support Professionals (Community School Programmers and Early Childhood Screeners), American Federation of Teachers, National Education Association, Education Minnesota, AFL-CIO, (hereinafter referred to as the Association), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, (hereinafter referred to as the P.E.L.R.A.) to provide the terms and conditions of employment for Education Support Professionals during the duration of this contract.

ARTICLE II

RECOGNITION

Section 2.1 Recognition: The Board recognizes the Association as the exclusive representative of the designated Education Support Professionals unit currently employed by the Board. The exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A., and as described in the provisions of this contract.

Section 2.2 Appropriate Unit: The Association shall represent all the Education Support Professionals as follows: Community School Programmers and Early Childhood Screeners, of the District as defined in this contract and in P.E.L.R.A., including those on leaves authorized by the Board during the period of this contract.

ARTICLE III

DEFINITIONS

Section 3.1 Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees. The terms in both cases are subject to the provisions of M.S. 179A.06 regarding the rights of public employees and the scope of negotiations.

Section 3.2 Employee: Employee shall mean all persons in the appropriate unit employed by the Board in a position described or referred to as Community School Programmers and Early Childhood Screeners.

Section 3.3 District or School District: District or School District shall mean The Anoka-Hennepin School District # 11, Anoka and Hennepin Counties, Minnesota.

Section 3.4 School Day: School day shall mean those days designated by the Board on which students of District 11 are expected to attend school or those days defined in schedule A or B which the district and the union agree meet the definition of a "school day".

Section 3.5 Duty Days: Duty days shall mean those days on which employees are assigned to perform services.

Section 3.6 Extended Duty Days: Extended duty days shall mean those days beyond the basic assigned year on which employees have been assigned to perform services as designated by the Board.

Section 3.7 Working Day: Working day shall refer only to a designation of assigned time and shall mean any day, Monday through Friday and may include Saturdays as set forth in Schedules A or B.

Section 3.8 Basic Assigned Year: The basic assigned year shall refer to the paid duty days and holidays as stated in this contract. The District shall establish an annual standard duty day calendar specific for each program classification.

Section 3.9 Representative: Representative shall mean a person or persons designated by the Board or the Association as exclusive representative, as per P.E.L.R.A.

Section 3.10 Board or School Board: Board or School Board shall mean the School Board of Anoka-Hennepin School District No. 11 or its designee.

Section 3.11 Association: Association shall mean the Education Minnesota Anoka-Hennepin Support Professionals.

Section 3.12 P.E.L.R.A.: P.E.L.R.A. shall mean the Public Employment Labor Relations Act of 1971 as amended.

Section 3.13 Other Terms: Terms not defined in this contract shall have those meanings as defined by P.E.L.R.A.

Section 3.14 Job Classification: Job classification shall mean the specific job description relating to a category of employees or an employee. Examples are as follows: All community school programmers have the same classification. All Early Childhood Screeners have the same classification.

ARTICLE IV

SCHOOL BOARD RIGHTS

Section 4.1: It is recognized that except as expressly stated herein, the employer shall retain whatever rights and authority granted by State Statutes in order to operate and direct the affairs of the schools in all of their various aspects, including but not limited to, the educational policies of the schools; the right to direct and assign employees, to schedule working hours; to determine whether goods and services should be made or purchased; to make and enforce reasonable rules and regulations affecting terms and conditions of employment that are uniformly applied and enforced in accordance with the provisions of the rules and regulations. Any term or condition of employment not specifically established by this Contract shall remain solely within the discretion of the employer to modify, establish or eliminate.

Section 4.2: 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 employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

ARTICLE V

UNION RIGHTS

Section 5.1 Use of Facilities: The Association shall be afforded reasonable use of school buildings. Prior approval for such use must be obtained from the building principal.

Section 5.2 Transaction of Business: Duly authorized representatives of the Association shall be permitted to transact official Association business on school premises contingent upon notification of the building principal provided that this shall not interrupt the operations of the school. The Association may use the District mail service and employee mailboxes for communications to employees. This cannot be used for endorsement of political candidates, and any abuse of this privilege will result in its immediate termination.

Section 5.3 Bulletin Boards: The Association shall have the right to post announcements and notices of its activities and concerns on school bulletin boards designated for such use. The Association shall be responsible to remove notices on a timely basis.

Section 5.4 Access to Information: Upon request, the employer or the employer's designee agrees to provide the Association information available to it concerning unit staffing and financial resources of the School District, including the names and addresses and positions on the pay-rate schedule of all employees in the bargaining unit and such other information requested by the Association in contract matters or in the processing of a grievance.

Section 5.5 Time Off for Exclusive Representative: The District will provide reasonable time off to elected officers or appointed representatives of the Exclusive Representative for the purpose of conducting the duties of the Exclusive Representative including contract mediation, grievance investigation, and grievance processing and conferring with District representatives and immediate supervisors with respect to the establishment, interpretation, and application of the provisions of this Agreement. The Exclusive Representative shall notify his/her immediate supervisor at least two (2) days prior to the use of such time off except in emergency situations.

Subd. 5.51 For purposes of attending union conferences, conventions, or other non-local union functions, permission to attend must be requested from the General Counsel at least one week in advance. The union shall reimburse the District for the cost of substitutes when used to replace the employee.

Section 5.6 Meet and Confer Upon request by either the Association or the Board's designee, the parties shall meet and confer on items of concern during the year. No more than four meetings shall be held during one year; however other meetings may be called by mutual agreement. Failure to agree on a matter discussed under this provision shall not be considered an unfair labor practice by either party.

ARTICLE VI

EMPLOYEE RIGHTS

Section 6.1 Right to Join Organizations: Employees shall have the right to form and join labor or employee organizations and shall have the right to not form or join such organizations.

Section 6.2 Dues Check Off: Any employee who is a member of the Association, or who has applied for membership, may request the School District in writing, signed by the individual employee, on a form furnished by the Association, deduction of membership dues of the Association.

Subd. 6.21. Employees 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 employees, shall be obligated to check off said fee from the earnings of the employee 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.

Section 6.3 Personnel Files: All evaluations and files generated within the District relating to each employee shall be available during regular school business hours upon written request. The employee shall have the right to reproduce any contents of the file, at their own expense, and to submit for inclusion employee response to any material contained within. The employee shall be notified within five (5) working days when materials or information relating to job performance or derogatory information is placed in the file.

Section 6.4 Employee Discipline:

Subd. 6.41. An employee shall not be disciplined, reprimanded, or reduced in rank or compensation without just cause.

Subd. 6.42. Normal discipline will be prescribed in the following manner:

- A. verbal warning
- B. written warning
- C. temporary suspension with or without pay
- D. termination

If a supervisor meets with an employee to discuss possible written reprimand, suspension or discharge, the employee shall be entitled to have a union representative present. The meeting shall occur within two (2) working days after the district's request for such meeting.

Subd. 6.43. Serious deficiencies or infractions by an employee may require the district to act without following the progressive steps listed in Subd. 6.42 and may even require immediate termination.

ARTICLE VII

COMPENSATION

Section 7.1 Salary Schedule.

Subd. 7.11. The basic salary schedule set forth in Schedule A or B attached hereto shall be a part of this agreement. Employees shall be placed on Schedule A or B on the effective date and at the appropriate step as provided by this contract. Retroactive pay for the ~~2021~~**2023**-~~224~~ school year shall be provided to active district employees, and/or employees who have retired during the time of this contract.

Subd. 7.12. All employees hired after the date of execution of this agreement shall be placed on such salary schedule at such step as agreed between the school district and the employee based upon their qualifications and experience.

Subd. 7.13. In the event a successor agreement is not entered into prior to June 30, ~~2023~~**5**, an employee shall remain at the same step as compensated during the ~~2022~~**2024**-~~2325~~ contract year until a successor agreement is reached, which agreement shall govern step advancement for the next agreement.

Subd. 7.14. A new employee shall be eligible for step advancement on July 1 if employed prior to the previous January 1. If the new employee is employed after January 1, the employee shall be eligible for schedule improvement, if any, but shall remain at the same step until the following July 1.

Subd. 7.15 An employee who is required to work in excess of 40 hours a week shall be paid time and one half their hourly rate of pay provided in Appendix A or B of the agreement, in compliance with the Fair Labor Standards Act.

Section 7.2 Pay Procedures: Paychecks shall be electronically deposited every second Friday.

Section 7.3 Pay Periods: Pay periods are defined in schedules A or B.

Section 7.4 Payroll Deductions: Payroll deductions for the tax deferred plans, United Way, etc. shall be as per District policy.

ARTICLE VIII

EMPLOYMENT CONDITIONS

Section 8.1 Salary Provisions: The School District will make every effort to notify employees of their continued employment with the District by August 1 of each year. Clientele demand will be the basis for program continuation. The notice shall contain wage rate, daily hours/days, job title, and location. Any modification of the August 1 date is listed in schedules A or B.

Section 8.2 Reimbursable Expenses: All expenses made with supervisor approval will be reimbursed within a reasonable time of presentation of a voucher to the District Business office according to District policy on authorization of the Board. Examples of reimbursable expenses include registration for approved clinics, seminars, workshops; travel; lodging; and meals.

Section 8.3 Business Travel: Employees using private vehicles with the approval of the building supervisor in travel on District business shall be reimbursed at the maximum

allowable IRS rate in effect at the time. No employee shall be required to use his/her personal vehicle for travel on School District business or to transport students.

Section 8.4 Employment Opportunities: When vacancies in the School District occur, the vacancy notice shall be posted electronically pursuant to Department of Employee Services' procedures. All employees shall be given an opportunity to apply to such vacancies within the time period stated in the posting. Vacancies shall be filled by the applicant with the strongest qualifications, greatest experience, and appropriate training. If these are basically equal, seniority will be the deciding factor.

Section 8.5 Transfer Request: A copy of the request for transfer shall be presented to the District 11 Department of Employee Services.

Section 8.6 Duty Day: Schedule A or B indicates the specific basic day as it applies to each of the general employee groups. The school district may employ such part-time employees as it deems appropriate. Hours worked beyond forty (40) hours in a given week would be considered overtime pay at a time and one-half rate.

Section 8.7 Duty Free Lunch: Each employee who is directed to work through the lunch time or dinner time shall be provided a thirty (30) minute duty-free unpaid lunch period.

Section 8.8. Duty During Lunch: In exceptional situations, an employee may be required to perform duty during his/her duty-free lunch period. In these situations, the employee shall be compensated for such service performed at their regular hourly rate, prorated up to thirty (30) minutes or compensatory time may be allowed.

Section 8.9 Breaks: Applicable preparation time is defined in Schedule A or B.

ARTICLE IX

SCHOOL YEAR

Section 9.1 Days: The School Board shall adopt the calendar for school days and workshop days for the next year. The employees shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school and has determined to conduct school pursuant to such authority.

Section 9.2 Emergency Closing: In the event that the School District is closed due to an emergency or inclement weather, employees are not required to work on that day except if needed for the safety of the students or property. There shall be no loss of pay for employees (excludes employees on Board approved leaves). If an employee is absent using sick leave (except Board approved leaves) when an emergency closing occurs, the leave shall not be deducted. The District may require the employee to work with pay on another day if the work day is rescheduled.

Section 9.3 School Open - Inability to Report: If school is in session and the employee is unable to report to work, the employee shall have their pay docked for said day missed. In certain circumstances, exceptions may be made at the District's discretion.

Section 9.4 Holidays: Paid holidays, if any, are defined in Schedules A or B.

Section 9.5 Staff Development: Employees who request and receive approval to attend staff development opportunities beyond the normal work year as set forth in Schedule A or B shall be compensated on a pro-rata basis according to the hourly rate of pay for the normal contract year.

ARTICLE X

ILLNESS LEAVE

Section 10.1 Illness Leave: For purposes of this contract, illness leave may also be called "sick leave"

Subd. 10.11 Eligible employees who work at least 172 days per year shall accrue sick leave at the rate of twelve (12) days per year based on the individual employee's assigned hours per day. Employees who work less than 172 days per year shall receive sick leave hours on a prorated basis.

Subd. 10.12 Unused sick leave days may accumulate to an unlimited amount.

Subd. 10.13 Sick leave shall not accumulate during any time that an employee is out on unpaid absence.

Subd. 10.14 In cases of frequent or intermittent illness, the employee may be required by their supervising administrator or District personnel administrator to submit a certificate concerning the condition of health from a physician.

~~Subd. 10.15 Employees who have previously accumulated sick leave before September 1, 1993, shall be credited with that amount. Employees who have not accumulated sick leave prior to September 1, 1993, shall be granted twelve (12) days at the time the contract is signed by the parties involved. These twelve (12) days shall be the beginning of said employees accumulated sick leave and carried over to the 1993-1994 school year.~~

Subd. 10.156 Sick leave may be used for personal illness, serious illness of a member of the immediate family or on account of death of a member of the immediate family. The immediate family shall include spouse, children, parents, siblings, grandparents and in-laws of similar degree of relationship.

Section 10.2 Buy Back: Employees who have accumulated at least 60 days of sick leave and have not used two thirds (2/3) of their yearly allotment may sell up to five (5) sick days to the District payable in August of each year.

ARTICLE XI

LEAVES OF ABSENCE

Section 11.1 Personal/Emergency Leave: ~~Effective July 1, 2005, t~~Three (3) non-cumulative personal leave days deducted from sick leave shall be granted each year at the employee's discretion; employees with 10 years or more seniority shall be granted one additional personal leave day. Employees may request personal leave days on a first requested, first granted basis at least five (5) days in advance, except in emergency situations. A request is a filed, signed personal leave request form. However, supervisor approval is required for personal leave under the following circumstances:

- A. Personal leave requests within the first five (5) days of the school calendar year/program start date or within the last five (5) days of the student calendar year/program end date.
- B. More than one employee within each job classification has requested personal leave on the same day.
- C. Personal leave requests on Mondays (Tuesday of Memorial week-end) or Fridays, commencing on May 1st and continuing until the end of the school year.
- D. Personal leave requests adjacent to a scheduled break or to requests for unpaid days off.
- E. In cases where two or more employees within the same classification submit their request at the same time, District wide seniority shall be used to break the tie (the most senior employee shall be granted leave).

Section 11.2 Maternity and/or Child Care Leave of Absence: Maternity/child care leaves of absence will be granted in accordance with the following subdivisions:

Subd. 11.21 Notification: No later than ninety (90) days after knowledge of becoming pregnant, the employee shall provide a doctor's statement to her supervisor indicating: (1.) the general health condition of the employee and (2.) the expected date of birth.

If the employee remains in good health and wishes a maternity leave and/or a child care leave, she shall submit a "Request for Maternity Leave of Absence" through her supervisor addressed to the Employee Services Department at least ninety (90) days before the expected date of birth. The employee shall be granted a child care leave of absence without pay not to exceed nine months (June, July, and August not included). A maternity leave shall not normally exceed thirty (30) working days. However, if complications develop or the disability continues, a doctor's statement shall be required for the employee to continue using accumulated sick leave during the period of disability. An unpaid child care leave is defined as the period of time an employee intends for the convenience and comfort of the employee as well as the care of the child.

The employee's supervisor shall consider the ability to perform the job assignment, and the wishes of the employee in determining the starting date for the leave of absence. Notice of the leave approval will be forwarded to the employee and her supervisor. Failure to return within the specified time of unpaid leave shall be cause for termination.

Subd. 11.22 Health Insurance: Employees on maternity leave shall have their health insurance continue while they are using sick leave on disability status. Employees on an unpaid child care leave shall be responsible for the total cost of health insurance

while they are on leave by paying the group rate cost except as noted in the Federal Family Leave Act.

Subd. 11.23 Seniority: District seniority shall accumulate during the first six (6) months of child care leave of absence and thereafter be retained but not accumulate.

Subd. 11.24 An employee may choose to use earned sick leave for the regular duty days she is disabled. This disability shall begin no later than the first day of confinement and no sooner than the date of confinement unless the employee is disabled with complications and presents the district with a doctor's statement. Cases of an unusual nature shall receive special consideration. Written request to use sick leave days must be submitted to the Director of Labor Relations/Benefits.

Subd. 11.25 Job Security: Employees returning from maternity and/or child care leave will not receive less compensation than at the time the leave started. Employees selecting and completing a maternity and/or an unpaid child care leave of six (6) months or less during the school year shall retain the same position.

Section 11.3 Adoption or Paternity Leave of Absence: An employee shall be granted adoption/paternity leave of absence without pay, not to exceed twelve months. Seniority shall be retained but not accumulate after six months. 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 shall commence within the first twelve months of the birth or adoption.

Section 11.4 Jury Duty: An employee called for jury duty shall suffer no loss of salary. Full salary shall be paid by the District; but compensation received by the employee for jury duty, exclusive of expenses, shall be returned to the District.

Section 11.5 Leaves for Court Hearings: Court leave with pay shall be granted to employees for the time necessary to make appearance(s) in any court proceeding resulting from District work activities. This shall not apply to court cases initiated by the employee or the Association against the District.

Section 11.6 Military Leaves: Employees shall be granted military leave as required or allowed by federal and state statutes.

Section 11.7 Short Term Unpaid Leave: The building principal/supervisor may grant leaves of absence of up to five days without pay to be taken either consecutively or singly. An additional day may be granted by the principal (supervisor) under unusual circumstances.

Section 11.8 Extended Leaves of Absence: Extended leaves of absence may be granted in accordance with School Board policies for educational leaves or for any reason. Requests for these leaves should be submitted in writing to the Employee Services Department for consideration.

Section 11.9 Effect of Leaves in Excess of Six Months: If an employee has a six month continuous leave of absence, that position may be posted as a vacancy. Upon return from leave, the employee will take the next available opening for which qualified, unless the absence was for job-related injury in which case the employee shall be entitled to the least senior position for which qualified.

Section 11.10 Federal Family Leave: Family leave as stated in applicable federal law shall be accommodated within the above guidelines.

Section 11.11 Eligibility for Extended Leaves: Employees not working an average of twenty (20) hours per week shall not be eligible for the benefits of extended leave of absence.

ARTICLE XII

INSURANCE BENEFITS

Section 12.1 Selection of Carrier: The selection of the insurance carrier and policy shall be made by the District.

Section 12.2 Eligible Employees: Employees assigned to work six (6) hours per day for at least 172 days over the fiscal year.

Section 12.3 Medical-Hospitalization Insurance:

Subd. 12.31 Single Coverage: Effective September 1, 202~~03~~²⁴, through August 31, 202~~24~~²⁴, the School Board shall contribute seven hundred **seventy** dollars (\$77~~00~~⁰⁰) per month of the premium for single coverage for full-time employees who qualify for and are enrolled in the School District group health and hospitalization plan; effective September 1, 202~~42~~²⁴, the School Board shall contribute up to **seven hundred thirty-five hundred ten** dollars (\$~~735~~⁸¹⁰.00) of the premium for single coverage for eligible, enrolled employees.

Subd. 12.32 Family Coverage: Effective September 1, 202~~03~~²⁴ through August 31, 202~~24~~²⁴, the School Board shall contribute one thousand **two-three** hundred **fifty** **seventy-five** dollars (\$1,~~250~~³⁷⁵.00) per month for full-time eligible and enrolled employees towards the premium for family coverage. Effective September 1, 202~~24~~²⁴, the School Board shall contribute one thousand **three-five** hundred **ten-fifty** dollars (\$~~1,310~~^{1,515}.00) per month for full-time eligible and enrolled employees towards the premium for family coverage. Thereafter, the District contribution shall increase by the same dollar amount as the negotiated increase in single coverage.

Subd. 12.33 Dual Spouse Coverage: Dual Spouses: Effective September 1, 202~~0-2023~~²⁴ through August 31, 202~~24~~²⁴, the District shall contribute up to **one thousand nine hundred fiftytwo thousand one hundred forty-five** dollars (\$~~1,950~~^{2,145}.00) per month of the premium for family coverage. Effective September 1, 202~~24~~²⁴, the District shall contribute up to two thousand **three hundred twenty-five** **forty-five** dollars (\$~~2,045~~^{2,325}.00) per month of the premium for family coverage.

Subd. 12.34 Any additional cost of the premiums shall be paid by the employee via payroll deductions.

Section 12.4 Income Protection (LTD Insurance): For eligible enrolled employees, the District will pay the premium of income protection insurance.

Section 12.5 Term Life Insurance: For all eligible enrolled employees effective on the first of the month following a full month following ratification of this agreement, the District will pay the premiums **for a minimum thirty thousand dollar (\$30,000) term life insurance policy. Effective December 1, 2008, the District shall pay premiums** for a fifty thousand (\$50,000.00) term life insurance policy.

Subd. 12.51 Supplemental Life Insurance: This benefit is subject to the insurance carrier agreeing to open enrollment for employees to purchase additional amounts of coverage.

Section 12.6 Worker's Compensation: The employer shall provide worker's compensation insurance as required by law with the following provisions: Upon request of the employee who is absent from work as a result of a compensable injury, the employer will pay the difference between the compensation received pursuant to the worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave.

Section 12.7 Dental Insurance: Effective September 1, 2018, for each eligible enrolled employee, the District shall contribute up to eighty dollars (\$80.00) per month.

Section 12.8 Liability Insurance: The employer shall provide liability insurance on all employees to cover acts of the employees while acting within the scope of their employment. Such policy shall include an errors and omission clause.

Section 12.9 Initial Enrollment: Coverage for those employees not enrolled at the date of contract signing will be covered, subject to carrier approval, on the following first of the month or upon written notice from the carrier, whichever is later.

Section 12.10 Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as the result of a denial of insurance benefits by an insurance carrier.

Section 12.11 Duration of Insurance Contribution: An employee is eligible for District contributions provided in this Article as long as the employee is employed by the School District. Upon termination of employment all District participation and contribution shall cease, effective on the last day of employment.

Section 12.12 Extension of Insurance Protection: Health, dental, and life insurance shall continue in force at the employee's expense for all board approved leaves. In the event of employee termination or retirement, the employee may participate in the group health and medical insurance plan for a period as provided by law, at the employee's expense. Payments for the extension of benefits must be received in the District insurance office prior to the first of the month for which coverage is desired. The District will not contribute to the cost of insurance coverage after an employee terminates.

Section 12.13 Insurability: Employees who do not elect participation in the insurance programs within thirty (30) calendar days of initial employment or change participation in the insurance program during the scheduled open enrollment periods shall establish insurability and eligibility as required by the appropriate insurance carrier.

Section 12.14 Eligible Education Support Professionals may elect to participate in the school district flexible spending accounts by enrolling during the open enrollment period.

ARTICLE XIII

EXTENDED EMPLOYMENT

Section 13.1 Compensation: The individual compensation shall be on a prorata basis according to the daily rate of pay for the normal contract year as shown in schedule A or B.

Section 13.2 Selection: Extended employment shall be offered to current employees before any outside persons are hired. Extended employment shall be filled by the applicant with the strongest qualifications, greatest experience, and appropriate training. If these are basically equal, seniority will be the deciding factor.

Section 13.3 Fringe Benefits: Persons who are employed for the extended employment period only shall not be eligible for contracted holidays, or any other paid leave provisions. Staff who are employed as regular employees through the regular school year shall be eligible for fringe benefits and paid leaves of absence as prescribed elsewhere in this contract.

Section 13.4 Notification: The District will post the number of positions and their locations which will be available from the extended employment program within five (5) days after the determination that an extended employment program will be offered. Current staff will have five (5) days to declare their intent to work and apply for the positions. After the five (5) day limit, current staff who desire extended employment will be employed ahead of other outside persons and for any positions not yet filled or which are added due to needs not anticipated.

ARTICLE XIV

SENIORITY

Section 14.1 Seniority: An employee's seniority date shall be based on the date the employee commenced the first day of unit work. Seniority shall continue to accrue while a person is on layoff. The District shall maintain a seniority list covering all employees (Education Support Professionals) with their date of hire and job classification. Equal seniority shall be decided by the lowest employee number.

Section 14.2 Layoffs, Recalls and Assignments: The parties agree that seniority will be a tie breaker in transfers and filling extended employment positions. With layoffs, those staff members lowest in seniority in their particular position (job classification) will be the first to be laid off and the last to be recalled. Those staff members highest in seniority will be the last to be laid off and the first to be recalled.

Subd. 14.3 Recall List: The recall list shall be maintained for two (2) years.

Subd. 14.4 Recall Notification:

- A. When placed on leave, the employee shall file his/her name and address with the Employee Services Department for which any notice of reinstatement or availability of a position shall be mailed. It shall be the responsibility of the employee to provide for forwarding of mail or for address changes. Notification to all employees who are on layoff shall be sent by certified mail. Failure of a notice to reach the employee shall not be the responsibility of the School District if any notice has been mailed as provided herein.

- B. Return: Failure to give written notification personally or by certified mail to District 11 accepting recall within five (5) calendar days after postal verified receipt of notice of recall or position shall constitute an indication that return is not desired. Two (2) years from the date of the layoff without recall shall be the expiration of all right to return unless this date is extended by written mutual consent by both the Board and the Association.

Section 14.5 The Board will be responsible for compiling and keeping the seniority list current. The Board shall supply the Union of said seniority lists on or before April 1st of each year, and any changes thereof as requested.

Section 14.6 Persons shall forfeit seniority for the following reasons:

- A. Termination of employment other than layoff according to provisions of this Article.
- B. Failure to return from authorized leaves of absence unless the leave is extended by mutual consent of the parties.

Section 14.7 Persons shall continue accumulation of seniority while on authorized leaves of absence within the time limits outlined.

ARTICLE XV

PROBATIONARY PERIOD

Section 15.1 Probationary Period: An employee under the provisions of this Agreement shall serve a probationary period of 120 days of actual work time in a specific job classification commencing the first day of unit work in that classification; effective upon union ratification of this agreement, the probationary period shall be the equivalent of one school year of actual work (175 days of actual work time for Community School Programmers and 185 days of actual work time for Early Childhood Screeners). During this probationary period, the School District shall have the unqualified right to suspend without pay or discharge; and during this probationary period, the employee shall have no recourse to the grievance procedure for such action. However, a probationary employee shall have the right to bring a grievance on any other provision of the contract alleged to have been violated.

ARTICLE XVI

GRIEVANCE AND ARBITRATION

Section 16.1 Definitions:

Subd. 16.11 Grievance: A grievance shall mean a complaint by an employee(s) that there has been a violation, misinterpretation or misapplication of the provisions of this Agreement.

Subd. 16.12 Days: Days mean calendar days excluding Saturdays, Sundays, vacation or holidays as provided for in the school calendar.

Subd. 16.13 Reduced to Writing: Reduced to writing means a concise statement outlining the nature of the grievance, the point of contention or disagreement and the relief sought.

Subd. 16.14 Answer: Answer means a concise response outlining the employer's position and action on the grievance.

Subd. 16.15 Grievant(s): Grievant(s) mean an individual employee or group of employees.

Subd. 16.16 Denial of Grievance: Failure by the School Board or its designated representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Subd. 16.17 Named Official: The School District reserves the right to name a designee for the named official in any level of the grievance procedure.

Subd. 16.18 First Level Supervisor: First Level Supervisor means the supervisor/principal/administrator to whom the employee reports.

Subd. 16.19 Second Level Supervisor: Second Level Supervisor means the assistant superintendent/president/supervisor to whom the first level supervisor reports.

Section 16.2 Level I: Whenever an employee or group of employees has a grievance, the aggrieved shall complete and submit the District grievance form to the first level supervisor within twenty (20) days of the alleged grievance. If the grievance cannot be resolved by the first level supervisor within ten (10) days, the first level supervisor shall formally meet with the grievant within five (5) days and reduce to writing his/her answer and submit it to the grievant(s) within three (3) days. At this level and all subsequent levels the grievant(s) may request that an Association representative or any other persons represent them and be present at any and all meetings with the employer agent.

Section 16.3 Level II: If there is no resolution to the grievance at Level I, the grievant(s) shall, if the grievance is to be pursued, reduce to writing the grievance and within ten (10) days submit it to the second level supervisor. Within seven (7) days the second level supervisor or his/her designee will meet with the grievant(s) and reduce to writing their answer.

Section 16.4 Level III: If there is no resolution of the grievance at Level II, the grievant(s) shall, if the grievance is to be pursued, reduce to writing the grievance and within ten (10) days submit it to the General Counsel. Within seven (7) days the General Counsel shall meet with the grievant(s) and reduce to writing her/his answer.

Section 16.5 Arbitration: If there is no resolution at Level III, the grievant(s) may request arbitration. Such a request to the General Counsel will be within ten (10) days of receipt of the Level III answer. The General Counsel, the grievant(s), or union representative shall request from the Bureau of Mediation Services (BMS) a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance within thirty (30) days of his/her selection.

Section 16.6 Hearing: The arbitrator shall schedule a hearing de novo at which each party shall have the right to representation as they may choose and the opportunity to submit evidence, offer testimony and make written or oral arguments relating to the grievance.

Section 16.7 Jurisdiction: The arbitrator shall have jurisdiction over disputes properly brought before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to, subtract from or modify the terms of this Agreement.

Section 16.8 Decision: The decision of the arbitrator shall be rendered within thirty (30) days after the close of the hearing. The arbitrator shall have the power to make appropriate awards and his/her decision shall be binding.

Section 16.9 Expenses: Each party, employer and employee, shall bear fifty (50%) percent of the fee and expenses of the arbitrator. The cost of the transcript or recording of the hearing, if requested, shall be borne by the requesting party. A request for a copy of a transcript already prepared for one of the parties shall cause the second party to share equally in transcription costs.

Section 16.10 Processing of Grievance: The processing of all grievances shall be during normal work days, and employees shall not lose wages due to their participation. Processing shall be defined as meetings with the administration to discuss the grievance.

Section 16.11 Computation of Time: The count of days will begin the first day after the alleged violation occurred or after receiving a written complaint or answer. Correspondence sent by certified or registered mail having a postmark date within the time limit shall meet the time requirement.

Section 16.12 Time Limits and Level Waiver: Failure to adhere to the time limits may result in forfeiture of the grievance, or in the case of the employer, automatically mean the grievance is denied. The parties, by mutual written agreement, may waive any step and extend any time limits in this procedure.

ARTICLE XVII

403(b) AND RETIREE HEALTH INSURANCE

Section 17.1 403(b): All employees who are eligible for insurance as set forth in Article XII are eligible to receive up to ~~one thousand five hundred dollars (\$1500.00) in a 403(b) matching program. Effective July 1, 2013, each eligible employee with at least ten (10) years of seniority is eligible to receive up to~~ two thousand dollars (\$2000.00) **annually** in a 403(b) matching program **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.- The maximum individual lifetime matching contribution by the District shall be fifty thousand dollars (\$50,000.00).**

Section 17.2 Retiree Health Insurance: Effective following Board adoption of this agreement, employees who have at least ten (10) years of seniority with the District, are immediately eligible for a Minnesota state retirement pension, and who notify the superintendent of intended retirement no later than March 1 and are enrolled in the health and dental insurance plans, may elect to continue to participate in the District's health and dental insurance programs. ~~The value of accumulated unused sick leave over 80 sick leave days shall be allocated to the Health Care Savings Plan for benefit eligible enrolled employees.-~~ **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.**

Section 17.3 Mandatory Retirement: Retirement shall be mandatory only to the extent required by law.

ARTICLE XVIII

COPY OF AGREEMENT

Section 18.1 Publishing: The School District shall post this Agreement on its website; copies will be provided to employees upon request.

ARTICLE XIX

DURATION

Section 19.1 Effective Dates: This Contract will be effective for the period July 1, 2023~~1~~ through June 30, 2025~~3~~ or thereafter as provided by PELRA.

ARTICLE XX

SEVERABILITY

Section 20.1 Law: If any provision of this Agreement is or shall at any time be contrary to law then such provision shall not be applicable or performed or enforced, and substitute action, if any, shall be subject to appropriate consultation and negotiation between the parties. In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions in the Agreement shall continue in effect.

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ARTICLE XXI

DOCUMENT AUTHORIZATION

Section 21.1 Document Authorization: In witness whereof the parties hereto caused this contract to be signed by their respective presidents, attested by their chief negotiators and their signature to be placed herein, all on the day and year first above written.

ASSOCIATION GROUP

BOARD OF EDUCATION

Chairperson

Executive Director of Human Resources

Dated: _____

Schedule A
Salary Schedules for Community School Programmers

<u>2021-22</u> Step Movement			<u>2022-23</u> Step Movement	
2020-21 STEP	2021-22 STEP	RATE	STEP	RATE
2	1	19.25	1	19.75
3	2	19.80	2	20.30
4	3	20.70	3	21.20
5	4	21.45	4	21.95
	*		**	

<u>2023-24</u> Step Movement		-	<u>2024-25</u> Step Movement	
STEP	RATE		STEP	RATE
1	20.94		1	21.56
2	21.52		2	22.16
3	22.47		3	23.15
4	23.27		4	23.97

Employees with 10 years or more seniority on the date of the contract ratification will receive a one-time payment of \$850. ~~*Returning employees who were on step 5 in 2020-21 will receive a one time off schedule payment of \$750.00 in 2021-22.~~

~~**Returning employees who were on step 4 in 2021-22 will receive a one time off schedule payment of \$750.00 in 2022-23.~~

Pay periods shall be every other Friday during the term of employment.

Hours and Days of Service: The number of duty days per year and hours per day will be established by the District at the beginning of each year with modifications being made by mutual agreement between the District and the employee to meet program needs and changes. The normal work year shall be 1752 days **plus-including** three (3) paid holidays. **Any additional days worked beyond the 172 shall be compensated at the employee's regular hourly rate.** †The work week shall be 4 or 5 days per week as determined by the supervisor. No more than an average of one Saturday may be worked each month by an

employee at regular pay, any more than an average of one Saturday per month shall be paid at one and one-half times the employee's regular hourly rate. All Saturday work must be preapproved by an employee's supervisor.

Holidays: ~~Community School employees shall be paid for three (3) holidays. The amount of holiday pay shall be based on the assigned hours per day for the position as established by the District.~~ **Twelve days during the period July 1 through June 30 shall be designated as holidays. A holiday shall be defined as a day on which a Community School Programmer shall not be scheduled to perform duties and responsibilities. The calendar days on which the twelve holidays are observed shall be established by the School Board.**

Three district holidays shall be designated as paid holidays as mutually agreed upon by the employee and their supervisor.

Employees assigned to 220 or more duty days shall receive eleven paid holidays. The amount of holiday pay shall be based on the assigned hours per day for the position as established by the District.

Sick Leave: Sick leave shall be based on the day worked; therefore an employee who is assigned to a four day week with ten hours in each day shall receive a sick day based on ten hours, not eight hours. Conversely an employee who works four hours per day shall receive a sick day based on four hours, not eight hours.

Layoff or reduction in time notice: The District will make every effort to notify any employee at least thirty days in advance if said employee is proposed to be placed on layoff or reduced in time in order to ensure that the District has proposed to layoff or reduce the least senior person in any given job classification. The District will make every effort to notify Community School Programmers of their continued employment for the calendar periods September 1 - December 31 by August 15 of each year and for calendar periods January 1 - May 31 by December 1 of each year.

Schedule B
Salary Schedule for Early Childhood Screeners

<u>2021-22</u> Step Movement			<u>2022-23</u> Step Movement	
<u>2020-21</u> STEP	<u>2021-22</u> STEP	<u>RATE</u>	<u>STEP</u>	<u>RATE</u>
4	1	29.30	1	29.80
5	2	30.45	2	30.95
6	3	31.25	3	31.75
7	4	32.25	4	32.75
	*		**	

<u>2023-24</u> Step Movement		<u>2024-25</u> Step Movement	
<u>STEP</u>	<u>RATE</u>	<u>STEP</u>	<u>RATE</u>
1	30.69	1	31.61
2	31.88	2	32.83
3	32.70	3	33.68
4	33.73	4	34.74

~~*Returning employees who were on step 7 in 2020-21 will receive a one time off schedule payment of \$750.00 in 2021-22.~~

~~**Returning employees who were on step 4 in 2021-22 will receive a one time off schedule payment of \$750.00 in 2022-23.~~

Hours and Days of Service: The work schedule shall be up to eight (8) consecutive hours per day, including a 1/2 hour unpaid duty-free lunch, at times and days designated by the supervisor. The normal work year shall be 185 days scheduled as established by the supervisor. Less than 185 days may be worked if the employee is part-time or is under an approved job sharing assignment. Any changes to the calendar are subject to meet and confer with the Association.

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

- Eligibility: Screeners assigned to job sharing must be able to assume full-time positions if vacancies occur in the other portion(s) of their job share position.
- Job share agreement: All screeners assigned to job share positions will sign an agreement with the District defining their employment for the duration of their assignments. Service or job share partners must be scheduled to permit coverage of the full assignment.
- Renewal: Job shares are approved on a one-year-only basis and may be renewed on a yearly basis by agreement of the screeners, supervisor, and Employee Services.

Labor Relations update

May 20, 2024



ANOKA-HENNEPIN
SCHOOLS
A future without limit



Labor Relations update

Purpose

Policy 209 Negotiations Code of Ethics:

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

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

Employee groups

Background information

Anoka-Hennepin Schools is comprised of 19 employee groups:

- 5 policy groups (non-bargaining units): administrators/supervisors, cabinet, misc. community education, confidentials, misc E-12.
- 14 bargaining groups:
 - 2022-24 master agreements: Building supervisors, child nutrition site supervisors, education office professionals, paraeducators, school/kindergarten readiness teachers.
 - 2023-25 master agreements: child nutrition assistants, community school coordinators, education support specialists, principals, teachers, school office supervisors, school service employees, special education supervisors, technical specialists.

2024-2026 contracts

Beginning negotiation meetings

Collective Bargaining Unit	Status
Paraeducators	Next meeting June 5
Building supervisors	First meeting May 29
Child nutrition supervisors	Next meeting May 28
Education office professionals	TBD
School/kindergarten readiness teachers	TBD

Next steps

- Provide regular updates at School Board meetings.
- Update ahschools.us/negotiations

Questions and comments



ANOKA-HENNEPIN
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ADVISORY COMMITTEES POLICY

I. PURPOSE

The purpose of this policy is to provide direction for the structure and operation of committees advisory to the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board. A committee is defined as a subordinate group to which the school board refers matters for consideration or investigation.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.
- I. The school board values involvement of staff and citizens on committees, and seeks to include staff and citizens on committees whenever appropriate.

III. APPOINTMENT OF COMMITTEES

New Number 213.0 Combining Policies: 213.1 - 213.5

- A. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee.**
- B. The school board chair will approve the membership of each standing or ad hoc committee of the board.**
- C. If an advisory committee is required by state or federal law, its composition and appointment shall meet the guidelines established for that particular type of committee.**
- D. In general, the composition of advisory committees shall be broadly representative. When a committee includes community members, efforts should be made to ensure that the number of staff members on the committee does not outweigh the number of community members on the committee whenever appropriate.**
- E. Composition of advisory committees shall reflect the specific tasks assigned to the committee, for example, where technical expertise is needed, individual(s) with specific technical expertise should be included on the committee.**
- F. The school board chair will instruct each committee of the board regarding:**
 - 1. The length of time each member is being asked to serve;**
 - 2. The service the advisory committee is to render and the extent and limitations of its responsibility;**
 - 3. The resources which will be provided by the district;**
 - 4. The approximate dates on which major reports are to be submitted.**
- G. Standing Committees: The board has determined that certain standing committees of the board are important to the operation of the board and the district. The following standing committees have been established by the school board:**
 - 1. Curriculum, Instruction and Assessment Committee (CIAC)**
 - 2. Policy Review/Advisory Committee**
 - 3. District Health, Wellness, and Safety Committee**
 - 4. Student Services Leadership Team**
 - 5. Student Services Advisory Committee (SSAC)**
 - 6. Community Education Advisory Committee**
 - 7. Staff Development Advisory Committee**
 - 8. District-AHEM Labor Management Committee**

IV. PROCEDURES FOR COMMITTEE MEETINGS

- A. Meetings shall be open to the public as required by the Open Meeting Law, and notice shall be given as prescribed by law.**

New Number 213.0 Combining Policies: 213.1 - 213.5

- B. Each committee shall determine its own meeting schedule.**
 - 1. Agenda for each meeting shall be available to the public at the meeting.**
 - 2. A copy of all materials prepared for a committee meeting that is given to committee members shall be available at the meeting for public review.**
- C. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.**
- D. The committee chairperson must assume general responsibility for:**
 - 1. Making adequate physical arrangements, e.g., scheduling rooms, etc.**
 - 2. Providing adequate notice of meeting times and locations**
 - 3. Preparing the agenda**
- E. Actions of a committee or subcommittee of the board shall be by majority vote and be consistent with the governing rules of the school board. The committee chair shall designate a secretary who will record the minutes of actions of the committee.**
- F. A committee or subcommittee of the board is advisory in nature and the full school board retains the right and duty to make final decisions on all matters before the board.**

V. COMMITTEES OF THE ADMINISTRATION

- A. The superintendent may create or authorize the creation of committees advisory to administration. Such committees may, but are not required to, include members of the community.**
- B. Whenever a committee of the administration is established which includes members of the community, the superintendent will inform the board.**
- C. The superintendent shall provide the board an update on the work of committees of the administration on such schedule as the school board chair requests, but at least annually.**

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

New Number 213.0 Combining Policies: 213.1 - 213.5

Anoka, MN 55303

New Policy 213.0 (Replaces Policies 213.1-213.5)

Adopted: 2024

ADVISORY COMMITTEES POLICY

It is the policy of the Anoka-Hennepin Independent School District No. 11 School Board to encourage staff and general citizen involvement in the school district particularly through participation on advisory committees. In addition to advisory committees which may be formed at the direction of the School Board, administrators are urged to include citizens on advisory committees.

The following guidelines shall govern the appointment and function of advisory committees:

1. The School Board and administration possess certain legal powers and prerogatives which cannot be delegated. Therefore, all recommendations of advisory committees must be submitted to the appropriate administrator, or, if so directed, to the School Board for consideration.
2. Advisory committees may be formed at the direction of the School Board or administration for specific purposes (ad hoc) or to provide continuing consultation (standing) in a particular area of activity.
3. If an advisory committee is required by state or federal law, its composition and appointment shall meet all the guidelines established for that particular type of committee.
4. The composition of advisory committees shall be broadly representative and shall reflect the specific tasks assigned to the committee.
5. Appointments to advisory committees shall be made by the School Board or administration to whom the committee is responsible. When practicable, an advisory committee should include a number of general citizens equal to the number of Anoka-Hennepin staff.
6. Each advisory committee shall be instructed regarding:
 - a. The length of time each member is being asked to serve;
 - b. The service the advisory committee is to render and the extent and limitations of its responsibility;
 - c. The resources which will be provided by the district;
 - d. The approximate dates on which major reports are to be submitted.
7. The District will publicize the use of advisory committees through mass media and several District publications. Although service on advisory committees is voluntary, it may be necessary to take affirmative action to solicit participation in order to achieve "broad representation."
8. The District will make every reasonable effort to provide recognition and credit to the persons serving on advisory committees and to publicize the accomplishments of advisory committees.

Anoka-Hennepin School District No.11
Coon Rapids, MN
Adopted March 26, 1979

ADVISORY COMMITTEES – MEETINGS

In general, advisory committees should meet:

1. As often as there are tasks to be completed
2. Not so often that the time commitment is burdensome
3. Not so seldom that interest and continuity is lost

Meetings should be scheduled at times which will promote the goal of "broad participation." For example, meeting exclusively during the work day may exclude vast numbers of interested and capable citizens.

Committee members need to feel a sense of accomplishment and that they are working on meaningful tasks yet because of the voluntary nature of the committees the load should not be discouragingly heavy. The frequency and length of meetings must fit the nature of the issues to be addressed.

Proper planning and orderly conduct of advisory committee meetings is essential to effective activity. The committee chairperson must assume general responsibility for:

1. Making adequate physical arrangements, e.g., scheduling rooms, etc.
2. Providing adequate notice of meeting times and locations
3. Preparing the agenda

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433

ADVISORY COMMITTEES - SIZE AND COMPOSITION

The number of advisory committee members should reflect the consideration of the tasks assigned to the committee. If the committee is to consider limited, specific, or highly technical tasks, it is generally advantageous to minimize the number of members. On the other hand, if the assigned tasks cover a broad range of issues or address issues of diverse general interest and a knowledge, a larger committee may very well increase both the credibility and diversity of ideas.

The composition of each advisory committee is to be initiated by the person(s) forming the committee. However, School Board policy states that the composition of advisory committees is to be "broadly representative and shall reflect the specific tasks assigned to the committee." Normally there should be a mix of technical and non-technical representation and a reasonable balance between school district employees and other non-employee citizens. Every effort must be made to prevent the domination of advisory committees by vested interest groups or district staff. Although advisory committee members should be interested in the work of the committee, they do not have to be proponents of the system. In fact, a reasonable rational opponent may well be an asset to the committee providing divergent points of view.

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433

ADVISORY COMMITTEES – GENERAL

The potential use of advisory committees is virtually endless in the Anoka-Hennepin School District. It is not inconceivable for every district level department and every building to organize advisory committees. Most major projects lend themselves to the use of advisory committees.

The Superintendent will prepare and submit to the School Board an annual report including, but not limited to:

1. A listing of advisory committees which were organized in the Anoka-Hennepin School District the preceding year
2. The major task(s) assigned to each advisory committee
3. A summary of the accomplishments of each advisory committee
4. Names and occupation of persons serving on advisory committees

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433

ADVISORY COMMITTEES – DEFINED

The two basic types of advisory committees in the Anoka-Hennepin School District are: (1) ad hoc committee and (2) standing committee. The ad hoc committee type of advisory committee is organized to deal with a specific issue. Normally the procedure followed in such a committee is to study the issue in depth, discuss alternatives, and then prepare recommendations concerning the solution of the problem. Once the recommendations have been submitted, the work of the ad hoc committee is complete and it is dissolved. The length of term for each person serving on an ad hoc committee is generally for the entire duration of the committee.

The standing committee is convened for ongoing advisory functions. Tasks assigned to standing committees may deal with advising many aspects of the discipline of a non-crisis nature. Since it is an ongoing committee, terms for members are generally specified and the length is related to the particular task of the committee.

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433

FEES POLICY—~~MINNESOTA PUBLIC SCHOOL FEE LAW~~
(Minnesota Statutes)

I. PURPOSE

The purpose of this policy is to provide direction to district administration on the imposition of student fees.

II. GENERAL STATEMENT OF POLICY

~~**123B.35 GENERAL POLICY.**~~

The School Board supports the enrichment of experiences for students. Activities are an effective way to promote the characteristics necessary for young people to grow into healthy, caring, and responsible adults. These activities can also provide a sense of connection and belonging for students.

Charging fees for participation in some activities is necessitated by the need for additional funds to operate programs. All fees will be consistent with the Minnesota Public Fee Law.

~~It is the policy of the State of Minnesota that public school education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation. Any practice leading to suspension, coercion, exclusion, withholding of grades or diplomas, or discriminatory action based upon nonpayment of fees denies pupils their right to equal protection and entitled privileges. It is recognized that school boards do have the right to accept voluntary contributions, to make certain charges and to establish fees in areas considered extra curricular, noncurricular or supplementary to the requirements for the successful completion of a class or educational program, and to waive those fees under certain circumstances. No public school board may require, except as authorized by sections 123B.36 and 123B.38, the payment of fees.~~

~~**123B.36 AUTHORIZED FEES.**~~

III. AUTHORIZED FEES ~~Subdivision 1. School boards may require fees.~~

~~(a) For purposes of this subdivision, "home school" means a home school as defined in sections 120A.22 and 120A.24 with five or fewer students receiving instruction. A school board is authorized to require payment of fees in the following areas:~~

A. In accord with the Minnesota Public School Fee Law, the school district may require payment of fees in the following areas:

~~(b)~~

- (1) in any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the personal property of the pupil;
- (2) admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity is the same for all students, regardless of whether the student is enrolled in a public or a home school;
- (3) a security deposit for the return of materials, supplies, or equipment;
- (4) personal physical education and athletic equipment and apparel, although any pupil may personally provide it if it meets reasonable requirements and standards relating to health

509.2-New number 511.0

and safety established by the board;

(5) items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements;

(6) fees specifically permitted by any other statute, including but not limited to section 171.05, subdivision 2; provided (i) driver education fees do not exceed the actual cost to the school and school district of providing driver education, and (ii) the driver education courses are open to enrollment to persons between the ages of 15 and 18 who reside or attend school in the school district;

(7) field trips considered supplementary to a district educational program;

(8) any authorized voluntary student health and accident benefit plan;

(9) for the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each instrument;

(10) transportation to and from:

~~(10)a. of pupils to and from~~ extracurricular activities ~~conducted at locations other than school,~~ where attendance is optional;

b. School for which no aid or levy is authorized by state statute, provided that no student is denied transportation solely because of inability to pay.~~transportation to and from school of pupils living within two miles from school and~~

c. Post-secondary institutions for students enrolled under post-secondary enrollment options.

Formatting to be fixed once approved.

~~all other transportation services not required by law. If a district charges fees for transportation of **students** pupils, it must establish guidelines for that transportation to ensure that no **student** pupil is denied transportation solely because of inability to pay;~~

(11) motorcycle classroom education courses conducted outside of regular school hours; provided the charge must not exceed the actual cost of these courses to the school district;

~~——the school district may charge reasonable fees for goods and services provided in connection with any post-secondary instructional program other than those conducted as part of Adult Basic Education. transportation to and from postsecondary institutions for pupils enrolled under the postsecondary enrollment options program under section 123B.88, subdivision 22. Fees collected for this service must be reasonable and must be used to reduce the cost of operating the route. Families who qualify for mileage reimbursement under section 124D.09, subdivision 22, may use their state mileage reimbursement to pay this fee. If no fee is charged, districts must allocate costs based on the number of pupils riding the route.~~

~~(12) B. ——~~

(b) ~~Subd. 2. Students to furnish certain items.~~

B. Students may be required to furnish

1. personal or consumable items including pencils, paper, pens, erasers and notebooks.

2. **Personal transportation to and from an instructional community-based employment station which is part of an approved occupational secondary vocational program when the student receives remuneration for participation in the program.**

~~**C.**—— Subd. 3. **Students to provide for certain transportation.** Students may be required to furnish their own transportation to and from an instructional community-based employment station that is part of an approved occupational experience secondary vocational program. As an alternative, a board may require the payment of reasonable fees for transportation to and from these instructional community-based employment stations. This subdivision only applies to students who receive remuneration for their participation in these programs.~~

~~Subd. 4. **School uniforms.** Notwithstanding section 123B.37, a board may require students to furnish or purchase clothing that constitutes a school uniform if the board has adopted a uniform requirement or program for the student's school. In adopting a uniform requirement, the board shall promote student, staff, parent, and community involvement in the program and account for the financial ability of students to purchase uniforms.~~

C. School Store

~~The school district may operate Subd. 5. **School store permitted.** Sections 123B.34 to 123B.39 may not preclude the operation of a school store where **students** pupils may purchase school supplies and materials.~~

D. Waiver of Fees

~~Subd. 6. **Waiver of student fees.**~~

(a) ~~A board~~ **The school district** may waive any deposit or fee for any **student** pupil whose parent is serving in, or within the past year has served in, active military service as defined under section 190.05.

~~A board~~ The school district may waive any deposit or fee if any **student** ~~pupil~~ or the **student**~~pupil~~'s parent or guardian is unable to pay it.

IV. PROHIBITED FEES

~~(b)~~ **A. The school district will not authorize the charging of fees for supplies, instructional materials, staff, or activities required as part of a course or basic educational program, including:**

~~123B.37 PROHIBITED FEES.~~

~~Subdivision 1. Boards shall not charge certain fees.~~

- ~~(a) A board is not authorized to charge fees in the following areas:~~
- ~~(1) textbooks, workbooks, art materials, laboratory supplies, towels **except as specified below**;~~
 - ~~(2) supplies necessary for participation in any instructional course except as **specified below**, ~~authorized in sections 123B.36 and 123B.38;~~~~
 - ~~(3) field trips that are required as a part of a basic education program or course;~~
 - ~~(4) graduation caps, gowns, any specific form of dress necessary for any educational program, and diplomas;~~
 - ~~(5) instructional costs for necessary school personnel employed in any course or educational program required for graduation;~~
 - ~~(6) library books required to be utilized for any educational course or program;~~
 - ~~(7) admission fees, dues, or fees for any activity the **student** ~~pupil~~ is required to attend~~
 - ~~(8) any admission or examination cost for any required educational course or program;~~
 - ~~(9) locker rentals;~~
 - ~~(10) transportation **for which state transportation aid or levy authority is available to** ~~and from school of pupils living two miles or more from school.~~~~
 - ~~(11) Notwithstanding paragraph (a), clauses (1) and (6), a board~~
- B. The school district may charge fees for textbooks, workbooks, ~~and~~ library books, and school issued technology lost or destroyed by students. ~~provided the district has provided~~ Schools will provide annual notification of the charging of such fees. ~~in their handbooks. The board must annually notify parents or guardians and students about its policy to charge a fee under this paragraph.~~**

IV. PROHIBITED ACTIONS

~~Subd. 2. Boards shall not withhold grades or diplomas for nonpayment of student fees.~~ No **student's** ~~pupil's~~ rights or privileges, including the receipt of grades or diplomas, may be denied or abridged for nonpayment of fees. **The school district may maintain an** ~~;~~ ~~but this provision does not prohibit a district from maintaining any~~ action provided by law for the collection of **authorized** fees. ~~authorized by sections 123B.36 and 123B.38.~~

V. ADMINISTRATION RESPONSIBILITY

The superintendent or designee, in consultation with appropriate administrators in the school district, will annually establish fees for the following areas: admission fees for athletic and other extracurricular events; reasonable charges for extracurricular participation and parking lot fees. Fees and charges under this section will be set at a rate that is comparable to prevailing fees and charges applied in the seven county metropolitan area. Fees will be uniform as among the District's schools at each level. Administration will establish fees and charges to reflect a family/individual cap.

A. Musical instrument rental. The superintendent or designee, in consultation with appropriate administrators in the school district, will establish rental fees for the use of musical instruments owned or rented by the District. Students who own their instruments but are playing a school-owned instrument for the benefit of the instrumental program will be exempted from the rental fee. Terms and conditions of instrument rental will be established by the superintendent or designee.

B. Student parking. The superintendent or designee, in consultation with the administration at each high school, will establish parking fees for student parking at the school district's high schools. Terms and conditions of student parking will be established by the associate superintendent of secondary schools in consultation with administration at each high school and published in the student handbook.

Legal References: Minn. Stat. 123B.35 thru 123B.39 (Minnesota Public School Fee Law)

Anoka-Hennepin District No. 11
Anoka, MN 55303
Revised January, 1991
Revised November 18, 2013
Revised [MONTH AND DAY, 2024]

Co-Curricular Admission Rate Policy

The purpose of charging admission fees to co-curricular events is to help support the cost of co-curricular activities provided by the district at the secondary schools.

All students or adults must pay the admission fees to attend the events.

There will be no refunds of partially used discount cards. Discount cards are valid for one school year only. The District's staff is encouraged to attend the events for no admission fee.

Co-curricular Admission Rate Schedule
<p>Football Adults - \$8.00 Students - \$6.00 Senior Citizens (60+) - Free</p>
<p>Other Games (Boys and Girls Hockey, Boys and Girls Swimming, Boys Wrestling, Boys and Girls Soccer, Girls Gymnastics, Girls Volleyball, Girls Danceline, Boys and Girls Basketball, Boys and Girls Lacrosse)</p> <p>Adults - \$6.00 Students - \$4.00 In-season Athletes (with student id and season sticker) \$0.00 Senior Citizens (60+) - Free</p>
<p>Discount Card Rates \$70.00 Punch Card for adults (\$100.00 value) \$20.00 Punch Card for students (\$40 value)</p>

Anoka-Hennepin School District No. 11

Anoka, MN 55303

Adopted: July 14, 2003

Revised: April 27, 2009

Revised: July 13, 2015

Repeal: 2024

STUDENT ACTIVITY EQUIPMENT USE FEES

The following information is provided to aid in answering questions that may arise as a result of this fee program.

1. ~~What is the purpose of the fee? The fee is being charged to help support the cost of co-curricular/extra-curricular activities at the secondary schools provided by the district.~~
2. ~~Who will be required to pay this fee? Except as indicated, ALL STUDENTS WHO PARTICIPATE IN AN ACTIVITY-RELATED CO-CURRICULAR/EXTRACURRICULAR PROGRAM MUST PAY THE FEE. Students who qualify for the free lunch program will be exempt from this fee. Students who qualify for the reduced lunch program will pay half the fee.~~
3. ~~Will there be a deposit required? No.~~
4. ~~Activity Description~~

<u>Activity Description</u>	<u>No. of Weeks</u>	<u>Fee Schedule starting with the 2009-10 School Year per Participant</u>
Marching Band- Fall	11	\$240.00
Marching Band- Summer	1 to 3 events	\$50.00
	4 to 6 events	\$100.00
	More than 6 events	\$150.00
Speech	15	\$100.00
Debate	15	\$100.00
Theater - One Act Play	N/A	\$ 50.00
Theater - Major Production	N/A	\$100.00
Cross Country Skiing	14	\$280.00
Down Hill Skiing	14	\$280.00
Cross County Running	12	\$250.00
Golf	14	\$280.00
Weight Lifting - 2 days per week	N/A	\$40.00 per term
Weight Lifting - 3 days per week	N/A	\$60.00 per term
Boys' Basketball	18	\$340.00
Boys' Swimming	14	\$280.00
Boys' Track	14	\$280.00
Boys' Tennis	11	\$240.00
Boys' Hockey	17	\$320.00
Boys' Wrestling	15	\$290.00
Boys' Football	15	\$290.00
Boys' Soccer	11	\$240.00
Boys' Baseball	14	\$280.00
Boys' Lacrosse	14	\$280.00
Girls' Basketball	18	\$340.00
Girls' Gymnastics	15	\$290.00
Girls' Swimming	14	\$280.00
Girls' Track	14	\$280.00
Girls' Tennis	11	\$240.00
Girls' Hockey	17	\$320.00
Girls' Soccer	11	\$240.00

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Girls' Volleyball	13	\$270.00
Girls' Lacrosse	14	\$280.00
Girls' Softball	14	\$280.00
Girls' Cheerleading-Fall	15	\$240.00
Girls' Cheerleading-Winter	16	\$240.00
Girls' Comp, Cheerleading-Winter	16	\$240.00
Girls' Dance line Competition		\$310.00
Girls' Dance line Performance		\$220.00
Adapted Floor Hockey		\$100.00
Adapted Soccer		\$100.00
Adapted Softball		\$100.00
Adapted Bowling		\$100.00

- ~~5. Will there be reduced rates for families with more than one participant? Yes, family rates are \$850 for students that pay full price and \$425 for students who qualify for the reduced lunch program.~~
- ~~6. How do I qualify for a family rate? The family must have two (2) students in a high school program to qualify.~~
- ~~7. Will there be a reduced rate for participating in more than one activity? Yes, the maximum fee per student will be \$650 and \$325 for students who qualify for the reduced lunch program.~~
- ~~8. Is it possible to get a refund? Yes, any student who voluntarily drops from a squad and whose equipment is returned within ten (10) practice days after enrolling will receive a refund. Students who are injured within the first thirty (30) calendar days at the senior high school and cannot complete the season or any student who is dropped from a team because of playing ability will have the fee refunded in full when equipment is returned.~~
- ~~9. Would a student dropped because of a training violation be eligible for a refund? No. Fees will not be refunded when violations occur.~~

~~Anoka-Hennepin District No. 11~~
~~Coon Rapids, MN 55433~~
~~Adopted: August, 1984~~
~~Revised: August 22, 1988~~
~~Revised: June 22, 1992~~
~~Revised: October, 1992~~
~~Revised: June 14, 1993~~
~~Revised: June 26, 1995~~
~~Revised: June 23, 1996~~
~~Revised: June 11, 2001~~
~~Revised: March 11, 2002~~
~~Revised: April 28, 2008~~
~~Revised May 11, 2009~~
 Repeal: 2024

STUDENT PARKING LOT FEE POLICY

~~In order to cover the cost of student parking lot maintenance (parking lot marking, snow removal, seal coating and lighting cost) and security, it shall be the policy of the district to charge student fees. The Superintendent shall develop a schedule of rates for the schools.~~

~~Students are expected to comply with all parking lot regulations as stated in their student handbooks. Violations of the parking regulations may result in the forfeiture of parking privileges and/or fines.~~

~~The Superintendent shall develop and maintain a uniform set of procedures to implement student parking fees at high schools in the district in accordance with MSA.123B.36 thru 123B.38.~~

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
Adopted: April 1, 2004
Repeal: 2024

STUDENT PARKING LOT FEES AND PROCEDURES

~~Student parking fees per trimester for all high schools will be as follows:~~

~~Trimester 1: \$35.00~~

~~Trimester 2: \$35.00~~

~~Trimester 3: \$35.00~~

~~A full year permit is available for \$105.00~~

~~Temporary one day permits are available for \$2.00~~

~~All fees collected at each high school will be promptly deposited into the appropriate district accounts.~~

~~Anoka-Hennepin District No. 11~~

~~Anoka, MN 55303~~

~~Adopted: April 1, 2004~~

~~Revised: October 25, 2010~~

~~Revised: July 13, 2015~~

Repeal: 2024