



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

**School Board Meeting**  
**Monday, July 14, 2025**  
**AGENDA**

1. **Call to Order (1 minute)**  
07-14-25 Important Dates 3
2. **Pledge of Allegiance (1 minute)**
3. **Approve Board Agenda (1 minute)**
4. **Consent Agenda (5 minutes)**
  - 4.A. Minutes from June 23 School Board Meeting - A  
Jeff Simon, Board Clerk  
  
Appendix A 4
  - 4.B. Retirements, Resignations, Terminations, Layoffs and Recalls, Leaves and Modified Leaves of Absence, Appointments - A  
Dr. Jennifer Cherry, Chief Human Resources Officer  
  
Appendix B 14
  - 4.C. #26002B - Snow Plowing Services - A  
Tiffany Audette, Director of Purchasing  
  
Appendix C 18
  - 4.D. Terms and Conditions of Employment for Confidential Employees - 2025-26 - A  
Todd Mensink, Director of Labor Relations & Benefits  
  
Appendix D 20
5. **Communications, Delegations & Petitions (15 minutes)**
6. **Board Calendar & District Update (10 minutes)**  
Cory McIntyre, Superintendent
7. **Operations (10 minutes)**
  - 7.A. Annual Radon Testing Update (10 minutes) - B  
Greg Cole, Chief Operations Officer  
  
Appendix E 30
8. **Finance (5 minutes)**
  - 8.A. Pay 2026 Tax Levy Timeline (5 minutes) - B  
Michelle Vargas, Chief Financial Officer

Appendix F	31
9. <b>Labor Relations &amp; Benefits (10 minutes)</b>	
9.A. Labor Relations Update (10 minutes) - <b>B</b>	
Dr. Jennifer Cherry, Executive Director of Human Resources	
Appendix G	32
10. <b>General Counsel (15 minutes)</b>	
10.A. Policy 507.0 - Prohibition on Student Cell Phone and Personal Technology Devices (15 minutes) - <b>C</b>	
Tim Palmatier, General Counsel	
Appendix H	36
11. <b>Board Correspondence &amp; Communication</b>	
12. <b>Adjourn</b>	

# ANOKA-HENNEPIN SCHOOLS

A FUTURE WITHOUT LIMIT

July 14, 2025

## Dates to Remember

- |                         |                                                                           |
|-------------------------|---------------------------------------------------------------------------|
| <b>1. July 14</b>       | <b>Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.</b> |
| 2. August 4             | Board Policy Committee, Educational Service Center, 4:30 p.m.             |
| 3. August 6             | Leadership Workshop, Educational Service Center, 11:00 a.m.               |
| <b>4. August 11</b>     | <b>School Board Work Session, Sandburg Education Center, 5:30 p.m.</b>    |
| 5. August 19-21         | New Teacher Orientation                                                   |
| <b>6. August 25</b>     | <b>Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.</b> |
| 7. August 25-28         | Teacher Workshop, No Students                                             |
| 8. September 1          | School District Closed, Holiday, No Students                              |
| 9. September 2          | First Day of School                                                       |
| <b>10. September 8</b>  | <b>School Board Work Session, Sandburg Education Center, 5:30 p.m.</b>    |
| <b>11. September 22</b> | <b>Regular School Board Meeting, Sandburg Education Center, 6:30 p.m.</b> |



Zach Arco  
**CO-CHAIR**



Kacy Deschene  
**CO-CHAIR**



Jeff Simon  
**CLERK**



Matt Audette  
**DIRECTOR**



Linda Hoekman  
**TREASURER**



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, June 23, 2025**, 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. Kacy Deschene seconded. Motion passed with a 6-0 vote.

Lynn Montgomery, Destination Imagination (DI) coordinator for teams in the Anoka-Hennepin School District, presented achievements with this program in 2025. Montgomery said 150,000 students in grades K-12 from around the world compete in one of six challenges through the DI program. The top one percent is invited to global finals. Montgomery said the teams typically strive to be scored among the top 50 teams at Global Finals. The participants include Rum River Elementary - "The Diving Dolphin Divas" Sasha Curry, Simone Evers, Toltu Ibrahime, Gracie Lewis, Gianna Maki, Clair Osterud, Norah Quackenbush. This team placed 35<sup>th</sup> in the Scientific Challenge. "The Excellent Bubble Turtles" Jacob Ball, Ashten Beyah, Natalie Clark, Rashmika Nepal, Moira Paddock, Lyndi Payeur, Essie Sikora. This team placed 21<sup>st</sup> in the Engineering Challenge. "The Preppy Pink Penguins" Eleanor Brasch, Emily Cleary, Jaxton Cotts, Noah Cox, Amelia Mattis, Myla Riley. This team placed 13<sup>th</sup> in the Improvisation Challenge. Oxbow Creek Elementary - "The Spontaneous Seven" Athena Hoang, Henry McNattin, Emma Tran, Quyhn Anh Tran, Maris Vaughn, Nolan VanderVegt. This team placed 15<sup>th</sup> in the Improvisation Challenge. Oak View Middle School - "The Jazzy Rabbits" Anas Aqel, Richard Frovik, Colin Lewandowski, Harlon Richards, Caelen Shaddi, Rilynn Smith. This team placed 15<sup>th</sup> in the Improvisation Challenge. Blaine High School - "Struck by Creativity" Garrett Bower, Ryan Cullen, Andrew Francis, Karston Furness. This team placed 7<sup>th</sup> in the Community Service Challenge.

**CONSENT AGENDA**

Kacy Deschene moved and Michelle Langenfeld seconded the motion to approve the following **consent agenda** items:

- a. **Minutes** from the June 9, 2025, School Board work session.
- b. **Personnel items** as follows:

**RETIREMENTS**

<b>Name</b>	<b>Current or Most Recent Position</b>	<b>Last Date Employed</b>
Judith Haralson	Verndale, Teacher Speech Clinician StrCa	07/01/2025
Cynthia Heilman	Oxbow Creek Elementary, Teacher Grade 5	06/30/2025
Julie Kezar	Coon Rapids Family Center - Eval Team, Teacher SLD	11/25/2025
Anthony Kowalewski	Crooked Lake Elementary, ParaEducator Spec Ed Cntr Base	08/22/2025
Peter Mesick	Blaine High, Teacher Art Secondary	11/25/2025

**RESIGNATIONS, TERMINATIONS**

<b>Full Name (FL)</b>	<b>Current or Most Recent Position</b>	<b>Last Date Employed</b>
Daniel Bordwell	Educational Svc Ctr, Teacher SA-TALS	06/20/2025
Sharon Brouwer	Coon Rapids High, Teacher Speech Clinician	06/27/2025
Mandi Clayton	Champlin Brooklyn Park Academy, Teacher Special Educ Lead	06/09/2025
Thomas Critchley	Lincoln Elementary, Teacher Special Educ Lead	06/20/2025
Ryan Lynch	Sand Creek Elementary, Asst Principal Elem 10 Month	06/30/2025
Thomas McLaughlin	ESC-Special Ed, Special Educ Prg Administrator	06/30/2025
Brandon Richardson	Monroe Elementary, Teacher E/BD	06/09/2025
Paula Rozowa	Compass - Bell Building, Teacher Science	06/09/2025
Thomas Vermillion	University Ave Elementary, Teacher ASD (AutismSpectrum)	06/09/2025
Abby Weeres	Monroe Elementary, Teacher Grade 3	08/01/2025
Britni Welle	Coon Rapids Family Center - Eval Team, Teacher Social Worker	06/09/2025

**LEAVES OF ABSENCE**

<b>Name</b>	<b>Current or Most Recent Position</b>	<b>Leave Begins</b>	<b>Leave Ends</b>
Michelle Aldinger	Jackson Middle, Teacher Nurse	09/17/2024	04/24/2025
Kristin Bakdum	Anoka High, Teacher Science	05/22/2025	07/03/2025
Kim Brotkowski	Educational Svc Ctr, Payroll Generalist	08/09/2024	10/02/2024
Allison Conner	Jackson Middle, Teacher ASD (AutismSpectrum)	01/27/2025	02/07/2025
Stacey Dahlby	ESC-Special Ed, Director Special Ed Secondary	12/23/2024	05/23/2025
Hailey Diaz	River Trail Learning Center, ParaEducator Spec Ed Cntr Base	05/19/2025	07/03/2025
Kelly Doane	Oak View Middle, ParaEducator Spec Ed Cntr Base	09/20/2024	05/20/2025
Alisha Fox	Mississippi Elementary, Teacher Grade K	05/29/2025	07/24/2025
Susan Freitas	Eisenhower Elementary, ParaEducator Elementary	10/09/2024	06/05/2025
David Hanold	Blaine High, ParaEducator Special Education	11/20/2024	05/28/2025
Katie Houlton	Wilson Elementary, Teacher Grade 3	07/01/2025	06/30/2026
Heather Jacobson	Blaine High, Child Nutrition Assistant PT	04/28/2025	05/14/2025
Wendy Konchal	ESC-Special Ed, Teacher BIS (Behavior Int Sp)	02/10/2025	05/16/2025
Schantelle Larson	Oak View Middle, B/G Custodian 2nd shift	06/02/2025	06/30/2025
Jessica Marino	Ramsey Elementary, A+ Site Coordinator full year	05/29/2025	06/27/2025
Haylee Meyer	River Trail Learning Center, ParaEducator Spec Ed Cntr Base	05/19/2025	06/18/2025
Madeline Michel	Sunrise Elementary, Teacher ABS (AcadBehav)	06/04/2025	11/25/2025
Beatrice Murphy	Champlin Brooklyn Park Academy, Child Nutrition Assistant PT	05/22/2025	06/06/2025
Timothy Murphy	Lincoln Elementary, Teacher Academic Support	09/12/2024	05/21/2025
Michael Neis	Educational Svc Ctr, Tech Support Specialist II	07/19/2024	06/04/2025
Lesley Prater Thorp	Madison Elementary, ParaEducator Health	12/02/2024	04/23/2025
Barbara Virkus	Educational Svc Ctr, Director Employee Devl & Eval	06/30/2025	06/30/2026
Jason Webb	Wilson Elementary, B/G Custodian 2nd shift	06/20/2025	07/31/2025

**MODIFIED LEAVES OF ABSENCE**

<b>Name</b>	<b>Current or Most Recent Position</b>	<b>Leave Begins</b>	<b>Leave Ends</b>
Collete Burandt	McKinley Elementary, Teacher Phys Ed Elementary	05/16/2025	06/05/2025
Mindy Cich	Verndale, Teacher EC/SE Stretch Calendar	03/24/2025	10/31/2025
Carol Goers	Two Rivers Transition Program, Teacher MSH	03/28/2025	06/06/2025
Jeffrey Kittelson	Roosevelt Middle, Teacher ABS (AcadBehav)	05/06/2025	06/30/2025
Eric Naess	Anoka Middle - Fred Moore Campus, Teacher English	09/11/2024	06/16/2025
Randell Olson	Brookside Elementary, B/G Custodian Day/Mid	07/08/2025	07/28/2025
Sydney Olson	Dayton Elementary, Teacher Grade 5	05/27/2025	10/31/2025
Melanie Payne	Andover High, Teacher Music Secd Choir	07/01/2022	06/30/2025
Jon Spencer	Morris Bye Elementary, B/G Building Supervisor	04/02/2025	07/02/2025
Alice Wilson	Champlin Park High, Teacher Counselor	05/15/2025	05/30/2025

**SABBATICALS**

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

## APPOINTMENTS

Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
<b>Elementary</b>					
Jennifer Carlson	Eisenhower Elementary, Teacher Grade 5	08/25/2025	Masters+45/10	1.0000	\$84,135
Emily Gage	Hoover Elementary, Teacher ESL	08/25/2025	Masters+45/5	1.0000	\$68,687
Rachel Krebs	Ramsey Elementary, Teacher Grade 5	08/25/2025	Masters/6	1.0000	\$65,599
Sarah Petersen	Ramsey Elementary, Teacher Grade 3	08/25/2025	Masters+30/13	1.0000	\$87,212
Gracie Servantez	Hamilton Elementary, Teacher Grade 3	08/25/2025	Bachelors/1	1.0000	\$50,029
Jessica Willenbring	Evergreen Park Elementary, Teacher Academic	08/25/2025	Bachelors/3	1.0000	\$50,872
<b>Secondary</b>					
Elizabeth Behnke	Anoka Middle - Fred Moore Campus, Teacher Theatre-	08/25/2025	Masters/5	1.0000	\$62,980
Brian Johnston	Coon Rapids Middle, Teacher Science	08/25/2025	Masters/5	1.0000	\$62,980
Adam Klingelhoets	ESC-Student Conduct, Teacher SA-Student Support	08/25/2025	Masters+45/11	1.0000	\$86,135
Brianna Lucas	Coon Rapids Middle, Teacher Reading Secondary	08/25/2025	Masters/4	1.0000	\$62,980
Jessica Mills	Champlin Park High, Teacher Science	08/25/2025	Masters/3	1.0000	\$60,280
Maria Quehl	Compass - Bell Building, Teacher E/BD	08/25/2025	Masters/22	1.0000	\$91,011
Melissa Sabelko	Roosevelt Middle, Teacher World Language	08/25/2025	Bachelors/13	1.0000	\$68,346
<b>Special Education</b>					
Jill Bachmann	River Trail Learning Center, Teacher Special Educ	08/25/2025	Masters+60/18	1.0000	\$99,559
Meredith Bearden	Jefferson Elementary, Teacher ABS (AcadBehav)	08/25/2025	Masters/9	1.0000	\$74,567
Christopher Bernard	Brookside Elementary, Teacher Social Worker	08/25/2025	Masters+60/10	1.0000	\$86,737
Ashley Canfield	Hamilton Elementary, Tchr Hrly - Sped Due Process	08/25/2025	Masters+45/12	1.0000	\$88,676
Lauren Cedergren	Sorteberg Early Childhood Ctr, Teacher EC/SE	08/25/2025	Masters+60/12	1.0000	\$91,409
Rosanna Chavez	Northdale Middle, Teacher E/BD	08/25/2025	Bachelors/3	1.0000	\$50,872
Amanda Curtis	River Trail Learning Center, Teacher ABS	08/25/2025	Masters/1	1.0000	\$58,269
Beverly Dahl	Anoka Middle - Washington Campus, Teacher ABS	08/25/2025	Bachelors+15/8	1.0000	\$62,216
Allan Dittrich	River Trail Learning Center, Teacher E/BD	08/25/2025	Bachelors+15/5	1.0000	\$54,145
Mackenzie Gabler	Hoover Elementary, Teacher Special Educ Lead	08/25/2025	Masters+15/14	1.0000	\$86,662
Walaa Hamada	Coon Rapids Middle, Teacher ABS (AcadBehav)	08/25/2025	Bachelors+30/9	1.0000	\$65,645
Erica Jaeschke	Riverview Early Childhood Ctr, Teacher EC/SE	08/25/2025	Bachelors+30/4	1.0000	\$55,563
Hailey Maas	Coon Rapids Middle, Teacher ABS (AcadBehav)	08/25/2025	Bachelors/1	1.0000	\$50,029
Sarah Masikini	Jackson Middle, Teacher ABS (AcadBehav)	08/25/2025	Masters/20	1.0000	\$89,702
Ashley Salvo	Champlin Park High, Teacher SLD	08/25/2025	Masters/8	1.0000	\$72,290
Cynthia Simpson	Roosevelt Middle, Teacher ABS (AcadBehav)	08/25/2025	Masters/10	1.0000	\$76,845
Giovanna Theisen	River Trail Learning Center, Teacher ASD	08/25/2025	Masters/3	1.0000	\$60,280
Dylan Walker	Coon Rapids Middle, Teacher E/BD	08/25/2025	Masters+30/14	1.0000	\$89,218
Sesalie Warren	Hamilton Elementary, Teacher ASD (AutismSpectrum)	08/25/2025	Bachelors+15/4	1.0000	\$50,938

## APPOINTMENTS

20250623

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Name	Current or Most Recent Position	Effective Date	Lane/Step	FTE	Salary
<b>Special Education</b>					
Gabrielle Wilson	Jackson Middle, Teacher ABS (AcadBehav)	08/25/2025	Bachelors/2	1.0000	\$50,872
Sharon Wilson	Champlin Park High, Teacher ABS (AcadBehav)	08/25/2025	Bachelors+30/2	1.0000	\$53,825
Brooke Withers	Hamilton Elementary, Teacher ABS (AcadBehav)	08/25/2025	Bachelors+15/2	1.0000	\$52,466

Name	Current or Most Recent Position	Effective Date	Days	Salary
<b>Administrative</b>				
Culum Buetow-Staples	Roosevelt Middle, Asst Principal Middle 10 Month Based on an annual salary of 122,728 for a 261 day Principal	08/01/2025	225	\$106,207
Sandra LaChance	Educational Svc Ctr, HRIS Manager Based on an annual salary of \$100,014 for 261 days	07/01/2025	261	\$100,014
Karyn Meier	ESC-Special Ed, Special Educ Prg Administrator Based on an annual salary of \$112,893 for 261 days	07/01/2025	261	\$112,893
Matthew Thompson	Hoover Elementary, Asst Principal Elem 10 Month Based on an annual salary of \$115,556 for 261 days	08/01/2025	225	\$100,000
Amy Warren	Educational Svc Ctr, Recruit Retention Specialist Based on an annual salary of \$87,310 for 261 days	07/01/2025	261	\$87,310

## c. Cash Disbursements.

Fund No.	Description	Amount
	<b>Checks</b>	<b>\$ 4,092,246.19</b>
01	General	3,947,651.35
02	Food Service	35,653.22
04	Community Service	106,742.20
06	Building Construction	834.75
07	Bond & Interest K-12	600.00
20	Health-Self Insurance	724.67
21	Dental-Self Insurance	40.00
22	Work. Comp.-Self Insurance	-
47	OPEB Debt Service	-
	<b>Electronic Payments</b>	<b>\$ 25,685,735.55</b>
01	General	16,412,932.24
02	Food Service	324,030.35
04	Community Service	633,705.09
06	Building Construction	-
07	Bond & Interest K-12	-
20	Health-Self Insurance	7,793,536.60
21	Dental-Self Insurance	380,949.70
22	Work. Comp.-Self Insurance	140,581.57
47	OPEB Debt Service	-
	<b>ACH Payments</b>	<b>\$ 9,866,011.72</b>
01	General	7,310,049.81
02	Food Service	2,118,694.34
04	Community Service	134,739.22
06	Building Construction	2,400.00
20	Health-Self Insurance	800.00
22	Work. Comp.-Self Insurance	287,968.35
	<b>P-Card</b>	<b>\$ 329,058.73</b>
01	General	302,362.47
02	Food Service	986.40
04	Community Service	22,826.08
06	Building Construction	-
20	Health-Self Insurance	2,883.78
	<b>TOTAL DISTRICT</b>	<b>\$ 39,973,052.19</b>

d. Cash Balance Report.

ANOKA HENNEPIN DISTRICT NO. 11  
MONTHLY CASH BALANCES - FY25

	GENERAL 01-101	FOOD SERVICE 02-101	COMMUNITY SERVICE 04-101	BUILDING CONSTRUCTION 06-101 <sup>1</sup>	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	FY24 Total All Balances (1 year ago comparison)
07/01/24	190,024,894	13,518,064	12,500,581	66,525	9,401,856	23,753,393	3,065,400	3,248,802	1,374,528	257,554,043	-	5,080,617	689,177	263,323,836	254,198,381
07/31/24	180,938,177	13,293,288	12,488,898	(567,918)	7,301,176	16,404,440	2,603,472	3,151,689	1,507,703	217,120,924	-	5,102,240	665,446	222,888,610	212,533,404
08/31/24	188,946,954	11,829,596	12,086,106	(1,028,013)	6,579,277	8,021,505	1,948,410	3,115,927	1,412,428	232,912,188	-	4,578,098	510,057	238,000,342	236,515,897
09/30/24	200,465,660	10,083,422	13,640,793	(2,604,073)	6,731,316	9,020,569	2,195,293	3,119,931	1,412,490	244,065,431	-	4,599,115	467,237	249,131,783	253,824,355
10/31/24	199,164,100	10,215,724	13,139,301	120,020	8,339,738	10,205,183	2,156,865	3,184,673	1,649,861	248,175,465	-	1,427,221	463,381	250,066,066	254,016,449
11/30/24	170,960,536	10,560,722	13,178,936	6,227	12,029,304	14,853,578	2,488,456	3,219,614	2,194,989	229,522,361	-	718,257	439,735	230,680,353	243,172,357
12/31/24	166,461,705	10,814,780	14,615,582	163,128	13,072,869	15,344,705	2,682,950	3,254,037	2,348,334	228,758,099	-	213,073	444,394	229,415,566	235,796,957
01/31/25	168,724,339	10,450,262	14,129,342	206,547	3,478,260	16,734,570	2,611,700	3,232,089	516,804	220,083,745	-	99,542	482,802	220,666,088	225,675,381
02/28/25	180,110,377	10,716,156	13,162,740	(76,525)	3,478,260	18,203,589	2,569,266	3,264,998	516,804	231,945,495	-	100,318	555,775	232,601,588	242,066,458
03/31/25	191,665,569	11,317,090	14,952,261	(257,286)	3,477,790	18,211,515	2,676,926	3,268,662	516,803	245,859,131	-	100,647	601,586	246,561,364	209,465,399
04/30/25	180,283,712	11,886,393	13,982,274	(285,733)	3,477,790	16,139,328	2,620,757	3,276,162	516,804	231,897,287	25,000,000	100,511	650,430	257,648,229	252,255,581
05/31/25	208,927,370	11,575,502	13,788,664	(188,104)	6,084,921	10,510,629	2,283,700	3,124,221	902,350	256,989,251	25,000,000	0	669,403	282,658,654	287,817,950
06/30/25															

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

e. Donations & Scholarship Report.

DATE	DONOR	DONEE	PURPOSE	AMOUNT
06/09/25	AHEF	Andover HS	Activity Fees for Students	2,000.00
05/30/25	AHEF	Anoka HS	Activity Fees for Students	2,000.00
05/30/25	Alicia & Travis Dumonceaux	Blaine HS	Boys Tennis	70.00
06/09/25	American Online Giving Foundation	Hamilton Elem University Ave	General Supplies	43.74
06/09/25	American Online Giving Foundation	Elem	Supplies	82.84
05/30/25	American Online Giving Foundation	Dayton Elem	Supplies as needed	153.18
06/09/25	American Online Giving Foundation	Dayton Elem	Supplies as needed	107.39
05/30/25	Andover HS Boys Volleyball	Andover HS	Andover HS Boys Volleyball	3,696.38
06/09/25	Blaine Cross Country Booster Club	Blaine HS	Cross Country Running	2,457.50
06/09/25	Blaine Dougout Club	Blaine HS	Boy's Baseball bus to Rochester	788.67
06/09/25	Blaine Youth Hockey Association	Blaine HS	Girls Track Donation	2,500.00
06/09/25	Boy's Hockey Boosters	Blaine HS	Weight Room Donation	200.00
06/09/25	Brookside Elem PTO	Brookside Elem	Recess Equipment	254.79
06/09/25	CAF	Blaine HS	General Program Support	40.00
06/09/25	CAF	Rum River Elem	General Supplies	10.00
06/09/25	Casey General Store	Jefferson Elem	Student Supplies	3.80
06/09/25	Champlin Park Vocal Music Association	Anoka HS	Timberwolves anthem night	1,216.40
06/09/25	Coon Rapids Girls Gymnastics	CRHS	Bring Balance out of neg	173.53
05/19/25	Coon Rapids Super Senior Club	Northdale MS	Counseling Supplies	350.00
06/09/25	Crooked Lake Elem PTO	Crooked Lake Elem	Bussing Como Zoo	250.00
06/09/25	Crooked Lake Elem PTO	Crooked Lake Elem	Bussing MN Capitol	285.63
06/09/25	Crooked Lake Elem PTO	Crooked Lake Elem	Long Lake Field Trip	8,012.28
06/09/25	Crooked Lake PTO	Crooked Lake Elem	MOA Field Trip	625.25
06/09/25	ECFE	Comm Ed	Printing Costs	160.92
06/09/25	Edward B Butter Post 102	Anoka HS	County Day Bus	221.26
06/09/25	Expedition Credit Union	Compass	Mad City Money Event	500.00
06/09/25	FrontStream SPV LLC	Rum River Elem	General Supplies	42.50
06/09/25	Hamilton PTO	Hamilton Elem	Field Trip Transportation	167.09
06/09/25	Madison PTO	Madison Elem	Field Trip to Springbrook	375.00
05/19/25	McKinley PTO	McKinley Elem	Field Trips	7,000.00
06/09/25	MN Assoc. of Secondary School Principals	Blaine HS	General School Program Use	50.00
06/09/25	MN Assoc. of Secondary School Principals	Coon Rapids HS	Innovation Award Inner	100.00
06/09/25	Monroe Elem PTO	Monroe Elem	5th Grade Graduation	1,000.00
05/19/25	Monroe Elem PTO	Monroe Elem	Grade 5 Field Trip	525.00
06/09/25	Monroe Elem PTO	Monroe Elem	Grade 5 Yearbooks	1,000.00
06/09/25	Monroe Elem PTO	Monroe Elem	Office Copier Supplies	1,250.00
06/09/25	Monroe Elem PTO	Monroe Elem	Take Home Folders	500.00
06/09/25	Monroe Elem PTO	Monroe Elem	Workroom Copier Supplies	1,250.00
06/09/25	Morris Bye PTO	Morrise Bye Elem	5th Grade Field Trip	650.00
06/09/25	Peace Mitchell	Northdale MS	Field Trip Bus- Frong Tree Farm	212.97

06/09/25	Sean Beggin	STEP	Classroom Instruction	250.00
06/09/25	Shannon & Peter Lunseth	Blaine HS	Boys Tennis	50.00
06/09/25	The Blackbaud Giving Fund	CBPA	Donation	30.00
06/09/25	The Blackbaud Giving Fund	Dayton Elem	Supplies as needed	120.00
06/09/25	The Blackbaud Giving Fund	Dayton Elem	Supplies as needed	50.00
*MATERIAL, EQUIPMENT, OR LABOR DONATION				
<b>TOTAL</b>				<b>\$40,826.12</b>

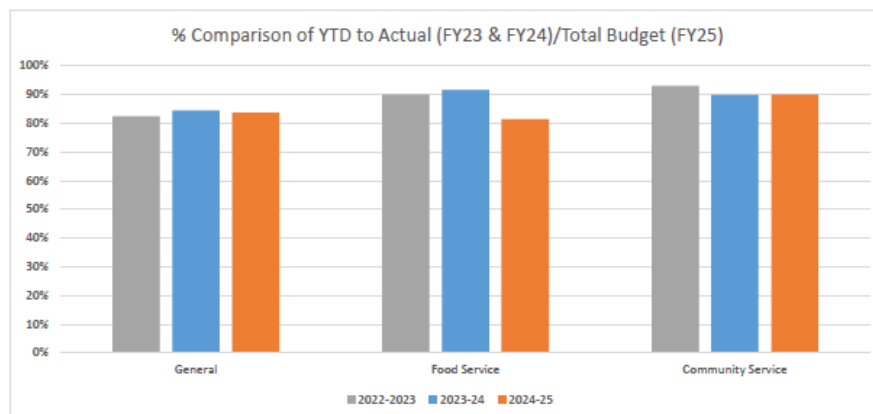
**SCHOLARSHIP DONATIONS**

DATE	DONOR	DONEE	PURPOSE	AMOUNT
05/30/25	Coon Rapids Lions Foundation Scholarship	Regional HS	Coon Rapids Lions Foundation Scholarship	2,100.00
05/30/25	Gene Haas Foundation	STEP	Gene Haas Foundation Scholarship	10,000.00
05/30/25	Anoka Tornadoes Football Booster Club	Anoka HS	Anoka Football Scholarship (Bearing the Flag & Greatness)	3,000.00
05/30/25	Andover Boys Soccer Boosters	Andover HS	Andover Boys Soccer Boosters Scholarship	500.00
05/30/25	Andover Girls Lacrosse Booster'	Andover HS	Andover Girls Lacrosse Booster Club Scholarship	475.00
05/30/25	Andover Huskies Youth Hockey Gambling Account	Andover HS	Andover Huskies Youth Hockey Scholarship	31,750.00
05/30/25	CPHS Girls Basketball Scholarship	Champlin Park HS	CPHS Girls Basketball Scholarship	500.00
05/30/25	Anderson & Dahlen	Champlin Park HS	Bob Malenke Memorial Scholarship	2,000.00
05/30/25	Evergreen Parent Involvement Club	Champlin Park HS	Evergreen Parent Involvement Club Scholarship	500.00
<b>SCHOLARSHIP TOTALS</b>				<b>\$ 50,825.00</b>
<b>TOTAL DONATIONS</b>				<b>\$ 91,651.12</b>

f. Monthly Revenue & Expenditures.

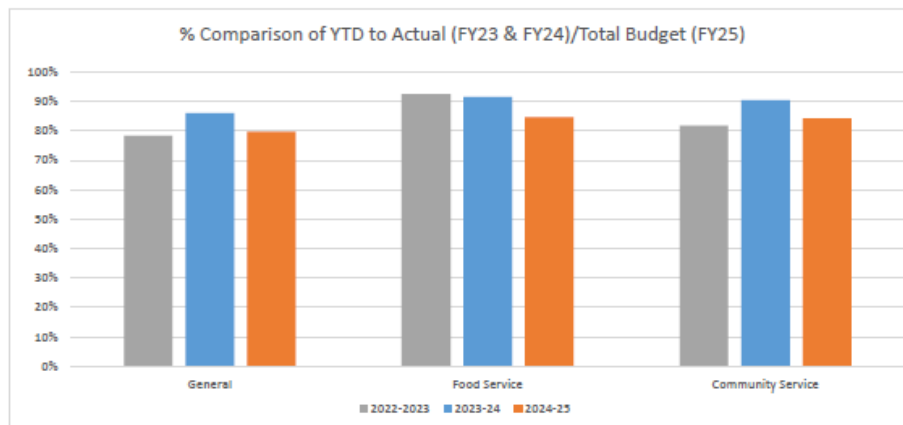
Anoka-Hennepin ISD #11  
Statement of Revenues  
For the month ended May 30, 2025

Fund	Month to Date	Year to Date	Budget	FY25 YTD is % of Budget FY23 & FY24 YTD is % of Actual		
				2024-25	2023-24	2022-2023
General	86,421,561	552,946,490	661,596,747	84%	84%	82%
Food Service	3,437,432	24,098,113	29,629,662	81%	92%	90%
Community Service	2,311,719	27,097,573	30,120,592	90%	90%	93%
Building Construction	352	108,081	110,000	98%	2078%	48097%
Debt Service	2,994,276	12,470,585	15,452,017	81%	79%	85%
Trust	-	-	750,000	0%	0%	0%
<b>Total All Funds</b>	<b>\$ 95,165,341</b>	<b>\$ 616,720,842</b>	<b>\$ 737,659,018</b>	<b>84%</b>	<b>85%</b>	<b>83%</b>



Anoka-Hennepin ISD #11  
 Statement of Expenditures  
 For the month ended May 30, 2025

Fund	Month to Date	Year to Date	Budget	FY25 YTD is % of Budget FY23 & FY24 YTD is % of Actual		
				2024-25	2023-24	2022-2023
<b>General</b>						
Salaries & Benefits <sup>1</sup>	63,375,579	429,249,570	542,128,220	79%	84%	77%
Purchased Services <sup>2</sup>	16,113,322	63,097,974	70,495,098	90%	96%	86%
Supplies <sup>3</sup>	1,420,698	21,086,224	26,212,772	80%	74%	90%
Capital Expenditures <sup>2</sup>	1,061,885	25,208,409	24,765,410	102%	127%	76%
Other Exp & Transfers <sup>4</sup>	99,385	1,827,603	14,449,132	13%	35%	50%
<b>Total General Fund</b>	<b>\$ 82,070,870</b>	<b>\$ 540,469,781</b>	<b>\$ 678,050,632</b>	<b>80%</b>	<b>86%</b>	<b>78%</b>
<b>Food Service<sup>5</sup></b>						
Food Service <sup>5</sup>	4,142,422	24,989,010	29,522,260	85%	92%	93%
Community Service	3,226,007	25,563,465	30,355,642	84%	90%	82%
Building Construction	3,235	3,927,014	3,898,288	101%	90%	63%
Debt Service	1,400	15,438,903	15,442,703	100%	100%	100%
Trust	-	-	750,000	0%	0%	0%
<b>Total All Funds</b>	<b>\$ 89,443,933</b>	<b>\$ 610,388,172</b>	<b>\$ 758,019,525</b>	<b>81%</b>	<b>87%</b>	<b>79%</b>



<sup>1</sup>Reduced spend in addtl hours compared to PY, similar spend when comparing PY actual to PY budget. 2-week buy back will post End of Year  
<sup>2</sup>Reduced LTFM spend while building back fund balance  
<sup>3</sup>Timing of spend  
<sup>4</sup>English Learner transfer - new to this year with a post date at EOY  
<sup>5</sup>Timing of Capital Expenditures that will occur at Year end CNP updates

- g. Approved 721.0 Purchasing Procurement Policy.
  - h. Approved 721.1 Federal Awards Administration Policy.
  - i. Approved Identified Official with Authority (IOwA) Designation of Superintendent Cory McIntyre for the 2025-26 School Year.
  - j. Approved Wage Administration and Terms & Conditions of Unaffiliated Administrative and Superintendent’s Senior Leadership Employees for the 2025-26 fiscal year.
- Motion passed with a 6-0 vote.

The School Board received testimony from Scott Maki, Jill Reimur, Reese Reimur, Dean Heltemes, Kerri Kotsmith, Brad Johnson, Monica Heltemes, Kaitlin Hill, Nicole Hedman, Mike Phillips, Cadence Brandon, Ruth Guy, Rod Kuehn, Abi Johnson, and Abby Montague.

Superintendent McIntyre gave a report to the Board and reviewed the Board calendar. AH Schools is making a change to the ParentVUE portal for next school year to improve connection to student information, including grades, attendance, fees, class assignments and more. Beginning June 23, parents and guardians can start accessing the ParentVUE portal via the login tab on the ahschools.us website to update and create a new parent account username and password. This is a change for the better as historically both account names and passwords were assigned by the district. Now, parents and guardians can update accounts settings and change passwords 24 hours a day/7 days per week and will no longer need to call or email the district to get their password during regular business hours for support. This new system also creates a more efficient use of staff time as over 80% of calls to the district help desk involve basic questions about usernames and passwords by parents and guardians. This is a large project happening over the summer months and the District will be sharing information widely on the ahschools.us website, through school and district newsletters and through direct emails to parents. The Coon Rapids High School All-Class Reunion is set for Wednesday, July 2 from 5-10 p.m. as part of the

city's 4th of July Celebration. The event will be in the large tent near the music stage at the City of Coon Rapids' 4th of July celebration. This year's event marks the fourth All-Class Reunion for Coon Rapids High School. From the first graduating class of 1966 to the most recent graduates, all are welcome to attend the family-friendly event. Superintendent McIntyre took the opportunity to encourage community members to consider making a difference in their community by joining the Anoka-Hennepin School's team next school year. Many different positions are available from working with students as a paraeducator to serving meals, working in student transportation and many more. Anoka-Hennepin is hosting a Summer Hiring Event on Thursday, July 24th from 1-5 p.m. at the Educational Service Center in Anoka. Visit [ahschools.us/jobs](https://ahschools.us/jobs) for more information on the positions that are available. Parents and guardians looking for Back-to-School supply lists and other information should visit the district website at [ahschools.us/bts](https://ahschools.us/bts). Times and dates for school open houses, start and dismissal times, activity registration links and more are all on the back-to-school website portal - [ahschools.us/bts](https://ahschools.us/bts). Parents and guardians should also remain alert for special back-to-school issues of the FOCUS e-newsletter and newsletters from their school to help ease the transition into the 2025-26 school year. Anoka-Hennepin's efforts to inform and engage students, staff and community members have been recognized as some of the nation's best. The district's communication and public relations team earned six awards from the National School Public Relations Association (NSPRA), which is a professional organization for public and private school districts and post-secondary institutions from around the country. Awarded projects include the School Board's own Academic Growth Recognition program, The Two Rivers Transition Program at Franklin branding package, high school senior reflection videos, security signage, feature stories on district graduates and our Power of Purpose - It takes all of us back to school video. Anoka-Hennepin's four-member communication and public relations team includes Jim Skelly, executive director; Heather Peters, assistant director; Tim Evans, communication specialist; and Jessica Sauro, communications assistant.

The School Board took action regarding employees and positions in the district in relation to a reporting timeline needed to comply with contracts and state requirements. Dr. Jennifer Cherry, Executive Director of Human Resources, presented an item for approval. The board voted unanimously to approve the resolution; an action considered a routine matter conducted annually by 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 2024-25 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 2024-2025 school year.

Bale, Sarah C	Wilson
Hatch, Catherine R	Adams
Mabel, Katherine J	Monroe
Peterson, Alison I	Rum River Elementary
Pomeroy, Amber L	Monroe
Raverty, Margaret M	Evergreen Park
Shive, Wade T	Anoka High/Andover HS
Winter, Jodi L	Blaine ECC

BE IT RESOLVED by the School Board of Anoka Hennepin Schools that pursuant to Minnesota Statute the resolution was approved by roll call on June 23, 2025. Whereupon said resolution was declared duly passed and adopted.

Jeff Simon

Clerk of the Board

Jim Skelly, executive director of Communications and Public Relations, was joined by Lori Grivna and Kris Amundson from Asmundson Strategies for a review of legislative action involving education issues at the 2025 state legislature. Grivna noted work done to share legislative priorities approved by the School Board and information regarding testimony from the district was provided.

Michelle Trelstad, executive director of community education and government relations, presented the 2025 population certification resolution which set the district population at 255,645 - an increase of over 2,500 residents from last year. The 2025 Population Certification Resolution was approved on a 6-0 vote.

### ANOKA – HENNEPIN SCHOOL BOARD RESOLUTION

WHEREAS, MN Statute 275.14 allows Anoka-Hennepin School District, ISD #11 (“the District”) to certify a school district population estimate in a non-census year for use in the upcoming levy cycle; and

WHEREAS, the state demographer’s office has estimated the District’s population to be 255,645, an increase of 2,503 residents from the estimate currently certified;

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Anoka-Hennepin Independent School District No. 11 hereby certifies the current school district population estimate of **255,645**.

Jeff Simon

Clerk of the Board

Greg Cole, chief operations officer and B.J. Ison, director of transportation, shared an update on non-transported walk boundaries with the School Board. This includes changes for seven schools: Jefferson Elementary, Johnsville Elementary, Mississippi Elementary, Morris Bye Elementary, Sunrise Elementary, Anoka High School and Sandburg Regional High School. These changes follow the district transportation policy, which provides transportation services who live one-mile or further from school.

Greg Cole, chief operations officer; and Ben Martinson, director of buildings and grounds, presented projects in the district’s Long-Term Facilities Maintenance program to the School Board for approval. Projects pursued over the summer of 2025 include HVAC updates at Andover Elementary, Eisenhower Elementary, Madison Elementary and Sandburg Regional High School. Dayton Elementary is in the final year of a four-year plan to implement classroom upgrades and space reconfiguration for safety and improved utilization. Anoka Middle School Fred Moore Campus and Northdale Middle School are in Phase two of pool updates. The long-term facility maintenance program, formerly known as alternative facilities, allows school boards to protect taxpayer investment in facilities through the replacement of aging building components. The School Board approves a 10-year plan each year but also updates the planning documents as new projects emerge or priorities change. Funding through this program cannot be used for new facilities or components of facilities. The plan was approved on a unanimous vote.

Michelle Vargas, chief financial officer, presented the proposed fiscal year 2026 budget for School Board consideration and approval. Total expenditures are set at \$780,156,454 revenues of \$750,959,013. The final budget incorporates \$9 million in Phase 2 budget reductions, reducing 300 central office and administrative positions along with operational reallocations while maintaining the district’s fund balance to 8.5%, which is below the School Board goal of 10 percent. The School Board approved the budget on a 4-2 vote with Directors Matt Audette and Linda Hoekman voting no.

Dr. Jennifer Cherry, executive director of human resources, presented the Anoka-Hennepin association of community school coordinators 2025-27 master agreement for approval. The agreement is within the budget parameters provided by the School Board and it was approved on a unanimous vote.

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.

Co-Chair Kacy Deschene congratulated the Champlin Park High School Baseball team on making it to the State Tournament on their third place finish. She enjoyed watching their strategic base running, their excellent fielding and teamwork this season. Clerk Jeff Simon shared he had the opportunity to chaperone an 8<sup>th</sup> grade field trip to Valley Fair and was so proud of how our Anoka-Hennepin students behaved and represented our district well. Dr. Michelle Langenfeld thanked our administrative team and Tim Fournier for working to open up Champlin Park High School last weekend to have an opportunity for community members to honor our legislators, the Hortman’s and the Hoffman’s. She was moved by the Mayors from Brooklyn Park and Champlin coming together to make sure each had what they needed and the unified spirit and collaboration portrayed as modeled by Melissa Hortman and her legacy. Director Langenfeld

shared that Dr. Wolverton’s retirement gathering will be held tomorrow, June 24, 2-4 PM at the ESC. She wanted to publicly thank Dr. Wolverton for the important work she has done over the years and most recently landing the ELA curriculum adoption and positioning our teachers and students well to embrace literacy and to keep moving forward.

Co-Chair Zach Arco proposed under Minnesota Statute 13D.05 Subd. 3(b) for discussion of attorney-client privileged information regarding matters related to Female Athletes United v. Keith Ellison et. al. The closed session was held in the Michael Sullivan Room. Matt Audette motioned and Kacy Deschene seconded the motion to go into closed sessions. Motion carried.

Co-Chair Kacy Deschene recessed the meeting at 10:22 p.m. The meeting reconvened in closed session at 10:30 p.m. to discuss matters of attorney client privileged information related to Female Athletes United v. Keith Ellison et. al.

The meeting reconvened in open session at 11:16 p.m. Michelle Langenfeld moved and Jeff Simon 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

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**

<b>Name</b>	<b>Current or Most Recent Position</b>	<b>Last Date Employed</b>
Julie Gunderson	Educational Svc Ctr, Educ Office Prof	08/01/2025
Robin Michalski	Anoka Middle - Washington Campus, Teacher Grade 6	07/01/2025
Douglas Rodman	Johnsville Elementary, Teacher K-3 Exploration	06/09/2025
William Vitt	Blaine High, Teacher French	07/01/2025

**RESIGNATIONS, TERMINATIONS**

<b>Full Name (FL)</b>	<b>Current or Most Recent Position</b>	<b>Last Date Employed</b>
Sophia Bailey	Champlin Brooklyn Park Academy, Teacher Grade 3	06/09/2025
James Bordewick	Hamilton Elementary, Teacher ESL	06/09/2025
Therese Cofrin	Madison Elementary, Teacher SA-Tal Devl	06/09/2025
Joel Depies	Blaine High, Teacher Career-Technical	06/09/2025
Danielle Harris	Champlin Park High, Teacher English	06/30/2025
Brandon Hersch	Champlin Park High, Teacher Science	06/09/2025
Lori Lavin	Hoover Elementary, Teacher Special Educ Lead	06/30/2025
Emma Ramaley	Jackson Middle, Teacher English	06/30/2025
Gail Weinhold	Champlin Park High, Teacher English	06/09/2025

## APPENDIX B

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
John Eckhoff	Riverview Early Childhood Ctr, B/G Custodian Day Lead	06/16/2025	07/25/2025
Ginger Garfield	ESC-Special Ed, Teacher Occupational Therapist	06/10/2025	11/14/2025
Ann Herlofsky	Adams Elementary, Principal Elementary School	07/14/2025	07/25/2025
Linda Keller	Educational Svc Ctr, ABE Services Coordinator	06/23/2025	07/07/2025
Corinna Nunnery	Oxbow Creek Elementary, A+ Site Coordinator full year	06/27/2025	10/27/2025
Kayla Pederson	Educational Svc Ctr, Educ Office Prof	06/26/2025	09/17/2025
Nicole Pierson	Anoka Middle - Fred Moore Campus, Teacher Academic Support	09/05/2024	04/04/2025
Amy Thering	Educational Svc Ctr, CNP Business Specialist	08/13/2024	06/24/2025
Barbara Virkus	Educational Svc Ctr, Director Employee Devl & Eval	08/20/2024	06/27/2025

## MODIFIED LEAVES OF ABSENCE

Name	Current or Most Recent Position	Leave Begins	Leave Ends
Amy Anderson	Sand Creek Elementary, ParaEducator Spec Ed Cntr Base	05/05/2025	06/10/2025
Rita Beckman	Jackson Middle, Teacher Social Studies	09/19/2024	12/24/2025
Ellen Butorac	Rum River Elementary, School Office Supervisor	06/11/2025	07/03/2025
Justin Dziedzic	Anoka High, ParaEducator Spec Ed Cntr Base	05/09/2025	06/24/2025
Schantelle Larson	Oak View Middle, B/G Custodian 2nd shift	06/02/2025	07/31/2025
Jessica Marino	Ramsey Elementary, A+ Site Coordinator full year	05/29/2025	07/31/2025
Eric Naess	Anoka Middle - Fred Moore Campus, Teacher English	09/11/2024	08/18/2025
Jocelyn Rowe	Coon Rapids Family Center - Pathways, Teacher SLD	06/12/2024	08/01/2025
Jon Spencer	Morris Bye Elementary, B/G Building Supervisor	04/02/2025	07/31/2025
William Vitt	Blaine High, Teacher French	07/01/2024	06/30/2025
Josephina Yang	Sand Creek Elementary, ParaEducator Spec Ed Cntr Base	05/05/2025	10/17/2025

## SABBATICALS

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

## APPOINTMENTS

<b>Name</b>	<b>Current or Most Recent Position</b>	<b>Effective Date</b>	<b>Lane/Step</b>	<b>FTE</b>	<b>Salary</b>
<b>Elementary</b>					
Anna Arndt	Sand Creek Elementary, Teacher SA-Coach Math Spec	08/25/2025	Masters+45/13	1.0000	\$89,986
Jessica Erickson	Ramsey Elementary, Teacher Grade 4	08/25/2025	Masters/10	1.0000	\$76,845
Eleanora Forbes	McKinley Elementary, Teacher Grade 5	08/25/2025	Bachelors/13	1.0000	\$68,346
Lauren Haley	Evergreen Park Elementary, Teacher ESL	08/25/2025	Masters/2	1.0000	\$60,280
Megan Hastad	Mississippi Elementary, Teacher Literacy Intervention	08/25/2025	Masters+45/13	1.0000	\$89,986
Charles Johnson	Oxbow Creek Elementary, Teacher Grade 3	08/25/2025	Bachelors/1	1.0000	\$50,029
Chelsea Johnson	Evergreen Park Elementary, Teacher Grade 1	08/25/2025	Bachelors/3	1.0000	\$50,872
Rachel Losness	Dayton Elementary, Teacher Grade 4	08/25/2025	Masters/8	1.0000	\$72,290
Matthew Patterson	Lincoln Elementary, Teacher Music Elementary	08/25/2025	Masters/10	1.0000	\$76,845
Sophia Pixley	University Ave Elementary, Teacher Grade 3	08/25/2025	Bachelors/1	1.0000	\$50,029
Sara Sahlberg	Lincoln Elementary, Teacher Grade 5	08/25/2025	Masters/4	1.0000	\$62,980
<b>Secondary</b>					
Kathryn Aliotta	Blaine High, Teacher Business	08/25/2025	Masters/13	1.0000	\$82,217
Eric Bauer	Jackson Middle, Teacher Math	08/25/2025	Masters/13	1.0000	\$82,217
Parker Chladek	Roosevelt Middle, Teacher Phys Ed Secondar	08/25/2025	Bachelors/1	0.5000	\$25,014
Yessica Landaverde Mena	Coon Rapids High, Teacher Math	08/25/2025	Bachelors/1	1.0000	\$50,029
Haley McCauley	Andover High, Teacher Science	08/25/2025	Bachelors/1	1.0000	\$50,029
Morgan Reimann	Blaine High, Teacher English	08/25/2025	Bachelors/1	1.0000	\$50,029
Lisa Rose	Anoka High, Teacher ESL	08/25/2025	Masters/9	0.8300	\$61,890
Natasha Semanko	Jackson Middle, Teacher Grade 6	08/25/2025	Masters+60/6	1.0000	\$74,118
Emily Steward	Coon Rapids Middle, Teacher Music Seed Choir	08/25/2025	Masters/9	0.8000	\$59,654
Luke Strickland	Sandburg Regional High, Teacher Science	08/25/2025	Masters/5	1.0000	\$62,980
<b>Special Education</b>					
Damola Ademola-Green	Hoover Elementary, Teacher E/BD	08/25/2025	Masters/1	1.0000	\$58,269
Olivia Clayson	Sunrise Elementary, Teacher ABS (AcadBehav)	08/25/2025	Bachelors/1	1.0000	\$50,029
Blair Curtis	River Trail Learning Center, Teacher ASD	08/25/2025	Masters+30/2	1.0000	\$63,889
Elizabeth Dahlgren	Oxbow Creek Elementary, Teacher ASD	08/25/2025	Masters/12	1.0000	\$81,020
Jessica Frederiksen	Sandburg Regional High, Teacher SLD	08/25/2025	Masters/11	1.0000	\$78,699
Scott Havn	Anoka High, Teacher ABS (AcadBehav)	08/25/2025	Masters/2	1.0000	\$60,280
Meghan Hotz	River Trail Learning Center, Teacher E/BD	08/25/2025	Bachelors/2	1.0000	\$50,872
Robert Jacobs	Northdale Middle, Teacher ASD (AutismSpectrum)	08/25/2025	Bachelors/9	1.0000	\$61,957
Annika Joy	ESC-Special Ed, Teacher Nurse	08/25/2025	Masters/8	1.0000	\$72,290
Melissa Lenart	University Ave Elementary, Teacher ABS	08/25/2025	Masters/3	1.0000	\$60,280
Emma Pattock	Evergreen Park Elementary, Teacher ABS	08/25/2025	Bachelors/3	1.0000	\$50,872

**APPOINTMENTS**

<b>Name</b>	<b>Current or Most Recent Position</b>	<b>Effective Date</b>	<b>Lane/Step</b>	<b>FTE</b>	<b>Salary</b>
<b>Special Education</b>					
Kaitlyn Scholla	Andover Elementary, Teacher ABS (AcadBehav)	08/25/2025	Bachelors/1	1.0000	\$50,029
Lynn Spear	Jackson Middle, Teacher ASD (AutismSpectrum)	08/25/2025	Masters+60/15	1.0000	\$96,308
Abigail Starke	Jackson Middle, Teacher ABS (AcadBehav)	08/25/2025	Bachelors/1	1.0000	\$50,029
Elizabeth Williams	Jackson Middle, Teacher DD	08/25/2025	Bachelors/5	1.0000	\$52,140
Emma Worshek	Evergreen Park Elementary, Teacher ABS	08/25/2025	Bachelors/1	1.0000	\$50,029

<b>Name</b>	<b>Current or Most Recent Position</b>	<b>Effective Date</b>	<b>Days</b>	<b>Salary</b>
<b>Administrative</b>				
Leah Becklund	Madison Elementary, Asst Principal Elem 10 Month Based on an annual salary of \$115,556 for 261 days	08/01/2025	225	\$100,000
Jill Bourman	Educational Svc Ctr, Exec Dir Technology Based on an annual salary of \$185,000 for 261 days	07/01/2025	261	\$185,000
Brian Duffy	Educational Svc Ctr, Interim Director Emp Devl Eval Based on an annual salary of \$147,013 for 261 days	07/01/2025	261	\$147,013
Amanda Kasten	Educational Svc Ctr, Administrative Assistant Based on an annual salary of \$66,759 for 261 days	07/28/2025	242	\$61,899
Jennifer Kulseth	Educational Svc Ctr, Administrative Assistant Based on an annual salary of \$66,759 for 261 days	08/25/2025	251	\$64,201
Stephanie Peters	Andover High, Asst Principal High School Based on an annual salary of \$124,912 for 261 days	07/01/2025	261	\$124,912



✉ 2727 N Ferry St. • Anoka, MN 55303

☎ 763-506-1000 • Fax: 763-506-1013

🖥 ahschools.us

July 3, 2025

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation**  
**Bid # 26002B – Snow Plowing & Removal, Region 6**  
**Opened on Wednesday, June 18, 2025, at 2:00 p.m. LT.**

Bids for 26002B – Snow Plowing & Removal, Region 6, was opened at 2:00 p.m. Local Time on Wednesday, June 18, 2025. Three (3) bids were received, and two (2) were responsive. Below is a recap of the bid tabulation.

26002B Snow Plowing Services - Region 6			
Bidders	Karin's Services	<del>** Upper Midwest Athletic Construction, Inc.</del>	SNOWPROS
Snow Event: 1.5" to 4"	\$8,625.00	<del>\$2,725.00</del>	\$10,000.00
Snow Event: 4.1" to 6"	\$12,937.00	<del>\$3,525.00</del>	\$15,000.00
Snow Event: 6.1" to 8"	\$17,250.00	<del>\$4,450.00</del>	\$20,000.00
Annual Minimum Compensation Guarantee (Line 1 x 3 =)	\$25,875.00	<del>\$8,175.00</del>	\$30,000.00

\*\* Bid submitted by Upper Midwest Athletic Construction, Inc. was rescinded on June 30, 2025, due to the company's lack of sufficient equipment necessary to responsibly fulfill the contract requirements for Region 6.

The recommendation is to award a contract for Region 6, to the lowest responsible bidder, Karin's Services, of Golden Valley, Minnesota.



2727 N Ferry St. • Anoka, MN 55303

763-506-1000 • Fax: 763-506-1013

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June 30, 2025

To: School Board Members and Superintendent Cory McIntyre

From: Tiffany Audette, CPPB, Director of Purchasing

Re: **Award Recommendation**

**Bid # 26002B – Snow Plowing & Removal, Region 7**

**Opened on Wednesday, June 18, 2025, at 2:00 p.m. LT.**

Bids for 26002B – Snow Plowing & Removal, Region 7, was opened at 2:00 p.m. Local Time on Wednesday, June 18, 2025. Four (4) bids were received, and three (3) were responsive. Below is a recap of the bid tabulation.

Snow Plowing Services -Region 7				
Bidders	**ClearScape Outdoor Services	Karin's Services	Upper Midwest Athletic Construction, Inc.	SNOWPROS
Snow Event: 1.5" to 4"	\$1,124.80	\$2,805.00	<b>\$1,600.00</b>	\$6,000.00
Snow Event: 4.1" to 6"	\$1,462.24	\$4,207.00	<b>\$2,000.00</b>	\$8,000.00
Snow Event: 6.1" to 8"	\$1,827.80	\$5,610.00	<b>\$2,500.00</b>	\$10,000.00
Annual Minimum Compensation Guarantee (Line 1 x 3 =)	\$3,374.40	\$8,415.00	<b>\$4,800.00</b>	\$18,000.00

\*\*ineligible for award due to missing requirements of the bid

The recommendation is to award a contract for Region 7, to the lowest responsible bidder, Upper Midwest Athletic Construction, Inc, of Andover, Minnesota.



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**DATE:** July 14, 2025

**TO:** Members of the School Board and Superintendent McIntyre

**FROM:** Todd Mensink, Director of Labor Relations & Benefits

**RE:** Terms and Conditions of Employment for Confidential Employees - 2025-26

School Board approval is requested for the Terms and Conditions of Employment for Confidential Employees for July 1, 2025 through June 30, 2026. This Policy Group includes 19 employees who work as Specialists and Generalists in the Human Resources and Payroll Departments

This package has a projected cost of 1.8 million dollars, representing an overall increase to wages and benefits of 2.98%, and is within the authority provided by the School Board. Changes of note include:

- Replacing Flexible Benefit plan with the standard District insurance Contributions and moving Pay in Lieu of benefits onto base salaries.
- A 3.14% increase in District Contributions to insurance
- A 2.88% increase in salaries
- A District contribution for Minnesota Paid Family Leave equal to .44% of salary beginning January 1, 2026
- Changes to retirement language to align with other employee groups.

### 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

School Board Policy

Regarding Terms and Conditions of Employment

for Confidential Employees

Effective July 1, ~~2024~~**2025** through June 30, ~~2025~~**2026**

## Section I - Description

This policy shall apply to all employees defined as "confidential employees," hereinafter referred to as "employees" and ISD No. 11, hereinafter referred to as "the employer."

## Section II - Working Hours

The full-time work year shall be 2080 hours based on 52 weeks at 40 hours per week. The relationship between 2080 hours and the actual assigned hours for the position will produce the fraction or percentage of other duty year calculations. The year that shall be considered begins on July 1 and ends on June 30. The normal work schedule shall be forty hours per week consisting of five eight-hour days. The starting and ending times of the workday shall be determined by the employee's supervisor. Each employee shall receive a 30 minute unpaid lunch break per day. When employees work beyond 40 hours per week, employees shall be paid either by use of compensatory time off at a rate of one-and-one-half hours for each overtime hour worked over 40 hours per week, or at the rate of time and one-half the employee's regular hourly rate of pay for each hour worked over 40 hours per week. Payment of compensatory time off in lieu of overtime pay shall be at the discretion and approval of the employee's immediate supervisor.

- a) Employees shall not be allowed to accumulate over ninety (90) hours of compensatory time (60 hours of overtime) except upon written request of the employee and approval of the supervisor. Any compensatory time over ninety (90) hours shall be paid off at the employee's regular rate of pay for each hour over ninety (90).
- b) Compensatory time off shall be granted at times as mutually agreed upon between the employee and the employee's immediate supervisor.

## Section III - Paid Holidays

Employees shall have twelve (12) paid holidays per year. These holidays shall accommodate the administrative duty year and normally be Independence Day, Labor Day, 2 days at Thanksgiving, 2 days at Winter Break, New Year's Day, Martin Luther King Day, Presidents Day, 2 days at Spring Break, and Memorial Day.

If Juneteenth is observed as a school district holiday for employees, it shall become a paid holiday.

## Section IV - Vacation

Vacation credit will be earned in the following manner on the next pay period after eligible category:

Employees who have five years or less shall earn ten days vacation per year.

After five years employees shall earn 15 days vacation per year.

After ten years employees shall earn 20 days vacation per year.

After fifteen years employees shall earn 21 days vacation per year.

After seventeen years employees shall earn 22 days vacation per year.

After twenty years employees shall earn 23 days vacation per year.

Employees working less than a full year will be pro-rated. All vacation time must have the prior approval of the employee's supervisor. Employees may carryover an unlimited number of vacation days from one year to the next. The maximum vacation taken during any fiscal year shall not exceed 28 days; however additional earned vacation time shall be allowed while on an FMLA approved leave. Employees who have more than one year of employment and resign with adequate notice shall be paid for their earned vacation to a maximum of 25 days. Employees who retire from district employment shall be paid for up to 40 days of earned but unused vacation.

## Section V - Sick Leave

Fifteen days per year shall be earned per fiscal year, accumulated per pay day, and it will be allowed to accumulate to an unlimited amount. For employees working less than a full year, sick leave will be pro-rated. Sick leave may be used for the following reasons:

1. Personal illness or injury.
2. To care for an immediate family member experiencing a serious illness or injury.
3. Bereavement purposes on account of death of a member of the immediate family. The immediate family shall be determined by State Law.

Three non-cumulative days of personal/emergency leave per year deductible from sick leave shall be granted for incidents of an emergency nature. Requests for personal/emergency leave must be approved by the employee's supervisor.

Any employee who has used less than one-half of the years allotted sick leave may choose to buy back up to five unused days at employee's current hourly rate.

The District shall comply with the provisions of the Federal Family and Medical Leave Act.

## Section VI - Parenting Leave (Maternity/Paternity/Adoption)

- A. Purpose and Procedures: A leave of absence shall be granted to an Employee for the purpose of providing full-time parental care for a newborn or newly adopted child(ren). Whenever possible, arrangements for such leaves shall be made at least ninety (90) days prior to the beginning date of the leave. A planned date of return to duty shall also be arranged at the same time. The leave must commence within the first twelve (12) months of the birth or adoption.
- B. Use of Sick Leave for Parenting Leave: For any leave of absence for maternity, paternity or adoption, Employee shall be able to access their earned sick leave during the parenting leave up to twelve (12) weeks. Documentation of date of birth or adoption shall be submitted to the Employee Services Department.
- C. Parenting Leave in Excess of Twelve (12) Weeks: Any leave of absence in excess of twelve (12) weeks for maternity, paternity or adoption that results from the birth or adoption of a child(ren) that is medically necessary as evidenced by an attending physician's statement is covered by the sick leave provisions of this Agreement. The attending physician's statement shall be submitted to the Employee Services department concerning the medical circumstances that require the leave. Employees may access their earned sick leave during parenting leave up to the time specified by their physician.
- D. Employees returning from childcare leave shall return to the same position or a comparable position.
- E. Sick leave and vacation benefits accumulated at the start of the maternity/childcare leave will be granted at the return from leave; such benefits do not accumulate during the leave.
- F. Family/Medical Leave: Employees will be eligible for family medical leave in accordance with state and federal statute.

## Section VII - Jury Duty

An employee called for jury duty shall suffer no loss of salary. Full salary shall be paid by the employer but compensation received by the employee for jury duty exclusive of expenses shall be returned to the District.

## Section VIII - ~~Hospitalization/Major Medical Insurance~~

~~Beginning September 1~~ **Thru August 31, 2025**, the District shall contribute eighteen thousand nine hundred forty dollars (\$18,940) **annually** toward a flexible benefit account for the purchase of designated employee benefits in accordance with the Anoka-Hennepin Fringe Benefit Plan. Should insurance laws change the status of the

flexible benefit plan during the life of this policy, the total monetary benefit will not be reduced.

~~During the 2024-25 Plan Year, employees who are family coverage policy holders in a deductible health plan will receive an additional \$840 in a Health Reimbursement Arrangement.~~

**A. Carrier Selection - The selection of the insurance carrier or carriers to provide the group insurance programs shall remain with the District.**

**B. Hospital/Major Medical Insurance -**

**The District shall establish a group hospital-medical-major medical program.**

**Effective September 1, 2025, the employer shall contribute up to eight hundred fifty dollars (\$850.00) per month towards the premium for single coverage for full-time eligible and enrolled employees.**

**Effective September 1, 2025, the employer shall contribute a maximum of one thousand five hundred ninety dollars (\$1,590.00) per month towards the premium for family coverage for full-time eligible and enrolled employees.**

**Effective September 1, 2025, When both married spouses work for the school district full time and are eligible and enrolled in insurance coverage, the employer shall contribute up to two thousand four hundred forty dollars (\$2,440) per month towards the premium for family coverage.**

**Any additional cost of the premiums shall be paid by the employee via payroll deduction.**

**C. Dental Insurance - Effective September 1, 2025, the school district shall contribute a maximum of eighty dollars (\$80.00) per month toward the dental plan for all full-time employees who qualify for and are enrolled in the dental plan. Any additional cost of the premium shall be paid by the employee via payroll deduction.**

**D. 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 omissions clause.**

**E. Worker's Compensation - The employer shall provide worker's compensation insurance as required by law with the following provisions: upon the request of the employee who is absent from work as a result of a compensable injury, the employer will pay the difference between the compensation received pursuant to the 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 and/or vacation pay.

**F. Term Life – Accidental Death and Dismemberment**

**The District shall provide \$50,000 coverage for this plan for all full-time insurance eligible employees.**

**G. Long-Term Disability –**

**The employer shall provide this insurance plan at no cost to full-time Employees. The maximum monthly benefit shall be two-thirds of the current contract salary.**

Confidential Employees who are on long-term disability shall be allowed to continue participating in the group insurance plan in which they participated prior to going on long-term disability.

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

Section IX - Retirement

- A. Severance: Employees hired prior to January 1, 2000 and who are immediately eligible for a state retirement pension, and have ten years in the district shall qualify for up to ~~80~~ **one-half of the first 160** days of unused accumulated sick leave times the daily rate of pay as retirement severance compensation.

For employees hired after January 1, 2000, the sick leave severance is not available.

Severance payments shall be made in one lump sum upon retirement to the District's Special Pay Plan in accordance with federal rules and regulations. Deductions such as state and federal income tax, social security or PERA shall be made as required by law. If the retired employee dies before the severance payment has been made the balance due shall be paid to the named beneficiary or, lacking same, to the estate of the deceased.

- B. 403(b) Contribution: Effective July 1, 2024, the School District will contribute up to three thousand two hundred fifty dollars (\$3,250) per year on a per paycheck basis (\$125 per paycheck over 26 paychecks) towards a matching 403(b) tax-sheltered annuity for all full time Confidential employees. For employees hired prior to January 1, 2000, each dollar contributed by the School District towards

the matching 403(b) shall reduce the retirement severance payment based on unused sick leave by the same dollar amount.

- C. Health and Dental Insurance: Benefit eligible and enrolled employees eligible for retirement may elect to continue to participate in the District's Health and Dental insurance programs. The value of **one-half of the first 160 days of** unused accumulated sick leave **and 100% of the value of any sick leave** over ~~80~~**160** days shall be allocated to the Health Care Savings Plan for the individual retiring employees.

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

APPENDIX A - Rates of Pay

Hourly Rates of Pay  
Effective July 1, 2024 through June 30, 2025

(Step Movement)

Step	1	2	3	4	5	6	7	8	9	10	Career Date*		
											Pre 12/31/09	Pre 12/31/04	Pre 12/31/99
Class	-	-	-	-	-	-	-	-	-	-	-	-	-
4	\$24.58	\$25.05	\$25.71	\$26.13	\$26.80	\$27.21	27.86	\$28.53	\$29.25	\$30.13	\$30.86	\$31.79	\$32.54
3	22.79	23.34	\$23.89	\$24.46	\$25.08	\$25.69	\$26.33	\$27.01	\$27.69	\$28.40	\$29.33	\$30.06	\$30.81
2	21.40	\$21.96	\$22.59	\$23.66	\$24.25	\$24.96	\$25.59	\$26.27	\$26.94	\$27.75	\$28.55	\$29.36	\$30.11

Hourly Rates of Pay  
Effective July 1, 2025 through June 30, 2026

(Step Movement)

Step	1	2	3	4	5	6	7	8	9	10	Career Date*		
											Pre 12/31/10	Pre 12/31/05	Pre 12/31/00
Class													
4	\$28.58	\$29.16	\$29.76	\$30.36	\$31.00	\$31.65	32.30	\$32.97	\$33.69	\$34.45	\$35.27	\$36.11	\$36.86
3	\$26.84	\$27.43	\$27.98	\$28.54	\$29.11	\$29.73	\$30.36	\$30.98	\$31.82	\$32.72	\$33.65	\$34.38	\$35.13
2	\$24.84	\$25.43	\$25.98	\$26.54	\$27.11	\$27.73	\$28.36	\$28.98	\$29.82	\$30.72	\$31.65	\$32.38	\$33.13

\*Career Date and initial step placement based on combined in-district experience as a Confidential and/or equivalent prior experience as determined by the District.

A Confidential employee substituting for another employee in a higher classification for more than ten consecutive days shall receive that higher classification rate at ~~her~~ **the employee's** own step.

~~Confidentials~~ **Employees** who have or obtain an Associate of Arts/Science degree or an equivalent number of credits applicable towards a bachelor's degree (60 semester or

90 quarter credits) will receive an additional \$1.00 per hour. Confidentials who have or obtain a bachelor's degree will receive an additional \$1.50 per hour. There will be no stacking of Certificates and Degrees. The highest level of pay will be applied.

**For Approval by the School Board on ~~June~~ July 24<sup>14</sup>, 20~~24~~2025.**



# Anoka-Hennepin School Board

## Briefing Notes

**DATE:** 07/14/2025

**CLASSIFICATION:** Update

**AUTHOR:** Greg Cole, Chief Operations Officer

**SUBJECT:** Annual Radon Testing Update

**PURPOSE:**

As part of the district's efforts to ensure that school buildings are safe for students and staff, the district annually tests a sample of schools for radon. This is an annual cycle that ensures each district building is tested once every five years. Of the 992 detectors analyzed from throughout eight of the district's facilities during this testing sample, none revealed levels greater than the Environmental Protection Agency's (EPA) "action level," which is equivalent to four (4) picocuries per liter of air (pCi/L) in frequently occupied school rooms. The EPA recommends that schools take action to reduce the level of radon when levels are 4 pCi/L or greater.

Radon is a naturally occurring radioactive gas. It comes from the natural breakdown of uranium, which is found in soil and rock all over the United States. Radon travels through the soil and enters buildings through cracks and other holes in the foundation. Because it is colorless, odorless and tasteless, the only way to know whether or not a room has an elevated radon level is to test.

Although radon is not regulated in Minnesota, the state Department of Education and Department of Health encourage school districts to test for the presence of radon in public school buildings serving students in kindergarten through grade 12. In response, the district has contracted with the Institute for Environmental Assessment to conduct districtwide radon testing of our school buildings. Testing was conducted in frequently occupied basement and first floor classrooms, offices, and health service areas. Radon detectors were placed/removed in February of 2025. February is the opportune time to test for Radon because this would be the time of year most likely to register the worst case scenario for elevated results. The district intends to continue to follow EPA recommendations of testing each site every five years.

**OPTIONS/CONCLUSIONS:**

There is no action required. This is an update only.

Anoka-Hennepin ISD 11  
Truth in Taxation Calendar  
Taxes Levied 2025  
Payable 2026 for the 2026-2027 School Year

<u>Date</u>	<u>Action Required</u>
July 14, 2024	Set public hearing date and adoption date: Proposed date <b>December 8, 2025</b> , at 6:30 P.M. Certified to County Auditor.
<b>September 22, 2024</b>	<b>Proposed tax levy reviewed by School Board and certified to County Auditor. Announce hearing and adoption date to be published in minutes.</b>
Between November 11 & November 24, 2025	County auditor mails parcel specific notice to each property owner
<b>December 8, 2025</b>	<b>School Board holds hearing during regular board meeting that begins at 6:30 PM and adopts levy following the public comment portion of the hearing.</b>
December 30, 2025	Certify levy to home County Auditor and submit form TNT to MN Department of Revenue.
On or before January 7, 2026	Notify MDE of final certified levies.



# LABOR RELATIONS UPDATE

*July 14, 2025*

## 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 18 employee groups:

- 5 unaffiliated groups: administrators/supervisors, sr leadership, confidentials, misc E-12, misc. community education.
- 13 collective bargaining groups:
  - 2025-2027 master agreement: community school coordinators.
  - 2024-2026 master agreements: building supervisors, child nutrition site supervisors, education office professionals, paraeducators.
  - 2023-25 master agreements: child nutrition assistants, education support specialists, principals, teachers, school office supervisors, school service employees, special education supervisors, technical specialists.

# OPEN CONTRACTS



## Negotiation meeting status

Employee group	Exclusive representative	# of employees	Meeting status
Building service employees	SEIU Local 284	196	4: July 1 5: July 16
Teachers (including ABE, ECFE, Preschool)	Anoka Hennepin Education Minnesota, Local 7007	3267	1: July 10 2: July 23

# ADDITIONAL OPEN CONTRACTS



Negotiation meetings to be scheduled

Employee group	Exclusive representative	# of Employees
Child nutrition assistants	Minnesota School Employees Association	217
Community school programmers and early childhood screeners	Education Minnesota Anoka-Hennepin Education Support Professionals	9
Principals	Anoka-Hennepin Elementary and Secondary Principals' Association	126
School office supervisors	Anoka-Hennepin Office Professional Supervisors Association	42
Special Education Administrators	Special Education Program Supervisors Association	15
Technical specialists	Anoka-Hennepin School Technical Specialists Minnesota School Employees Association	14

## NEXT STEPS



- Provide regular updates at School Board meetings.
- Update [ahschools.us/negotiations](https://ahschools.us/negotiations)



# THANK YOU

Comments and questions?

## **PROHIBITION ON STUDENT CELL PHONE AND PERSONAL TECHNOLOGY DEVICES**

### **I. PURPOSE**

The purpose of this policy is to help ensure student focus on learning by limiting distractions from student use of cell phones and other personal technology devices (PTDs) at school.

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

The School Board recognizes the near ubiquitous use of cell phones and PTD among students and families. The School Board also recognizes the importance of reducing distractions from learning for students during the school day. Prohibiting cell phone use in the classroom and throughout the instructional day will increase student engagement and learning, and limit the immediate negative impacts of social media.

### **III. DEFINITIONS**

For purposes of this policy, the following definitions apply:

- A. The term “cell phone” means a phone with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network.
- B. The term “personal technology device” (“PTD”) means a privately owned or possessed electronic device primarily used for personal reasons and not required for instruction or participation in the school day. Examples of PTDs include (but are not limited to): smart phones, electronic tablets, laptop computers, bluetooth devices connected to cellular networks or the internet (e.g. watches, headphones, earbuds, smart glasses) and electronic cameras and other recording devices.

### **IV. GENERAL PROVISIONS**

- A. Students are expected to conduct themselves in a manner that respects the rights of others. Any use of a cell phone or PTD in a manner that interferes with a positive, orderly, educational environment or does not respect the rights of others is not acceptable.
- B. Students bring cell phones and PTDs to school at their own risk. The District assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed.
- C. This policy applies to student conduct occurring on school property and during school related activities.

## V. SPECIFIC PROHIBITIONS AND EXPECTATIONS IN USE OF CELL PHONES AND PTDs

A. Prohibited Uses: All students are strictly prohibited from using cell phones or PTDs under the following circumstances:

1. Using the device to record or post a fight, assault or other illegal or illicit activity on the internet or social media.
2. Using the device to photograph, video record/capture images, audio record/capture conversations or events, listen-in on, track, or engage in surveillance of any student or staff person: (a) without that person's knowledge or consent; and (b) in a manner that is harmful to another or an invasion of privacy. This provision would not apply to pictures, video or audio recording of persons present at school sponsored events open to the public when the student is otherwise complying with school board policy.
3. Using a device in locker rooms, restrooms, rooms designated for changing clothing or in other areas where there is an increased expectation of privacy.
4. Using the device to engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, wrongfully obtaining test copies or scores or accessing artificial intelligence to complete tests or assignments (unless expressly authorized by a classroom teacher or site administrator).
5. Using the device on school property or at a school sponsored activity to create, send, share, view, receive, or possess an indecent or obscene visual depiction of oneself or another person.
6. Possessing a surreptitious surveillance device on school property or during a school sponsored activity without the expressed permission of building administration.
7. Using the device while operating a motor vehicle on school property.

### B. Use of Cell Phones or PTDs in Elementary and Middle Schools:

Students are not permitted to use cell phones or PTDs during regular school operations or during other school-sponsored or supervised group activities during the school day (e.g. student assemblies, field trips, events, or other ceremonies, etc). If a student brings a cell phone or PTD to school, the device must be turned off and stored in the student's assigned locker/cubby; or turned off and out-of-sight and not immediately accessible to the Student throughout the school day.

### C. Specific Use of Cell Phone or PTDs in High Schools:

Student cell phone or PTD use is not permitted in the classroom or during instructional periods. Within the classroom and during instructional periods of the school day, cellphones and other PTDs must be stored in the student's assigned locker or "powered off" and placed in a designated area within the classroom. Building administration will provide instructional staff options for classroom storage. Use of a cell phone for instructional purposes will only be permitted in circumstances where a teacher has requested and received advance permission by school administration to use a personal cell phone or PTDs for a narrow, limited and clear instructional purpose.

D. Expectations When Cell Phones or PTD Use is Permitted: Students permissibly using a cell phone or a PTD while on school property must exhibit respect for the educational environment by: (a) putting away the device upon the reasonable request of staff or administration; (b) using the device in a manner that does not distract from the educational process or disturb other students; (c) using the device in a manner that respects the property and copyright rights of others; (d) using the device in a manner that does not interfere with the safe operation of school transportation, or the safety of students or drivers.

## VI. EXCEPTIONS

School Administration may grant exceptions to the prohibited use of cell phone or PTDs under the following circumstances:

A. When specifically authorized under a current individual education plan (IEP), a Section 504 accommodation plan, or a health care plan in force and effect for the student.

B. The device is needed to respond to/report an emergency **to authorities**. For purposes of this policy, "emergency" shall mean an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or property damage.

## VII. VIOLATIONS

Use of a cell phone or PTD in violation of this policy will result in a corrective action which may include: office referral for repeat or non-compliant offenders of the policy; temporary confiscation of the device by building administration; **temporary confiscation and requirement of meeting with student's parent/guardian as precondition to return of device**; revocation of the privilege to possess the device on school property or at school sponsored activities; and/or disciplinary action (up to and including) detention, suspension; expulsion; and/or referral to law enforcement. (Note: Prohibited use of a cell phone or PTD under this policy may also be investigated and treated as a violation of Policy 413 (Harassment, Violence, and Discrimination), Policy 514 (Bullying and Cyberbullying), Policy 526 (Hazing Prohibition), and/or Policy 506 (Student Discipline).

## VIII. PARENT COMMUNICATION AND RESPONSIBILITY

If a parent/guardian has an emergency and needs to contact a student right away, they may call the main office at the school and a message will be sent promptly to the classroom to have the student step out and call home.

The District will annually notify students and their parents/guardians of the prohibitions on cell phone use set forth in this policy. Parents will also be advised about the negative impacts of chronic student use of cell phones and will be provided a list of resources and ideas to limit their student's unhealthy or improper use of cell phones.

Parents/guardians are responsible for ensuring that their students refrain from possessing or using their cell phones or PTDs during the school day.

## IX. CELL PHONE AND PTD SEARCHES

Student cell phones or PTDs are subject to search upon reasonable suspicion that the device has been used in a manner that violates the law or school policy. Any search of a student's personal electronic device must be conducted at the direction of the building administrator and must be narrowly tailored to respect a student's privacy. Unless there are exigent circumstances requiring an immediate search of the device, building administration are encouraged to confer with the District's General Counsel's Office before conducting a search of a cell phone.

**Legal References:** U. S. Const., Amendment 1  
Minn. Stat. § 121A.73

**Cross References:** Policy 506 (Student Discipline)  
Policy 524 and 524.2G (Internet Acceptable Use and Safety)  
Policy 903.2 (Parental Contact with Student During the School Day)

**Adopted** [month and date], 2025