

Business Meeting

Tuesday, February 21, 2023 7:30 PM

Fridley Community Center, 6085 7th Street NE, Fridley, MN 55432

A. Call to Order, Pledge of Allegiance	Presenter: Ross Meisner
B. Approval of Agenda with Suggested Motions and Resolutions	Presenter: Ross Meisner
B.1. Suggested Motions and Resolutions	
C. Spotlight on Recognition	
C.1. Employee of the Month	Presenter: Dr. Kim Hiel
D. Superintendent and Staff Reports	
D.1. Hayes Elementary Presentation	Presenter: Gaeli Iverson
D.2. African American History Month Presentation	Presenter: Aloda Sims
D.3. Radon Testing Results	Presenter: Craig Wieber
E. Business Action Items	
E.1. RESOLUTION: School Board Recognition Month	Presenter: Dr. Kim Hiel
E.2. RESOLUTION Accepting Gifts	Presenter: Ross Meisner
E.3. Bid Acceptance for the Fridley High School Water Service Relocation Project	
E.4. Second Readings and Adoption of Policies	
E.4.a. Policy 901 Community Education	Presenter: Stephen Keeler
E.4.b. Policy 998 Education Tax Levies	Presenter: Craig Wieber
E.5. One Reading (Non Substantive Changes) Reading and Adoption of Policies	
E.5.a. Policy 711 Video Recording on Bus	Presenter: Craig Wieber
E.5.b. Policy 712 Video Surveillance	Presenter: Craig Wieber
E.5.c. Policy 714 Fund Balances	Presenter: Craig Wieber
F. Consent Agenda	Presenter: Ross Meisner
F.1. Minutes of the School Board Business Meeting and Work Session Held on January 17, 2023 and the Work Session held on February 7, 2023	
F.2. Monthly Financial Reports	
F.3. New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements	
F.4. Achievement and Integration Plan	
F.5. Education Identity & Access Management Resolution	

F.6. Overnight Field Trip: FHS Choir & Band to New York City March 22-25, 2024

F.7. Overnight Field Trips: FHS Robotics Team in March 2023

G. Written Information

G.1. First Reading of Policies

G.1.a. Policy 412 Expense Reimbursement **Presenter:** Craig Wieber

G.1.b. Policy 516 Student Medication **Presenter:** Laura Seifert-Hertling

H. Important Future School Board Dates **Presenter:** Ross Meisner

H.1. FHS Choir Open Mic Night
February 23, 2023 | 7:00 PM
FHS Auditorium

H.2. Preschool Registration Night
February 28, 2023 | 5:00-6:30 PM
Fridley Community Center

H.3. FMS 7th & 8th Grade Band Winter Concert
February 28, 2023 | 7:00 PM
Fridley Middle School Gym

H.4. FMS 5th Grade Parent Night
March 1, 2023 | 5:30-6:30 PM
Fridley Community Center

H.5. Free Family Movie Night - Minions: The Rise of Gru
March 3, 2023 | 7:00 PM
FHS Auditorium

H.6. Kindergarten Round Up Night
March 6, 2023 | 6:30-7:30 PM
Hayes Elementary School

H.7. Fridley School Board Work Session
March 7, 2023 | 5:00 PM
Stevenson Elementary School

H.8. Kindergarten Round Up Night
March 7, 2023 | 6:30-7:30 PM
Stevenson Elementary School

H.9. Stevenson PTO Meeting
March 16, 2023 | 5:00 PM
Stevenson Elementary School

H.10. Fridley Public Schools Board Meeting
March 21, 2023
Work Session, 5:30 PM
Open Forum, 7:00 PM
Business Meeting, 7:30 PM
Fridley Community Center

I. Adjournment **Presenter:** Ross Meisner

Tuesday, February 21, 2023
School Board Business Meeting
Motions

A. Call to Order, Pledge of Allegiance

B. Approval of Agenda with Suggested Motions and Resolutions

1. Suggested Motions and Resolutions – Board Chair

Suggested Motion: Motion by _____, seconded by _____ to approve the agenda for February 21, 2023.

C. Spotlight on Recognition

D. Superintendent and Staff Reports

E. Business Action Items

1. RESOLUTION School Board Recognition Week

WHEREAS, **Fridley Public School District #14** recognizes the importance of public education in our community; and

WHEREAS, **Fridley Public School District #14** appreciates the vital role played by those individuals who, as local school board members, establish policies to ensure an efficient, effective school system; and

WHEREAS, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal laws; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren;

WHEREAS, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW THEREFORE, BE IT RESOLVED, that **Fridley Public School District #14** recognizes and salutes the members of the **Fridley Public School District #14** School Board by proclaiming February 2023, as School Board Recognition Month.

Suggested Motion: Motion by _____, seconded by _____, to approve the resolution proclaiming February 2023 as School Board Recognition Month.

2. RESOLUTION: Accepting Gifts

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that the School Board of Fridley Public Schools accepts with appreciation the following gifts received by the School District:

- The following persons donated to **Fridley High School:**
 - Target Employee Match - \$28

Suggested Motion: Motion by _____, seconded by _____, to accept the gifts and thank the donors for their contributions.

3. Motion: Approval to accept the bid from Morcan Construction and award the contract for the Fridley High School Water Service Relocation Project

Suggested Motion: Motion by _____, seconded by _____, to accept the bid from Morcan Construction and award the contract for the Fridley High School Water Service Relocation Project.

4. Motion: Second Reading and Adoption of Policies

- Policy 901 Community Education
- Policy 998 Education Tax Levies

Suggested Motion: Motion by _____, seconded by _____, to approve the second reading and adoption of policies 901 and 998.

5. Motion: ONE Reading (Non-Substantive Changes) and Adoption of Policies

- Policy 711 Video Recording on Bus
- Policy 712 Video Surveillance
- Policy 714 Fund Balances

Suggested Motion: Motion by _____, seconded by _____, to approve the reading and adoption of non-substantive changes to policies 711, 712, and 714.

F. Consent Agenda

Suggested Motion: Motion by _____, seconded by _____ to approve the consent agenda of including minutes of the work session and business meeting held on January 17, 2023 and work session held on February 7, 2023; Monthly Financial Reports; and New Contracts, Amendments, Leaves of Absence, Resignations, Retirements and Terminations; the Achievement and Integration Plan for July 2023-June 2026; the Education Identity and Access Management Resolution; and the Overnight Field Trip for FHS Band and Choir to NYC March 22-25, 2024; and the two Overnight Field Trips for FHS Robotics Team in March 2023.

G. Written Information

H. Important Future School Board Dates

I. Adjournment

Suggested Motion: Motion by _____, seconded by _____, to adjourn at_____.

Fridley Public Schools Employee of the Month – February 2023

Rodney has been an outstanding addition to the Fridley Community Center. He works tirelessly to make sure that the FCC is always ready to serve anyone who walks through the doors. Rodney is adept to shifting focuses to the needs in front him, whether they be from infants and their families, all the way up to the seniors. His ability to juggle multiple events and room set ups is inspiring and timely. Rodney takes on any task with a willing attitude and he continually communicates about needs for all of the programs he works with. Rodney models a care for the space and ingenuity in solving tough issues. We are so blessed to have Rodney and the custodial team as part of our FCC community!

---Stephen Keeler, Director of Community Education



Employee of the Month

February 2023



**Employee of the Month for
February 2023:**

Rodney Petron



The Inspiration of Minnesota

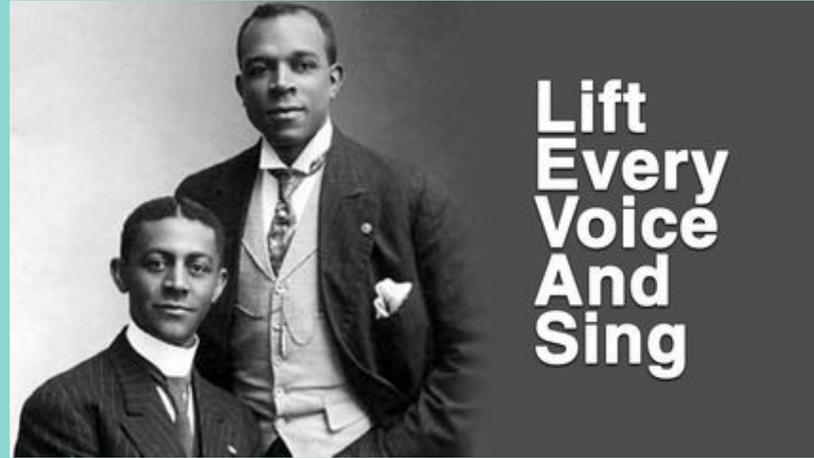




History Month was created **to focus attention on the contributions of African Americans to the United States** by paying tribute to the generations of African Americans who struggled with adversity to achieve full citizenship in American .

The contributions of Minnesota's Black Pioneers, men and women who have forever shaped what it means to live here. During Black History Month, we will highlight some of our own historical figures who have paved the way and left foot prints of inspiration.

Lift Every Voice and Sing – also known as, “The Black National Anthem” was originally a poem written by James Weldon Johnson in 1899. The poem was later set to music by John Rosamond Johnson. Lift Every Voice and Sing was first performed by a choir of 500 schoolchildren from Stanton School in Jacksonville Florida to celebrate Lincoln's Birthday on the 12th of February in 1900



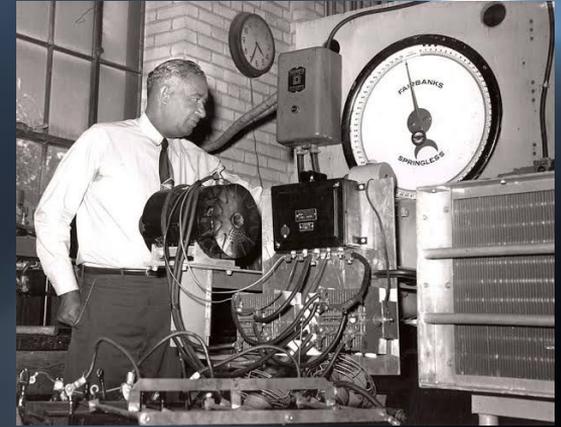
Minnesota Spotlight



Dr. Robert Lewis: First Black Senator Of Minnesota



Sharon Sayles Belton: First Black Female Mayor Of Minnesota



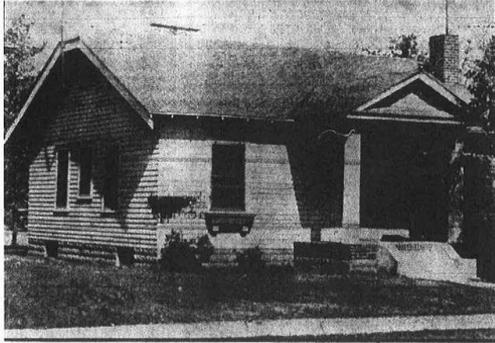
Frederick McKinley Jones: First Black Inventor of Minnesota



The History and Why of Minnesota



Historical Culture Sites & Landmarks



In July 1931, a series of menacing riots occurred at 4600 Columbus Avenue South after Arthur and Edith Lee, an African-American couple, purchased and moved into the home. The Arthur and Edith Lee House is associated with the significant events of these 1931 riots, as well as with broad patterns of social history, particularly in regard to African-American history in Minneapolis, race relations, and historical trends of housing discrimination.



The *Minnesota Spokesman-Recorder* building at 3744 4th Avenue South is historically significant for its association with the twentieth century African American civil rights movement; significant persons Cecil Newman and Gordon Parks; and its embodiment of neighborhood identity.



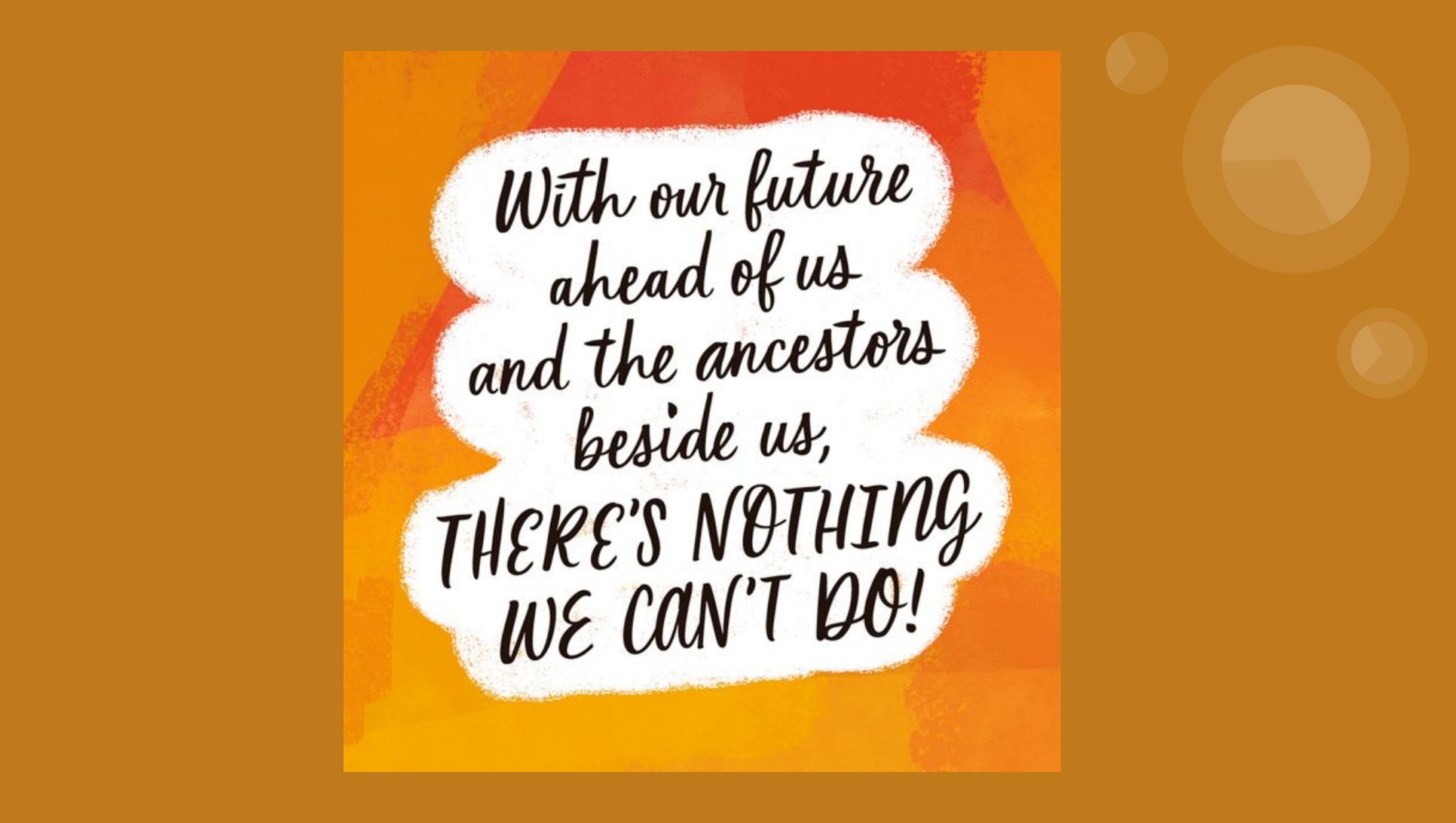
The Capri Theater is the only one of 13 movie houses in North Minneapolis that remains standing today. Built in 1927, it was known for many years as the Paradise Theater (pictured above in the late 1930s). It was renamed the Capri in 1967.



KMOJ was born to provide broadcast communications training for African-Americans living in the Twin Cities and serve as an information and communications vehicle for the African-American community as a whole. In March 1976, KMOJ-FM was created and began operating "on-the-air."

Kahoot!





With our future
ahead of us
and the ancestors
beside us,
**THERE'S NOTHING
WE CAN'T DO!**

Minnesota School Board Recognition Month

February 2023

WHEREAS, Fridley School District 14 recognizes the importance of public education in our community; and

WHEREAS, Fridley School District 14 appreciates the vital role played by those individuals who, as local school board members, establish policies to ensure an efficient, effective school system; and

WHEREAS, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal laws; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren;

WHEREAS, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW THEREFORE, BE IT RESOLVED, that Fridley School District 14 recognizes and salutes the members of the Fridley School District 14 School Board by proclaiming February 2023 as School Board Recognition Month.

RESOLUTION Accepting Gifts

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that the School Board of Fridley Public Schools accepts with appreciation the following gifts received by the School District:

- The following persons donated to **Fridley High School:**
 - Target Employee Match - \$28



FRIDLEY PUBLIC SCHOOLS

Craig Wieber, Director of Finance and Operations

craig.wieber@fridley.k12.mn.us | 763-502-5004

DATE: February 21, 2023

TO: Members of the School Board and Superintendent Hiel

FROM: Craig Wieber, Director of Finance and Operations
Bryan Brown, Director of Buildings and Grounds

RE: Fridley High School Water Service Relocation Project

Recommendation

The Board of Education accept the bid for construction and award the contract to Morcan Construction, with a bid amount of \$581,135.

Company	Bid Amount
Morcan Construction	\$535,135





FRIDLEY PUBLIC SCHOOLS

Fridley Public Schools Policies Presented for Second Reading February 21, 2023

#	Policy Name	Change/Revision
901	Community Education	Added III. D., updated legal references
998	Education Tax Levies	Definitions Updated, legal references updated

A World-Class Community of Learners



901 Community Education

I. Purpose

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. General Statement of Policy

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.
- E. Recognize, analyze and respond to the diversity in our community in order to create inclusive community education programs.

III. Community Education Advisory Council

- A. A citizen advisory council will be formed to assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will be representative of the community including citizen members and representatives from such groups as: service organizations; churches; public and nonpublic schools; local government; public and private nonprofit agencies serving youth and families; parents; youth; park and recreation services of local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district. The council will recommend ways to reduce or eliminate program duplication within the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)

Minn. Stat. 124D.20, Subd. 1 (Community Education Revenue)

Cross References:

Policy 902 Use of School district Facilities and Equipment

SCHOOL BOARD ACTION:

Adopted as Policy 9.600 April 18, 1981

Revised as Policy 901 September. 19, 2000

Revised June 18, 2002

Revised December 20, 2016

Revised February 21, 2023

Second Reading



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Fridley Public Schools is committed to creating a welcoming, respectful environment that provides an equitable and inclusive education for each student, staff and community member by ensuring that opportunities, access, and resources are aligned to support the growth and academic achievement of each student.

998 Education Tax Levies

I. Purpose

The purpose of this policy is to define the authority of the school district, through its School Board, to raise funds for the operation and maintenance of its schools, and the authority to manage and expend such funds under Minnesota state statute.

II. General Statement of Policy

The School Board must provide, by levy of tax, necessary funds for: the conduct of schools, the payment of indebtedness, and all proper expenses of the district. In accordance with state statute, the district must annually notify the commissioner of education of proposed levies and final levies certified.

III. Definitions

A. Levies include but are not limited to:

1. Bond Levies can be used for the repayment of principal and interest on long term debt instruments issued to fund the construction of or the addition to school district buildings and cannot be used for operating expenses as described under the operating levies.
2. Operating Levies can be used to pay for any operational expense of the district including: teacher salaries, classroom supplies, utilities and transportation.
3. Capital Project Levies can be used for specific capital projects such as technology equipment.

B. “School Board” means the governing body of the school district.

III. Funds for which taxes may be levied include:

- A. General Fund
- B. Community Service
- C. Debt Redemption
- D. Other general and specifically defined purposes in accordance with state statutes

IV Responsibility



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- A. The director of finance and operations will work with the superintendent in establishing levy amounts and in recommending such amounts to the School Board.
- B. Levy limitations for school districts are established in state statute and calculated by the Minnesota Department of Education.
- C. Referendums may be called by the School Board.
- D. Referendums may be called by the School Board upon petition of the electorate in accordance with state statutes.
- E. The School Board directs the superintendent or a designee to keep the board informed of the current levy amounts in accordance with Minnesota statutes.

Legal References: Minn. Stat. § 123B.02 Subd 8 (General Powers of Independent School Districts)
Minn. Stat. § 123B.62 (Capital Project Referendum)
Minn. Stat. § 126C.48 (Levy Procedure)
Minn. Stat. § 126C.63 (Definitions)
Minn. Stat. 475.58 (Obligations; Elections to Determine Issue)
Minn. Stat. 475.61 (Tax Levies)

School Board Action:
Adopted June 17, 2008
Revised February 21, 2023



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711 VIDEO RECORDING ON BUSES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. Minnesota Statutes~~ [chapter 13](#) and the Family Educational Rights and Privacy Act, 20 ~~U.S.C. §United States Code section~~ [1232g](#) and the rules and/or regulations promulgated thereunder.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the



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attention of the school district.

4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

~~MSBA Service Manual, Chapter 2, Transportation~~

School Board Action:

Adopted as Policy 711 Video Recording on Buses March 15, 2022

[Revised /updated references for February 21, 2023](#)



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712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 13, and the Family Educational Rights and Privacy Act, 20 ~~U.S.C. §United States Code section~~ 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. Minnesota~~



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Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. §United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
~~MSBA Service Manual, Chapter 2, Transportation~~

School Board Action:

Adopted as Policy 712 Video Surveillance Other Than On Buses March 15, 2022
Revised February 21, 2023



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714 Fund Balance

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB). The School Board understands it is sound fiscal management for the School District to maintain an adequate operating fund balance. A fund balance should provide a sufficient reserve to eliminate any irregular uncertainty in a district's finances. The fund balance policy should be used to provide stability for Fridley Public Schools' students, staff, taxpayers and bond rating agencies.

II. GENERAL STATEMENT OF POLICY

The practice of this School District is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the School Board and that remain binding unless removed by the School Board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The School Board shall strive to maintain a fund balance of between 7% and 10% of total unreserved operating expenditures. The fund balance shall be defined as the sum of the undesignated/unreserved fund balance. It shall not include funds reserved for operating capital, Health and Safety, Basic Skills, or any other reserves created by the School Board, State or Federal guidelines.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned; with the exception that restricted, committed or assigned fund balance spending may be deferred and



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unassigned resources spent first if fund balances need to be preserved to facilitate future expenditure plans..

VII. COMMITTING FUND BALANCE

A majority vote of the School Board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The School Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent and Director of Finance. Assignments so made shall be reported to the School Board on an annual basis.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The Finance Office shall monitor the fund balance. If the fund balance falls below 7%, the School Board shall implement procedures to stabilize the district's financial position.

Legal References:

Statement No. 54 of the Governmental Accounting Standards Board

Cross References:

None

School Board Action:

Adopted as Policy 798 November 17, 2009

Revised July 19, 2011

Revised August 16, 2016

Revised September 19, 2017

Changed from Policy 798 to 714 to align with MSBA October 17, 2017

Revised February 21, 2023

Minutes
School Board Work Session
Fridley Independent School District 14
January 17, 2023

Call to Order

The Work Session of the Fridley School Board was called to order by School Board Chair Meisner at 5:34 PM on Tuesday, January 17, 2023, at the Fridley Community Center. The following Board members were present in the room: Abdisalam Adam, Nikki Auna, Ross Meisner, Donna Prewedo, and Avonna Starck (at 6:11pm). Absent: Jake Karnopp

The following items were discussed

- A. Signing Required Documents
- B. Nomination of Officers and Board Committees for 2023
- C. Governance and Policy
 - 1. Second Readings and Adoption of Policies
 - a. Policy 524 Internet Acceptable Use Policy
 - b. Policy 618 Assessment of standard Achievement
 - c. Policy 619 Staff Development
 - d. Policy 620 Credit for Learning
 - e. Policy 212 School Board Officers
 - 2. One Reading (Non-Substantive Changes) Reading and Adoption of Policies
 - a. Policy 522 Title IX Non-Discrimination Policy, Grievance Procedure and Process
 - b. Policy 701 Establishment and Adoption of School District Budget
 - c. Policy 701.1 Modification of School District Budget
 - d. Policy 702 Accounting
 - e. Policy 703 Annual Audit
 - f. Policy 704 Development and Maintenance of an Inventory of Fixed Assets and A Fixed Asset Accounting System
 - g. Policy 705 Investments
 - h. Policy 706 Acceptance of Gifts
 - i. Policy 707 Transportation of Public School Students
 - 3. First Reading of Policies
 - a. Policy 901 Community Education
 - b. Policy 998 Education Tax Levies
- D. Oversight of Operations
 - 1. Legal, Staffing and Personnel Update
 - a. New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements
 - 2. Finance and Operations Update
 - a. Joint Powers Agreement with Forest Lake and Centennial Schools for food vendor purchasing
 - b. Request for bids – Elementary School Freezers
 - 3. Fridley Public Schools and St. Anthony-New Brighton Public Schools Community Education Aquatics Consortium
 - 4. 2023-2024 Fridley High School Registration Guide
 - 5. Indian Ed Parent Committee Resolution
 - 6. Social Media Presence – Instagram
- E. Board Governance Policy
 - 1. 2023-2024 School Board Meeting Calendar
- F. Informational Items

1. FCC Movie Debrief
2. Student Enrollment
3. At the next Work Session – February 7, 2023 at Fridley Middle School
4. Important School Board Dates to Note:
 - a. NE Metro 916 board Meeting
January 18, 2023 | 6:00 PM
Bellaire School
 - b. NWSISD Joint Powers Board Meeting
January 18, 2023 | 6:15 PM
NWSISD District Office
 - c. AMSD Board of Directors Meeting
February 3, 2023 | 7:00 AM
Quora Education Center
 - d. Schools for Equity in Education (SEE) Meeting
February 17, 2023 | 9:30 AM
Doubletree Hotel – Roseville

Adjourned at 7:18 p.m.

Ross Meisner, Board Chair

Jake Karnopp, Board Clerk

Minutes
School Board Business Meeting
Fridley Independent School District 14
January 17, 2023

Call to Order, Pledge of Allegiance

Ross Meisner called the Business Meeting of the Fridley School Board to order at 7:30 p.m. on Tuesday, January 17, 2023, at the Fridley Community Center (FCC). Present: Abdisalam Adam, Nikki Auna, Ross Meisner, Donna Prewedo, and Avonna Starck. Absent: Jake Karnopp

Organization of The Board

Motion by Adam to nominate Ross Meisner as Board Chair. No further nominations. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 5-0.

Motion by Prewedo to nominate Abdisalam Adam as Vice Chair. No further nominations. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 5-0.

Motion by Starck to nominate Nikki Auna as Treasurer. No further nominations. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 5-0.

Motion by Adam to nominate Jake Karnopp as Clerk. No further nominations. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 5-0.

Approval of Agenda

Motion by Prewedo, seconded by Adam, to approve the agenda for January 17, 2023. Upon vote being taken, all voted in favor, none against, none abstained. Motion carried 5-0.

At 7:36pm, Board Member Auna left the meeting.

Spotlight on Recognition

1. Superintendent Hiel introduced the January 2023 Employee of the Month as Traci Brauns, Paraeducator at Stevenson Elementary School.

Superintendent and Staff Reports

1. Student Board Representative, Mirkeni Ahmed, spoke about Culture Day 2023 and the End of the Semester Work at Fridley High School.
2. Director of Nutritional Services, Renee Arbogast, presented on the nutrition programs at Fridley Public Schools and the variety of locally grown food used.

Business Action Items

1. Motion: School Board Organization and Annual Authorizations for 2023

Motion by Starck, seconded by Prewedo, to approve the School Board Organization and Annual Authorizations for 2023. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

2. Motion: Joint Powers Agreement with Forest Lake and Centennial Schools for Food Vendor Purchasing

Motion by Prewedo, seconded by Adam, to approve the joint powers agreement with Forest Lake and Centennial Schools for food vendor purchasing. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

3. Motion: Request for Project Bids to replace freezers at Hayes and Stevenson Elementary Schools

Motion by Starck, seconded by Adam, to approve the request for project bids to replace freezers at Hayes and Stevenson Elementary Schools. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

4. RESOLUTION: Accepting Gifts

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that the School Board of Fridley Public Schools accepts with appreciation the following gifts received by the School District:

- The following persons donated to **Hayes and Stevenson Elementary Schools**:
 - Fridley United Women in Faith - \$740 to each school for students in need

Motion by Prewedo, seconded by Adam, to accept the gifts and thank the donors for their contributions. Upon roll call vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

5. RESOLUTION: School Board Supporting Form B2 Application to the Minnesota State High School League Foundation

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Fridley High School recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Fridley High School supports the school's application to the Minnesota State High School League Foundation for a FORM B2 grant to offset costs in three specific areas including leadership initiatives, safety and transportation that reduces barriers to participation

Motion by Prewedo, seconded by Adam, to approve the FHS application to the MSHSL Foundation for Form B2 Grant to offset costs including transportation. Upon roll call vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

6. Motion: Second Reading and Adoption of Policies

- Policy 524 Internet Acceptable Use – Laura Seifert-Hertling
- Policy 618 Assessment of Standard Achievement – Laura Seifert-Hertling
- Policy 619 Staff Development – Laura Seifert-Hertling
- Policy 620 Credit for Learning – Laura Seifert-Hertling
- Policy 212 School Board Member Development – Dr. Kim Hiel

Motion by Prewedo, seconded by Adam, to approve the second reading and adoption of policies 524, 618, 619, 620, and 212. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

7. Motion: ONE Reading (Non Substantive Changes) and Adoption of Policies

- Policy 522 Title IX Non-Discrimination Policy, Grievance Procedure and Process
- Policy 701 Establishment and Adoption of School District Budget
- Policy 701.1 Modification of School District Budget
- Policy 702 Accounting
- Policy 703 Annual Audit
- Policy 704 Development and Maintenance of an Inventory of Fixed Assets and A Fixed Asset Accounting System
- Policy 705 Investments
- Policy 706 Acceptance of Gifts
- Policy 707 Transportation of Public School Students

Motion by Meisner, seconded by Prewedo, to approve the reading and adoption of non-substantive changes to policies 522, 701, 701.1, 702, 703, 704, 705, 706, and 707. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

Consent Agenda

Motion by Prewedo, seconded by Adam to approve the consent agenda of routine action items including minutes of the work session and business meeting held on December 20, 2022 and work session held on January 3, 2023; Monthly Financial Reports; and New Contracts, Amendments, Leaves of Absence, Resignations, Retirements and Terminations; Fridley Public Schools, St. Anthony-New Brighton Public Schools Community Education Aquatics Consortium; Indian Education Parent Committee Resolution; 2023-24 Fridley High School Registration Guide; and the 2023-2024 School Board Meeting Calendar. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 4-0.

Written Information

1. First Reading of Policies
 - Policy 901 Community Education
 - Policy 998 Education Tax Levies

Important Future School Board Dates

1. MYP Personal Projects Celebration
January 18, 2023 3:30-5:30 PM
Fridley High School
2. Stevenson Bingo Night
January 25, 2023 6:00-7:30 PM
Stevenson Elementary
3. No School - Planning/Evaluation Day
January 26, 2023
4. Fridley Schools Foundation Black & Gold Virtual Gala
January 26, 2023 Program at 7:00 PM

5. No School - Staff Development
January 27, 2023
6. High School Transition and Information Night
February 1, 2023 | 6:00 PM
Fridley High School Auditorium
7. Stevenson 4th grade Choir Concert
February 2, 2023 6:30 PM
District Auditorium
8. FHS Choir Sing-A-Long (Mulan Movie)
February 3, 2023 7:00 PM
Fridley High School Auditorium
9. FHS Snow Week/Spirit Week
February 6-10, 2023
10. FMS African American Parent Involvement Day
February 6, 2023
Fridley Middle School
11. Fridley School Board Work Session
February 7, 2023 5:30 PM
Fridley Middle School
12. FMS 6th Grade Band Concert
February 7, 2023 7:00 PM
FMS Front Gym
13. ALC Celebration of Excellence
February 10, 2023 10:00-10:30 AM & 1:30-2:00 PM
ALC
14. Hayes Better Together Parent Group
February 13, 2023 5:00 PM
Hayes Elementary
15. Stevenson PTO Meeting
February 13, 2023 5:00 PM
Stevenson Elementary
16. FMS History Day Competition
February 16, 2023 5:30-8:30 PM
Fridley Middle School
17. No School - Presidents Day
February 20, 2023
18. Fridley Public Schools School Board Meeting
February 21, 2023
Fridley Community Center
5:30 PM Work Session
7:00 PM Public Forum
7:30 PM Business Meeting

Adjournment

Motion by Starck, seconded by Prewedo, to adjourn at 8:23 p.m. Upon vote being taken, all voted in favor, none against, none abstained. Motion carried 4-0.

Ross Meisner, Board Chair

Jake Karnopp, Board Clerk

Minutes
School Board Work Session
Fridley Independent School District 14
February 7, 2023

Call to Order

The Work Session of the Fridley School Board was called to order by School Board Chair Meisner at 5:00 PM on Tuesday, February 7, 2023, at Fridley Middle School. The following Board members were present: Nikki Auna, Ross Meisner, Donna Prewedo, and Avonna Starck. Absent: Abdisalam Adam, Jake Karnopp

The following items were discussed:

1. Tour of FMS
2. History of Fridley Presentation
3. New Achievement and Integration Plan
4. School Resource Officer Discussion
5. Other Topics
6. Upcoming School Board Dates
 - a. ALC Celebration of Excellence
February 10, 2023 at 10 AM and 1:30 PM
Fridley ALC
 - b. Hayes Better Together Parent Group
February 13, 2023 at 5 PM
Hayes Elementary
 - c. Stevenson PTO Meeting
February 13, 2023 at 5 PM
Stevenson Elementary
 - d. Schools for Equity in Education (Auna)
February 17, 2023 at 9:30 AM
DoubleTree Hotel-Roseville / Zoom
 - e. No School – Presidents Day Holiday
February 20, 2023
 - f. Fridley Public Schools Board Meeting
February 21, 2023
5:30 PM – Work Session
7:00 PM – Public Forum
7:30 PM – Business Meeting
 - g. NE Metro 916 Board Meeting (Starck)
March 1, 2023 at 6 PM
Bellaire School
 - h. AMSD Board of Directors Meeting (Meisner)
March 3, 2023 at 7:30 AM
Quora Education Center

Adjourned at 6:47 PM.

Ross Meisner, Board Chair

Jake Karnopp, Board Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 14
FRIDLEY, MINNESOTA
TREASURER'S REPORT
MONTH ENDING 1/31/23**

Fund	Balance 12/31/22	Receipts	Payroll Disbursements	A/P Disbursements	Journal Entry Transfers	Balance 1/31/23
General (01)	\$ 32,287,697.48	\$ 4,542,284.90	\$ 1,381,180.37	\$ 1,709,522.84	\$ (474,083.65)	\$ 33,265,195.52
Food Service (02)	790,721.22	215,378.40	39,806.06	118,622.87	(22,572.58)	825,098.11
Transportation (03)	(35,251,936.46)	-	8,675.49	6,968.70	(3,311.02)	(35,270,891.67)
Comm. Service (04)	149,765.45	97,414.76	88,129.61	98,305.14	(30,116.51)	30,628.95
Operating Capital (05)	(797,039.26)	-	-	3,253.38	1,507.67	(798,784.97)
Construction (06)	(410,044.81)	-	-	-	-	(410,044.81)
Debt Service (07)	4,821,222.62	64,764.82	-	3,458,525.00	-	1,427,462.44
Performance Contract (16)	(4,220,892.26)	-	-	-	-	(4,220,892.26)
Activity Fund (19)	197,142.72	6,931.41	626.45	7,466.50	-	195,981.18
Dental Self Insurance (20)	337,142.49	72.65	-	32,227.43	27,504.53	332,492.24
Medical Self Insurance (21)	6,676,873.71	56,861.05	-	544,527.24	501,071.56	6,690,279.08
OPEB Trust Fund (25)	29,683.96	701,449.90	-	1,996.97	-	729,136.89
OPEB Debt Service (47)	674,321.48	8,692.17	-	522,257.50	-	160,756.15
Student Activities Under Board Control (51)	98,076.20	4,816.00	-	3,599.20	-	99,293.00
Total	\$ 5,382,734.54	\$ 5,698,666.06	\$ 1,518,417.98	\$ 6,507,272.77	\$ 0.00	\$ 3,055,709.85

Bank	Balance Per Bank Statement	Outstanding Checks	Outstanding Deposits	Balance per Treasurer's Books
MN Trust - OPEB	\$ 689,351.15	\$ -	\$ -	\$ 689,351.15
MN Trust - Operating	2,609,263.79	242,905.09	-	2,366,358.70
Total	\$3,298,614.94	\$ 242,905.09	\$ -	\$3,055,709.85

Difference \$ -

Schedule of Investments

As of 1/31/23

Investment	Broker	Type	Purchased	Maturity	Market Value	Par	Yield
MN Trust Full Flex Savings Deposit Account (PenFed Phly)	PMA - OPP	SDA	01/31/23	01/31/23	16,061.42	16,061.42	4.40%
MN Trust Full Flex Savings Deposit Account (Tech Cu Phly)	PMA - OPP	SDA	01/31/23	01/31/23	10,194,226.65	10,194,226.65	4.40%
Desert Sands USD-REF	PMA - OPEB	SEC	02/23/21	08/01/23	222,948.00	220,000.00	0.12%
NYC-D2-TXBL	PMA - OPEB	SEC	02/19/21	12/01/23	990,060.00	1,000,000.00	0.20%
Schenectady Co	PMA - OPEB	SEC	03/09/21	12/15/23	223,677.00	225,000.00	0.20%
Oklahoma City - TXBL	PMA - OPEB	SEC	01/07/20	03/01/24	199,756.00	200,000.00	1.70%
US Treasury N/B	PMA - OPEB	SEC	11/22/21	10/15/24	657,316.10	700,000.00	0.66%
US Treasury N/B	PMA - OPEB	SEC	12/21/21	11/30/24	422,216.47	444,000.00	0.80%
US Treasury N/B	PMA - OPEB	SEC	01/21/22	11/30/25	248,960.80	275,000.00	1.35%
US Treasury N/B	PMA - OPEB	SEC	02/24/22	11/30/25	217,274.88	240,000.00	1.72%
Great Midwest Bank, S.S.B., WI CD	PMA - OPEB	CD	12/28/22	12/01/25	120,000.00	134,747.18	4.20%
Totals					\$ 13,512,497.32	\$ 13,649,035.25	

Personnel Changes 2022-2023

New Contracts and Amendments per Master Agreements (2022-2023)

First Name	Last Name	Assignment	Step/Lane/Salary	School
Mia	Armstrong	Paraeducator	\$16.21/hour	RLS
Blair	Berger	7 th -8 th Grade Musical Music Director	Schedule C	FMS
Ethan	Berger	Auditorium Worker	Schedule C	FHS
Joey	Herder	Speech Team Assistant Coach	Schedule C	FHS
Joey	Herder	One Act Play Director	Schedule C	FHS
Jeffrey	Johnson	7-8 th Gr Musical Choreography	Schedule C	FMS
Jeffrey	Johnson	7-8 th Gr Musical Costumes / Makeup	Schedule C	FMS
Jeffrey	Johnson	7-8 th Gr Musical Artistic Director	Schedule C	FMS
Tom	Larson	Speech Team Head Coach	Schedule C	FHS
Brian	Majaraj	Custodian	\$18.75/hour	RLS
Abdullahi	Mohamed	EL LTS Teacher	MA+30 Step 17	FMS
Raymond	Nelson	Auditorium Worker	Schedule C	FHS
Charles	Rice	Paraeducator	\$16.21/hour	FHS
Amy	Rouser	Gifted & Talented Advisor	Schedule C	HYS
Dan	Wold	One Act Play – Tech Director	Schedule C	FHS
Dan	Wold	7 th -8 th Grade Musical Technical Director	Schedule C	FMS
Megan	Zadow	Occupational Therapist	MA step 1	District

Leaves of Absence (2022-2023)

- Kelly Bomberg has requested an intermittent leave of absence from her teacher position at Fridley Middle School from January 20, 2023 through June 9, 2023.
- Laura Carpenter has requested a leave of absence from her teacher position at Stevenson Elementary from May 27, 2023 through June 9, 2023.
- Debra Johnson has requested a leave of absence from her classroom assistant position at Fridley ECFE from January 17, 2023 through January 20, 2023.
- Karen Kalvestran has requested a leave of absence from her paraeducator position at Fridley Middle School from March 10, 2023 through April 10, 2023.
- John Medina has requested a leave of absence from his custodian position at Fridley Community Center from February 23, 2023 through March 16, 2023.

Resignations (2022-2023)

- Fadumo Abokor resigned her paraeducator position at Hayes Elementary School, effective December 19, 2022.
- Fernando Gonzalez Lesniak resigned his teacher position at Fridley Public Schools effective June 10, 2022 (resigned from leave of absence).

- Andrew Haaheim resigned his teacher position at Fridley High School effective June 11, 2021 (resigned from leave of absence).
- Demond Johnson resigned his dean of students position at Fridley Middle School, effective January 13, 2023.
- Tim Leistikow resigned his IB and Assessment Coordinator position at Fridley High School, effective February 10, 2023.
- Elizabeth Schweitzer resigned her teacher position at Fridley ECFE effective June 10, 2022 (resigned from leave of absence).

Terminations (2022-2023)

- Caleb Campbell was terminated from his Special Education Teacher position at Hayes Elementary effective December 21, 2022.



Achievement and Integration Plan

July 1, 2023 to June 30, 2026

Submissions due by March 15th, 2023

District ISD# and Name: ISD 14, Fridley Public Schools

District Integration Status: RI

Superintendent: Dr. Kim Hiel

Phone: 763-502-5000

Email: kim.hiel@fridley.k12.mn.us

Plan submitted by: Dr. Jason Bodey

Title: Director of Teaching & Learning

Phone: 763-502-5005

Email: jason.bodey@fridley.k12.mn.us

Partnering Districts Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed. Provide the name of your integration collaborative if you have one: **Northwest Suburban Integration School District.**

1. Anoka-Hennepin School District
2. Buffalo-Hanover-Montrose School District
3. Brooklyn Center School District
4. ISD 728
5. Osseo School District
6. Rockford School District

School Board Approval

We certify that we have approved this Achievement and Integration plan and will implement it as part of our district's World's Best Workforce plan ([Minn. Stat. § 124D.861, subd. 4](#)).

We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by [Minnesota Rules 3535.0160, subpart 2](#), and [Minnesota Rules 3535.0170, subparts 2-5](#).

Superintendent: Enter name here.

Signature:

Date Signed: Enter date here.

School Board Chair: Enter name here.

Signature:

Date Signed: Enter date here

[Type here]

Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with racially identifiable schools are required to convene a community collaboration council to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2).

Multidistrict Collaboration Council: Our district participates in a Multi-District Collaborative Council to include the following: 1) Nate Manaen, Director of Student Support Services with the Anoka-Hennepin School District, 2) Jena Carlson, Director of Teaching and Learning and Michelle Ford, Director of Assessment with the Brooklyn Center School District, 3) Nancy Eiyneck, Educational Equity Coordinator and Pam Miller, Director of Teaching and Learning with the Buffalo-Hanover-Montrose School District, 4) Jason Bodey, Director of Teaching and Learning Coordinator with the Fridley School District, 5) Kristin Hall, Curriculum Specialists and Kelly Corbett, Director of Teaching and Learning with ISD 728, 6) Duane Wardally, Director of Equity and Inclusion with the Osseo School District, and 7) Rob Danneker Director of Teaching and Learning with the Rockford School District.

American Indian Parent Advisory Committee Districts with an American Indian parent advisory committee must include representation from this committee on the councils described above (Minn. R. 3535.0160, subp. 2, and 3535.0170, subp. 3).

For stakeholder input to be meaningful it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide in the [Achievement and Integration Plan Guide](#), and see the [Tribal Consultation Guidance](#).

AIPAC Member Signature (if applicable): _____ Date Signed: _____

Below, list your council members and identify American Indian parent committee members. Briefly describe council members' recommendations for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval **no later than March 15, 2023** (Minn. Stat. § 124D.861, subd. 4). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to MDE.integration@state.mn.us.

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

Achievement and Integration Goals

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

[Type here]

To add goals, copy the goal section directly above and paste them below the strategies and KIPs supporting Goal #1.

Strategies

Each goal should have at least one strategy. Number each strategy sequentially and give it a unique name. For each strategy, provide a narrative description as explained below.

Districts may use Achievement and Integration revenue to pursue racial and economic integration and reduce achievement disparities between student groups through the types of strategies listed in the *Type of Strategy* section below (Minn. Stat. § 124D.861, subd. 2).

Integration Requirement At least one of your strategies must be a student integration activity designed and implemented to bring together students from a racially isolated district with students from that district's adjoining Achievement and Integration districts (Minn. R. 3535.0170).

Copy and paste the strategy section below for each additional strategy.

NOTE: If a strategy is intentionally developed to support multiple goals, list its unique name and number and provide the narrative description for that strategy under one goal. Include that strategy's unique number and name under the other goals it supports. You do not have to copy the narrative description for that strategy under multiple goals.

Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

Key Indicators of Progress (KIP)

	Target 2024	Target 2025	Target 2026
List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.			
<i>Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percentage points each year. 2020 enrollment is 32 percent.</i>	42%	52%	62%

[Type here]

Fridley Public Schools

Achievement and Integration Plan

July 1, 2023 to June 30, 2026

Goal #1:

The percent of students who identify as Hispanic or Latino that are enrolled by October 1st each year, will increase proficiency on the MCA-III Reading from 22.6% in Spring 2022 to 31.6% in Spring 2026 for all grades tested.

**Note – for comparison, the statewide percent proficient for MCA-III Reading for students who identify as Hispanic or Latino was 31.4%.*

Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Achievement Disparity

Strategy #1 - Provide staff development to better meet our students' academic Reading needs, specifically focused on our Hispanic/Latino students.

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Narrative description of this strategy:

To improve our students' academic achievement on the MCA-III reading assessment, we will:

- Identify and implement a range of culturally responsive practices, such as:
 - Placing an asset-based value on student languages and cultures
 - Develop student language and culture portraits
- Train our K-6 staff in the newest philosophies and strategies in the Science of Reading, specifically, instructional strategies that support multilingualism
- Seek new literacy curriculum for grades K-6 that is culturally reflective and responsive, specifically including representation of our Hispanic/Latino students' needs.
- Provide staff development for the implementation of this curriculum, and specifically, how to integrate culturally responsive practices.
- Provide staff development on data literacy.

Strategy #2 – Engage in listening opportunities with families, specifically focused on our families who identify as Hispanic/Latino, on their lived experiences within our school system to look for patterns and trends for improvement.

Type of Strategy: Family engagement initiatives to increase student achievement.

Narrative description of this strategy:

[Type here]

To improve our students’ academic achievement on the MCA-III reading assessment, each building staff will work with families to better understand their lived experiences in order to understand how we can better serve families. We believe learning about families will lead to better relationships, collaboration between home and school, and student academic achievement. Access to interpretation services will also support this work.

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
The percent of students who identify as Hispanic or Latino that are enrolled by October 1st each year, will increase proficiency on the MCA-III Reading from 22.6% in Spring 2022 to 28.6% in Spring 2026 for all grades tested.	3.0% increase	3.0% increase	3.0% increase

Goal #2:

As part of the NWSISD #6078 Collaborative, Fridley Public Schools will participate in magnet programming (IB PYP, MYP, DP, and CP) seeking racial and economic integration and provide opportunities to develop individual identity by increasing levels of awareness regarding college and career opportunities.

Aligns with WBWF area: All students are ready for career and college.

Goal type: Integration

Strategy #3 – FPS will emphasize creating opportunities for students to develop self-identity within a global society.

Type of Strategy: Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.

Integrated Learning Environments (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.
- Provides school enrollment choices.
- Increases cultural fluency, competency, and interaction.
- Increases graduation rates.
- Increases access to effective and diverse teachers.

Narrative description of this strategy:

[Type here]

Specifically, over the next 3 years, FPS will emphasize creating opportunities for students to develop their own identity by increasing their level of awareness regarding college and career opportunities. We will seek out new course opportunities and experiences for students related to college and career readiness such as, but not limited to:

- Utilizing a college and career development program (such as Xello) for grades 9-12
- Expand the use of a college and development program into grades 5-8 to begin the self-identity development and college/career readiness earlier
- Partnering with NWSISD and other organizations for college and career field trips and experiences
- Expand our CTE course opportunities for students in high school
- Expand our capacity to offer or support student internships and work-based learning opportunities
- Expand opportunities and connections to our AVID programming
- Partnering with Get Ready through FY2024

These strategies align well with our continued development of our IB Programmes, specifically our Career-Related Programme, and support the partnership with NWSISD for magnet schools. Our IB programs will continue to develop:

- Curriculum update and development through the IB framework
- Affirming identity
- Multiple perspectives
- International Mindedness
- Opportunities for student voice and agency within the classroom

Fridley Public Schools will use the Minnesota open enrollment process and desegregation transportation legislation to promote racial integration across the NWSISD collaborative using the NWSISD magnet school system. FPS will continue to offer IB Primary Years Programme (PYP) in grades PreK-5, IB Middle Years Programme (MYP) in grades 6-10, and IB Diploma Programme (DP) and Career-Related Programme (CP) in grades 11 and 12.

NWSISD magnet schools are free public pre-k – 12 grade schools of choice operated by the collaborative districts. The magnet schools are designed to provide opportunities for students to learn in an integrated environment that provide rigorous course work for all students. The magnet school's curriculum is aligned to one of the three themes including the Arts, International Baccalaureate, or STEM/STEAM. The NWSISD magnet schools do not have entrance criteria, eligibility is based on a student's interest in the thematic area resulting in students from a wide array of backgrounds enrolled in the magnet schools. NWSISD magnet system is unique in the fact that it uses both racially identified schools and non-racially identified schools to move students across district boundaries seeking racial integration.

NWSISD provides multiple opportunities promoting career and college readiness skills. Programs include mentorship programs, college and career conferences, Educators Rising clubs promoting careers in education, college and career field trips as well as support for AVID. Mentorship programs focus on four education concepts of Aspirations, Expectations, Opportunities, and Achievement.

Location of services: Services are located across the seven school districts, NWSISD office, college campuses, and community partners.

[Type here]

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
College and career lessons will consistently be provided to our grades 9-12 high school students.	25% students receive lessons	50% students receive lessons	90% students receive lessons
Increase our enrollment in students participating in our IB Career-Related Programme.	Collect Baseline	20% growth	20% growth
Increase or update our CTE course opportunities each year so that they are responsive to student interest.	Increase or update 1 course	Increase or update 1 course	Increase or update 1 course

Goal #3:

Develop and implement a student-based teacher preparation pathway by FY26. We will increase the number of students, specifically BIPOC students, enrolled in our concurrent enrollment introduction to education course from 0 high school students in FY23 to 20 high school students enrolled in by FY26.

Aligns with WBWF area: All students are ready for career and college.

Goal type: Teacher Equity

Strategy #4 - Develop a student-based teacher preparation pathway.

Type of Strategy: Equitable access to effective and more diverse teachers AND Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.

Narrative description of this strategy:

For students, we will develop an education career pathway within our course catalog. This work will support and align with our development of our IB Career-related Programme as well. This program will encourage current BIPOC high school students to gain experience in courses and opportunities related to education that can inspire them to pursuing post-secondary education and obtaining certification to become a licensed educator in the state of Minnesota. FPS has a strong tradition of hiring former graduates and we look forward to continuing this tradition while diversifying our educational staffing. Opportunities we will pursue are, but not limited to:

- Implementing a concurrent enrollment introduction to education course partnering with a local college
- Create opportunities for student internships related to education within our own school system for high school students who have completed the introduction to educators' course
- Seek other field trip/experiences for students wishing to explore this career field

[Type here]

- Partner with our Human Resources department to identify opportunities within our hiring practices that would encourage alumni with the appropriate credentials to apply, interview, and seek employment as an educator

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
We will increase the number of students, specifically BIPOC students, enrolled in our concurrent enrollment introduction to education course.	0 (Promotion and baseline)	10 students/staff	20 students/staff

This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Fridley Public Schools, ISD #14**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **0014-01**

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: **Dr. Kim Hiel**

Title: **Superintendent**

Board Member Signature: _____

Name: **Ross Meisner, Board Chair**

Date: **2/2/23**





A World-Class Community of Learners

School Board Approval of Overnight Field Trip

Any staff requesting an overnight field trip activity for students are required to get advance School Board approval before advertising to students and parents.

Completed by Jeffrey Johnson		Subject area Music	Date of request 1/23/2023
Name of school and staff member(s) planning trip FHS; Jeffrey Johnson & Zach Sander			
Name and address of outside sponsoring group		Name of travel agent selected Terri Jo Fox Bob Rogers Travel 3440 Lacrosse Lane, Naperville, IL 60564	
List fees or expenses that will be paid by the travel agent to the staff member		What are the limits of liability by travel agent? (attach copy of insurance statement) Attached	
Number of students on trip ~40-50 is goal		Number of school days missed 1	
Educational objectives of proposed trip Band and Choir Performance at Cathedral of St. John & USS Intrepid ; broadway theater music and movement workshop; sight-seeing and learning about different performing arts opportunities of NYC			
Location of trip (city, state, country) New York City, NY, USA	Dates of trip March 22-25, 2024		Events (if any)
Number of staff attending 2	Number of parents attending as chaperones 3-4, or more		Who pays for staff and parent expenses?
Expenses paid by district 0	Will the district provide a substitute? No		How many days? 4
Cost per student \$1356, variable, flight - \$450-500, variable	Expenses paid by fund-raising or sponsor \$150 - 200 off per student or more, variable on how much is fundraised		Expenses paid by students total cost, variable
Special travel and lodging arrangements	Airfare (included in trip expenses), hotel in NJ (included in trip expenses)	Itinerary (including dates)	Attached
Will you include information that will be provided to parents/students for advertising the trip?		Will you complete parent approval for students to receive emergency needed treatment?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached	
Will be brought to School Board for action on what School Board meeting date?			

Approved by:

Principal	Superintendent
Date 1/23/23	Date



School Board Approval of Overnight Field Trip

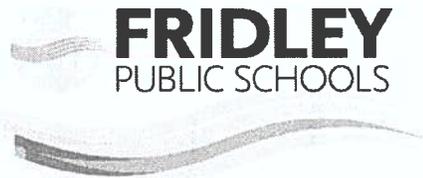
A World-Class Community of Learners

Any staff requesting an overnight field trip activity for students are required to get advance School Board approval before advertising to students and parents.

Completed by Andrea Mulry		Subject area Robotics	Date of request 1/28/23
Name of school and staff member(s) planning trip Andrea Mulry			
Name and address of outside sponsoring group N/A		Name of travel agent selected N/A	
List fees or expenses that will be paid by the travel agent to the staff member N/A		What are the limits of liability by travel agent? (attach copy of insurance statement) N/A	
Number of students on trip 8		Number of school days missed 2	
Educational objectives of proposed trip To compete in Lake Superior FIRST robotics regional competition			
Location of trip (city, state, country) Duluth, MN, USA		Dates of trip March 1-4, 2023	Events (if any) Northern Lights Robotics Competition
Number of staff attending 1 teacher, 2 volunteer mentors		Number of parents attending as chaperones 0	Who pays for staff and parent expenses? Robotics Team
Expenses paid by district \$0		Will the district provide a substitute? yes	How many days? 3
Cost per student \$3000 total for competition registration plus hotel and bus fees		Expenses paid by fund-raising or sponsor \$ALL (minus student expenses and fee)	Expenses paid by students \$120 per student
Special travel and lodging arrangements Stay at LiftBridge Lodge in Duluth, travel via bus with trailer		Itinerary (including dates) Attached	
Will you include information that will be provided to parents/students for advertising the trip?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached	Will you complete parent approval for students to receive emergency needed treatment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached
Will be brought to School Board for action on what School Board meeting date? February 21, 2023			

Approved by:

Principal	Superintendent
Date Feb. 17, 2023	Date



A World-Class Community of Learners

School Board Approval of Overnight Field Trip

Any staff requesting an overnight field trip activity for students are required to get advance School Board approval before advertising to students and parents.

Completed by Andrea Mulry	Subject area Robotics	Date of request 1/28/23
Name of school and staff member(s) planning trip Andrea Mulry		
Name and address of outside sponsoring group N/A	Name of travel agent selected N/A	
List fees or expenses that will be paid by the travel agent to the staff member N/A	What are the limits of liability by travel agent? (attach copy of insurance statement) N/A	
Number of students on trip 10	Number of school days missed 2	
Educational objectives of proposed trip To compete in North Star FIRST robotics regional competition		
Location of trip (city, state, country) LaCrosse, WI, USA	Dates of trip March 23-26, 2023	Events (if any) Minnesota North Star Regional Robotics Competition
Number of staff attending 1 teacher, 2 volunteer mentors	Number of parents attending as chaperones 0	Who pays for staff and parent expenses? Robotics Team
Expenses paid by district \$0	Will the district provide a substitute? yes	How many days? 3
Cost per student \$3000 total for competition registration plus hotel and bus fees	Expenses paid by fund-raising or sponsor \$ALL (minus student expenses and fee)	Expenses paid by students \$120 per student
Special travel and lodging arrangements	Stay at Best Western-LaCrescent, MN; travel via bus and trailer	Itinerary (including dates) Attached
Will you include information that will be provided to parents/students for advertising the trip?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached	Will you complete parent approval for students to receive emergency needed treatment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached
Will be brought to School Board for action on what School Board meeting date? February 21, 2023		

Approved by:

Principal	Superintendent
Date Feb. 17, 2023	Date



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412 Expense Reimbursement

I. PURPOSE

It shall be the policy of Fridley, Independent School District #14 to reimburse employees and others for expenses that have been authorized and approved in advance for the purpose of conducting business on behalf of the district.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation-related costs, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school district business-related expenses. It is expected that transportation expenses will be minimized by utilizing vehicles that are owned and operated by the district when appropriate.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service. Mileage will be based on distances from current maps by utilizing a direct and reasonable route to the destination. Commercial transportation shall reflect economy fares and shall be reimbursed only for actual cost of the trip.
- C. All expense claims must be documented to be eligible for reimbursement and be submitted to the Business Office within 60 days of occurrence. Expense claims reimbursable by grants shall be submitted to the Business Office within the lesser of 60 days of occurrence or 5 business days prior to the final grant submission. Once the fiscal year books are closed, expense reimbursements will no longer be valid.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - a. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

b. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

IV.V. CLINICS, WORKSHOPS, AND CONFERENCES

Staff members participating in clinics, workshops, and conferences pertaining to their employment shall follow the following guidelines:

- A. Any staff member desiring to attend a clinic, workshop, or conference shall obtain prior approval from the supervising administrator.
- B. Expenses for attendance at approved Minnesota clinics, workshops, and conferences shall be paid by the School District. Expenses would include meals and lodging (if more than 35 miles from school) according to the following plan:
 - 1) Two-day clinic, workshop, or conference – one nights lodging
 - 2) Three-day clinic, workshop, or conference – two nights lodging
 - 3) Expenses for meals shall be paid on a per diem basis according to the Minnesota Department of Management and Budget Commissioner's Plan.

When breakfast, lunch, or dinner is included with the clinic, workshop, or conference, the District's daily meal allowance will be reduced accordingly.

- 1) Mileage will be paid for traveling to the site of the meeting and return, if a school vehicle is not available.
- 2) State High School League meets and events, where local students are not directly involved, are not considered a clinic, workshop, or conference.
- 3) When more than one staff member attends the same clinic, workshop or conference, expenses are to be shared by those attending, such as room, transportation, etc., where it is deemed practical.
- 4) Receipts must accompany all claims for reimbursement.



A World-Class Community of Learners

Fridley Public Schools is committed to creating a welcoming, respectful environment that provides an equitable and inclusive education for each student, staff and community member by ensuring that opportunities, access, and resources are aligned to support the growth and academic achievement of each student.

Legal References:

Minn. Stat. § 471.665 (Mileage Allowances)

School Board Action:

Adopted as Policy 10.205 April 18, 1998

Revised as Policy 412 June 17, 1998

Revised April 18, 2006

Revised March 18, 2008

Revised December 19, 2017

Revised for First Reading February 21, 2023

Annual Review:

<u>Month</u>	<u>Year</u>	<u>Notes</u>
June	2022	Reviewed / No changes

First Reading



A World-Class Community of Learners

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516 Student Medication

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescription or non-prescription medications during the school day. The school district's licensed school nurse, trained health assistant, or trained designee will administer prescription and non-prescription medications, except any form of medical cannabis, in accordance with school district procedures.

III. REQUIREMENTS

- A. The administration of prescription and nonprescription medications requires a completed signed request from the student's parent/guardian. In addition, all long-term prescription medications (2 weeks or more) or a controlled prescription medication requires a written order from a licensed prescriber. The school district may rely on a verbal parent request to administer medication for up to two school days, after which a written authorization is required.
- B. A "Request to Administer Medication at School" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original pharmacy labeled container and must be administered in a manner consistent with the instructions on the label.
- D. Nonprescription medications must come in the original labeled container and must be administered in a manner consistent with the instructions on the label.
- E. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- F. Medications, prescription and nonprescription, are not to be carried by the student unless there is a written agreement between the school district and the parent/guardian. Medications will be kept in the Health Office or left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler or severe allergy medication of epinephrine (Epi-pen) self-

administered (See part ~~IV-DK.5~~. below), and medications administered as noted in a written agreement between the school district and the parent/guardian or as provided in the student's IEP (individual education plan), Section 504 plan, or IHP (individual health plan).

- G. The school must be notified immediately by the parent/~~guardian or student 18 years old or older~~ in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well. ~~or if the medication is no longer required. A change in a long-term prescription medication requires a new written order from a licensed prescriber.~~
- H. The licensed school nurse, trained health assistant or trained designee, will be responsible for the filing of the "Request to Administer Medication at School" form in the student's health records. The licensed school nurse, trained health assistant, or trained designee will be responsible for providing a copy of the form to the principal and to other personnel designated to administer the medication, upon request.
- I. Procedures for administration of medication at school and school activities will be developed by the licensed school nurses. The procedures will be reviewed annually, and a copy will be on file in each health office.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific exceptions
1. Special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or severe allergy medications can be self-administered by a student with an asthma inhaler or epinephrine auto-injector if:
 - a. The school district has received a written authorization from the student's physician and parent permitting the student to self-administer the medication;
 - b. The inhaler or epinephrine auto-injector is properly labeled for that student; and
 - c. The parent has not requested school personnel to administer the medication to the student.

Written authorization for the student to self-administer these medications must be submitted each school year. The licensed school nurse, trained health assistant or trained designee must address the student's knowledge and skills to safely possess and use an asthma inhaler or epinephrine auto-injector in a school setting. If the parent and prescribing medical professional determine the student is unable to self-carry the medication, the student must have access to the medication at all times during the instructional day.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day.

are not governed by this policy.

7. Nonprescription Medication: A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's ~~physician and~~ parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the

medication each school year, ~~and enter into the student's school health record a plan to implement safe possession and use of the nonprescription medication.~~ The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure of the collection and transport of any unclaimed or abandoned prescription drugs or medications remain in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur

- more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
 3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References:

- Minn. Stat. § 13.32 (~~Student Health~~Educational Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions)
Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References:

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

School Board Action:

Adopted as Policy 8.202 November 18, 1986
Revised October 18, 1988
Revised May 15, 1990



Fridley Public Schools is committed to creating a welcoming, respectful environment that provides an equitable and inclusive education for each student, staff and community member by ensuring that opportunities, access, and resources are aligned to support the growth and academic achievement of each student.

A World-Class Community of Learners

Revised as Policy 516 June 18, 2002

Revised March 12, 2013

Revised March 18, 2014

Revised June 21, 2016

Revised March 19, 2019

Revised July 20, 2021

Revised May 17, 2022

Revised for First Reading February 21, 2023

First Reading