

## Work Session

Tuesday, March 21, 2023 5:30 PM

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

A.	<b>Signing Required Documents</b>	<b>Presenter:</b> Dr. Kim Hiel
B.	<b><u>GOVERNANCE AND POLICY</u></b>	
B.1.	Second Readings and Adoption of Policies	
B.1.a.	Policy 412 Expense Reimbursement	<b>Presenter:</b> Craig Wieber
B.1.b.	Policy 516 Student Medication	<b>Presenter:</b> Laura Seifert-Hertling
B.2.	One Reading (Non Substantive Changes) Reading and Adoption of Policies	
B.2.a.	Policy 801 Student Access to Facilities of Secondary Schools	<b>Presenter:</b> Stephen Keeler
B.2.b.	Policy 802 Disposition of Obsolete Equipment and Material	<b>Presenter:</b> Craig Wieber
B.2.c.	Policy 805 Waste Reduction and Recycling	<b>Presenter:</b> Craig Wieber
B.3.	First Reading of Policies	
B.3.a.	Policy 501 Weapons	<b>Presenter:</b> Dr. Kim Hiel
C.	<b><u>OVERSIGHT OF OPERATIONS</u></b>	
C.1.	Legal, Staffing and Personnel Update	<b>Presenter:</b> S. Ike Isaacson
C.1.a.	New Contracts, Amendments, Leaves of Absence, Terminations, Resignations, and Retirements	
C.2.	Finance and Operations Update	<b>Presenter:</b> Craig Wieber
C.2.a.	Approval of 2022-2023 Revised Budget	
C.2.b.	Acceptance of Bids for the Freezer Replacement Projects at Stevenson and Hayes Elementary Schools	
C.3.	School Calendar 2023-2024	<b>Presenter:</b> Dr. Kim Hiel
C.4.	Overnight Field Trip for Model United Nations to Minneapolis March 30-April 1, 2023	<b>Presenter:</b> Dr. Kim Hiel
C.5.	Partnership Updates	
C.5.a.	Northeast Metro 916 Intermediate School District Meeting held on March 1, 2023	<b>Presenter:</b> Avonna Starck
C.5.b.	Association of Metropolitan School Districts Meeting held on March 3, 2023	<b>Presenter:</b> Ross Meisner
C.5.c.	Northwest Suburban Integration School District Joint Powers Board Meeting held on March 15, 2023	<b>Presenter:</b> Dr. Abdisalam Adam
D.	<b><u>INFORMATIONAL ITEMS</u></b>	
D.1.	Strategic Planning Update	<b>Presenter:</b> Josh

D.2. Standards Based Grading Presentation	Collins/Susan Brott <b>Presenter:</b> Dr. Cochran, Patty Hand, Kari Reiter
D.3. Student Enrollment	<b>Presenter:</b> Dr. Kim Hiel
D.4. Next Work Session - No Work Session April 4 (Spring Break)	<b>Presenter:</b> Dr. Kim Hiel
D.5. Board Scholarship - Class of 2023	<b>Presenter:</b> Ross Meisner
D.6. Superintendent Search Update	<b>Presenter:</b> Ross Meisner
D.7. Important School Board Dates	<b>Presenter:</b> Ross Meisner
D.7.a. NE Metro 916 Board Meeting (Starck) April 5, 2023   6:00 PM Bellaire School	
D.7.b. AMSD Board of Directors Meeting (Meisner) April 14, 2023   7:30 AM Quora Education Center	
D.7.c. NWSISD Joint Powers Board Meeting (Adam) May 17, 2023   6:15 PM NWSISD District Office	
D.7.d. Schools for Equity in Education (Auna) April 21, 2023   9:30 AM DoubleTree Hotel - Roseville / Zoom	
E. <b><u>PUBLIC FORUM</u></b>	<b>Presenter:</b> Ross Meisner



# FRIDLEY PUBLIC SCHOOLS

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## Fridley Public Schools Policies Presented for Second Reading March 21, 2023

#	Policy Name	Change/Revision
412	Expense Reimbursement	Added IV. Airline Travel Credit
516	Student Medication	Updated III. G. ; Added to III. K. 6. medications are not governed by this policy; Revised III. K. 7; Legal references updated





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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.

## **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.



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***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 March 21, 2023

***Annual Review:***

<u>Month</u>	<u>Year</u>	<u>Notes</u>
June	2022	Reviewed / No changes
March	2023	Reviewed / Revised

Second Reading

## 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 K.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 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.
- 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 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. 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 (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 (Definitions)
  - Minn. Stat. § 152.23 (Limitations)
- 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Act)  
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
- 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



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Revised May 17, 2022

Revised March 21, 2023

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# Second Reading



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## 801 Student Access to Facilities of Secondary Schools

### I. Purpose

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

### II. General Statement of Policy

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The School Board has created a limited open forum for students enrolled in secondary schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
  - 1. Influence the form or content of any prayer or other religious activity;
  - 2. Require any person to participate in prayer or other religious activity;
  - 3. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - 4. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
  - 5. Sanction meetings that are otherwise unlawful;
  - 6. Limit the rights of groups of students based on the size of the group;
  - 7. Abridge the constitutional rights of any person.

### III. Definitions

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.



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- B. "Secondary school" refers to Fridley Middle School or Fridley High School.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups, which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

#### IV. Fair Opportunity Criteria

Secondary schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Non-school persons may not direct, control, or regularly attend activities of student groups.

#### V. Procedures

- A. Any student who wishes to initiate a meeting under this policy shall submit a completed application form to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
  - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
  - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
  2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
  3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep all student meeting application forms on file;
  2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
  3. Note the condition of the facilities and equipment before and after use.
  4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
  5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
  6. Provide a copy of this policy and procedures to each student who initiates a request to use school facilities
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Non-school persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

***Legal References:***

20 U.S.C. 4071-74 (Equal Access Act)

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)



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*Board of Educ. of Westside Community Schools v. Mergens*, 496 U.S. 226, ~~1105 S.C. 2356~~ (1990)

*Good News Club v. Milford Central School*, 533 U.S. 98, ~~1215 S.Ct. 2093~~ (2001)

*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)

*Child Evangelism Fellowship of Minnesota v Elk River Area School Dist.* 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

***Cross References:***

MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

~~MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)~~

***SCHOOL BOARD ACTION:***

Adopted as Policy 11.410 Sept. 19, 2000

Revised as Policy 801 June 18, 2002

Revised March 21, 2023

Only ONE Reading Needed



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## 802 Disposition Of Obsolete Equipment And Material

### I. Purpose

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

### II. General Statement of Policy

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### III. Definitions

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

### IV. Manner of Disposition

#### A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the School Board. The superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

#### B. Contracts Over \$ 175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000 in total, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the School Board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price



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- contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the School Board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the School Board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may re-advertise.
  5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
  6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.
- C. Contracts From \$25,000 to \$175,000
- If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after their receipt.
- D. Contracts \$25,000 or Less
- If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the School Board. The



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sale in the open market may be by auction. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice Of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales To Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless sold to a school district employee after reasonable public notice, at public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

- a. another school district;
- b. the state department of corrections;
- c. the board of trustees of Minnesota State Colleges and Universities;



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- d. the family of a student residing in the district whose total family income meets the federal definition of poverty.
  - e. A charitable organization under section 501(c)(3) of the Internal Revenue code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:***

Minn. Stat. § 13.591 (Business Data)

Minn. Stat. § 15.054 (~~Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty~~ Sale or Purchase of State Property; Penalty)

Minn. Stat. § 123B.29 (Sale of School Building at Auction)

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Minn. Stat. § 645.11 (Published Notice)

***Cross References:***

MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "F" (School District Contract and Bidding Procedures)

***SCHOOL BOARD ACTION:***

Adopted September 19, 2000

Revised as Policy 802 June 18, 2002

Revised December 16, 2008

Revised November 20, 2018

Revised May 19, 2020

Revised March 21, 2023



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## 805 WASTE REDUCTION AND RECYCLING

### I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management. ~~(Minn. Stat. § 115A.15, Subd. 1)~~

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

### III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. ~~(Minn. Stat. § 116.93, Subd. 1)~~
- B. “Mixed solid waste” means garbage, refuse, source-separated compostable materials and other solid waste but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials. ~~(Minn. Stat. § 115A.03, Subd. 21)~~
- C. “Packaging” means a container and any appurtenant material that provides a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. ~~(Minn. Stat. § 115A.03, Subd. 22b)~~
- D. “Post-consumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. ~~(Minn. Stat. § 115A.03, Subd. 24b)~~
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a

battery exempted by the Commissioner of the Minnesota Pollution Control Agency (PCA) (Commissioner). ~~(Minn. Stat. § 115A.9157)~~

- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. ~~(Minn. Stat. § 115A.15, Subd. 1a(a))~~
- G. “Recyclable materials” means materials that are separated from mixed solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, and source-separated compostable materials. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. ~~(Minn. Stat. § 115A.03, Subd. 25a)~~
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. ~~(Minn. Stat. § 115A.03, Subd. 25b)~~
- I. “Resource conservation” means the reduction in the use of water, energy and raw materials. ~~(Minn. Stat. § 115A.03, Subd. 26a)~~
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. ~~(Minn. Stat. § 115A.15, Subd. 1a(b))~~
- K. “Source-separated compostable materials” means mixed solid waste that is:
1. separated at the source by waste generators for the purpose of preparing it for use as compost;
  2. collected separately from other mixed municipal solid wastes;
  3. comprised of food wastes, fish and animal waste, plant materials;
  4. delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency’s class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility;
  5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

~~(Minn. Stat. § 115A.03, Subd. 32a)~~

- L. “Waste reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
  2. increasing the life span of a product;
  3. reducing material or the toxicity of material used in production or packaging; or
  4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

~~(Minn. Stat. § 115A.03, Subd. 36b)~~

#### IV. WASTE DISPOSAL PROCEDURES

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
  2. full utilization of materials prior to disposal;
  3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic and metal. ~~(Minn. Stat. § 115A.151)~~
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. ~~(Minn. Stat. § 115A.151)~~
- D. Prior to entering into a contract for the management of mixed solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the Minnesota Pollution Control Agency.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the district prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.

~~(Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)~~

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the Minnesota Pollution Control Agency; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
  - a. permitted to do so by the operator of the system and the Minnesota Pollution Control Agency;
  - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
  - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

~~(Minn. Stat. § 115A.916)~~

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-

intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

~~(Minn. Stat. § 115A.932, Subd. 1(a))~~

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

~~(Minn. Stat. § 115A.932, Subd. 1(b))~~

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under ~~Minn. Stat. § Minnesota Statutes section 216B.241, Subds. subdivison 2, and 4.~~ (Minn. Stat. § 115A.932, Subd. 1(e))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a non-removable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. ~~(Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)~~

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;

3. in a resource recovery facility, except for the purposes of reuse, composting, or co-composting; or
  4. in a plastic bag unless exempt as specified in ~~Minn. Stat. §Minnesota Statutes section~~ 115A.931(c), (d), or (e).  
(~~Minn. Stat. § 115A.931~~)
- K. The school district may not place a telephone directory:
1. in solid waste;
  2. in a disposal facility; or
  3. in a resource recovery facility, except a recycling facility.  
(~~Minn. Stat. § 115A.951, Subd. 2~~)
- L. The school district may not:
1. place major appliances in mixed municipal solid waste; or
  2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.  
(~~Minn. Stat. § 115A.9561~~)
- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (~~Minn. Stat. § 115A.9565~~)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (~~Minn. Stat. § 115A.961, Subd. 3~~)

## V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of non-recycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (~~Minn. Stat. § 16C.073, Subd. 3(a)~~)
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (~~Minn. Stat. § 16C.073, Subd. 3(b)~~)

- C. Whenever practicable, the school district will:
1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent post-consumer material;
  2. purchase recycled content paper with at least ten percent post-consumer material by weight and copier paper that contains at least ten percent post-consumer material by weight;
  3. purchase paper which has not been dyed with colors, excluding pastel colors;
  4. purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  5. use reusable binding materials or staples and bind documents by methods that do not use glue;
  6. use soy-based inks;
  7. purchase printer or duplication cartridges that:
    - a. Have 10 percent post-consumer material; or
    - b. Are purchased as remanufactured; or
    - c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in ~~Minn. Stat. §Minnesota Statutes section~~ 115A.03, ~~sSubdivision~~. 25b;
  8. produce reports, publications and periodicals that are readily recyclable;
  9. print documents on both sides of the paper where commonly accepted publishing practices allow; and
  10. purchase copier paper that contains at least ten percent post-consumer material by fiber content.  
~~(Minn. Stat. § 16C.073, Subd. 2)~~
- D. After July 1, 1998, the school district may not use a specified product included on the prohibited products list published in the State Register. ~~(Minn. Stat. § 115A.9651)~~



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- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains post-consumer material. ~~(Minn. Stat. § 16C.073, Subd. 3(b))~~
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. ~~(Minn. Stat. § 16C.073, Subd. 3(b))~~

**VI. OTHER**

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

**Legal References:**

- Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
- Minn. Stat. § 115A.03 (Definitions)
- Minn. Stat. § 115A.15 (State Government Resource Recovery)
- Minn. Stat. § 115A.151 (~~State and Local Facilities~~ Recycling Requirements; Public Entities; Commerical Buildings; Sports Facilities)
- Minn. Stat. § 115A.46 (~~Requirements~~ Regional and Local Solid Waste Management Plan; Requirementst)
- Minn. Stat. § 115A.471 (Public Entities; ~~Management~~ Managing of Solid Waste)
- Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
- Minn. Stat. § 115A.9155 (Disposingal of Certain Dry Cell Batteries)
- Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
- Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
- Minn. Stat. § 115A.931 (Yard Waste; Prohibition)
- Minn. Stat. § 115A.932 (Mercury Prohibition)
- Minn. Stat. § 115A.951 (Telephone Directories)
- Minn. Stat. § 115A.9561 (Major Appliances)
- Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
- Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
- Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
- Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
- Minn. Stat. § 216B.241, Subds. 2 and 4 (~~Energy Conservation Improvement~~ Public Utilities; Energy Conservation and Optimization)
- Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
- National Solid Waste Management Ass'n v. Williams, et al., 966 F. Supp. 844, (D.Minn. 1997),

**School Board Action:**

Adopted September 19, 2000



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Revised as Policy 805 June 18, 2002

Revised July 15, 2008

Revised August 22, 2012

Revised July 18, 2017

Revised November 20, 2018

Revised March 15, 2022

Revised March 21, 2023

Only ONE Reading Needed

## 501 SCHOOL WEAPONS POLICY

### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school building or on a School Location except as provided in this policy. Furthermore, no student or non-student, including adults and visitors, shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### III. DEFINITIONS

#### A. "Weapon"

1. "Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. "Facsimile Weapon" means any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons which are broken or nonfunctional; look-alike guns; toy guns; and any object that is a fake weapon or facsimile of a real weapon.
3. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

4. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the School, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, including school-related child care centers, and anywhere students are under the jurisdiction of the School District.
- C. "Non-student" Any person who is not a student including, but not limited to: teachers, other staff, parents, visitors, students of other public or private schools and any person on or in the school location.
- D. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a School Location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns control of the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location. Any person receiving a weapon during the process of administering this procedure will be exempt from a violation of the procedure.
- B. It shall not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories:
  1. Active licensed peace officers,
  2. Military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. Persons authorized to carry a pistol under Minn. Stat., §624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., §§624.714 or 624.715, or other firearms in accordance with §97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms, which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (a) unloaded and in a gun case without any portion of the firearm exposed; (b) unloaded and in the closed trunk; or (c) a handgun carried in compliance with §§624.714 and 624.715.
5. Firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. A gun or knife show held on school property;
  8. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the District Superintendent.
  9. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools

While District 14 does not allow the possession, use or distribution of weapons by students, or non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A School District may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to: 1). Non-student permit-holders authorized under Minn. Stat., § 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle or 2)

persons authorized under Minn. Stat, Section 97B.045 transporting unloaded and fully cased firearms in a vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

## V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. District 14 does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification as soon as is practical; and
5. Recommendation to the Superintendent of dismissal for a period of time not to exceed one year.

~~B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.~~

### ~~B.~~ Administrative Discretion

While District 14 does not allow the possession, use or distribution of weapons by students, the Superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

~~C. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.~~

## VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS

A. Employees

1. Employees are prohibited from carrying or possessing firearms in school buildings or on school property, while acting in the course and scope of employment.
2. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the School Board.

3. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and School District policies.
4. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

**B. Other Non-students**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another School District, that School District may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

***Legal References:***

Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)

***Cross References:***

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

***School Board Action:***

Adopted as Policy 8.302  
Revised as Policy 501, July 18, 2002  
Revised September 16, 2003  
Revised August 15, 2006



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Revised February 19, 2013

Revised December 18, 2018

Revised October 19, 2021

Revised for first reading March 21, 2023

First Reading

## Personnel Changes 2022-2023

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

First Name	Last Name	Assignment	Step/Lane/Salary	School
Jodi	Aldrich	Kindergarten Teacher	BA Step 1	HYS
Ashley	Anderberg	Softball Head Coach	Schedule C	FHS
Lance	Bailey	Baseball Assistant Coach	Schedule C	FHS
Pat	Barrett	Golf Boys Head Coach	Schedule C	FHS
Jhournei	Chalmers	Classroom Assistant	\$16.22/ hour	FCC
Leah	Clark	Paraeducator	\$16.21/ hour	HYS
Elilta	Debas	Cook	\$16.46/ hour	FMS
Thomas	Gowah	Track Assistant Coach	Schedule C	FHS
Nick	Grady	Adapted Bowling Coach	Schedule C	FHS
Taylor	Groth	Paraeducator	\$16.21/ hour	FMS
Josh	Growth	Baseball Assistant Coach	Schedule C	FHS
Ceamantha	James	Track Girls Assistant Coach	Schedule C	FHS
Hannah	Johnson	Track Co-Head Coach	Schedule C	FHS
Tom	Larson	Spring Drama Director	Schedule C	FHS
Tom	Larson	Spring Drama Costumes & Make Up	Schedule C	FHS
David	Lasker	Technology Assistant	\$17.57/ hour	DO
Merina	Lenz	Track Boys Assistant Coach	Schedule C	FHS
Noah	Manning	Baseball Assistant Coach	Schedule C	FHS
Alissa	Marquardt	Building Sub	\$30.00/ hour	HYS
Sam	Melchoir	Baseball Assist Coach – Pitching	Schedule C	FHS
DiAnn	Meyer	Lunch Para	\$16.21/ hour	RLS
Carol	Milner	Spring Drama Hair & Make Up	Schedule C	FHS
Dan	Nalepka	Baseball Head Coach	Schedule C	FHS
Matt	Nalepka	Baseball Assistant Coach	Schedule C	FHS
Aaron	Quach	Tennis Boys Head Coach	Schedule C	FHS
Jada	Starling	Media Clerk LTS	\$15.50/ hour	FHS
Dolores	Varichak	AP Secretary LTS	\$15.50/ hour	FHS
Thane	Widmer	Track Boys Assistant Coach	Schedule C	FHS
Elizabeth	Winkelman	Track Co-Head Coach	Schedule C	FHS
Dan	Wold	Spring Drama Technical Director	Schedule C	FHS
Dan	Wold	Spring Drama Design & Set Construction	Schedule C	FHS
Markai	Wotoe	Track Girls Assistant Coach	Schedule C	FHS

### Lane Changes

First Name	Last Name	Current Lane	New Lane
Annika	Anderson	BA	MA
Cassandra	Byrne	BA+30	MA
Heather	Cole	BA+10	BA+20
Madeline	Cronk	BA	MA

<b>First Name</b>	<b>Last Name</b>	<b>Current Lane</b>	<b>New Lane</b>
Annika	Anderson	BA	MA
Madeline	Dale	MA+10	MA+20
Heather	Dunham-Sunde	MA	MA+10
Rebecca	Fisher	BA+30	MA
Casey	Leasure	BA	BA+10
Elizabeth	Winkelman	BA+20	BA+30

### **Leaves of Absence (2022-2023)**

- Elizabeth Guarneri requested a leave of absence from her nutritional services position at Fridley Middle School from February 21, 2023 through April 4, 2023.
- Michael Low requested a leave of absence from his dean position at Fridley Middle School from February 13, 2023 through March 17, 2023.
- Danielle Thompson requested a leave of absence from her APOSA position at Fridley Public Schools from November 28, 2022 through February 28, 2023.

### **Resignations (2022-2023)**

- Audrey Bardenpratt resigned her Building Monitor position at Fridley Community Center effective February 22, 2023.
- Susan Bucci resigned her Payroll Specialist position at Fridley Public Schools, effective February 24, 2023.
- Thomas Darsaw resigned his custodian position at Hayes Elementary School, effective February 10, 2023.
- Susan Jedlicka resigned her custodian position at Fridley High School, effective February 28, 2023.



A World-Class Community of Learners

FRIDLEY PUBLIC SCHOOLS  
 6000 West Moore Lake Drive, Fridley, MN 55432  
 Phone: 763-502-5004 | Fax: 763-502-5050

TO: Members of the School Board and Superintendent Hiel  
 FROM: Craig Wieber, Director of Finance and Operations  
 DATE: March 21, 2023  
 RE: Approval of FY 2022-2023 Revised Budget

**Recommendation**

**For the Board of Education to approve a revision of the FY 2022-2023 budget as summarized below:**

Fund	General	Food Service	Community Service	Capital Projects	General Debt Service	OPEB Debt Service	Internal Service Funds	OPEB Trust	Total All Funds
<b>Revenues</b>	\$48,907,435	\$2,671,125	\$2,729,204	\$ 730,992	\$4,359,801	\$ 547,236	\$ 5,730,000	\$ 255,000	\$65,930,793
<b>Expenditures</b>	49,934,723	2,558,412	2,890,227	730,992	4,283,650	539,990	6,033,050	510,600	67,481,644
<b>Net</b>	<u>\$ (1,027,288)</u>	<u>\$ 112,713</u>	<u>\$ (161,023)</u>	<u>\$ -</u>	<u>\$ 76,151</u>	<u>\$ 7,246</u>	<u>\$ (303,050)</u>	<u>\$(255,600)</u>	<u>\$ (1,550,851)</u>

Attachments:

- Fund Balance Summary



**INTERNATIONAL BACCALAUREATE (IB) PROGRAMME**

Our IB World Schools provide:  
 Primary Years Programme (PYP) in Preschool  
 Primary Years Programme (PYP) in grades K-4  
 Middle Years Programme (MYP) in grades 5-10  
 Diploma Programme (DP) in grades 11-12

**OUR SCHOOLS**

Hayes Elementary School  
 R.L. Stevenson Elementary School  
 Fridley Middle School  
 Fridley High School  
 Area Learning Center

# Budget Summary

## **General Fund**

The General Fund is used to record the financial activities of the District that are not included elsewhere. This includes education activities, district instructional and student support programs, pupil transportation, capital expenditures, and legal school district expenditures not specifically designated to be accounted for in any other fund.

### *Budget Assumptions:*

- Fiscal Year 2022-2023 average daily memberships (ADMs) are projected to be 2,667. This is a decrease of 93 ADMs compared to the adopted budget ADMs of 2,760, resulting in a net loss of state aid of approximately \$491,000.
  - Projections are made based on an average of ADM history as well as accounting for known enrollment figures moving forward.
- General education funding, on a per pupil basis, is \$6,863 (unchanged). Pupil units are calculated using a weighting factor of 1.0 for grades K-6 and 1.2 for grades 7-12.
- Salaries and benefits have been adjusted upward based on actual payments year to date, and estimated obligations through the end of the fiscal year.
  - Projections are based on salary matrix, lane-change, and estimated settlement costs.
- Non-salary costs have been adjusted for known changes in contracts, agreements, lease payment schedules, and changes in operations. Utility costs have been increased by 6%.
- Capital budgets have been aligned with funding projections and the long-term facilities maintenance ten-year plan.
  - Includes increased LTFM costs for high school water main replacement project
- This budget anticipates use of \$2.73 million of ESSER III funds, out of a the \$3.23 million of the District's award. This is an increase of \$867,000 compared to the adopted budget. The remaining ESSER III funds will be available and must be spent by the end of FY 2023-2024.

### *Summary:*

Based on the FY 2021-2022 final audited results and this revised budget, the District is project to end FY 2022-2023 with an unrestricted fund balance of 6.83 percent. The fund balance policy requires the School Board to strive to maintain a minimum unrestricted fund balance of 7 percent.

## **Food Service Fund**

The food service fund is used to record financial activities of the District's food service program. The revised budget includes updated estimates of compensation costs, commodities, and other items impacted by inflation. It includes costs associated with freezer replacement at Hayes and Stevenson Elementary Schools. A portion of these costs occur in FY 2022-2023 with the remainder in FY 2023-2024.

### **Community Service Fund**

The community service fund is used to record financial activities of the District's community service programs. The revised budget projects revenues to decrease compared to the adopted budget, resulting in a larger deficit. Reductions are being planned for FY 2023-2024 to bring expenditures back in line with revenues.

### **General and OPEB (Other Post Employment Benefits) Debt Service Funds**

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The amount levied is 105% of the principal and interest due on such bonds, which allows for delinquencies in tax collection.

When an excess of funds on hand is accumulated in the debt service funds due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt service may be reduced in whole or in part as dictated by fund balances and debt retirement requirements.

### **Internal Service Funds**

The Internal Service Funds account for the Districts self-insured medical and dental plans.

### **OPEB (Other Post Employment Benefits) Trust**

The OPEB trust fund accounts for the payment and financing of the districts OPEB liabilities.



A World-Class Community of Learners

Fund Balance Summary  
FY 2022-2023

	6/30/2022 Beginning Fund Balance	Revised Budget			6/30/2023 Ending Fund Balance
		Revenues	Expenditures	Fund Balance Buildup/(Usage)	
<b>General Fund</b>					
<b>Unassigned</b>	3,108,756	38,457,020.80	37,973,742	1,479,400	2,595,913
<i>Unassigned Fund Balance %</i>	8.96%				6.83%
<b>Nonspendable</b>	523,973	-	-	-	523,973
<b>Restricted:</b>					
Student Activities (Fund 51)	86,689	46,355	47,324	-	86,689
Staff Development	-	401,787	151,927	249,860	249,860
Capital Projects Levy	64,950	1,044,275	1,122,178	(77,903)	(12,954)
Operating Capital	216,129	709,461	773,335	(63,874)	152,255
Learning & Development	-	546,626	466,744	79,882	79,882
Area Learning Center	40,908	614,818	821,090	(40,908)	-
Gifted & Talented	-	38,054	38,054	-	-
Basic Skills	-	325,475	774,297	-	-
Basic Skills-Extended Time	-	3,902,106	3,766,975	135,131	135,131
Achievement & Integration	-	730,106	779,527	-	-
Safe Schools	231,367	152,342	138,810	13,532	244,899
Long-Term Facilities Maintenance	145,458	1,205,018	1,765,979	(560,961)	(415,503)
Medical Assistance	1,526,898	400,000	211,200	188,800	1,715,698
Career & Tech Program	-	184,298	515,843	-	-
<b>Subtotal, Restricted</b>	<b>2,312,398</b>	<b>10,300,721</b>	<b>11,373,283</b>	<b>(76,441)</b>	<b>2,235,957</b>
<b>Assigned:</b>					
Students Fund 19	175,453	149,694	87,698	61,996	237,449
Construction Projects	-	-	-	-	-
Separation/Retirement Benefits	350,589	-	-	-	350,589
Alternative Compensation (Q-Comp)	(0)	-	-	-	(0)
Curriculum Adoption	750,000	-	500,000	(500,000)	250,000
<b>Subtotal, Assigned</b>	<b>1,276,042</b>	<b>149,694</b>	<b>587,698</b>	<b>(438,004)</b>	<b>838,038</b>
<b>Total General Fund</b>	<b>7,221,168</b>	<b>48,907,435</b>	<b>49,934,723</b>	<b>(1,027,288)</b>	<b>6,193,880</b>
<b>Food Service</b>					
Nonspendable	21,525	-	-	-	21,525
Restricted	980,946	2,671,125	2,558,412	112,713	1,093,659
<b>Total Food Service</b>	<b>1,002,471</b>	<b>2,671,125</b>	<b>2,558,412</b>	<b>112,713</b>	<b>1,115,184</b>
<b>Community Education</b>					
<b>Restricted:</b>					
Nonspendable	7,203	-	-	-	7,203
Regular Community Education	(515,695)	1,739,347	1,982,673	(243,326)	(759,021)
Early Childhood Family Education (ECFE)	25,985	175,096	157,421	17,675	43,660
School Readiness	73,382	217,777	212,240	5,537	78,919
Restricted for Community Education	88,598	596,984	537,893	59,091	147,689
<b>Total Community Education</b>	<b>(320,527)</b>	<b>2,729,204</b>	<b>2,890,227</b>	<b>(161,023)</b>	<b>(481,550)</b>
<b>Capital Projects Fund</b>					
Capital Projects Levy	3,970	730,992	730,992	-	3,970
Restricted Fund Balance	-	-	-	-	-
<b>Total Capital Projects</b>	<b>3,970</b>	<b>730,992</b>	<b>730,992</b>	<b>-</b>	<b>3,970</b>
<b>Debt Service</b>					
<b>Restricted:</b>					
General Debt Service	1,200,440	4,359,801	4,283,650	76,151	1,276,591
OPEB Bond Refunding	-	-	-	-	-
OPEB Debt Service	151,589	547,236	539,990	7,246	158,835
<b>Total Debt Service</b>	<b>1,352,029</b>	<b>4,907,037</b>	<b>4,823,640</b>	<b>83,397</b>	<b>1,435,426</b>
<b>Internal Service Funds</b>					
Medical & Dental Self-Insurance Fund	6,193,030	5,730,000	6,033,050	(303,050)	5,889,980
<b>Total Internal Service Funds</b>	<b>6,193,030</b>	<b>5,730,000</b>	<b>6,033,050</b>	<b>(303,050)</b>	<b>5,889,980</b>
<b>Trust and Agency Funds</b>					
Custodial Funds	-	-	-	-	-
Revocable OPEB Trust	3,970,881	255,000	510,600	(255,600)	3,715,281
<b>Total Trust and Agency Funds</b>	<b>3,970,881</b>	<b>255,000</b>	<b>510,600</b>	<b>(255,600)</b>	<b>3,715,281</b>
<b>Total All Funds</b>	<b>19,423,021</b>	<b>65,930,794</b>	<b>67,481,644</b>	<b>(1,550,850)</b>	<b>17,872,171</b>



# FRIDLEY PUBLIC SCHOOLS

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**Craig Wieber, Director of Finance and Operations**

[craig.wieber@fridley.k12.mn.us](mailto:craig.wieber@fridley.k12.mn.us) | 763-502-5004

DATE: March 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  
Renee Arbogast, Director of Nutritional Services

RE: Stevenson and Hayes Elementary Freezer Projects

## **Recommendation**

The Board of Education accept the bid for construction and award the contract to Boelter Premier, with a bid amount of \$230,978.

<b>Company</b>	<b>Bid Amount</b>
Boelter Premier	\$230,978
Culinex	\$239,777
Trimark Stragtic	\$232,652



# FRIDLEY PUBLIC SCHOOLS Calendar 2023-2024



A World-Class Community of Learners

## July 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	31			

## September 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## September 2023

- 5 First Days of School
- 6 First Days of School

## October 2023

18-20 No School (Parent Conferences, MEA) Tiger Club Open

## November 2023

- 6 No School (Evaluation/Planning Day) Tiger Club Open
- 7 No School (Staff Development) Tiger Club Closed
- 23-24 No School (Thanksgiving Break) Tiger Club Closed

## December 2023

22-29 No School (Winter Break) Tiger Club Closed  
Tiger Club Open Dec. 26, 27

## January 2024

- 1 No School (Winter Break) Tiger Club Closed
- 15 No School (Martin Luther King Day) Tiger Club Closed
- 25 No School (Evaluation/Planning Day) Tiger Club Open
- 26 No School (Staff Development Day) Tiger Club Closed

## February 2024

19 No School (Presidents Day) Tiger Club Closed

## March 2024

25-29 No School (Spring Break) Tiger Club Open

## April 2024

- 8 No School Tiger Club Closed
- 9 No School (Evaluation/Planning Day) Tiger Club Open

## May 2024

27 No School (Memorial Day) Tiger Club Closed

## June 2024

- 6 Last Day of School: PreK-12
- 7 (Evaluation/Planning Day) Tiger Club Closed

## Calendar Key

- No School
- Last Day of School (PreK-12)
- First Day of School

## October 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## January 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## March 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



**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.**

<b>Completed by</b> Jessica Schuette	<b>Subject area</b> Individuals and Societies (Social Studies)	<b>Date of request</b> 03/01/23
<b>Name of school and staff member(s) planning trip</b> Jessica Schuette (FHS) & Aaron Cuthbert (FMS)		
<b>Name and address of outside sponsoring group</b> YMCA Center for Youth Voice 1801 University Avenue SE, Minneapolis, MN 55414	<b>Name of travel agent selected</b> NA	
<b>List fees or expenses that will be paid by the travel agent to the staff member</b> NA	<b>What are the limits of liability by travel agent? (attach copy of insurance statement)</b> NA	
<b>Number of students on trip</b> 20	<b>Number of school days missed</b> 1 (Thursday, 3/30)	
<b>Educational objectives of proposed trip</b> Participants in Model UN learn how countries interact with each other and gain a global perspective on the issues that impact our everyday lives.		
<b>Location of trip (city, state, country)</b> Minneapolis Marriot Hotel 30 South 7th Street Minneapolis, MN 55402	<b>Dates of trip</b> Thursday, March 30 - April 1, 2023	<b>Events (if any)</b> Model United Nations Conference
<b>Number of staff attending</b> Two	<b>Number of parents attending as chaperones</b> None	<b>Who pays for staff and parent expenses?</b>
<b>Expenses paid by district</b> None Transportation paid by NWSISD	<b>Will the district provide a substitute?</b> Yes (on Thursday 3/30 - Friday is a district grading/planning day)	<b>How many days?</b> Three days (mid-morning Thursday to Saturday afternoon)
<b>Cost per student</b> \$390 (YMCA also provides needs-based scholarships)	<b>Expenses paid by fund-raising or sponsor</b> \$ Additional funding for needs-based scholarships (above those provided by the YMCA) are covered by Fridley Lions Club donations	<b>Expenses paid by students</b> \$390 (YMCA also provides needs-based scholarships and if additional funding is needed, donations from the Fridley Lions Club is used)
<b>Special travel and lodging arrangements</b>	Conference takes place at the Marriott Hotel. Student lodging is included in the price of the conference. Security guards are present on every floor.	<b>Itinerary (including dates)</b> Thursday, March 30, 2023 students will depart FHS for the Minneapolis Marriott. Students will attend the conference during the day (Thursday - Saturday) and participate in evening activities (Thursday and Friday) planned by the YMCA all taking place at the Marriott. Lunches will be in the skyway, YMCA staff is present to help students to stay in designated areas.

		Saturday, April 1, 2023 students will return to FHS from the Minneapolis Marriott.	
<b>Will you include information that will be provided to parents/students for advertising the trip?</b>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached	<b>Will you complete parent approval for students to receive emergency needed treatment?</b>
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached
<b>Will be brought to School Board for action on what School Board meeting date?</b>			

**Approved by:**

Principal	Superintendent
Date	Date



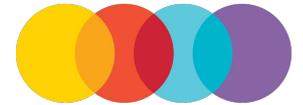
*A World-Class Community of Learners*

# Strategic Planning Update

## **DRAFT** Strategic Focus Areas



**March 21, 2023**



IB CONTINUUM  
CONTINUUM DE L'IB  
CONTINUO DEL IB

*The first and only school district in Minnesota to provide the full E-12 International Baccalaureate Continuum*

# Strategic Planning Process

*A tailored approach to meet the unique needs of  
Fridley Public Schools*



# Strategic Planning Timeline (*Phases 1-3*)

- May 2022  Fridley Public Schools (FPS) contracted with CESO Communications (CESO) to facilitate a strategic planning process that will guide the district over the next five years
- June - Sept. 2022  CESO reviewed the district's previous strategic plan, progress reports and additional district data
- Sept. - Oct. 2022  CESO conducted a comprehensive stakeholder engagement process — including students, staff, parents and community members
- Nov. 2022  Analysis of stakeholder engagements; development of engagement report including overall themes and themes by audience
- Dec. 2022  Engagement report presented to School Board

# Strategic Planning Timeline (*Phases 4-5*)

- Feb. 2023  Core Planning Team convened to draft initial strategic plan elements, including updated strategic directions/focus areas
- Feb. 2023  Internal team refines focus areas  
Community survey to gather feedback and identify gaps
- March 2023  Community input analyzed for Admin/Board discussion
- March 21, 2023  Presentation of DRAFT focus areas to School Board for discussion
- April 18, 2023  School Board votes on Strategic Focus Areas

# Community Engagement *(Fall 2022)*

What do Fridley Public Schools students need to feel **PREPARED** for their next step and **HOPEFUL** for their future?

## Key Themes

Expanded course offerings

- Life Skills
- World Languages

Strong communication, collaboration and critical thinking skills

*(21st Century Skills)*

Civic engagement and global citizenship  
*(IB)*



# Core Planning Team

## *February 9-10, 2023*

Representative committee composed  
of **23 people**  
including:

- Students
- Alumni
- Teachers and Staff
- Administrators
- Parents
- Community Members



# Core Planning Team

*February 9-10, 2023*

## Workshop Agenda

- Environmental Scan
- Practical Vision
- Barriers/Blocks
- Draft Strategic Directions
- Priority Actions

### **FOCUS QUESTION**

*How can Fridley Public Schools best leverage internal and external resources to better prepare students for college, career and life?*

# Core Planning Team

*February 9-10, 2023*

## Practical Vision

What the team wants to see in place for Fridley Public Schools

In three to five years Fridley Public Schools should have in place ...					
Whole Child focused supports & success		Education on & Support of I <sup>3</sup> <ul style="list-style-type: none"> <li>• <i>Inclusion</i></li> <li>• <i>Identity</i></li> <li>• <i>Intersectionality</i></li> </ul>	Strong Connections & Community Engagement	Expanded Course Offerings & Learning Opportunities	Adaptive Systems focused on meeting the needs of OUR students
Academic Support & Success	Social - Emotional Support & Success				

# Core Planning Team

*February 9-10, 2023*

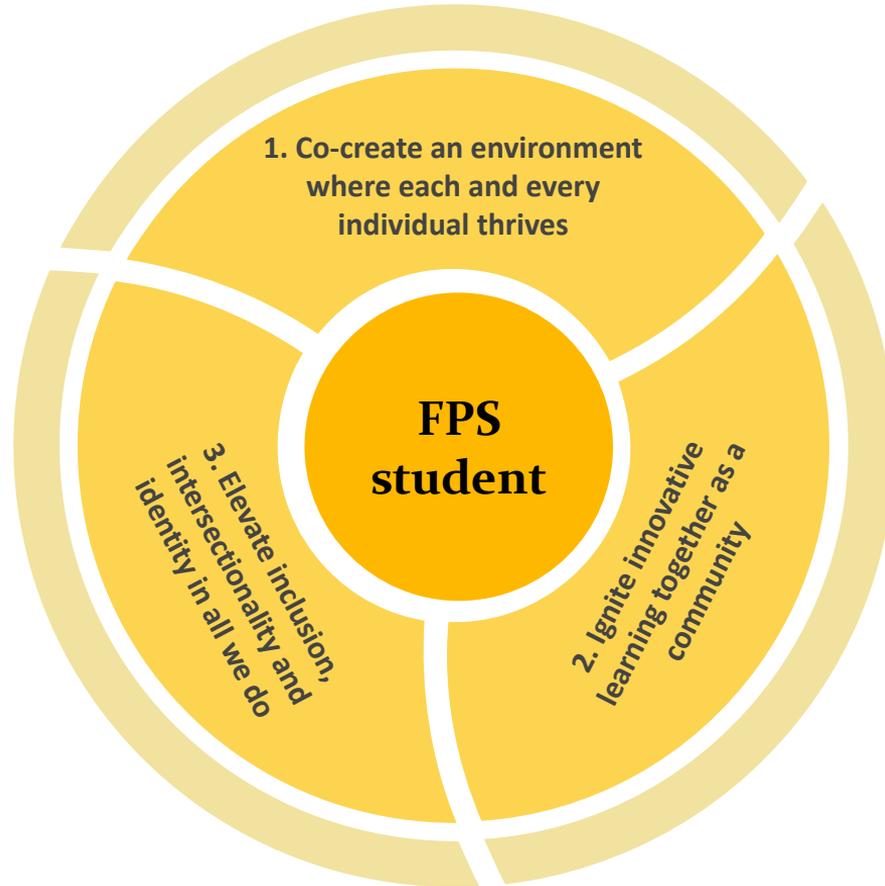
## Creating Strategic Focus Areas

Broad directions or focus areas that impact the future by:

- Using **existing strengths and opportunities** within an organization
- **Overcoming impeding perceptions, beliefs, assumptions and habits,** as well as outmoded patterns, structures and policies
- **Catalyzing movement** in the direction of the organization's vision



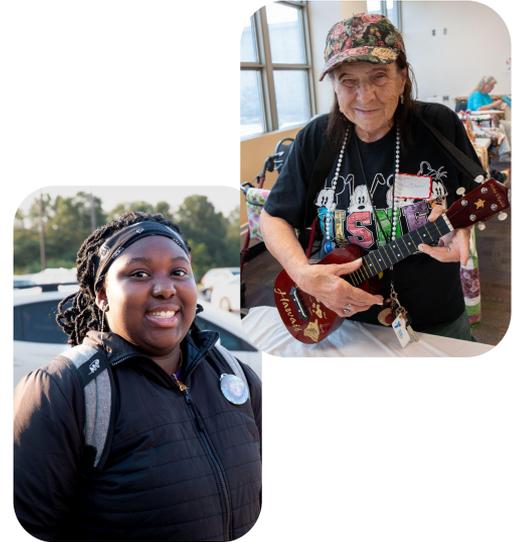
# DRAFT Strategic Focus Areas



# 1.) Co-create an environment where each and every individual thrives

By dismantling traditional education practices that harm students, and co-creating environments where all learners thrive, *we will:*

- Increase enrollment
- Increase academic growth
- Increase engagement, joy and a love of learning



## 2.) Ignite innovative learning together as a community

In order to create a more relevant and engaging learning environment and to allow the community to connect with us, *we will*:

- Communicate in ways that the community needs
- Explore and expand learning options for all students
- Enhance our social-emotional curriculum and supports district-wide
- Engage all parents as partners in their child's education



### 3.) Elevate inclusion, intersectionality and identity in all we do

To ensure that all people in Fridley Public Schools are heard, valued and allowed to be their authentic selves, *we will*:

- Continue to amplify student voice and choice
- Create educational pathways to develop the next generation of FPS educators and leaders
- Develop and define intersectionality to better understand diverse perspectives
- Honor each individual's identity and their unique talents and contributions



# Next Steps

March 21, 2023



Presentation of DRAFT focus areas to School Board for discussion

March - April 2023



Refine DRAFT focus areas based on school board input

April 18, 2023



Present revised plan to School Board for action

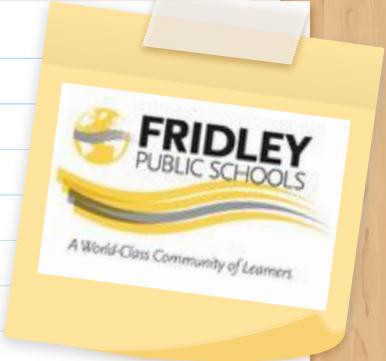
April - May 2023



Internal team develops implementation/action plans based on approved Focus Areas (including calendar, success indicators, etc.)

# Thank You!





# IB Grading

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FMS & FHS  
March 21, 2023

# Folder Information



01

IB Subject Criteria

02

MYP Criteria &  
Grading Practices

03

Grading &  
Reporting Practices

04

FMS Parent Guide

05

FHS Parent Guide

1

# IB Subject Criteria



Each subject group has criteria established by IB. Generally speaking:

- Knowledge & Understanding
- Communication
- Application

# Folder Info

1. IB Subject Criteria
2. MYP Criteria & Grading Practices
3. Grading & Reporting Practices
4. FMS Parent Guide
5. FHS Parent Guide

# Reporting Practices at MS & HS

Academic Achievement ~ Practice ~ Approaches to Learning

→ **Academic Achievement**  
*eee*

WHAT is being learned?

- 0-8 Scale

→ **Approaches to Learning**  
*eee*

How is the learning happening?

- EMPD Scale



# Design Example

## MYP Project - Criterion C: Creating the solution

**Rubric:** This is how you will be assessed.

IB Score	Indicators
7-8	<p>The Student:</p> <ul style="list-style-type: none"><li>• Constructs a detailed and logical plan, which describes the efficient use of time and resources, sufficient for peers to be able to follow to create the solution.</li><li>• Demonstrates excellent technical skills when making the solution.</li><li>• Follows the plan to create the solution, which functions as intended and is presented appropriately.</li><li>• Fully justifies changes made to the chosen design and plan when making the solution.</li></ul>
5-6	<p>The Student:</p> <ul style="list-style-type: none"><li>• Constructs a logical plan, which considers time and resources, sufficient for peers to be able to follow to create the solution.</li><li>• Demonstrates competent technical skills when making the solution.</li><li>• Creates the solution, which functions as intended and is presented appropriately.</li><li>• Describes changes made to the chosen design and plan when making the solution.</li></ul>
3-4	<p>The Student:</p> <ul style="list-style-type: none"><li>• Constructs a plan that contains some production details, resulting in peers having difficulty following the plan.</li><li>• Demonstrates satisfactory technical skills when making the solution.</li><li>• Creates the solution, which partially functions and is adequately presented.</li><li>• Outlines changes made to the chosen design and plan when making the solution.</li></ul>
1-2	<p>The Student:</p> <ul style="list-style-type: none"><li>• Demonstrates minimal technical skills when making the solution.</li><li>• Creates the solution, which functions poorly and is presented in an incomplete form.</li></ul>
0	The student does not reach a standard described by any of the descriptors above.

# ATL Example



## Self-Management *(Accomplished what is expected for class)*

A TL Score:	Description:
Exceeds Expectations	Student supports others in following expectations
Meets Expectations	Student is consistently following expectations
Partially Meets Expectations	Student is inconsistently following expectations, or requires reminders to follow expectations.
Does not Meet Expectations	Student is often not following expectations.

## Collaboration *(Works well with peers)*

A TL Score:	Description:
Exceeds Expectations	Student uses strategies to overcome challenges with peers.
Meets Expectations	Student is consistently able to collaborate with peers.
Partially Meets Expectations	Student is inconsistently able to collaborate with peers, or needs support when doing so.
Does not Meet Expectations	Student is often unable to collaborate with peers.

# Report Card Samples

## Middle School

Final scores are  
**DETERMINED** by teachers  
following a trend in data

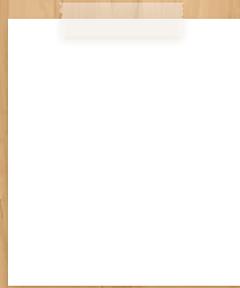
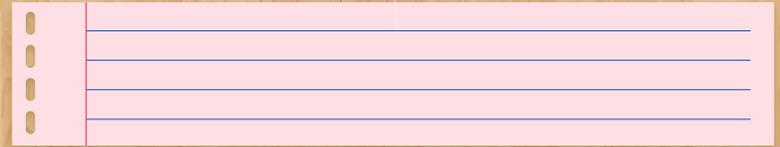
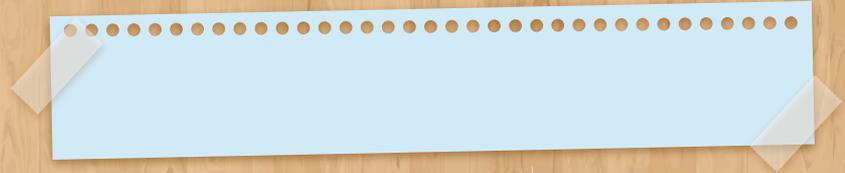
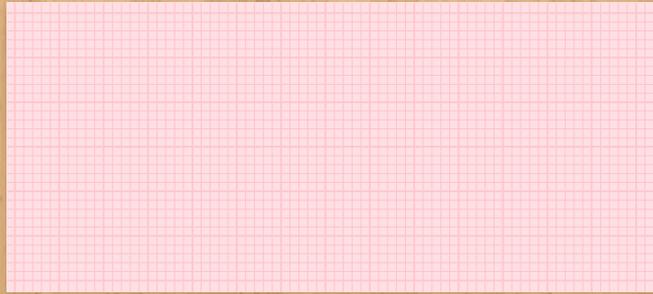
## High School

Final scores are  
**CALCULATED** by Campus  
on an 80/20 split

"The beautiful  
thing about  
learning is that no  
one can take it  
away from you." —  
B.B. King



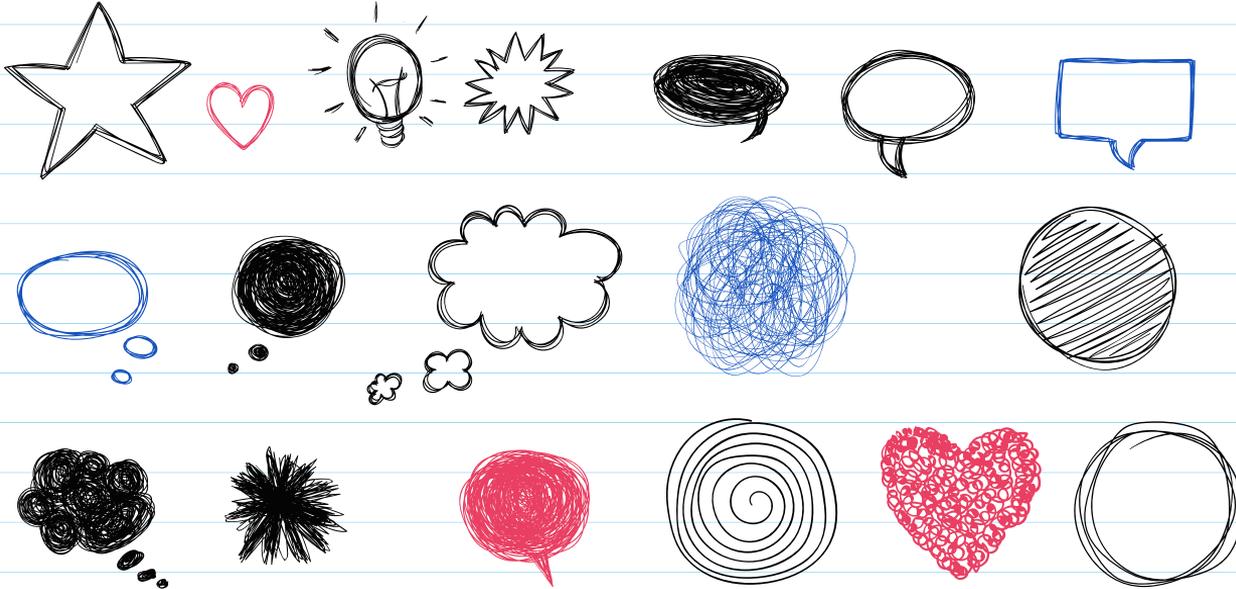
# ALTERNATIVE RESOURCES



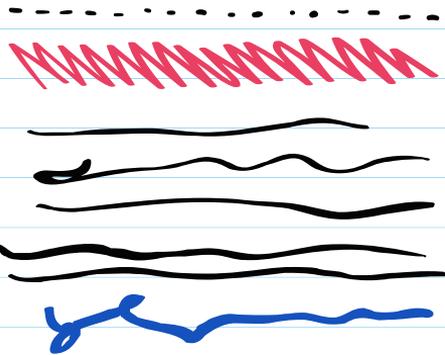
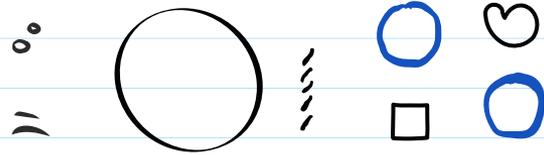
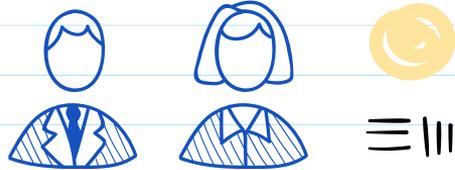
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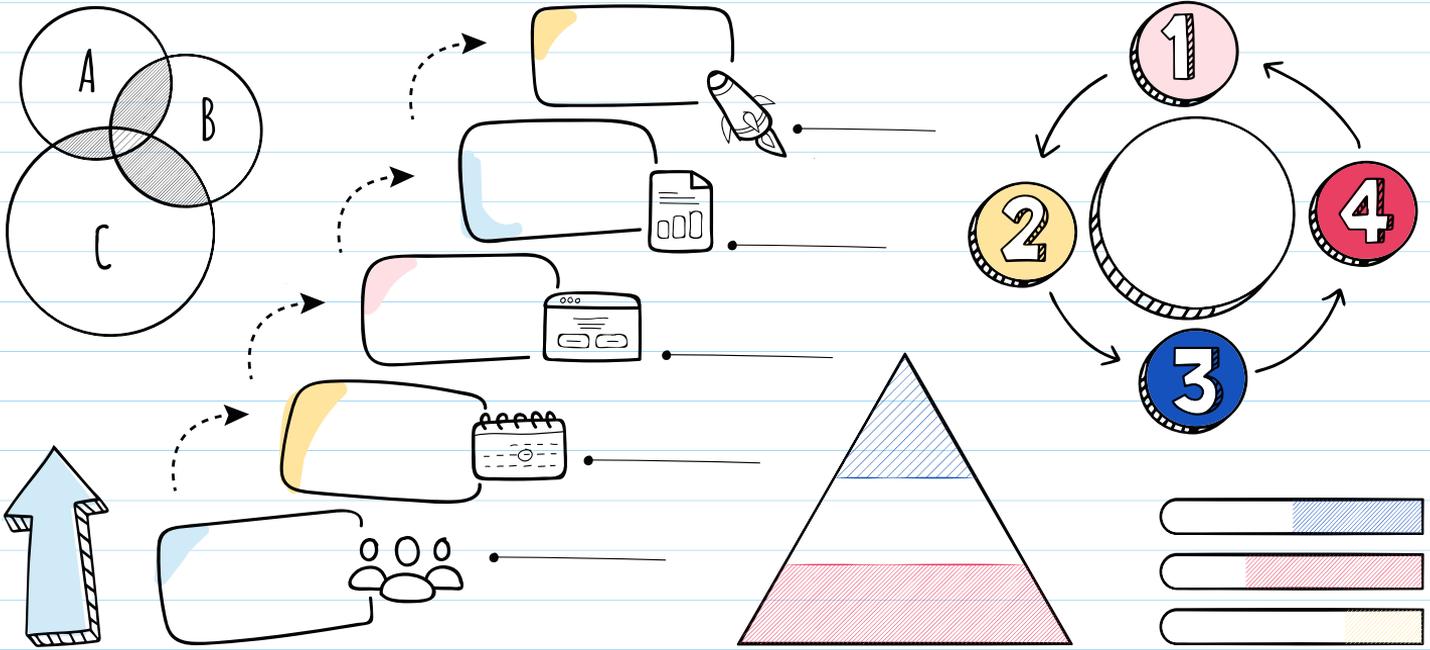
# ALTERNATIVE RESOURCES



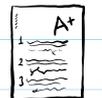
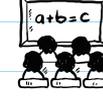
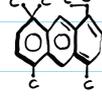
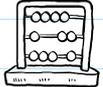
# ALTERNATIVE RESOURCES



# ALTERNATIVE RESOURCES



# PREMIUM ICON PACK



# PREMIUM ICON PACK

