

Organizational and Regular Meeting

Tuesday, January 7, 2025 6:30 PM

Regular Meeting, Community Services, 3301 Silver Lake Road NE, St. Anthony ,
MN 55418

1. _____
2. **Call to Order Organizational Meeting (2 minutes)**
Board Chair Ben Phillip
3. _____
4. **Organizational Meeting**
Board Chair Ben Phillip
5. _____
6. **Adjourn Organizational Meeting**
Board Chair Ben Phillip
7. _____
8. **Call to order Regular School Board Meeting**
Board Chair Ben Phillip (2 minutes)
9. _____
10. **Approval of agenda**
Board Chair Ben Phillip (2 minutes)
11. _____
12. **Minutes from December 17, 2024 Board Meeting**
Board Chair Ben Phillip (2 minutes)
13. _____
14. **Approval of Consent Agenda**
Board Chair Ben Phillip (2 minutes)
15. _____
16. **(Action) Comprehensive Achievement and Civic Readiness**
Dr. Renee Corneille, Superintendent (10 minutes)
17. _____
18. **(Action) Policy 606.5 Library Materials**
Dr. Cassandra Palmer, Chair, Policy Committee (5 minutes)
19. _____
20. **Principal Building/Site Updates**
Principals: Wendy Webster, Maria Roberts, Amy Kujawski, and Norman Bell (30 minutes)
21. _____
22. **(Discussion) First Reading Policy 516 Student Medication**
District Wellness Coordinator, Lori Watzl King (15 minutes)
23. _____
24. **(Discussion) First Reading Policy 530 Immunization Requirements**
District Wellness Coordinator, Lori Watzl King (15 minutes)
25. _____
26. **School Board Member Updates (10 minutes)**

27.

28. **Adjourn Session (2 minutes)**
Board Chair Ben Phillip



*Original: 2009
Revised February 2, 2016*

209 SCHOOL BOARD MEMBER CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding her or his role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with the responsibility.
3. Assure that the school district will be administered by the best professional available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.

5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers) Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

St. Anthony New Brighton School District

Mission: To educate, prepare and inspire a community of lifelong learners in our small, caring environment.

Vision: We are committed to the **success** of all learners. We will engage, inspire and support each learner through innovation and collaboration.

Success is defined as: The St. Anthony New Brighton defines success as a student who has acquired both the academic skills and life skills to positively contribute to society. They have a love for learning and are able to meet the social-emotional needs of themselves and others. A successful student becomes a thriving citizen.

**INDEPENDENT SCHOOL DISTRICT 282, ST. ANTHONY-NEW BRIGHTON
RESOLUTION SUPPORTING A COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

WHEREAS, we ground our work in audacious love for the children of our district and community while aspiring to be in community as a body loyal to all of our learners, staff members, and families, fairly and with care;

WHEREAS, as a non-partisan School Board of the Independent School District No. 282, St. Anthony-New Brighton Schools strives to advance the district's vision of success of all learners; engaging, inspiring, and supporting through innovation and collaboration;

WHEREAS, children cannot learn without supportive community, so while we may not understand every experience they are having, we believe them and love them as they are;

WHEREAS, we are responsible for fostering equitable learning environments and actively opposing and removing racism within our school system where all students, staff members, and families are respected and valued for who they are regardless of skin color, race, sexual orientation, gender identity or expression, culture, religion, creed, national origin, ethnicity, ability or disability, immigration status, or any other category;

WHEREAS, our district is committed to promoting racial equity and developing culturally relevant learning environments within and across our schools, in conversation and partnership with students, families, staff, and community stakeholders;

WHEREAS, we recognize that the experiences and outcomes in our district are not consistent for historically underserved and marginalized groups, including Black, Indigenous, and People of Color; those experiencing poverty, homelessness, or foster/kinship care; students who identify as LGBTQIA+; those with disabilities, visible and invisible; students receiving special education instruction; and immigrant and emergent bilingual students; and

WHEREAS, the School Board and the Administration are committed to removing obstacles that may contribute to systemic inequities.

NOW, THEREFORE, be it resolved that the St. Anthony-New Brighton School Board:

1. Commits to its own work as individuals and our collective work overseeing the district in continuing to become equitable and actively opposing and removing racism within our school system policies, beliefs, and actions;
 - a. [Policy 212 School Board Member Development](#)
2. Commits to setting an example for nuanced, respectful and courageous conversations and viewpoint diversity grounded in our belief that the children, staff members, and families in our district deserve our best;

3. Commits to fostering a school environment that promotes respect for and curiosity about all cultures, affirms the equal humanity of all members of the community;
 - a. [Success Metrics](#)
 - b. [Policy 102 Equal Education Opportunity](#)
4. Condemns all forms of bullying and discrimination;
 - a. [Policy 413 Harassment and Violence](#)
 - b. [Policy 514 Bullying Prohibition](#)
 - c. [Policy 521 Student Disability Nondiscrimination](#)
5. Condemns all manifestations and expressions of racism, discrimination, and ethnic or racial intolerance;
 - a. [Policy 102 Equal Education Opportunity](#)
6. Condemns hate speech directed at individuals because of their sexual orientation, gender identity or expression;
 - a. [Policy 102 Equal Education Opportunity](#)
 - b. [Policy 522 Nondiscrimination of Students Based on Gender \(Title IX\)](#)
7. Commits to working together to institute School Board goals, policies, and educational opportunities that reflect the values expressed in this resolution;
 - a. [Policy 104 School District Vision/Mission Statement and Operational Goals](#)
 - b. [Policy 208 Development, Adoption, and Implementation of Policies](#)
8. Commits to continue the Equity Review process, including reviewing policies, practices, and learning environments through an equity lens;
9. Authorizes and directs the Superintendent to develop and implement a systemic protocol for responding to racial and/or biased harm; and
10. Commits to ensuring each student has access to appropriate learning opportunities that honor their educational needs while also promoting a sense of belonging.
 - a. [Success Metrics](#)

Adopted January 7, 2020

Policy 202.1 - ISD 282 BOARD COMPENSATION

I. Compensation Philosophy

The School Board of ISD 282 recognizes that board member compensation is a sensitive public policy matter. The Board believes that board members should be reasonably compensated for the time, efforts, and out-of-pocket costs incurred in serving the community as an elected official. The Board aspires to pay its members a wage that is:

- Commensurate with the responsibilities and time commitment of board members
- In alignment with compensation paid to board members at districts with similar characteristics to St. Anthony-New Brighton Schools
- Is reasonable and defensible to taxpayers and the community by demonstrating prudent use of public funds.

II. Board Member Compensation

- a. Effective January 1, 2020 board members' annual compensation, shall be based on the average of the compensation paid to board members of the districts that comprise membership in Northeast Metro 916 Intermediate School District.
- b. The Chair, Vice Chair, and Treasurer will receive an added stipend to reflect additional duties. The stipend will be, approximately, an additional 20% for the Chair, and an additional 10% for the Vice Chair and Treasurer.
- c. School board compensation shall be paid in March, June, September and December, and shall have all applicable federal and state deductions withheld.

III. Expense Reimbursements

School board members are eligible for reimbursement of expenses incurred that are directly related to fulfilling a board member's official responsibilities. Reimbursed expenses normally include:

- a. Mileage to and from school board member's home to seminars, committee meetings, association meetings (AMSD, MSBA, etc.), legislative hearings, and other meetings that are directly related to board service. Board members will not be reimbursed for mileage to and from regularly scheduled school board meetings, or mileage to attend school functions and events such as athletic competitions, plays, concerts, etc.
- b. Parking and other required transportation costs will also be reimbursed, based on actual costs incurred.
- c. Meals in conjunction with official school board activities and duties will be reimbursed, based on actual costs not to exceed limits set by the Board at its annual organizational meeting.

IV. Oversight

- a. This policy will be reviewed annually, prior to the Board's January Organizational meeting.
- b. Annually, at its organizational meeting the Board shall review and approve the amount of annual compensation for board members as determined by this policy.
- c. Throughout the year, requests for expense reimbursements must be submitted to the district finance office for review as to conformity with district policy and procedures. Following that review, all board expense reimbursement requests must be approved by the board treasurer. Requests for expense reimbursement submitted by the treasurer will be approved by the board chair.

St. Anthony-New Brighton School District 282
Organizational Meeting
Tuesday, January 7, 2025– 7:00 p.m.
Council Chambers
3301 Silver Lake Road, St. Anthony, MN.

AGENDA

Ben Phillip, Board Chair called the January 7, 2025 Organizational Meeting to order at 7:00 pm.

A motion was made by _____ and seconded by _____ to approve the agenda for the January 7, 2025, Organizational Meeting of the School Board, as presented. With a roll call vote, the motion carries _____.

1. Election of Officers

The Chair will call for nominations from the floor for the office of Chair. No second is required. After a call for further nominations, if none are stated, the Chair will declare the nominations closed. If only one nomination is made, the nominee is elected by acclamation. A vote is called in the following manner: “Those in favor of ‘candidate’s name’ signify by saying ‘aye’. Those opposed? The ayes have it, (Candidate) is elected Chair.

At this time, the gavel is passed to the newly elected Chair. The same procedure is then followed for the offices of Vice Chair, Clerk and Treasurer.

Presenter: Board Chair

A. Chair

Made by: _____; Approval: _____

B. Vice Chair:

Made by: _____; Approval: _____

C. Clerk:

Made by: _____; Approval: _____

D. Treasurer:

Made by: _____; Approval: _____

1. Re-Affirmation of:

a. School Board Ethics - A motion was made by _____ and seconded by _____ to reaffirm the role as school board members in the St. Anthony-New Brighton School District as it pertains to the ISD #282 Code of Ethics Policy 209

b. DEI (Diversity, Equity and Inclusion), Resolution, Mission, Vision, and Success Metrics - A motion was made by _____ and seconded by _____ to reaffirm the role as school board members in the St. Anthony-New Brighton School District as it pertains to DEI (Diversity, Equity and Inclusion), Mission, Vision, and Success Metrics as presented. With a roll call vote, the motion carried _____.

2. Organizational Business:

A. Regular Meetings

A motion was made by _____ and seconded by _____ to set regular business meetings on the first Tuesday of each month when school is being conducted. As much as possible and practical, these meetings will be held in the St. Anthony Village City Council Chambers or via ZOOM teleconference per Minnesota Statutes 13D.021 or other location as announced. Additional regular business meetings may be set as needed or as warranted by items requiring board action that surface throughout the fiscal year. These additional regular meetings will be formally set as a Regular Meeting and held in the HS/MS Media Center or via ZOOM teleconference per Minnesota Statutes 13D.021 and 13D.015 or other location as announced. All regular meetings (not additional regular meetings) will begin at 6:30 p.m. and are time-certain until 10:00 p.m. (*no new action item may be discussed after 10:00 p.m. unless the time-certain meeting ruling is suspended*). All routine items will be included in the *Consent Agenda*. There may be a 10-minute *Communications Break* following recognitions. All items requiring action by the School Board shall, when at all possible, be placed at the beginning of the agenda. With a roll call vote, the motion carried _____.

B. Work Sessions

A motion was made by _____ and seconded by _____ to hold work sessions on the third Tuesday of each month when school is in session and at other times as needed. Work sessions will be held in the HS/MS Media Center or via ZOOM teleconference per Minnesota Statutes 13D.021 unless otherwise announced and will begin at 6:00 p.m./ or at a time of day as arranged that best suits the topics planned for discussion. With a roll call vote, the motion carried _____.

C. Payment of Bills

A motion was made by _____ and seconded by _____ that *Payment of Bills* will be approved by the board as part of the *Consent Agenda* at School Board Meetings. At times when this practice is not timely or practical, *Payment of Bills* and other routine business actions may be authorized by the Superintendent of Schools or the Controller. With a roll call vote, the motion carried _____.

D. Meeting Minutes

A motion was made by _____ and seconded by _____ that the School Board Secretary shall keep an accurate record of all minutes on file in the District Office. Minutes must be posted on the District website and in the newspaper designated by the School District. With a roll call vote, the motion carried _____.

E. Official Newspaper

A motion was made by _____ and seconded by _____ to designate the Northeaster as the official newspaper of the School District. With a roll call vote, the motion carried _____.

F. Bank Depositories

A motion was made by _____ and seconded by _____ to designate M.S.D.L.A.F., U.S. Bank Minneapolis, N.A., MN Trust, PMA Financial Network, and

Associated Bank, as bank depositories for the School District. With a roll call vote, the motion carried_____.

G. Electronic Transfers:

A motion was made by _____ and seconded by _____ to authorize the Superintendent and/or the Controller to make electronic transfers. With a roll call vote, the motion carried_____.

H. Authorization to Invest Funds:

A motion was made by _____ and seconded by _____ to authorize the Superintendent and/or the Controller to invest funds. With a roll call vote, the motion carried_____.

I. Committee Appointments

A motion was made by _____ and seconded by _____ to designate the Chairperson of the Board to review all member appointments, including MSHSL, Brightworks, AMSD and NE Metro 916, in January and identify positions which require new appointments prior to the first February board meeting. With a roll call vote, the motion carried_____.

J. Mileage Reimbursement

A motion was made by _____ and seconded by _____ to authorize mileage reimbursement paid at the current Internal Revenue Service rate. With a roll call vote, the motion carried_____.

K. Member Compensation

Policy to be reviewed at annual organizational meeting. A motion was made by _____ and seconded by _____ to authorize Board Member compensation as follows: Chair \$\$6,437; Vice Chair \$5,900; Treasurer \$5,900; Clerk \$5,496 and Directors \$5,378. During the Organizational Meeting, members of the school board [board will review Policy 202.1. The policy is linked here and attached to Board Book for review.](#) All members of the Board may receive expense reimbursement over the salaries established by the School Board policy (reviewed annually) 202.1. With a roll call vote, the motion carried_____.

L. Listening Sessions

A motion was made by _____ and seconded by _____ to approve Regular Listening Sessions for Members of the School Board to listen to the public in advance of the first Regular board meeting of each month 30 minutes prior to the meeting, as defined in 5A, for a period of time not to exceed 20 minutes in length. With a roll call vote, the motion carried_____.

3. Authorization to Use Electronic Signatures

A motion was made by _____ and seconded by _____ to authorize the business office to continue the use of the current electronic signatures in Skyward for salary and accounts payable checks. the motion carried_____.

4. Resolution Authorizing the Superintendent or School Board Chair to Hire Legal Counsel

A motion was made by _____ and seconded by _____ to designate Kennedy and Graven Chartered. as the official legal counsel of the School District. With a roll call vote, the motion carried _____.

The Organizational Meeting was adjourned at _____ pm.

The Regular Meeting of January 7, 2025 immediately following this Organizational Meeting.

St. Anthony – New Brighton
Independent School District 282
3303 33rd Ave NE
St. Anthony, MN 55418

Work Session –Tuesday, December 17, 2024

MINUTES

Members Present: Board Chair Laura Oksnevad; Vice Chair Ben Phillip; Treasurer Mike Overman; Director Laurel Hood; Director PJ Striker; and Clerk Cassandra Palmer

Staff Present: Superintendent Dr. Renee Corneille; Director of Student Services Hope Fagerland and members of the SANB staff.

Guests: Senator Mary Kunesh and Representative Sandra Feist

CALL TO ORDER

Call to order Regular School Board Meeting 7:01 am
Ben Phillip, School Board Chair (2 minutes)

APPROVAL OF THE AGENDA

Ben Phillip, School Board Chair (2 minutes)
A motion was made by Dr. Cassandra Palmer to approve the agenda and was seconded by Mike Overman The motion carries 6-0.

UPDATES FROM LOCAL REPRESENTATIVES

Legislation updates were provided by Senator Mary Kunesh and Representative Sandra Feist.

COMMUNICATIONS BREAK

APPROVAL OF CONSENT AGENDA

Ben Phillip, School Board Chair (2 minutes)
A motion was made by Dr. Cassandra Palmer and seconded by Michael Overman to approve the Consent Agenda, as presented.
The motion carried 6 - 0.

APPROVAL OF CONSENT AGENDA

Ben Phillip, School Board Chair (2 minutes)
Motion to approve by Laura Oksnevad and seconded by Mike Overman.
The motion carried 6-0.

MINUTES

Ben Phillip, School Board Chair (2 minutes)

Motion to approve the Minutes from: November 12, 2024 Professional Development Meeting and December 3, 2024 Board Meeting. Motion to approve by Dr. PJ Striker and seconded by Dr. Cassandra Palmer.

The motion carried 6-0.

AUDIT APPROVAL

Bonnie Schwieger, ABDO (20 minutes)

Bonnie Schwieger presented the Audit Report to the Board. A motion to approve the audit was made by Mike Overman and seconded by Dr. Palmer.

All in favor responded aye.

Motion carried 6/0

ADJOURN

Adjourn Regular School Board Meeting @ 8:04

Ben Phillip, School Board Chair (2 minutes)

WORK SESSION

Call to order Work Session opened at 8:04

Ben Phillip, School Board Chair (2 minutes)

SAMS EAGLE BLUFF REPORT

Allie Guidish, Math Teacher, St. Anthony Middle School (20 minutes)

Eagle Bluff is a year-round environmental learning center focused on education programs and outdoor adventures for children, adults and families. This annual opportunity is available for all 8th grade students.

Q-COMP UPDATE

Q-Comp - Teacher Practice, Student Achievement Goal and Site based goal.

Twice a year, each program manager and building leader are required to present to the school board regarding their work, program and department goals.

HUMAN RESOURCES

Dr. Tim Anderson, Executive Director, HR and Operations (20 minutes)

Twice a year, each program manager and building leader are required to present to the school board regarding their work, program and department goals.

SUPERINTENDENT REPORT

Dr. Renee Corneille, Superintendent (10 minutes)

Each school board meeting, the superintendent will take time to reflect on the school district's achievements, events and stories of students and staff. The idea of these notes is to keep the board both informed and inspired of all the amazing work our school community has done over the past two weeks.

SCHOOL BOARD MEMBER AT MEET AND GREET CONFER MEETINGS

Ben Phillip, School Board Chair (15 minutes)

Chair Phillip provided an overview of the meet and greet confer meetings and indicated all Board members are welcomed to attend.

ORGANIZATION MEETING DISCUSSION

Ben Phillip, School Board Chair (15 minutes)

Discussion:

- Suggestion/discussion about moving regular meetings to 6:30 pm.
- With the regular meeting starting at 6:30 pm, no actions passed after 9:30 pm.
- Listening session would then be at 6:00 pm
- Truth in taxation would be presented at 5:00 pm.
- Work session would start at 6:00 pm.

The above could be a trail run throughout 2025.

Board Compensation will be tied to funding availability at 2-3% annually. The School Board policy 202.2 will be reviewed annually at the Organizational Meeting.

BOARD MEMBER REPORTS

Board members provided their respective updates.

The Work Session was adjourned at 10:06 p.m.

Call to Order Closed Session @10:21 pm in compliance with Minnesota Statute 13D.05 196 Subd. 3(a).

Ben Phillip, School Board Chair (2 minutes)

Superintendent Mid-Year Review

Ben Phillip, School Board Chair (10 minutes)

Adjourn Closed Session at 11:27 pm
Ben Phillip, School Board Chair (2 minutes)

Signed: Cassandra Palmer - School Board Clerk
Attest: Sally Sawyer

SCHOOL BOARD CONSENT AGENDA
1/6/2025

PRESENTER(S): School Board Chair

1. Personnel

Hire(s)

Last Name	First Name	Position	School	Date Effective
Sears	Emerson	Career Counselor	High School	1/6/2025
Sparks	Destiny	HR Coordinator	District Office	1/21/2025

Resignation(s)

Last Name	First Name	Position	School	Date Effective
Burmeister	Chuck	Coach	High School	12/31/2024
Collura	Madalynn	Teacher	High School	1/10/2025
Miller	Erin	Ei Coordinator	High School	1/10/2025

Retirement(s)

Last Name	First Name	Position	School	Date Effective

LOA requests:

Last Name	First Name	Position	School	Date Effective

c. Payment of Bills Checks Paid - 2024-12-05

01: General Fund	\$221,985.49
02: Food Service Fund	\$69,421.13
03 Transportation Fund	\$3,740.27
04: Community Serv Fund	\$5,769.49
05: Capital Expenditure Fund	\$74,462.80
09: Trust Fund	\$1,592.16
25: Student Activities	\$5,481.78

Total: \$	\$382,453.12
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SANB's Comprehensive Achievement and Civic Readiness 2024-2025

GOAL 1: All students will be ready for Kindergarten.

(State Defines Ready for Kindergarten as: Children are 5 years of age by September 1, who are immunized, and have completed early childhood screening.)

24-25 Goals 1

98% of the students who attend preschool at St. Anthony Community Services and enter Kindergarten in September of 2025 will meet expectations as measured by the Teaching Strategies Gold Assessment. Social- Emotional Development and Language development

75% of the children who have an early childhood screening (during the 24-25 school year) will be 3 and 4 years.

GOAL 2: Close the achievement gaps among all groups.

24-25 Goal 2

By spring 2028, the gap between students of color and white students will be reduced by 25% (percent proficient) for students in grade 3 and Grade 5 and Grade 8 on their Math and Reading Minnesota Comprehensive Assessments.

GOAL 3: All students will be career and college ready by graduation.

24-25 Goal 3

In order to ensure career and college ready students, by 2028 students in 11th grade will score, on average, a 23 composite score on the ACT. .

GOAL 4: All students graduate.

24-25 Goal 4

95% of the students in the class of 2025 will graduate- as measured by the 4-year graduation rate measurement on MDE. report card.

606.5 LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained School Library Media Specialists with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

III. DEFINITIONS

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.901, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement (The district upholds the principles of intellectual freedom as codified in the Library Bill of Rights and the Freedom to Read Statement.)
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and
5. is served by a licensed school library media specialist or licensed school librarian.

- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.
- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.
- E. The term media center is used interchangeably with library.

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
 - 1. a licensed library media specialist under Minnesota Rules, part 8710.4550;
 - 2. an individual with a master's degree in library science or library and information science; or
 - 3. a professional librarian or a person trained in library collection management.
- D. The school board may decline to purchase, lend, or shelve or remove access to library
 - 1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;
 - 2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or
 - 3. compliance with state or federal law.

V. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
 2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
 3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
 4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
 5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
 6. The selection of library materials shall conform to the constraints of the school district budget.
- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.
- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the Director of Effective Instruction.
- E. Gifts and Donations of Library Materials
- Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In

addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request, but can not guarantee if the request of books exceeds a manageable amount for the media specialist. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials. Parents are required to make their requests in writing on an annual basis.

VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.
- C. Informal Request for Reconsideration of Specific Library Material
 - 1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the Director of Effective Instruction. The director of effective instruction and the library media specialist shall assume responsibility for processing the request on an informal basis.
 - 2. The Director of Effective Instruction and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
 - 3. If the request is not resolved informally, the director of effective instruction shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.
- D. Formal Request for Reconsideration of Specific Library Collection Material
 - 1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The Director of Effective Instruction shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.
 - 2. On an as needed basis, the Superintendent or the superintendent's designee

shall appoint a Library Materials Review Committee (Review Committee). This committee shall include an odd number of members with the following stakeholders:

- a. One member of the school district or building administration
 - b. One to two teachers
 - c. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
 - d. One to two members of the school district community with no direct connection with the request for reconsideration
 - e. One to two student representatives (as appropriate to the specific request).
3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee.
 4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
 5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision.
 6. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

VIII. CHALLENGE REPORT

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;

- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

IX. PROHIBITION ON RETALIATION

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.09 (School Board Responsibilities)
 Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
 Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)
 Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References: MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

Other References: [Library Bill of Rights](#)

Sample Form: Formal Request for Reconsideration of Specific Library Collection Material

The St. Anthony-New Brighton school board adopted Policy 606.5 (Library Materials), under which the school board delegated responsibility for selection and evaluation of library materials to school district staff. This policy establishes procedures for Formal Reconsideration of specific library collection material.

A St. Anthony-New Brighton school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. A separate request form must be completed per individual book title. An individual may request one challenge at a time to allow for the review committee to complete the process. The requestor must read the entire library material before submitting this form.

A requestor has the option to request Formal Reconsideration if the informal process set forth in Policy 606.5 has not resolved the matter.

The first step in the Formal Reconsideration process is submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each library material item for which Formal Reconsideration is requested.

If you wish to request formal reconsideration of specific library collection material, please return a completed form to:

Director of Effective Instruction
3303 33rd Ave NE
St. Anthony MN 55418

_____ **Date**

Name of Requestor

Address

Phone Email

Type of Library Material (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	
Audio Recording	
Digital Resource	

App	
Streaming Media	
Other	

Title: _____

Author/Producer: _____

Please explain the concern you have regarding this Library Material.

Please explain the circumstances that brought this Library Material to your attention.

After you have examined the entire Library Material please identify the concerning sections.

Please identify resources that may provide additional information and/or other viewpoints regarding this Library Material.

Please set forth the ways in which you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 606.5

Please set forth the resolution that you seek.

An acknowledgement of receipt of the request to review will be provided to the complainant within two days. Due to the complexity of the text/material a reasonable time frame will be used to review the material and provided to the complainant.

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Jan. 2025

Principals Report to SANB School Board

Community Services Goals for 24-25

Effective Instruction and Dignity:

- Communicating essential learning targets and learning progressions each day
- Observing each child for documented evidence of learning the skills
- Seek input from each child on their learning progression
- Develop a data review process to practice a culture of continuous improvement



Community Services Data

Effective Instruction:

- Early Childhood team engage in EI planning on Wednesdays from 8:00-8:45 am
- Classroom staff are intentionally communicating essential learning targets
- Classroom staff are continuing to focus on skills in each unit

In process:

- Classroom staff are still working on seeking input from children on their placement on learning progressions and learning a data protocol to use when reviewing student data in weekly team meetings



Wilshire Park Goals for 24-25 School Year

Effective Instruction: Every other week, grade level teams participate in data team meetings using this [Data Team Protocol](#) or a Student Work Analysis Protocol to discuss and learn from adult and student data.

Current Progress:

- Each team regularly participates in their meeting analyzing student work or student assessments using the data protocol or looking at student work protocol
- Teams report these meetings as being productive and helpful for team collaboration and furthering their understanding of their data
- Teams have clear action steps at the end of each meeting and return to the next meeting with that action completed. Those steps have included but are not limited to:
 - Gathering additional data
 - Identifying proficiency
 - Implementing an intervention or new instructional move
 - Identifying and analyzing specific supports or support gaps for students receiving ML services
 - Analysis of classroom time and structures to deliver instruction



Wilshire Park Goals for 24-25 School Year

Dignity: Supporting students to understand their unique qualities and gifts is integral to helping them shape positive academic identity. In order for students to understand how they are positive contributors to their community, each student will spend time identifying their gifts and uploading them into an electronic portfolio each school year. By 5th grade, each student will use this portfolio to reflect on the two gifts they identified each year as they create a capstone project.

Current Progress:

- WP leadership team has led this work through a staff presentation and individual team meetings
- Each student has identified at least one gift and added that to their team's "gift" display in their grade level hallway
- At semester, each student will upload their first entry into their portfolio
- We are talking about and celebrating students' self-identified gifts



SAMS Goals for 24-25 School Year

#1 Effective Instruction: coaching, collaborating, implementing Core 4 alignment in all courses (classroom walk-throughs each week)

2 Belonging: Consistent monitoring of and responding to student attendance and behavior data (Team Office and Student Assistance Team)

3 Belonging: Whole Staff PD on Inclusion (staff meetings, pop-up PD, and PD days)



Goal Effective Instruction Core 4 Alignment	Data & Thoughts
Gathered through Amy K's Classroom Walkthroughs	15 total in the month of December 14/15 classrooms w/standards posted 8/15 classrooms w/learning progressions <ul style="list-style-type: none">● 11 teachers were in Quad A while Amy K was present● 7 teachers were in Quad B while Amy K was present● 5 teachers were in Quad C while Amy K was present● 2 teachers were in Quad D while Amy K was present
Vision Team's Survey for Teachers in November	Self-reported data from the survey: <ul style="list-style-type: none">● 76% teachers know what Core 4 means● 64% teachers report Unit Plan in EI folder● 90% teachers report contact w/WS and EI coaches● 80% teachers report having ELTs and LPs for units● 36% teachers to sharing these w/students



Goal Belonging	Data & Thoughts
We are monitoring student data regarding behavior and attendance	<p><u>MEA -Thanksgiving Break (Oct. 14-Nov. 17)</u> 1/week admin dismissal 2.25/week Reset Day (Reset Day=SAMS version of in-school suspension) .83/week Out-of-School Suspension</p> <p><u>Post-Thanksgiving Break (Dec. 2-Dec. 20)</u> 0/week admin dismissal .66/week Reset Day (ISS) 0/week Out-of-School Suspension</p> <p>We saw a sharp decline in student behaviors after Thanksgiving. <i>We believe our efforts around intentional relationship building, SAT follow-through with Tier 1 and Tier 2 interventions, and partnering with families is helping us be more responsive.</i></p>



Goal Belonging	Data & Thoughts
Staff PD on Inclusion	<p>While the focus has been on EI work during department time and Wednesday morning collaboration/coaching time, on Nov. 25, we hosted teacher PD on Supporting Students who are showing us they need support.</p> <p>Interest remains in supporting ML students, de-escalating students who are dysregulated in class, and universal classroom management strategies/practices.</p> <p>We will be offering optional PD sessions after school and during Wednesday for those interested.</p>



Wednesday AM: Collaboration & Coaching

Each Wednesday in December, the teachers self-reported the type of work they were doing during out Collaboration and Coaching time.

The survey data shows that overall our teachers are focused on Core 4 alignment of current and upcoming units, differentiation and scaffolding and collaborating with Laura and department mates.



SAVHS Goals 2024-2025 School Year

Academic Excellence: Performance Tasks are linked to the Essential Learning Targets with multiple opportunities for students to demonstrate critical thinking within and across multiple contexts.

Love of Learning: Teachers create a culturally inclusive environment where students express their voice through intentionally-designed learning tasks to demonstrate their learning.

Effective Instruction: Teachers will use formal and informal data, as well as students' prior knowledge, in an ongoing process to continually guide instructional practice.

Student Wellness: Throughout the school year, students engage in monthly experiences that will foster a culture of belonging.



Creation of Goals

1. Summer Retreat with our Instructional & Operations Leadership Teams (*Teams are a coalition of teachers, counselors, administration, and coordinators*)
2. Teams examined our school-wide data around academics & panorama
3. Teams reviewed our district student success metrics
4. Teams began drafting goals aligned with our work around effective instruction, dignity, and culture of belonging
5. Goals went through a three draft process with a final team consensus

Each team member went through a two day training of adaptive leadership that assisted in team formation and collaboration.



SAVHS Academic Excellence Goal

Goal: Academic Excellence	Progress toward goal:	Next Steps:
<p>Performance Tasks are linked to the Essential Learning Targets with multiple opportunities for students to demonstrate critical thinking within and across multiple contexts.</p>	<ul style="list-style-type: none">● The presence of ELT's in classrooms has increased significantly since the October District professional development● Math department identified the core standards used 9-12 and aligned them to ELT's that are posted in the classroom.● Science department examined math departments strategy and is also working on identifying core standards used 9-12	<ul style="list-style-type: none">● Increase student interaction with the ELT's throughout the unit● Ensure that performance tasks are directly related to ELT's● Continue to have staff cross-examine ways that ELT's are present throughout instruction● Continue Progress during our department collaboration times



SAVHS Love of Learning Goal

Goal: Love of Learning	Progress toward goal:	Next Steps:
<p>Teachers create a culturally inclusive environment where students express their voice through intentionally-designed learning tasks to demonstrate their learning.</p>	<ul style="list-style-type: none">● Instructional Leadership team lead a professional development session during December staff meeting on strategies staff can use to increase student voice during the “Inspire” part of a lesson.	<ul style="list-style-type: none">● Staff will increase overall student voice in their lessons and aim to ensure each students voice is heard.



SAVHS Effective Instruction Goal

Goal: Effective Instruction	Progress toward goal:	Next Steps:
<p>Teachers will use formal and informal data, as well as students' prior knowledge, in an ongoing process to continually guide instructional practice.</p>	<ul style="list-style-type: none"> • Instructional Leadership team commenced a data dig into Fastbridge & Panorama data • Math & English commenced a data dig using Fastbridge • SPED team has continually used data dig protocol and are embedding more data into IEP goals. 	<ul style="list-style-type: none"> • Winter Panorama & Fastbridge administration followed by data digs • Shifting into step for of the data dig and examining what practices need to be shifted aligned to what the data is telling us.
	<ul style="list-style-type: none"> • Academic interventionist has used triangulation data to identify students in need for additional academic skill building. 	<ul style="list-style-type: none"> • Academic interventionist will begin Read 180 & Math 180 course for 16 students and monitor progress along the way. • Academic interventionist will push-in to identified Math & English classes once a week.



SAVHS Student Wellness

Goal: Student Wellness	Progress toward goal:	Next Steps:
<p>Throughout the school year, students engage in monthly experiences that will foster a culture of belonging.</p>	<ul style="list-style-type: none"> ● Sept: Operations team created a student survey to identify “Friday WIN activities” ● Oct/Nov.: Operations team administered survey, shared results with staff, & staff began signing up to host a variety of WIN activities ● Each Wednesday, there is a shout out of events and activities throughout the week during Lunch ● Huskie Broadcast each Monday 	<ul style="list-style-type: none"> ● Semester Two: We will assign students a once of month Friday activity WIN ● Have more student voice during the Wednesday shout outs ● Huskie Broadcast has a goal to represent every student activity & sport at least once
	<ul style="list-style-type: none"> ● Nov: Staff reviewed Panorama results with a focus on Culture of Belong. 	<ul style="list-style-type: none"> ● Departments examined researched-based practice for Culture of Belonging and 

SAVHS Data

# of Teacher walkthroughs completed:	ELT's presents during the walkthrough	Primary Teaching Stance in walkthrough	Primary Teaching Quad in walkthrough
23	2	Surface - 0 Procedural - 19 Analytical - 1 Dynamic - 3	Quad A - 10 Quad B - 10 Quad C - 3 Quad D - 0



SAVHS Next Steps:

- Administration will continue to commit to classroom walkthroughs with more fidelity with Principal Bell observing three classes and Mr. Ruble observing two classes per week.
- Classroom walkthrough data will include collecting and highlighting exemplars that are happening in classrooms
- Administration will continue promote and amplify student voice and leadership.
- Administration will collaborate once a week with Effective Instruction around productive teacher collaboration



Adopted: June 5, 2006 - Revised December 17, 2013; June 1, 2021; January, 2025

Policy 516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription and over the counter medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. For the purposes of this policy, the “school day” is defined as the regular student contact time.y. The school district’s licensed school nurse, trained staff health aide-clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

A. Authorization

1. All medications (prescription and over-the-counter) to be administered at school shall have the Authorization for Administration of Medication at School form completed by the Minnesota Licensed Prescriber health professional and parent. Nurses may accept a verbal order from a Licensed Prescriber physician to be followed with written authorization. Orders will be good for the school year (including the following summer sessions), but will need to be renewed at the start of a new school year. Orders will also be renewed when dosage changes occur.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.
3. Exclusions
 - a. The provisions on administration of drugs and medicine above do not apply to drugs or

medicine that are:

- i. used in connection with services for which a minor may give effective consent;
- ii. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- iii. used in connection with athletics or extracurricular activities;
- iv. used in connection with activities that occur before or after the regular school day;
- v. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- vi. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
—Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medications

1. An "Authorization for the Administration of Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above ~~[1]Part J.5. below~~), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. 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.
6. The school nurse, or other designated person, shall be responsible for the filing of the Authorization for the Administration of Medication form in the health records section of the student file.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. 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.

~~Prescription medications must be in an appropriately labeled pharmacy container. The dosage listed on the pharmacy label must agree with the dosage requested by parent and prescribing health professional. When dosage changes occur, the labels will be marked with the new dosage until the next prescription refill, when a new bottle will be required. In order to provide continuity of administration for prescription medications, a nurse may allow a family two days to provide the required written authorization if a verbal or written parent request has been received.~~

B.C. Nonprescription Medication -Over the Counter Medications

Over-the-counter medications shall be in their original containers and labeled with the student's name. Health professional and parent authorization must be received before administration of over-the-counter medication.

C.D. Student Self-Carry/Administration of Prescription Medication

~~[2] Under some circumstances, students may be authorized to carry and self-administer medications. Examples may include, but are not limited to, inhalers and epi-pens. A student's parent/guardian and physician will complete an Authorization to Self-Administer Medication form. The nurse will assess the student's knowledge and skills pertaining to his/her treatment. Self-administration will be approved if the student is considered knowledgeable and able to self-administer medication safely.~~

~~At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health emergency plan for a student who is prescribed epinephrine auto-injectors that enables the student to:~~

- ~~1. possess epinephrine auto-injectors; or~~
- ~~2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.~~

~~The plan must designate the school staff responsible for implementing the student's health emergency plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This emergency plan may be included in a student's Section 504 plan.~~

D.E. Student Self-Carry/Administration of Non-Prescription Pain Relief Medication (E.g., Acetaminophen or Ibuprofen)

A secondary student (grades 7-12) 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 the parent portion of the Authorization to Self-Administer Medication form 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. Students are not to possess this type of medication. These medications should be processed using the same procedures as prescription medications.

E. Storage

~~All medications shall be stored in a locked cabinet, with the exception of refrigerated medications and those carried by students with special permission. Controlled substance medications will be counted (or liquid level noted) upon receipt in the health office and noted on the Medication Administration form.[3]~~

F. Record Keeping

~~Medication administration will be recorded on a Medication Administration form or in the~~

electronic student record. Dates and initials of administering personnel shall be recorded for each dose administered. Signatures and corresponding initials will be included on the form. Medication will be administered within a half hour before or after the time indicated on the form. Administration time will also be noted for medication not given within this hour time, and any other PRN (as needed) medications. Dosage changes should have a discontinued date for the old dose and the new dose with a start date. Discontinued medications should be indicated with a discontinued date and removed from the active file or in the electronic student record. Medications and dosage will be recorded by using the medication name followed by dosage in milligrams. The number of tablets or liquid measure may be included in parenthesis as an aid for non-licensed staff.

G. Responsibility

A registered nurse will review all new medications and all dosage changes before the initial dose is given at school. Only registered nurses may delegate the administration of medication. Health assistants to whom this responsibility is delegated will receive in-service training by the nurse regarding the medication and appropriate administration.

H. Field Trips

Medications to be given to students on day field trips will be pre-packaged by nurses or health assistants to be administered by the delegated district employee. Sealed medication envelopes will include the student name, medication, dosage, number of pills, and time to be administered. Other PRN medication will also be sent with the responsible school personnel including any emergency plan that dictates the use of such medication. Medication to be used on overnight school trips will be provided by parents directly to the accompanying health professional or teacher.[4]

F. Sunscreen

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.

G. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining 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.

I.F. Return of Unused Medication

~~Unused medication will be returned at the end of the school year or at the time the medication is discontinued. Advance notice (postcard, phone call, or newsletter) will be given to families indicating the school plans for medication return. Parents will be asked to inform the health office if they would prefer to pick up the medication or would like the medication sent home with the student on the last day of school. Medication not picked up by the parents according to their plan will be destroyed at the end of the school year.~~

~~Medication to be returned via an elementary student will be sent in a sealed bag at the end of the specified school day.~~

J.G. Errors

~~In the event of a medication error, the parent/guardian and the school administrator will be notified by phone in a prompt manner. The student's physician will also be consulted as needed. Medication errors will be documented on a Medication Error form and sent to the school administrator.~~

K.H. Unauthorized Use of Medication

~~Students observed by school personnel self-administering unauthorized medication on school grounds will be reported to parents by the school nurse or building administration. Cough drops will not be considered a medication under this policy. School protocol shall dictate the storage and use of cough drops.~~

L. Sunscreen

~~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.~~

M.I. Cannabis

~~Products containing Cannabis will not be administered by school personnel and these products cannot be brought on campus. This includes CBD containing products.~~

N. Students 18 Years and Older

~~"Parent" for students 18 years and older is the student for purposes of this policy.~~

O.J. Specific Exceptions:

- ~~1. Special health treatments and health functions 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 provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.[5]~~

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

B. The space must provide a student privacy to receive mental health care.

C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (~~School Health Services~~Hiring of Health Personnel)
~~Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)~~
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. § 148.171 (Definitions; Title)
~~Minn. Stat. § 121A.2205 (Possession and Use of Non-syringe Injectors of Epinephrine; Model Policy)~~
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education ~~Improvement~~ Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

~~Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)~~

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
~~MSBA/MASA Model Policy 516 (Medication Administration)~~

School District Policy

Adopted: January 5, 2010

Revised: January 2025

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician, [advanced practice registered nurse, physician assistant](#), or a public clinic which provides immunizations [hereinafter "medical statement"](#)), ~~affirming- stating~~ that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a [medical statement](#), ~~affirming from a physician or a public clinic which provides immunizations, stating~~ that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the [medical statement](#) ~~of a physician or public clinic which administers immunizations~~. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit

one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of each school year.

- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a ~~physician's~~ signed medical statement ~~affirming stating~~ that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
 - 2. review student health records to determine whether the required information has been provided; and
 - 3. make reasonable arrangements to send a student home when the

immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, and C.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children) Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age) Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools) Minn. Stat. § 144.442 (Testing in Schools)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004) Op. Atty. Gen. 169-W (Jan. 17, 1968)
Op. Atty. Gen. 169-W (July 23, 1980)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)