

Regular School Board Meeting
Monday, September 9, 2024 5:30 PM

Austin High School Annex Recital Hall
205 4th Street NW, Annex Door #1
Austin, MN 55912

Agenda

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Approval of agenda (Action)
Speaker(s): Chairperson
4. PUBLIC HEARING
 - 4.A. Tax abatement request from New Horizon Homes - PIN 34.468.0210 (Action)
Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
 - 4.B. Tax abatement request from Bigelow & Lennon Construction - PIN 34.468.0160 (Action)
Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
5. Delegations
6. Superintendent's Report
Speaker(s): Dr. Page
7. School Board Reports
8. Student Representative Reports
Speaker(s): Anita Rao and Michael Garry
9. Consent Agenda (Action)
 - 9.A. Regular meeting minutes of 08/12/24
 - 9.B. Special meeting minutes of 08/26/24
 - 9.C. Personnel report
 - 9.D. Bills for payment
 - 9.E. Treasurer's reports for June and July, 2024
 - 9.F. Cabinet reports
 - 9.F.1. Executive Director of Academics and Administrative Services
 - 9.F.2. Director of Technology
 - 9.F.3. Executive Director of Special Services
 - 9.F.4. Director of Information Services
 - 9.F.5. Executive Director of Finance and Operations
10. APS site reports
11. Homecoming update
Speaker(s): Principal Matt Schmit and Student Council Advisor Emily Hovland
12. Summer School update
Speaker(s): Principal of Alternative Services Jessica Cabeen, Summer School Coordinators Rebecca Deyo and Gina Williams
13. Request approval of Guaranteed Energy Savings Request for Proposals (RFP) (Action)
Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
14. Request approval of donations (Action)
Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
15. Request deletion of policy 723 - Accounting and Financial Procedures Manual (Action)

Speaker(s): Superintendent Dr. Page

16. Reminder of school board special meeting scheduled for Monday, September 23, 2024 at 4 pm in the AHS District Office Conference Room.

Speaker(s): Chairperson Dube

17. Adjournment (Action)

HOUSING TAX ABATEMENT APPLICATION

(Application Period 1-1-2023 through 12-31-2025)

Property Owner / Applicant: New Horizon Homes LLC - Jon Blaine

Current Address: 25388 670th St. Kasson, MN. 55944

Telephone: 507-250-3069

E-Mail: NewHorizonHomes.Jon@gmail.com

Has applicant ever defaulted on property taxes? Yes No *If Yes, provide details on separate page(s).*

Are property taxes current? Yes No

PROJECT		<i>(check all that apply)</i>	
Single-Family		Multi-family Complex	
<input checked="" type="checkbox"/> New Construction ("stick build")	<input type="checkbox"/> Modular	<input type="checkbox"/> Duplex	<input type="checkbox"/> Townhomes
<input type="checkbox"/> Manufactured on permanent foundation	<input type="checkbox"/> Shouse	<input type="checkbox"/> Apartment Building	<input type="checkbox"/> Other:
Is this an application for a replacement of an existing housing unit on the same parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Is this application for an existing housing unit you intend to move to this parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If YES, where is the unit being relocated from?</i> <input type="checkbox"/> Outside Mower County OR <input type="checkbox"/> Within Mower County but currently unlivable			
Project Address: <u>1312 18TH STREET NE</u>			
Project Legal Description: <u>Lot 1 Block 2 Nature Ridge Third</u>			
Parcel Number: <u>34.468.0250.0210</u>		Estimated Project Valuation: <u>\$ 460,000</u>	

Attach building plans, site plan, certification from zoning entity that housing project complies with zoning regulations and there are no outstanding land use issues. (Include letter of consent from property owner if subject to purchase agreement or include a copy of the purchase agreement.)

I / We as applicant(s) for the Housing Tax Abatement submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, due to % of completion on January 2nd, there are not any non-compliance or non-conformity outstanding land use issues on the parcel, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded annually following full payment of real estate taxes due.

Jon Blaine cm 7-26-24
Signature of Applicant(s) Date

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Mower County Date:

City or Township of Date:

School District of Date:

Disclaimer: Each taxing entity makes its own decision on approval or denial of application for tax abatement. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax abatement offer will be automatically terminated.

Please submit completed application with attachments to:

Mower County Administration
201 1st Street NE, Suite 9, Austin MN 55912
507-437-9549
Office Hours: M-F 8 a.m. – 4:30 p.m.
deniseb@co.mower.mn.us

Notice – City of Austin Housing Projects

This application must be approved prior to the building permit being issued by the City of Austin.

PROGRESSIVE PLAN DESIGN LLP

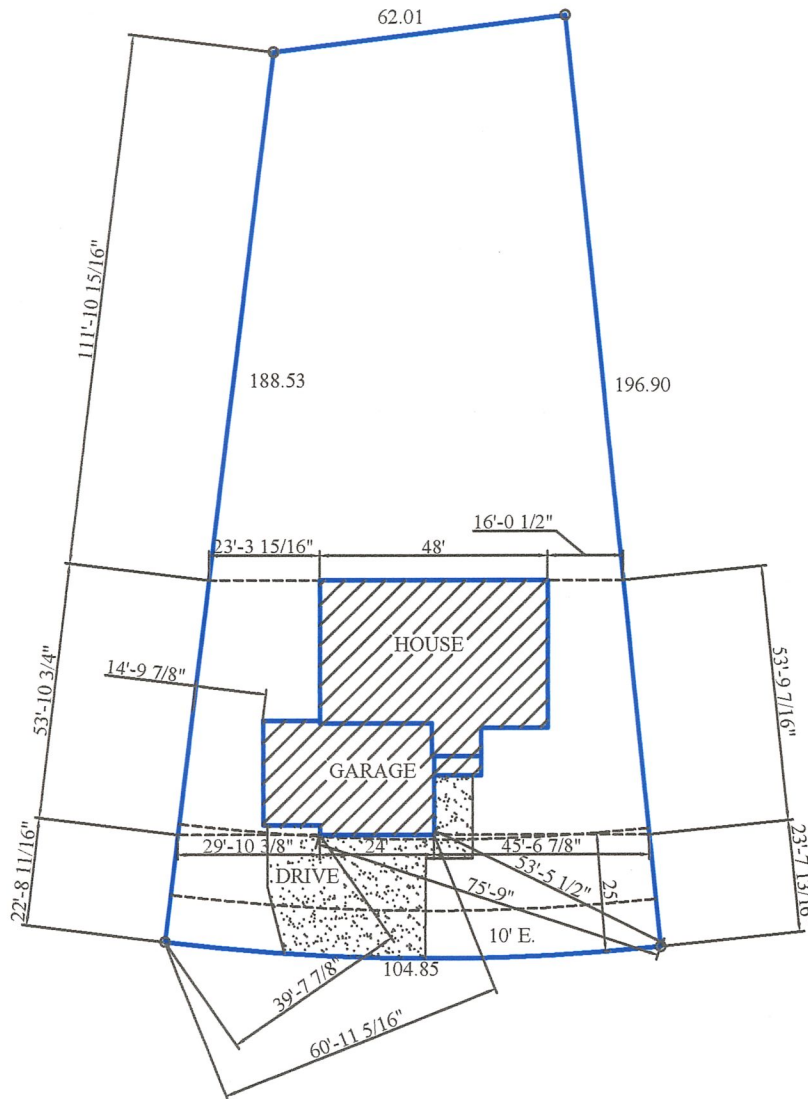
RESIDENTIAL ARCHITECTURE
714 County Rd 3 NW Byron MN 55920
(507)775-6877 progressiveplandesign@gmail.com

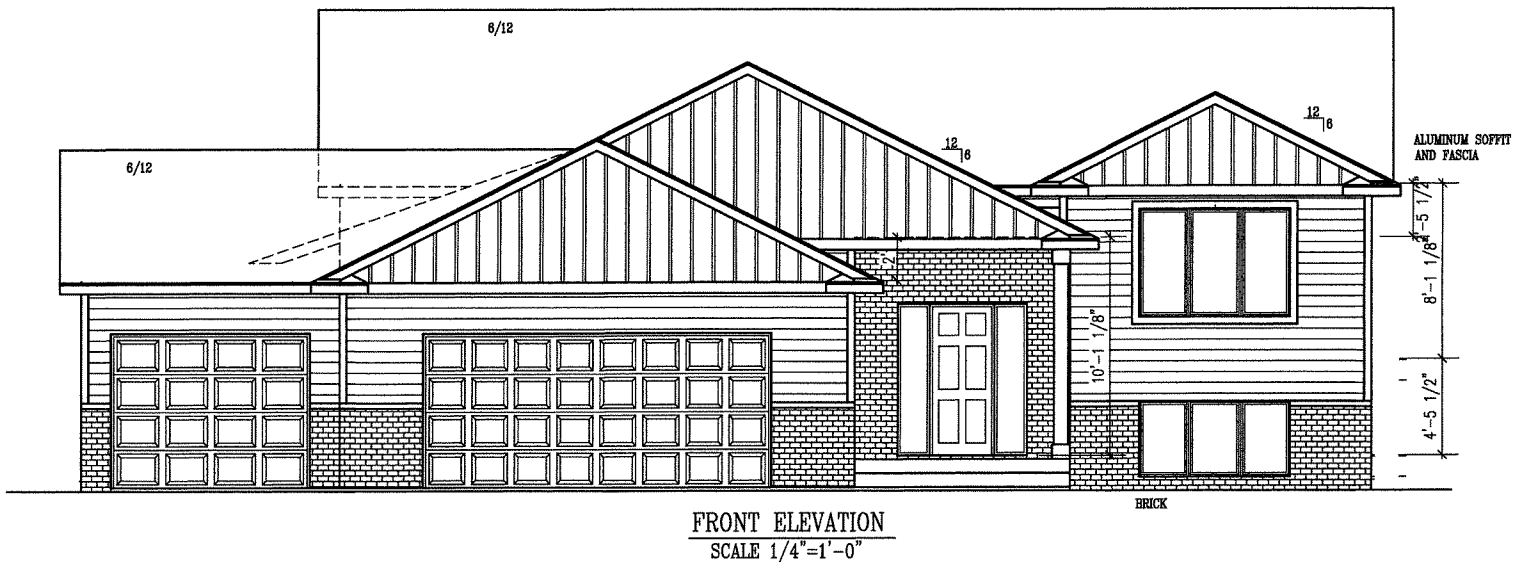
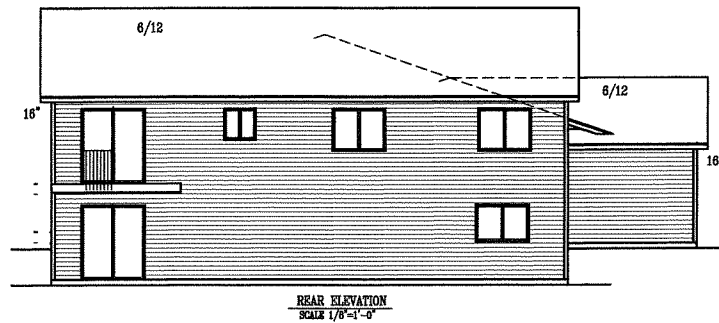
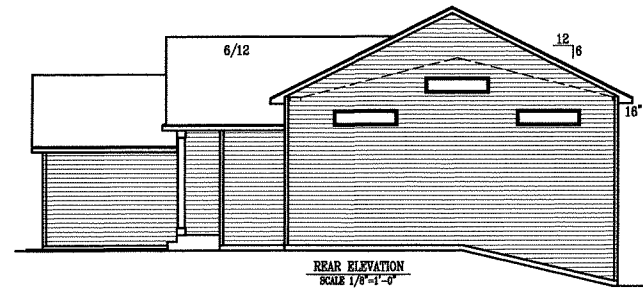
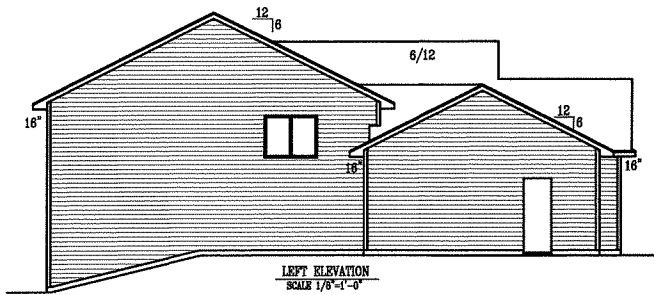
LOT,1 BLK.2
SUBDIVISION:NATURE RIDGE 3RD
CITY:AUSTIN STATE: MN

CONTRACTOR:NEW HORIZON HOMES
CUSTOMER: NATURE 1-2 A72



SCALE: 1" = 40'



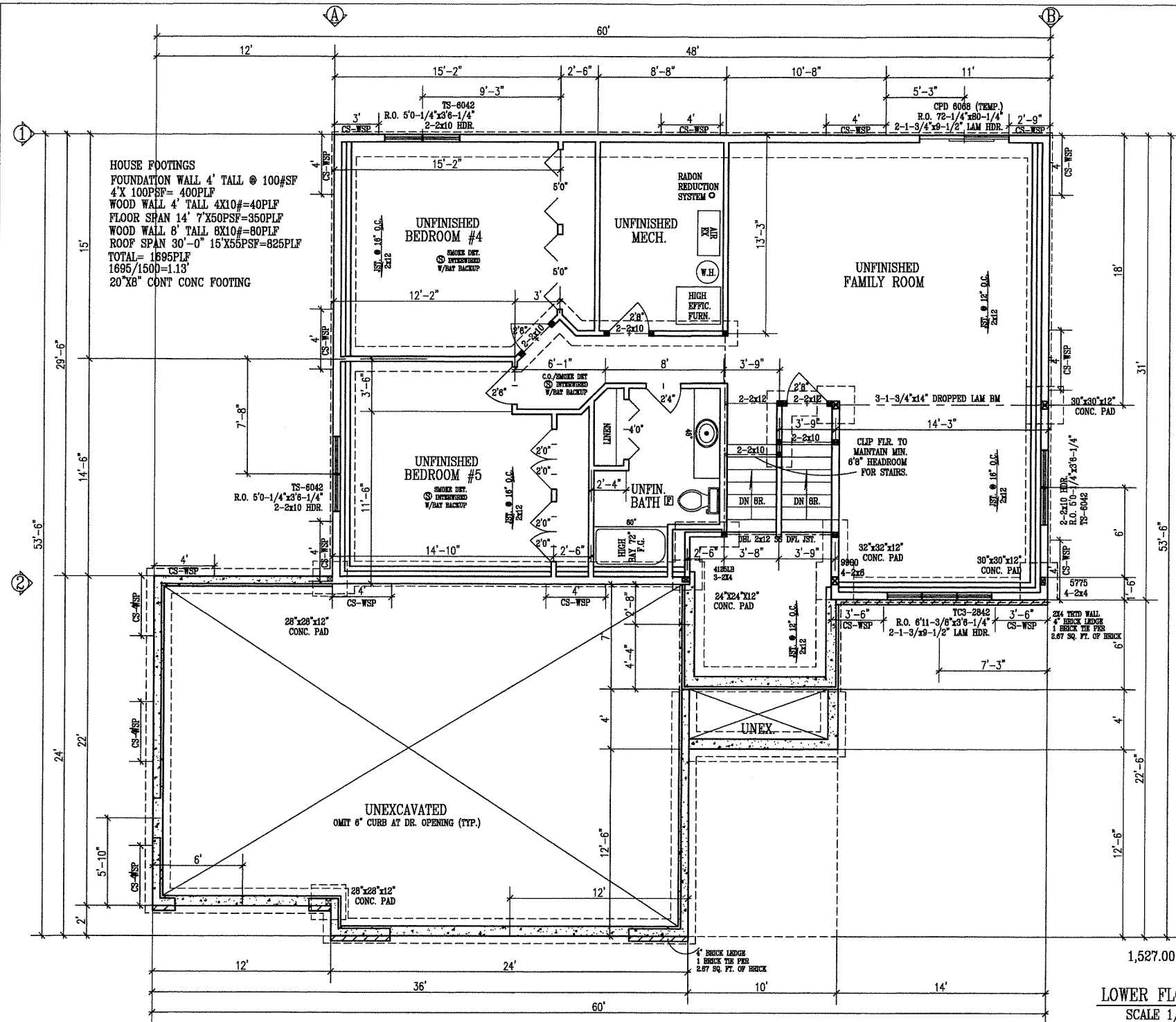


PROGRESSIVE PLAN
DESIGN LLP
RESIDENTIAL ARCHITECTURE
(507) 775-6877
714 COUNTY RD. 3 N.W. BYRON MN, 55920
progressiveplandesign@gmail.com

These drawings have been prepared using information provided by the customer/contractor and are intended for permit drawings prepared by a contractor or architect and may not meet the requirements of the building code. It is the responsibility of the contractor or architect to determine if the drawings need to be changed to meet the local building code requirements. The contractor/contractor is responsible for obtaining all necessary permits. We assume no responsibility for claims or damages arising from errors, omissions, or delays in the drawings.
Acknowledged by _____ Customer/Contractor Signature _____ Date _____

CONTRACTOR: NEW HORIZON
OWNER: MODEL #A72

DRAWN BY: B.B.
REV: 04-18-23
NO. FT: NOTED
JOB NO.: 2313640
SCALE: NOTED
DATE: 1/11/24



1,527.00 SQ. FT.

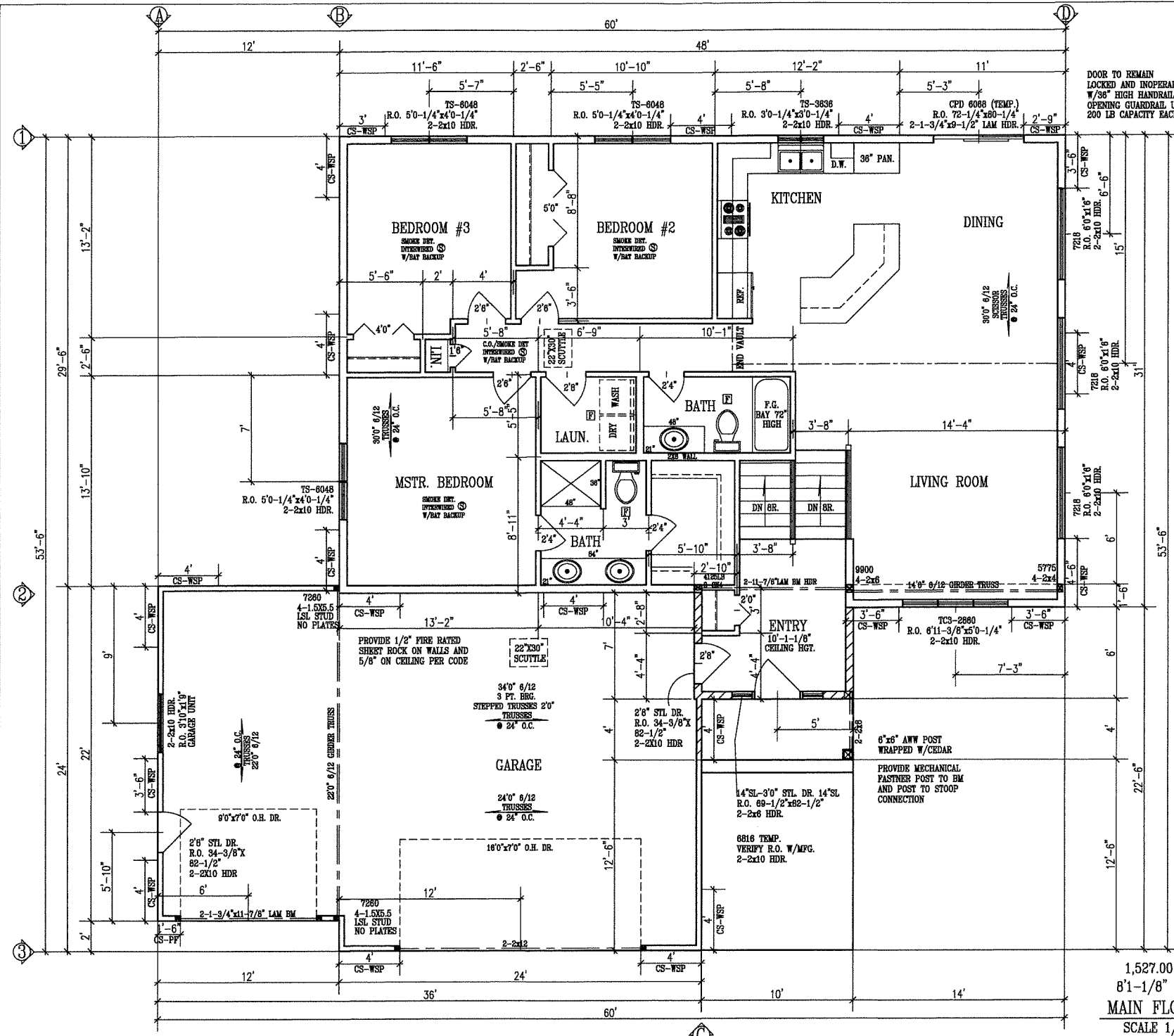
LOWER FLOOR PLAN
 SCALE 1/4"=1'-0"

PROGRESSIVE PLAN
 DESIGN LLP
 RESIDENTIAL ARCHITECTURE
 (507) 775-6677
 714 COUNTY RD. 3 N.W. BYRON MN, 56980
 progressiveplandesign@gmail.com

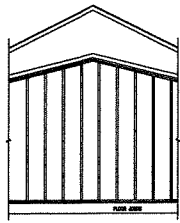
These drawings have been prepared using information provided by the customer/contractor or a representative for permit purposes. They are not to be used for construction without the approval of the contractor. The contractor is responsible for obtaining all necessary permits and for ensuring that the construction complies with all applicable codes and regulations. The architect assumes no responsibility for errors or omissions in the drawings. Acknowledged by _____ Customer/Contractor Signature _____ Date _____

CONTRACTOR:
OWNER:
NEW HORIZON
MODEL #A72

DATE: B.B. 04-11-23
 NO. PL: NOTED
 JOB NO: 2313640
 REV: NOTED
 1/4"=1' 1/8"



DOOR TO REMAIN LOCKED AND INOPERABLE W/3/8" HIGH HANDRAIL 4" MAX OPENING GUARDRAIL UNTIL DECK IS DONE 200 LB CAPACITY EACH WAY



BALLOON FRAME DETAIL
 WHEN SCISSOR TRUSSES ARE USED THE GABLE END FRAMES SHALL MATCH THE PROFILE OF THE SCISSOR TRUSSES ADJACENT TO IT FOR PROPER BOTTOM CHORD PLANE BRACING TO BE INSTALLED. ALL OPENING IN EXTERIOR WALL OF BALLOON FRAME SHOULD HAVE A MIN. OF OPENING TO RESIST WIND LOAD.

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 progressiveplansign@gmail.com
 714 COUNTY RD. 3 N.W. BYRON MN, 55920

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Acknowledged by: _____ Date: _____
 Customer/Contractor Signature

CONTRACTOR: _____
OWNER: _____

NEW HORIZON
MODEL #A72

1,527.00 SQ. FT.
 8'1-1/8" WALL HGT.
MAIN FLOOR PLAN
 SCALE 1/4"=1'-0"

DATE: B.B. 04-11-23
 SHEET: NOTED
 JOB NO: 2313640
 REV: NOTED
 1/11/12 1304

ROOF SYSTEM:

- TRUSSES 24" O.C. SPES BY MFG.
- 1/2" OSB ROOF SHEATHING P.L.L. 32/16
- WINTERGUARD UNDERLAYMENT TO A POINT 24" INSIDE EXTERIOR WALL
- 1" LAYER 15# FELT ON REMAINDER
- 25 YEAR 3 TAB ASPHALT SHINGLES
- PROVIDE STEEL SUPPLEMENTAL UPLIFT BRACKETS FOR ALL TRUSSES.
- PROVIDE CLIPS AS REQUIRED FOR ROOF SHEATHING

EAVE SYSTEM:

- 2X6 SURFASCA
- ALUMINUM FASCA
- 2X4 LOOKOUTS 24" O.C.
- ALUMINUM SOFFIT W/CANT VENT
- AIR CHUTES 48" O.C.

GUARDRAIL

- GUARDS REQUIRED FOR PORCHES, BALCONIES OR RAISED FLOOR SURFACES LOCATED MORE THAN 36" IN HEIGHT OPEN TO OR OVER STAIRS WITH A TOTAL RISE OF MORE THAN 30" ABOVE THE FLOOR OR GRADE BELOW SHALL HAVE GUARDS NOT LESS THAN 34" IN HEIGHT MEASURED VERTICALLY FROM THE BOTTOM OF THE TREADS.
- GUARD OPENING LIMITATIONS. REQUIRED GUARDS ON OPEN SIDES OF STAIRWAYS, RAISED FLOOR AREAS, BALCONIES AND PORCHES SHALL HAVE INTERMEDIATE RAIL OR ORNAMENTAL CLOSURES THAT DO NOT ALLOW PASSAGE OF A SPHERE 4" IN DIA.
- EXCEPTION: THE TRIANGULAR OPENINGS FORMED BY THE RISER, TREAD AND BOTTOM RAIL OF A GUARD AT THE OPEN SIDE OF A STAIRWAY ARE PERMITTED TO BE OF SUCH A SIZE THAT A SPHERE 6" CANNOT PASS THROUGH.

GENERAL NOTES:

- 115 MPH WIND LOAD
- FLR 408 LL-100, DL= 50 TL
- ROOF 308 LL-178, DL= 52 TL
- IRC 802.11.3 TRUSS MEMBERS AND COMPONENTS SHALL NOT BE CUT, NOTCHED, SPLICED OR OTHERWISE ALTERED IN ANY WAY WITHOUT APPROVAL OF A REGISTERED DESIGN PROFESSIONAL.
- FOUNDATION- MIN 3000 P.S.I. AIR ENTRAINED CONC.
- FOOTINGS- MIN 5000 P.S.I.
- PLAN CONCRETE- 2000 P.S.I.
- 4" MIN. CONC. GRADE
- FOOTINGS TO BEAR ON ORIGINAL SOIL
- WOOD FRAMING 2X4, 2X6 STD #2 GRADE OR BETTER BROOKING AT CENTRAL LINE OF SEAMS.
- PROVIDE SOLID BLOCKING AT FLOOR JISTS BEARING POINTS, INTERIOR BEARING WALLS AND CANTILEVERED FLOOR JOISTS AS REQUIRED.
- PROVIDE ROOF AIR BARRELS AT ALL PLUMBING AND MECHANICAL HEAT DUCT PENETRATIONS OF EXTERIOR WALLS, CEILING, AND FLOORS.
- 16"X16" PLUMBING ACCESS PANEL
- PROVIDE A M.R. AIR BARREL AT THE INSIDE SURFACE OF EXTERIOR ENVELOPE BEHIND TUB AND SHOWER UNITS. (1/2" ANW PLYWD.) GROUND ON 5/8" M.R. GYP. TO 72" WHEN & WHERE FEEL.
- SHEATHING JOINTS WHICH ARE NOT SUPPORTED BY FRAMING MEMBERS MUST BE CALKED.
- ALL PENETRATIONS INSTALLED THROUGH THE INTERIOR AIR BARRELS MUST BE SEALED PRIOR TO THE FRAMING INSPECTION.
- ADD 1/2" TO ALL WINDOW ROUGH OPENINGS FOR INSUL.
- MINIMUM BESANT CEILING HGTS. 7'0" MIN. 6'6" UNDER BM.
- WINDOWS AND DOORS ARE TO BE SEALED TO PREVENT THE ENTRY OF OUTSIDE AIR. SEE MFG'S INSTALLATION.

FOUND. DRAINAGE IRC SEC. R401.3:

- EXCEPTION: WHERE LOT LINES, WALLS, SLOPES OR OTHER PHYSICAL BARRIERS PREVENT 1" OF FILL WITHIN 10 FT. DRAINS OR SWALES SHALL BE PROVIDED TO ENSURE DRAINAGE AWAY FROM THE STRUCTURE.

FIREBLOCKING AND DRAFTSTOPS:

- PROVIDE IN CONCEALED SPACES OF STUD WALLS AND PARTITIONS INCLUDING FURRED SPACES AT CEILING AND FLOOR LEVELS AT 10' INTERVALS BOTH VERTICAL AND HORIZONTAL.

RADON VENT:

- HOLLOW BLK FOUNDATION WALLS SHALL BE CONSTRUCTED WITH EXTERIOR CONT. CRS OF SOLID CONC. BLK. AT OR ABOVE FINISHED GRADE TO PREVENT PASSES OF AIR FROM INTERIOR OF THE WALL INTO LIVING SPACE. WHEN USED BELOW GRADE, THE CRS IMMEDIATELY BELOW THAT LEGGE SHALL BE SEALED. JOINTS CRACKS OR OTHER OPENINGS ABOVE PENETRATIONS OF BOTH EXTERIOR AND INTERIOR SURFACES OF MASONRY WALL. WOOD PENETRATIONS BELOW GRADE SURFACE SHALL BE FILLED WITH POLYURETHANE CAULK. MIN 3" ABS-PUR EQUIPMENT GASTIGHT PIPE SHALL BE EMBEDDED VERTICALLY INTO SOLID AS REPRESENTED OR OTHER PERMIABLE MATERIAL "A" FITTING WITH ONE 10" SECTION OF PERFORATED PIPE CONSTRUCTED AS SHOWN. 10" OF PIPE SHALL BE INSERTED INTO INTERIOR PERFORATED DRAIN LOOP OR THROUGH A SEALED SUMP COVER, WHERE THE SUMP THE SUMP IS EXPOSED TO THE SUB-SLAB AGGREGATE. RADON VENTS SHALL CONNECT TO SINGLE PIPE THAT TERMINATES AT LEAST 12" ABOVE ROOF.
- RADON PIPES SHALL PROVIDE ENOUGH SPACE AROUND PIPE FOR ROOF FAN, MIN 24" DIA. CENTERED ON AXIS OF VENT STACK A MIN VERTICAL DISTANCE OF 30" WITH ONE LABEL ON EACH FLOOR. LABEL SHALL READ(RADON REDUCTION SYSTEM)

TEMPERED GLASS

- GLAZING, IN AN INDIVIDUAL FIXED OR OPERABLE PANEL ADJACENT TO A DOOR WHERE THE NEAREST VERTICAL EDGE IS WITHIN A 24" ARC OF THE DOOR AND IS LESS THAN 60" ABOVE THE FLOOR OR WALKING SURFACE. GLAZING IN AN INDIVIDUAL FIXED OR OPERABLE PANEL, OTHER THAN THOSE LOCATIONS DESCRIBED IN ITEM 5 AND 6 ABOVE, THAT MEETS ANY OF THE FOLLOWING CONDITIONS:
- 7.1 EXPOSED AREA OF AN INDIVIDUAL PANE GREATER THAN 9.50 SQ. FT.
- 7.2 BOTTOM EDGE LESS THAN 18" ABOVE THE FLOOR.
- 7.3 TOP EDGE GREATER THAN 36" ABOVE THE FLOOR.
- 7.4 ONE OR MORE WALKING SURFACES WITHIN 36" HORIZONTALLY OF THE GLAZING.

ENG. PRODUCTS

- TRUSS MEMBERS AND COMPONENTS SHALL NOT BE CUT, NOTCHED SPLICED OR OTHERWISE ALTERED IN ANY WAY WITHOUT THE APPROVAL OF A REGISTERED REGISTERED DESIGN PROFESSIONAL.

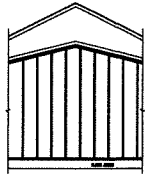
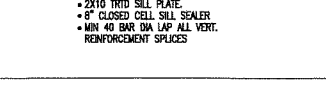
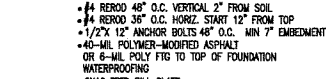
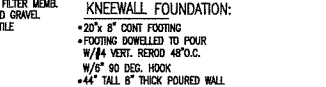
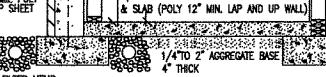
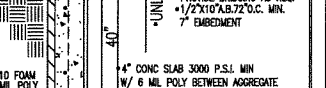
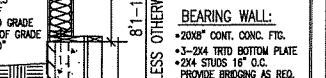
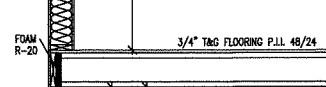
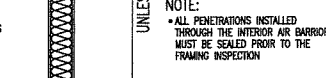
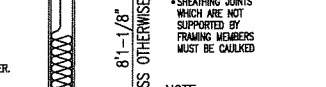
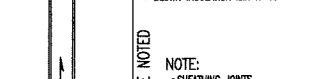
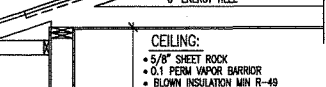
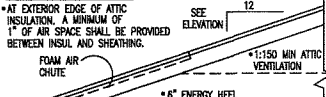
HANDRAILS

- PROVIDE TYPE 1 OR TYPE 2 HANDRAIL.
- HANDRAILS HAVING MINIMUM AND MAXIMUM HEIGHTS OF 34" AND 38", RESPECTIVELY, MEASURED VERTICALLY FROM THE NOSING OF THE TREADS, SHALL BE PROVIDED ON AT LEAST ONE SIDE OF STAIRWAYS.
- ALL REQUIRED HANDRAILS SHALL BE CONTINUOUS THE FULL LENGTH OF THE STAIRS WITH FOUR OR MORE RISERS FROM A POINT DIRECTLY ABOVE THE LOWEST RISER OF THE FLIGHT. ENDS SHALL BE RETURNED OR TERMINATE IN HENEL POSTS OR SAFETY TERMINALS. HANDRAILS ADJACENT TO A WALL SHALL HAVE A SPACE OF NOT LESS THAN 1.5" BETWEEN THE WALL AND THE HANDRAIL.
- EXCEPTIONS.

EXTERIOR WALL:

- SIDING NOTED ON ELEVATIONS
- TYVEK OR TYPAR HOUSE WRAP TO UNDERSIDE OF TOP CHORD OF TRUSS OR RAFTER.
- 7/16" OSB. WALL SHEATHING
- 2X6 STUDS 16" O.C.
- 5-1/2" F.F. INSULATION R-20
- 4 MIL POLY PERM VAPOR BARRIER TAPED @ JOINTS
- 1/2" SHEET ROCK
- 2-2X12 HORS ON ALL OPENINGS UNLESS OTHERWISE NOTED.

WINDWASH BARRIER:



WHEN SCISSOR TRUSSES ARE USED TIE CABLE END FRAME SHALL MATCH THE PROFILE OF THE SCISSOR TRUSSES ADJACENT TO IT FOR PROPER BOTTOM CHORD PLANE BRACING TO BE INSTALLED

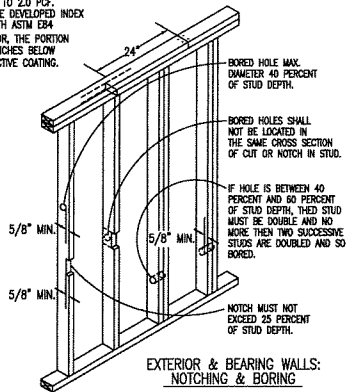
STOOP

- 16"x10" CONTINUOUS CONC FOOTING
- 4" TALL 8" POLURED WALL
- #4 REBAR 48" O.C. VERT
- 7" EMBEDMENT
- MIN 40 BAR DIA LAP ALL VERTICAL REINFORCEMENT SPLICES

PROVIDE METAL FLASHING BETWEEN CONCRETE STOOP AND RIM.

FOAM PLASTIC

- SILL PLATES & HEADERS, FOAM PLASTIC SHALL BE PERMITTED TO BE SPRAY APPLIED (WITHOUT THERMAL BARRIER) TO A SILL PLATE AND HEADER (RM) SUBJECT TO ALL OF THE FOLLOWING:
- THE MAXIMUM THICKNESS OF THE FOAM PLASTIC SHALL BE 3-1/4"
- THE DENSITY OF THE FOAM SHALL BE BETWEEN 1.5 TO 2.0 PCF
- FLAME SPREAD INDEX OF 25 OR LESS AND A SMOKE DEVELOPED INDEX OF 450 OR LESS WHEN TESTED IN ACCORDANCE WITH ASTM E84
- IF FOUNDATION WALL INSULATION IS ON THE EXTERIOR, THE PORTION FROM THE TOP OF THE FOUNDATION WALL TO SIX INCHES BELOW GRADE MUST BE COVERED BY AN APPROVED PROTECTIVE COATING.



EMERGENCY ESCAPE WINDOWS: AND WINDOW WELL SPECS.

- 5 SQ. FT. MIN. 20" WIDE, MIN. 24" HIGH CLEAR OPENING. WINDOWS PERMITTED AT GRADE LEVEL. GRADE LEVEL IS DEFINED AS THE WINDOW HAVING A SILL HGT. OF NOT MORE THAN 44" ABOVE OR BELOW GRADE LEVEL.
- MINNESOTA RULES, 1308.0510, SEC. 0310.1 MIN. CEILING HGT. 36" MAINTAINED ABOVE EXTERIOR GRADE FROM EXTERIOR WALL TO PUBLIC WAY (I.E. UNDER DECKS OR CANT).
- MIN 36" CLEAR SPACE IN FRONT OF WINDOW.
- WINDOW WELLS WITH A VERTICAL DEPTH GREATER THAN 44" BELOW THE ADJACENT GROUND LEVEL SHALL BE EQUIPPED WITH A PERMANENTLY AFFIXED LADDER OR STEPS USABLE WITH THE WINDOW IN THE FULLY OPEN POSITION. THE LADDER OR STAIRS SHALL BE PERMITTED TO ENCRANCH A MAXIMUM OF 6 INCHES.
- LADDERS OR RUNGS SHALL HAVE AN INSIDE WIDTH OF AT LEAST 12" AND SHALL PROJECT AT LEAST 3" FROM THE WALL AND SHALL BE SPACED NOT MORE THAN 18" ON CENTER VERTICALLY FOR THE FULL HEIGHT OF THE WINDOW WELL.

FLASHING & COUNTERFLASHING

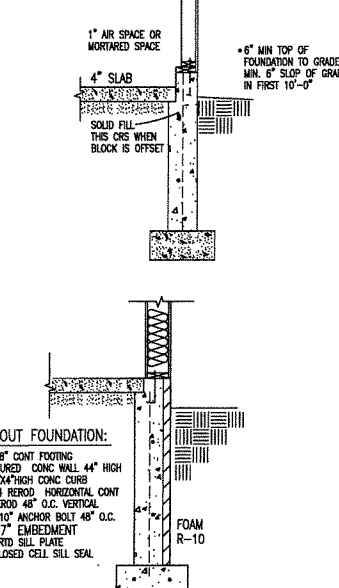
- APPROVED CORROSION-RESISTIVE FLASHING SHALL BE PROVIDED IN THE EXTERIOR WALL ENVELOPE IN SUCH A MANNER AS TO PREVENT ENTRY OF WATER INTO THE WALL CAVITY OR PENETRATION OF WATER TO THE BUILDING STRUCTURAL FRAMING COMPONENTS. THE FLASHING SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH AND BE INSTALLED TO PREVENT WATER FROM RE-ENTERING THE EXTERIOR WALL ENVELOPE.
- FLASHING SHALL BE INSTALLED CONTINUOUSLY ABOVE ALL PROJECTING WOOD TRIM.
- FLASHING SHALL BE INSTALLED AT WALL AND ROOF INTERSECTIONS.
- EXTEND DRIP CAPS PAST THE END OF THE BRICK MOLD AND BEND OVER.
- INSTALLED KICK OUT FLASHING WHERE STEP FLASHING BEGINS.

GARAGE WALL:

- SIDING NOTED ON PLAN
- TYVEK OR TYPAR HOUSE WRAP
- 7/16" OSB WALL SHEATHING
- 2X4 STUDS 16" O.C.
- 2X4 TRID BOTTOM PLATE
- 20 MIN. FIRE RATED DR.
- BETWEEN GARAGE AND HOUSE

GARAGE FOUNDATION:

- 16"x8" CONTINUOUS CONC FOOTING
- 4" TALL 8" POLURED WALL(TOTAL)
- 6"x8" HIGH CONC CURB
- #4 REBAR 48" O.C. VERT
- 1/2X12 ANCHOR BOLTS
- 7" EMBEDMENT
- 2X6 TRID SILL PLATE
- 6" SILL SEAL
- MIN 40 BAR DIA LAP ALL VERTICAL REINFORCEMENT SPLICES



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progressiveplanlandesign@gmail.com

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NEW HORIZON
MODEL #A72

CONTRACTOR: _____
OWNER: _____

DATE: 04-11-23
NOTED
2313640
NOTED

PURCHASE AGREEMENT

RECEIVED OF New Horizon Homes, LLC the sum of \$500.00 as earnest money in part payment for the purchase of property in Mower County, Minnesota, described as:

Lot 1, Block 2, Nature Ridge Third in Outlot D and Outlot E, Nature Ridge and Northeast Quarter of the Southeast Quarter of Section 35, Township 103 North, Range 18 West, Austin, Mower County, Minnesota.

LEGAL TO GOVERN, all of which property the undersigned has this day sold to the buyer for the sum of \$46,900.00, which the buyer agrees to pay as follows: Earnest money \$500.00 (paid) and \$46,400.00 cash when the buyer obtains the construction loan but not later than September 1, 2023. Seller will defer \$10,000.00 of the purchase price until the spec home is sold by buyer herein and buyer will sign a Promissory Note for 10,000.00 with no interest to accrue.

The real estate taxes due and payable in the year 2023 shall be prorated as of the date of closing. The real estate taxes due and payable in the year 2024 and thereafter shall be paid by the buyer.

Any special terms, conditions or representations, not readily determined by actual inspection are to appear on the reverse side of this contract.

Subject to performance by the buyer, the seller agrees to execute and deliver a Warranty Deed conveying a marketable title to said premises subject only to the following exceptions: (a) Building regulations, zoning laws, ordinances, state and federal regulations, (b) Restrictions relating to use or improvement of premises not subject to unreleased forfeiture, (c) Reservation of any minerals or mineral rights to the State of Minnesota. Utility Easements. Subject to rights of tenants, if any.

Seller certifies that there are no wells or septic system on said property.

To the best of Sellers knowledge, there are no hazardous substances or underground storage tanks except herein noted: NONE.

Seller is not aware of any methamphetamine production that has occurred on the property.

The seller further agrees to deliver possession not later than September 1, 2023 PROVIDED THAT ALL THE CONDITIONS OF THIS AGREEMENT HAVE BEEN COMPLIED WITH. Closing date shall be on or before September 1, 2023.

The Seller shall at its sole cost and expense provide Buyer with a current Commitment from a title insurer acceptable to Buyer for issuance of an Owner's Title Insurance Policy (the "Title Commitment"). Buyer shall be allowed twenty (20) days after receipt of the Title Commitment for examination and the making of any objections thereto, such objections (exclusive of any of the Permitted Title Exceptions) to be made in writing or deemed to be waived. If any objections are so made, Seller shall be allowed sixty (60) days after receipt of such objections to

make title marketable. If title is not marketable and is not made to within said sixty (60) days of this Agreement, Buyer may either (i) waive the uncured title defect and proceed with this transaction; (ii) terminate this Agreement by written notice to Seller, whereupon the Earnest Money shall be returned to Buyer and the parties shall be relieved of all further liability under this Agreement; (iii) exclude from this Agreement in writing the portions of the Property affected by the uncured title defect and proceed with this Agreement as to the remainder of the Property, with appropriate adjustment in the Purchase Price. If the title to the Property is found marketable or is made so within said time, and this Agreement is terminated by Seller in accordance with Minnesota Statutes Section 559.21, all Earnest Money shall be retained by Seller as liquidated damages.

- (1) The following shall be Permitted Title Exceptions:
 - (a) Easements of record which do not interfere with the Buyer's intended use of the Property.
 - (b) Reservations of minerals or mineral rights by the State of Minnesota.
 - (c) Building, zoning and subdivision laws and regulations provided the Property and its current use are in compliance with the same.
 - (d) The lien of real estate taxes which are payable by Buyer pursuant to the terms and conditions of this Agreement.

- (2) The following shall not be Permitted Encumbrances:

- (a) Any mortgage now of record against the Property.
- (b) Judgments or liens not satisfied at or before Closing.
- (c) Real estate taxes and special assessments which are the responsibility of Seller pursuant to the terms and conditions of this Agreement.

Buyer has a general willingness to take title subject to the listed Permitted Title Exceptions subject to the other provisions of this Agreement and to an examination of title based upon the Minnesota Title Standards and upon Minnesota law.

Buyer also reserves the right to evaluate the Permitted Title Exceptions in the light of Buyer's intended uses and enjoyment of the Property. Buyer shall have until the end of the period for stating Title Objections under subparagraph B above to make the evaluation and determine if these title issues will affect Buyer's intended use and enjoyment of the Property. If Buyer, in Buyer's sole discretion, determines that these title issues will adversely affect Buyer's intended use and enjoyment of the Property, Buyer may declare this Purchase Agreement void by timely notice to Seller, neither party shall be liable for damages hereunder to the other, and earnest money shall be refunded to Buyer. If the period for stating Title Objections passes without Buyer's declaring that these title issues will adversely affect Buyer's intended use and enjoyment of the Property, then, subject to Seller's covenant to deliver a good and marketable title of record, Buyer shall take title subject to all Permitted Title Exceptions.

By delivery of the foregoing documents to Purchaser, Seller shall be deemed to have represented that all such documents and information are to Seller's Knowledge true, correct and

complete.

Buyer shall pay for the cost of an Owner's Title Insurance Policy.

I hereby agree to sell/purchase the said property for the price and upon the terms above mentioned, and subject to all conditions herein expressed.

Dated this 24th day of April, 2023.

**NATURE RIDGE PROPERTIES OF
AUSTIN CO., Seller**

By _____
Paul V. Sween, Its Manager

**NEW HORIZON HOMES, LLC,
Buyer**

By Jon Blaine
Jon Blaine, Its President

**THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER AND
SELLER. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN
APPROPRIATE PROFESSIONAL.**

F:\SFMSFM PVS DICTATION\91226 PURCHASE AGREEMENT Lot 4, Block 2, Nature Ridge 3rd - 8-5-21.docx

HOUSING TAX ABATEMENT APPLICATION

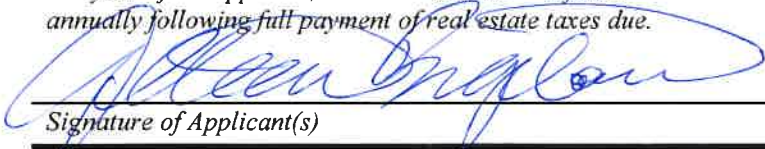
(Application Period 1-1-2023 through 12-31-2025)

Property Owner / Applicant: Bigelow & Lennon Construction
Current Address: 2M 1st St SW Byron, MN 55920
Telephone: 507-775-7068 E-Mail: jill@bigelowlennon.com
Has applicant ever defaulted on property taxes? Yes No *If Yes, provide details on separate page(s).*
Are property taxes current? Yes No

PROJECT		(check all that apply)
Single-Family		Multi-family Complex
<input checked="" type="checkbox"/> New Construction ("stick build")	<input type="checkbox"/> Modular	<input type="checkbox"/> Duplex <input type="checkbox"/> Townhomes
<input type="checkbox"/> Manufactured on permanent foundation	<input type="checkbox"/> Shouse	<input type="checkbox"/> Apartment Building
		<input type="checkbox"/> Other:
Is this an application for a replacement of an existing housing unit on the same parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Is this application for an existing housing unit you intend to move to this parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If YES, where is the unit being relocated from?</i> <input type="checkbox"/> Outside Mower County OR <input type="checkbox"/> Within Mower County but currently unlivable		
Project Address: <u>1303 18th St NE Austin, MN 55912</u>		
Project Legal Description: <u>Lot 16, Block 1 Nature Ridge 3rd</u>		
Parcel Number: <u>34.468.0160</u>	Estimated Project Valuation: \$ <u>345,000.00</u>	

Attach building plans, site plan, certification from zoning entity that housing project complies with zoning regulations and there are no outstanding land use issues. (Include letter of consent from property owner if subject to purchase agreement or include a copy of the purchase agreement.)

I / We as applicant(s) for the Housing Tax Abatement submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, due to % of completion on January 2nd, there are not any non-compliance or non-conformity outstanding land use issues on the parcel, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded annually following full payment of real estate taxes due.


Signature of Applicant(s)

Date

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Mower County

Date:

City or Township of

Date:

School District of

Date:

Disclaimer: Each taxing entity makes its own decision on approval or denial of application for tax abatement. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax abatement offer will be automatically terminated.

Please submit completed application with attachments to:

Mower County Administration
201 1st Street NE, Suite 9, Austin MN 55912
507-437-9549
Office Hours: M-F 8 a.m. – 4:30 p.m.
deniseb@co.mower.mn.us

Notice – City of Austin Housing Projects

This application must be approved prior to the building permit being issued by the City of Austin.

- ROOF SYSTEM:**
- TRUSSES 24" O.C. SPCS BY WFO.
 - 1/2" OSB ROOF SHEATHING P.11. 32/16
 - 2 LAYERS 15# FELT APPLIED SINGLE FASHION AND SOLID ASPH/FLT PILES FROM EAVES TO A POINT 24" INSIDE EXTERIOR WALL
 - 1 LAYER ON REMAINING
 - 25 YEAR 3 TAB ASPHALT SHINGLES
 - PROVIDE STEEL SUPPLEMENTAL UPLIFT BRACKETS FOR ALL TRUSSES.
 - PROVIDE CLIPS AS REQUIRED FOR ROOF SHEATHING
 - NEW ROOF COVERINGS SHALL NOT BE INSTALLED WITHOUT FIRST REMOVING EXISTING ROOF COVERINGS WHEN THE EXISTING ROOF HAS TWO OR MORE APPLICATIONS OF ANY TYPE OF ROOF COVERING.

- EAVE SYSTEM:**
- 2X6 SUBFASCIA
 - ALUMINUM FASCIA
 - 2X4 LOOKOUTS 24" O.C.
 - ALUMINUM SOFFIT W/CAV VENT
 - AIR CHUTES 48" DIA.

- GUARDRAILS**
- GUARDS REQUIRED FOR PORCHES, BALCONIES OR BASED FLOOR SURFACES LOCATED MORE THAN 36" IN HEIGHT. OPEN SIDES OF STAIRS WITH A TOTAL RISE OF MORE THAN 30" ABOVE THE FLOOR OR GRADE BELOW SHALL HAVE GUARDS NOT LESS THAN 34" IN HEIGHT MEASURED VERTICALLY.
 - GUARD OPENING LIMITATIONS.
 - REQUIRED GUARDS ON OPEN SIDES OF STAIRWAYS, BASED FLOOR AREAS, BALCONIES AND PORCHES SHALL HAVE INTERMEDIATE RAILS OR ORNAMENTAL CLOSURES THAT DO NOT ALLOW PASSAGE OF A SPHERE 4" IN DIA.
 - EXCEPTION: THE TRIANGULAR OPENINGS FORMED BY THE RISER, TREAD AND BOTTOM RAIL OF A GUARD AT THE OPEN SIDE OF A STAIRWAY ARE PERMITTED TO BE OF SUCH A SIZE THAT A SPHERE 6" CANNOT PASS THROUGH.

- GENERAL NOTES:**
- 115 MPH WIND LOAD
 - FLR 400 LL-100 DL= 50 TL
 - ROOF 35# LL-170 DL= 52 TL
 - IRC R502.1.1 TRUSS MEMBERS AND COMPONENTS SHALL NOT BE CUT, NOTCHED, SPLICED OR OTHERWISE ALTERED IN ANY WAY WITHOUT APPROVAL OF A REGISTERED DESIGN PROFESSIONAL
 - FOUNDATION- MIN 3000 P.S.I. AIR ENHANCED CONC.
 - FOOTINGS- MIN 3000 P.S.I.
 - FLOOR CONCRETE- 2000 P.S.I.
 - RELOD- MIN GRADE 60
 - FOOTINGS TO BEAR ON ORIGINAL SOIL
 - WOOD FRAMING 2X4, 2X6 STD #2 GRADE OR BETTER
 - BRIDGING AT CENTERLINE OF SPANS.
 - PROVIDE SOLID BLOCKING AT FLOOR JOISTS
 - SEPARATE POINTS, INTERIOR BEARING WALLS AND CANTILEVERED FLOOR JOISTS AS REQUIRED.
 - PROVIDE RIGID AIR BARRIER AT ALL PLUMBING AND MECHANICAL HEAT DUCT PENETRATIONS OF EXTERIOR WALLS, CEILINGS, AND FLOORS.
 - 16"X16" PLUMBING ACCESS PANEL.
 - PROVIDE A RIGID AIR BARRIER AT THE INSIDE SURFACE OF EXTERIOR ENCLOSURE BEHIND TUB AND SHOWER UNITS. (1/2" AWG PLYWOOD) DURCO OR 5/8" W.R. GYP. OR 1/2" WHEN & WHERE REQ.
 - SHEATHING JOINTS WHICH ARE NOT SUPPORTED BY FRAMING MEMBERS MUST BE CALLED.
 - ALL PENETRATIONS INSTALLED THROUGH THE EXTERIOR AIR BARRIER MUST BE SEALED PRIOR TO THE FRAMING INSPECTION.
 - ADD 1/2" TO ALL WINDOW ROUGH OPENINGS FOR INSUL.
 - MINIMUM BSMT. CEILING HEIGHTS: 7'0" MIN. 6'8" UNDER BM.
 - WINDOWS AND DOORS ARE TO BE SEALED TO PREVENT THE ENTRY OF OUTSIDE AIR. SEE WFO'S INSTALLATION.

- TEMPERED GLASS**
- GLAZING, IN AN INDIVIDUAL FIXED OR OPERABLE PANEL ADJACENT TO A DOOR WHERE THE NEAREST VERTICAL EDGE IS WITHIN A 24" ARC OF THE DOOR AND IS LESS THAN 60" ABOVE THE FLOOR OR WALKING SURFACE, GLAZING IN AN INDIVIDUAL FIXED OR OPERABLE PANEL, OTHER THAN THESE LOCATIONS DESCRIBED IN ITEM 5 AND 6 ABOVE, THAT MEETS ALL OF THE FOLLOWING CONDITIONS:
 - 7.1 EXPOSED AREA OF AN INDIVIDUAL PANEL GREATER THAN 9 SQ. FT.
 - 7.2 BOTTOM EDGE LESS THAN 18" ABOVE THE FLOOR.
 - 7.3 TOP EDGE GREATER THAN 36" ABOVE THE FLOOR.
 - 7.4 ONE OR MORE WALKING SURFACES WITHIN 36" HORIZONTALLY OF THE GLAZING.

- FOAM PLASTIC**
- SOIL PLATES & SHEEDS: FOAM PLASTIC SHALL BE PERMITTED TO BE SPRAY APPLIED (WITHOUT THERMAL BARRIER) TO A SILL PLATE AND HEADER (N/A) SUBJECT TO ALL OF THE FOLLOWING:
 - THE MAXIMUM THICKNESS OF THE FOAM PLASTIC SHALL BE 3-1/4"
 - THE DENSITY OF THE FOAM SHALL BE BETWEEN 1.5 TO 2.0 PCF.
 - FLAME SPREAD INDEX OF 25 OR LESS AND A SMOKE DEVELOPED INDEX OF 45.00 OR LESS WHEN TESTED IN ACCORDANCE WITH ASTM E84

- ENG. PRODUCTS**
- BRSS MEMBERS AND COMPONENTS SHALL NOT BE CUT, NOTCHED, SPLICED OR OTHERWISE ALTERED IN ANY WAY WITHOUT THE APPROVAL OF A REGISTERED REGISTERED DESIGN PROFESSIONAL.

- HANDRAILS**
- PROVIDE TYPE 1 OR TYPE 2 HANDRAIL
 - HANDRAILS HAVING MINIMUM AND MAXIMUM HEIGHTS OF 34" AND 38", RESPECTIVELY, MEASURED VERTICALLY FROM THE FINISH OF THE TREADS, SHALL BE PROVIDED ON AT LEAST ONE SIDE OF STAIRWAYS.
 - ALL REQUIRED HANDRAILS SHALL BE CONTINUOUS THE FULL LENGTH OF THE STAIRS WITH FOUR OR MORE RISERS FROM A POINT DIRECTLY ABOVE THE LOWEST RISER OF THE FLIGHT.
 - RISERS SHALL BE RETURNED OR TERMINATE IN NEWEL POSTS OR SAFETY TERMINALS.
 - HANDRAILS ADJACENT TO A WALL SHALL HAVE A SPACE OF NOT LESS THAN 1.5" BETWEEN THE WALL AND THE HANDRAIL.
 - EXCEPTIONS: HANDRAILS SHALL BE PERMITTED TO BE INTERRUPTED BY A NEWEL POST AT A TURN. THE USE OF A VOLUTE, TURNOUT OR STAIR EASING SHALL BE ALLOWED OVER THE LOWEST TREAD.

- EXTERIOR WALL:**
- SIDING NOTED ON ELEVATIONS
 - TYVEK OR TYVEK HOUSE WRAP TO UNDERSIDE OF TOP CHORD OF TRUSS OR RAFTER.
 - 7/16" OSB WALL SHEATHING
 - 2X6 STUDS 16" O.C.
 - 5-1/2" F.F. INSULATION
 - ALL POLY PERM VAPOR BARRIER (APL) @ JOINTS
 - 1/2" SHEET ROCK
 - 2-2X12 HOLS ON ALL OPENINGS UNLESS OTHERWISE NOTED.

- FOAM PROTECTION**
- AT EXTERIOR EDGE OF ATTIC INSULATION, A WINDOW OF 1" OF AIR SPACE SHALL BE PROVIDED BETWEEN INSUL AND SHEATHING.

- WINDWASH BARRIER:**
- AT EXTERIOR EDGE OF ATTIC INSULATION, A WINDOW OF 1" OF AIR SPACE SHALL BE PROVIDED BETWEEN INSUL AND SHEATHING.

- STAIR SYSTEM:**
- 2-2X12 STRINGERS @ 16" O.C.
 - 1X6 PINE RISERS
 - 5/4" 1X10 PARALLEL BEARD HEADS OR 2X10 HEM FIR SECURED TO STRINGERS W/4-18# CC NAILS PER STRINGER. PROVIDE HANDRAIL 34"-50" HIGH 30" HIGH COURSEWOOD W/4" MAX. OPENINGS. 1-1/4" MAX. RAIL, 10" MIN. RAIL, 10" MIN. WELLS AND SOFFIT OF ENCLOSED UNDESIRABLE UNDERSTAIRS.
 - 6"-8" MIN HEADROOM
 - 1/2" AC PLYWOOD SECURED TO DEEL STAR HEADER W/4-8# CC NAILS PER STRINGER SECURED TO PLYWOOD W/4-18# CC NAILS PER STRINGER.

- BEARING WALL:**
- 20X10" CONT. CONC. FOOTING
 - 12X12" 10" ANCHOR BOLT
 - 7X7" O.C. 3" EMBEDMENT
 - 2X4 TRITD BOTTOM PLATE
 - 2X4 STUDS 16" O.C. PROVIDE BRIDGING AS REQ.

- LANDINGS 1**
- THERE SHALL BE A FLR. OR LANDING AT THE TOP AND BOTTOM OF EACH STAIRWAY.
 - EXCEPTION: AT THE TOP OF AN INTERIOR FLIGHT OF STAIRS, PROVIDED A DOOR DOES NOT SWING OVER THE STAIRS.
 - THERE SHALL BE A FLOOR OR LANDING ON EACH SIDE OF EACH EXTERIOR DOOR. THE FLOOR OF LANDING AT A DOOR SHALL NOT BE MORE THAN 1.5" LOWER THAN THE TOP OF THE THRESHOLD.
 - EXCEPTION: AN EXTERIOR DR. SHALL NOT BE MORE THAN 7-3/4" BELOW THE TOP OF THE THRESHOLD, PROVIDED THE DOOR, OTHER THAN AN EXTERIOR STORM OR SCREEN DR. DOES NOT SWING OVER THE LANDING. THE WIDTH OF LANDING SHALL NOT BE LESS THAN THE STAIRWAY OR DR. SERVED. MIN. 36" IN THE DIRECTION OF TRAVEL.

- WALKOUT FOUNDATION:**
- 2X10 150 TRITD FOOTING PLATE
 - 2X6 60 TRITD BOTTOM PLATE
 - 19/32" 60 TRITD CDX PLY NAILED W/ SAINLESS STEEL NAILS
 - GLESED AND CALLED AT SEAMS
 - 5 LB POLY
 - 20748" GRAVEL FOOTING
 - 2X16 FLOOR GRASS STUDS
 - MAXIMUM BACKFILL HEIGHT 48"

- WALKOUT FOUNDATION:**
- 2X7X10" CONT FOOTING
 - 2X6W TIE DOWN PLATE (OPTIONAL)
 - 6"-8" 6" CONC BLOCK
 - 1-5# 4"X6"X16" CONC BLOCK
 - #4 #2000 48" O.C. VERTICAL
 - 1/2"X10" ANCHOR BOLT 48" O.C. IN COMMON FULLY GRADED CODED.
 - 2X6 TRITD SILL PLATE
 - #4 PALL SILL
 - #4 12" DIA. LAP ALL VERTICAL REINFORCEMENT

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- EMERGENCY ESCAPE WINDOWS: AND WINDOW WELL SPECS:**
- 5 SQ. FT. MIN. 20" WIDE, MIN 24" HIGH CLEAR OPENING WINDOWS PERMITTED AT GRADE LEVEL. GRADE LEVEL IS DEFINED AS THE WINDOW HAVING A SILL HGT. OF NOT MORE THAN 44" ABOVE OR BELOW GROUND LEVEL.
 - MINIMUM RULES, 1309.0310, SEC. R310.1
 - MINIMUM CLEAR HGT. 36" MAINTAINED ABOVE EXTERIOR GRADE FROM EXTERIOR WALL TO PUBLIC WAY (I.E. UNDER DECKS OR CAN.)
 - MIN 36" CLEAR SPACE IN FRONT OF WINDOW.
 - WINDOW WELLS WITH A VERTICAL DEPTH GREATER THAN 44" BELOW THE ADJACENT GROUND LEVEL SHALL BE EQUIPPED WITH A PERMANENTLY AFFIXED LADDER OR STEPS USABLE WITH THE WINDOW IN THE FULLY OPEN POSITION.
 - THE LADDER OR STEPS SHALL BE PERMITTED TO ENCRoACH A MAXIMUM OF 5 INCHES.
 - LADDERS OR RUNGS SHALL HAVE AN INSIDE WIDTH OF AT LEAST 12" AND SHALL PROJECT AT LEAST 3" FROM THE WALL AND SHALL BE SPACED NOT MORE THAN 18" ON CENTER VERTICALLY FOR THE FULL HEIGHT OF THE WINDOW WELL.

- FLASHING & COUNTERFLASHING IRC SEC. I703.8**
- APPROVED CORROSION-RESISTIVE FLASHING SHALL BE PROVIDED IN THE EXTERIOR WALL ENVELOPE IN SUCH A MANNER AS TO PREVENT ENTRY OF WATER INTO THE WALL CAVITY OR PENETRATION OF WATER TO THE BUILDING STRUCTURAL FRAMING COMPONENTS. THE FLASHING SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH AND BE INSTALLED TO PREVENT WALK FROM RE-ENTERING THE EXTERIOR WALL ENVELOPE.
 - FLASHING SHALL BE INSTALLED CONTINUOUSLY ABOVE ALL PROJECTING WOOD TRIM.
 - FLASHING SHALL BE INSTALLED AT WALL AND ROOF INTERSECTIONS.
 - EXISTING DRIP CAPS PAST THE END OF THE BRICK MOLD AND BEAD OVER.
 - INSTALL KICK OUT FLASHING WHERE STEP FLASHING BEGINS.

- BRICK LEDGE:**
- 2.67 50 FT. OF BRICK 24" O.C. HORIZONTAL
 - MUST USE 15# FELT OR TYVEK OVER WALL
 - SHEATHING BEHIND BRICK
 - 2X4 60 TRITD WALL FOR BRICK LEDGE

- STAIR SYSTEM:**
- 2-2X12 STRINGERS @ 16" O.C.
 - 1X6 PINE RISERS
 - 5/4" 1X10 PARALLEL BEARD HEADS OR 2X10 HEM FIR SECURED TO STRINGERS W/4-18# CC NAILS PER STRINGER. PROVIDE HANDRAIL 34"-50" HIGH 30" HIGH COURSEWOOD W/4" MAX. OPENINGS. 1-1/4" MAX. RAIL, 10" MIN. RAIL, 10" MIN. WELLS AND SOFFIT OF ENCLOSED UNDESIRABLE UNDERSTAIRS.
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 - LADDERS OR RUNGS SHALL HAVE AN INSIDE WIDTH OF AT LEAST 12" AND SHALL PROJECT AT LEAST 3" FROM THE WALL AND SHALL BE SPACED NOT MORE THAN 18" ON CENTER VERTICALLY FOR THE FULL HEIGHT OF THE WINDOW WELL.

- FLASHING & COUNTERFLASHING IRC SEC. I703.8**
- APPROVED CORROSION-RESISTIVE FLASHING SHALL BE PROVIDED IN THE EXTERIOR WALL ENVELOPE IN SUCH A MANNER AS TO PREVENT ENTRY OF WATER INTO THE WALL CAVITY OR PENETRATION OF WATER TO THE BUILDING STRUCTURAL FRAMING COMPONENTS. THE FLASHING SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH AND BE INSTALLED TO PREVENT WALK FROM RE-ENTERING THE EXTERIOR WALL ENVELOPE.
 - FLASHING SHALL BE INSTALLED CONTINUOUSLY ABOVE ALL PROJECTING WOOD TRIM.
 - FLASHING SHALL BE INSTALLED AT WALL AND ROOF INTERSECTIONS.
 - EXISTING DRIP CAPS PAST THE END OF THE BRICK MOLD AND BEAD OVER.
 - INSTALL KICK OUT FLASHING WHERE STEP FLASHING BEGINS.

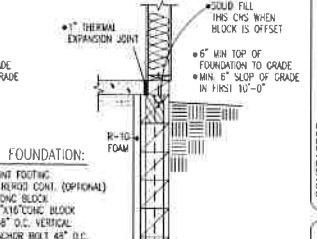
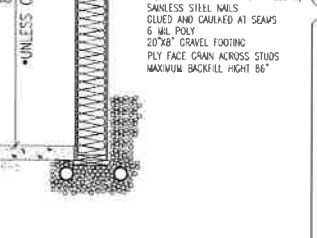
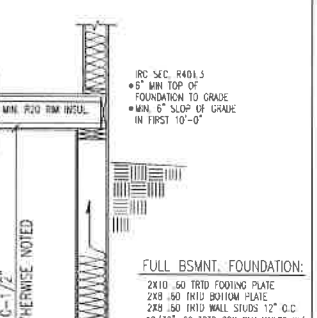
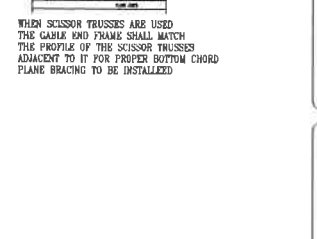
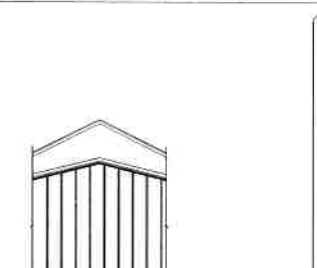
- BRICK LEDGE:**
- 2.67 50 FT. OF BRICK 24" O.C. HORIZONTAL
 - MUST USE 15# FELT OR TYVEK OVER WALL
 - SHEATHING BEHIND BRICK
 - 2X4 60 TRITD WALL FOR BRICK LEDGE

- STAIR SYSTEM:**
- 2-2X12 STRINGERS @ 16" O.C.
 - 1X6 PINE RISERS
 - 5/4" 1X10 PARALLEL BEARD HEADS OR 2X10 HEM FIR SECURED TO STRINGERS W/4-18# CC NAILS PER STRINGER. PROVIDE HANDRAIL 34"-50" HIGH 30" HIGH COURSEWOOD W/4" MAX. OPENINGS. 1-1/4" MAX. RAIL, 10" MIN. RAIL, 10" MIN. WELLS AND SOFFIT OF ENCLOSED UNDESIRABLE UNDERSTAIRS.
 - 6"-8" MIN HEADROOM
 - 1/2" AC PLYWOOD SECURED TO DEEL STAR HEADER W/4-8# CC NAILS PER STRINGER SECURED TO PLYWOOD W/4-18# CC NAILS PER STRINGER.

- BEARING WALL:**
- 20X10" CONT. CONC. FOOTING
 - 12X12" 10" ANCHOR BOLT
 - 7X7" O.C. 3" EMBEDMENT
 - 2X4 TRITD BOTTOM PLATE
 - 2X4 STUDS 16" O.C. PROVIDE BRIDGING AS REQ.

- LANDINGS 1**
- THERE SHALL BE A FLR. OR LANDING AT THE TOP AND BOTTOM OF EACH STAIRWAY.
 - EXCEPTION: AT THE TOP OF AN INTERIOR FLIGHT OF STAIRS, PROVIDED A DOOR DOES NOT SWING OVER THE STAIRS.
 - THERE SHALL BE A FLOOR OR LANDING ON EACH SIDE OF EACH EXTERIOR DOOR. THE FLOOR OF LANDING AT A DOOR SHALL NOT BE MORE THAN 1.5" LOWER THAN THE TOP OF THE THRESHOLD.
 - EXCEPTION: AN EXTERIOR DR. SHALL NOT BE MORE THAN 7-3/4" BELOW THE TOP OF THE THRESHOLD, PROVIDED THE DOOR, OTHER THAN AN EXTERIOR STORM OR SCREEN DR. DOES NOT SWING OVER THE LANDING. THE WIDTH OF LANDING SHALL NOT BE LESS THAN THE STAIRWAY OR DR. SERVED. MIN. 36" IN THE DIRECTION OF TRAVEL.

- WALKOUT FOUNDATION:**
- 2X10 150 TRITD FOOTING PLATE
 - 2X6 60 TRITD BOTTOM PLATE
 - 19/32" 60 TRITD CDX PLY NAILED W/ SAINLESS STEEL NAILS
 - GLESED AND CALLED AT SEAMS
 - 5 LB POLY
 - 20748" GRAVEL FOOTING
 - 2X16 FLOOR GRASS STUDS
 - MAXIMUM BACKFILL HEIGHT 48"



PROGRESSIVE PLAN DESIGN LLP

RESIDENTIAL ARCHITECTURE
(607-765-8087) prog.plan@progressiveplan.com

CONTRACTOR: **BIGELOW / LENNON**

OWNER: **AUNG SAU**
LOT #16 BLK #1

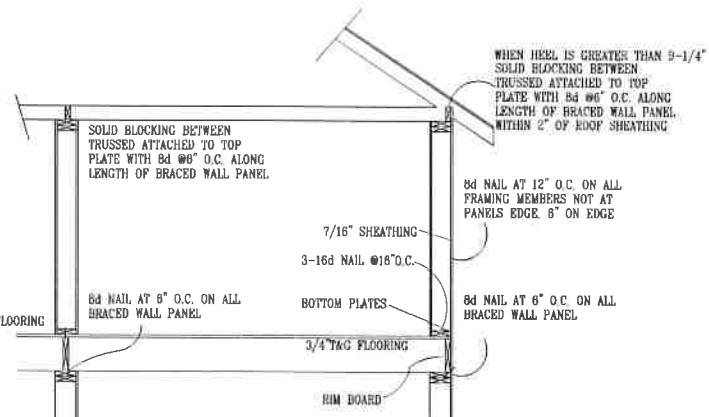
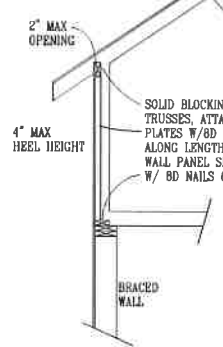
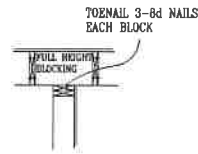
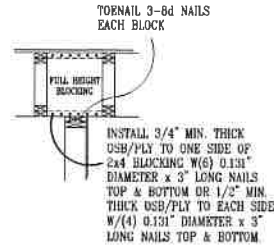
DATE: **B.B.**
08-20-24
REV: **1.212**
NO: **2414371**
STATUS: **NOTED**

DESCRIPTION: MAIN FLOOR

BRACED PANEL LENGTH TABLE BASED ON WIND SPEED (<90mph)									
BRACED WALL LINE	BRACING METHOD TABLE REF. (10.4.1)	BRACED WALL LINE SPACING	REQUIRED BRACING LENGTH (FEET)	EXPOSURE FACTOR CONDITION	ROOF TO EAVE TOTAL	WALL HEIGHT TOTAL	NUMBER BRACED WALL LINES	REQUIRED BRACING LENGTH (FEET)	PROVIDED BRACING LENGTH
1	CS-WSP	26 FT.	4.4	1.0	0.88	0.90	1.3	4.5'	10.5'
2	GB	26 FT.	8.2'	1.0	0.88	0.90	1.3	8.4'	18.5'
3	CS-WSP	22 FT.	3.8'	1.0	0.88	0.95	1.3	4.1'	7.5'

DESCRIPTION: MAIN FLOOR

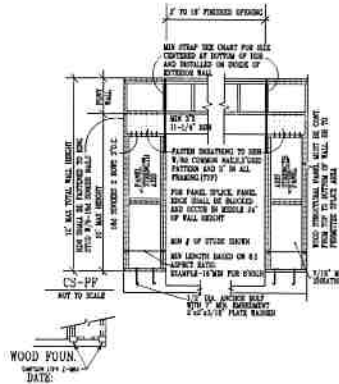
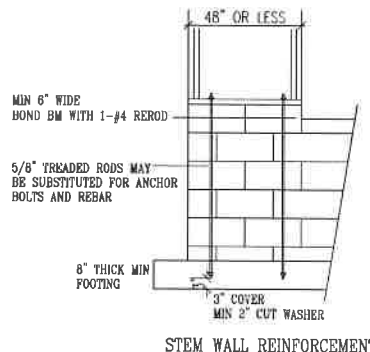
BRACED PANEL LENGTH TABLE BASED ON WIND SPEED (<90mph)									
BRACED WALL LINE	BRACING METHOD TABLE REF. (10.4.1)	BRACED WALL LINE SPACING	REQUIRED BRACING LENGTH (FEET)	EXPOSURE FACTOR CONDITION	ROOF TO EAVE TOTAL	WALL HEIGHT TOTAL	NUMBER BRACED WALL LINES	REQUIRED BRACING LENGTH (FEET)	PROVIDED BRACING LENGTH
A	CS-WSP	44 FT.	6.6'	1.0	0.88	0.90	1.45	7.6'	12.0'
B	CS-WSP	34 FT.	5.4'	1.0	0.88	0.95	1.45	6.5'	8.0'
C	CS-WSP	44 FT.	8.6'	1.0	0.88	0.90	1.45	7.8'	12.0'
D	CS-WSP	34 FT.	5.4'	1.0	0.88	0.95	1.45	6.5'	8.0'



NOTE: PARALLEL BLOCKING NAILING IS THE SAME AS PERPENDICULAR 8d NAIL AT 6" O.C. ALONG BRACED WALL PANEL

GB BRACED WALL PLATE FASTENED TO FLOOR W/ 3-16d NAILS @ 16" O.C. FULL HEIGHT BLOCKING 16" O.C. 3-8d NAILS EACH BLOCK. SHEET ROCK SCREWS @ 7" AT EDGES AND IN FIELD.

WALL BRACING NOTES CS-WSP
 1. ALL WALLS SHALL BE CONTINUOUSLY SHEATHED WITH WOOD STRUCTURAL PANELS
 2. CS-WSP ON PLANS INDICATE AREAS OF BRACED PANELS
 3. BRACED PANELS SHALL BE CONSTRUCTED WITH 16" O.C. STUDS. TOP PLATES FASTENED TO SOLID FRAMING WITH 8d NAILS 8" O.C.
 BOTTOM PLATES FASTENED TO SOLID FRAMING W/ 3-16d NAILS 16" O.C.
 7/16" OSB SHEATHING W/ 24/16 INDEX FASTENED W/ 8d COMMON NAILS 6" O.C. ON EDGES AND 12" O.C. IN FIELD.
 SOLID BLOCKING BETWEEN TRUSSED WITH HEEL GREATER THAN 9-1/4" TO WITHIN 2" OF ROOF SHEATHING FASTENED WITH MIN 8d NAILS 6" O.C. ALONG LENGTH OF PANEL.
 4. ANY OTHER TYPE OF BRACING METHOD SHALL BE INDICATED ON PLAN AND SEPARATE DETAIL WILL BE PROVIDED.



TENSION STRAP CAPACITY FOR WIND PRESSURE REQ. FOR PPH, PFG, AND CS-PP					
MIN WALL STUD FRAMING MINIMUM SIZE AND GRADE	MAXIMUM PONY WALL HEIGHT	MAXIMUM TOTAL WALL HEIGHT	MAXIMUM OPENING WIDTH	TENSION STRAP CAPACITY REQ. 90 MPH WIND	
				EXPOSURE B	EXPOSURE C
2X4 NO 2 GRADE	0	10	18	1000	1000
		9	1900	1000	
	1	10	18	1000	2325
		9	1900	2725	
	2	10	18	1000	3900
		9	2025	3900	
	2	12	16	2400	DR
		9	1300	2750	DR
2X6 STUD GRADE	4	12	9	3200	DR
		18	3650	DR	
	2	12	9	2350	DR
		9	1000	1750	DR

CONTRACTOR: BIGELOW / LENNON
 OWNER: AUNG SAW
 LOT #16 BLK #1

PROGRESSIVE PLAN DESIGN LLP
 RESIDENTIAL ARCHITECTURE
 7000 W. CENTRAL EXPRESSWAY, SUITE 100
 (807-776-6877) progressiveplan@gmail.com

DATE: 08-20-24
 SHEET: 1,212
 TITLE: 2414371
 STATUS: NOTED

PROGRESSIVE PLAN DESIGN LLP

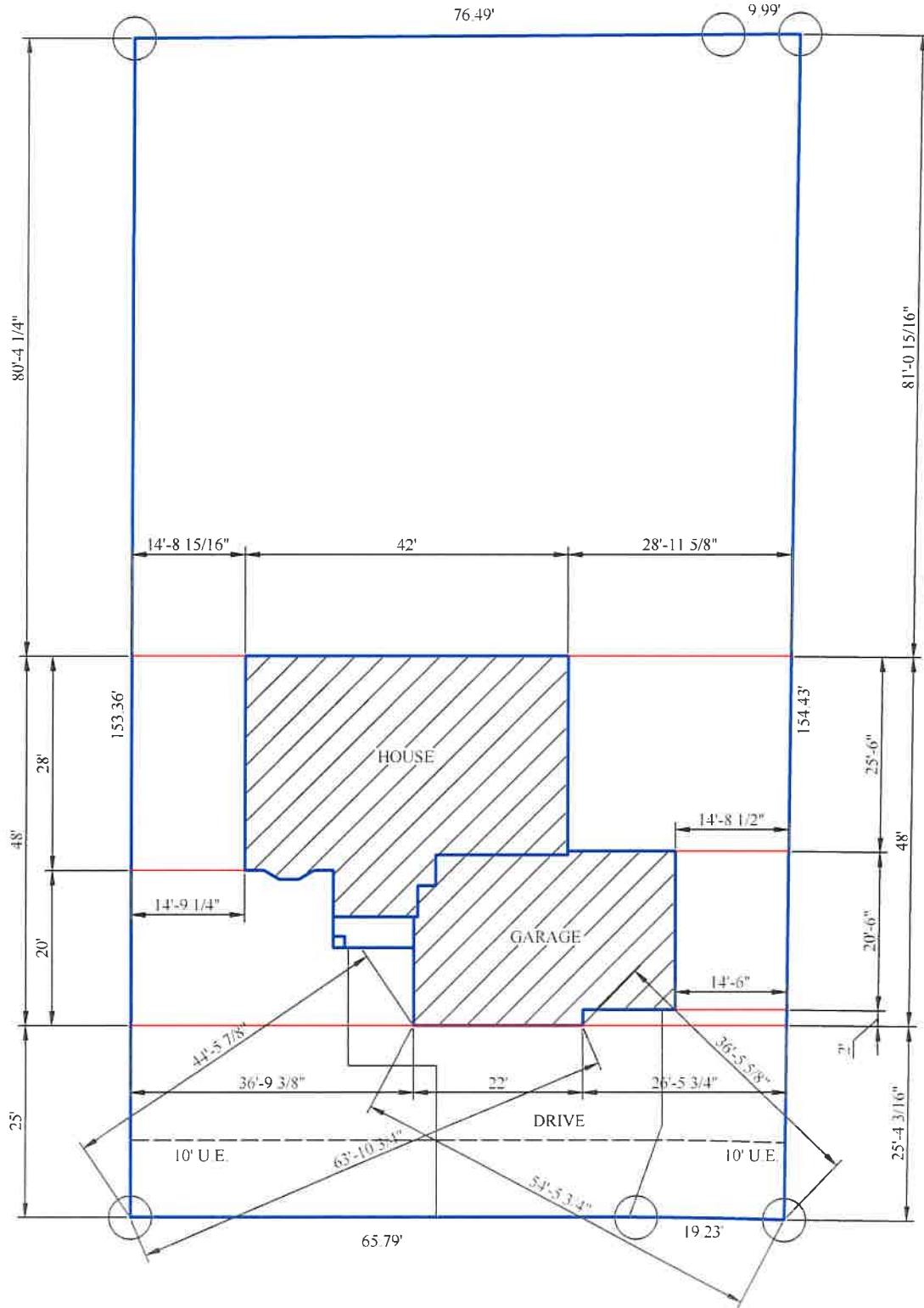
RESIDENTIAL ARCHITECTURE
714 County Rd 3 NW Byron MN 55920
(507)775-8877 progressiveplandesign@gmail.com

LOT, #16 BLK. #1
SUBDIVISION: NATURE RIDGE THIRD
CITY: AUSTIN STATE: MN

CONTRACTOR: BIGELOW / LENNON
CUSTOMER: AUNG SAW N.R. 3RD. #16-1 #2414371



SCALE: 1" = 20'



OFFICIAL PLAT

NATURE RIDGE THIRD
 IN OUTLOT D & OUTLOT E, NATURE RIDGE
 AND NE1/4 SE1/4 SECTION 35-T103N-R18W
 AUSTIN, MOWER COUNTY, MINNESOTA

CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That Nature Ridge Properties of Austin Co. and The Austin Port Authority, a Minnesota Municipal Corporation, have caused to be prepared the following described property situated in the City of Austin, Mower County, Minnesota, to be dedicated to the public use as follows:

All that part of Outlot D & Outlot E, Nature Ridge as the same is platted and described in the Office of the County Recorder of Mower County, Minnesota and the NE1/4 SE1/4 Section 35-T103N-R18W, described as follows:

Commencing at the northwest corner of said Outlot D, thence South 00° 55' 40" East a distance of 30.15 feet on an assumed bearing on the west line of said Outlot D, Nature Ridge, to the south line of the north 30' 15" belt of said Outlot D, Nature Ridge, which is point of beginning.

Thence South 00° 55' 40" East a distance of 340.50 feet on said west line to the north line of the south 330' 00" belt of said NE1/4 SE1/4.

Thence South 02° 45' 00" West a distance of 33.00 feet on the north line of said south 330' 00" belt.

Thence South 02° 45' 00" East a distance of 230.00 feet to the south line of said NE1/4 SE1/4.

Thence North 89° 14' 42" East a distance of 22.51 feet on said south line to the southwest corner of said Nature Ridge.

Thence North 00° 55' 40" West a distance of 47.50 feet on the west line of said Outlot D, Nature Ridge to the southwest corner of said Outlot E.

Thence North 89° 56' 51" East a distance of 362.04 feet on the north line of said Outlot E to the southerly extension of the hypothetical line of said Nature Ridge.

Thence northerly and westerly on the northeasterly line and the southerly extension of said line of Block J in said Nature Ridge, described as follows:

North 00° 43' 59" West a distance of 167.52 feet.

North 09° 29' 29" East a distance of 126.42 feet.

North 22° 41' 03" East a distance of 150.47 feet.

North 38° 23' 10" East a distance of 80.22 feet.

Thence North 38° 29' 42" West a distance of 148.24 feet.

Thence North 53° 12' 00" West a distance of 87.70 feet.

Thence North 48° 57' 13" West a distance of 134.00 feet.

Thence North 57° 53' 07" East a distance of 101.22 feet.

Thence North 00° 55' 40" East a distance of 111.20 feet to the south line of said north 30' 15" belt.

Thence South 89° 06' 51" West a distance of 227.47 feet on said south line to the point of beginning.

Having gained the above described premises to be shown and stated as shown herein to be known as NATURE RIDGE THIRD, do by these presents dedicate to the public use for ever and for the use of the public utility, the foregoing appurtenant easement and also the utility easement appearing herein for the installation and maintenance of facilities needed in and on the said premises to serve adjacent or other premises in the vicinity.

Witness our hands this _____ day of _____, 2021.

Michael Weisen, President of Nature Ridge Properties Leo Hansen, Secretary of Nature Ridge Properties

Amyr McCarthy, President of Austin Port Authority

STATE OF MINNESOTA
 COUNTY OF MOWER

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Paul V. Swann.

Notary Public
 My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Steven J. Thompson, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the surveyary survey, that all measurements of tape and blocks are correctly shown on this plat, that all measurements are checked, that all lines shown on this plat have been or will be correctly set within one year, that all notes, quantities and wellsets, as abstract of Minnesota Statutes, Sections 329.01, D1, Section 3, on the date of the certificate are shown and labeled on this plat, and that public use has been or will be blocked on the plat.

Dated _____ day of _____, 2021.

Licensed Land Surveyor
 STEVEN J. THOMPSON, PLS. 227105

STATE OF MINNESOTA
 COUNTY OF MOWER
 This instrument was acknowledged before me on the _____ day of _____, 2021, by Steven J. Thompson.

My Commission Expires 10/1/2024 Heide Fritsch
 Notary Public

TITLE OPINION

I, _____, a licensed attorney, State of Minnesota, do hereby certify that the Owner as indicated herein, represents all of the proper parties in the land shown on this plat.

CITY APPROVAL

We do hereby certify that the within plat of NATURE RIDGE THIRD was duly accepted and approved by the City Council of the City of Austin on the _____ day of _____, 2021.

Attest: _____
 City Clerk

CITY RECORDER'S CERTIFICATE

I, the duly appointed and acting City Recorder of the City of Austin, Mower County, Minnesota, and the person having official charge of all the records, resolutions and ordinances of said City, do hereby certify that a regular meeting of the City Council of the City of Austin on _____, 2021, by Resolution No. _____, duly passed at said meeting, said City Council did duly accept, confirm and approve the attached plat of NATURE RIDGE THIRD, in said County.

City Recorder

COUNTY AUDITOR & TREASURER CERTIFICATE

Pursuant to Minnesota Statutes, Section 509.021, Subd. 9, taxes payable in the year 2021 on the land hereinafter described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12 there are no delinquent taxes and penalties entered this _____ day of _____, 2021.

County Auditor & Treasurer, Mower County, MN

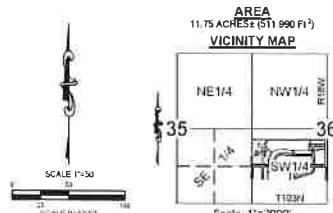
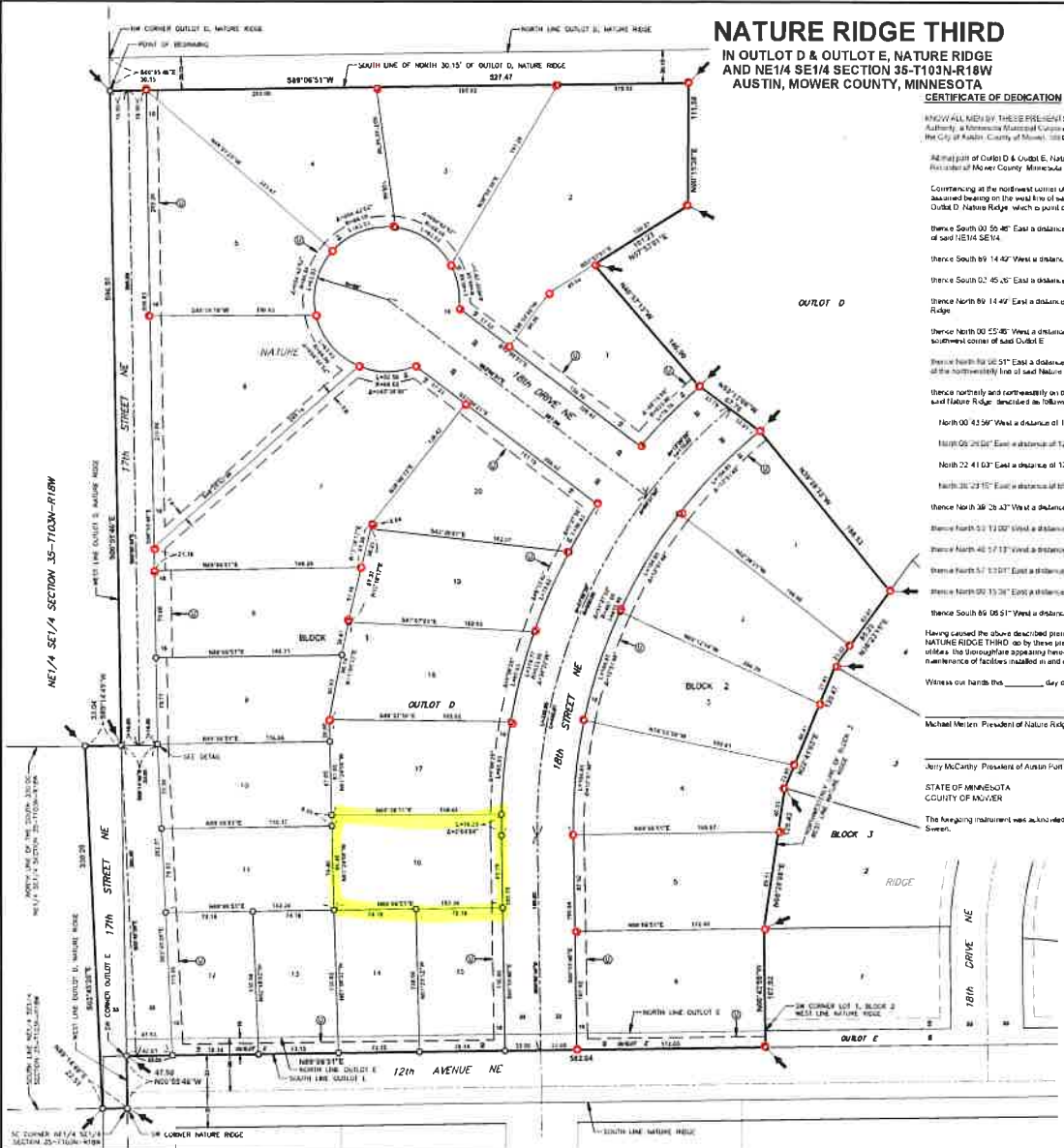
COUNTY RECORDER'S CERTIFICATE

County Recorder, County of Mower, State of Minnesota

I hereby certify that the plat of NATURE RIDGE THIRD was filed in the office of the County Recorder for public record on this _____ day of _____, 2021, at _____ o'clock _____ M. and was duly filed in Book _____ of Plats, Page _____ as Disposition Number _____.

County Recorder, Mower County, Minnesota

By _____



- LEGEND**
- = 5/8 inch x 1/8 inch iron stake monument (except 5/16 inch x 1/8 inch)
 - = 1/2 inch iron stake monument - Federal
 - ⊕ = Subdivision Plat Corner
 - ⊙ = L&M Stake

JONES, HAUGH & SMITH INC.
 CONSULTING ENGINEERS & LAND SURVEYORS
 515 SOUTH WASHINGTON AVENUE, ALBERT LEA, MINNESOTA 56007

SEPTEMBER 2021

Drawn by ANDY MACGOWAN
 20480_JHP_Rev02.dwg

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

REGULAR MEETING

Independent School District No. 492

Monday, August 12, 2024 5:30 pm

Annex Recital Hall

205 4th Street NW, Austin, Minnesota

MEMBERS PRESENT: Carolyn Dube Peggy Young
Kathy Green Superintendent Dr. Joey Page
Cece Kroc
Carol McAlister

MEMBERS ABSENT: Don Leathers and Evan Sorenson

MEETING CALLED TO ORDER: Chairperson Dube called the meeting to order at 5:30 p.m. in the Annex Recital Hall.

AGENDA APPROVED: Young made a motion, seconded by Green and carried unanimously to approve the agenda as printed.

SUPERINTENDENT’S REPORT: Dr. Page thanked the Early Risers Kiwanis, Austin Eagles and Faith Church for their \$5,000 donation to the personal care closets at our elementary schools and Community Learning Center. He also noted several upcoming back- to-school events and shared the last day to file for school board is August 13 at 5 pm.

SCHOOL BOARD REPORTS: Cece Kroc noted the importance of our partnership with Austin Aspires, and Dube wanted to publicly thank the Buildings and Grounds staff for their work getting all the schools ready for the new school year.

MINUTES APPROVED: Kroc made a motion, seconded by Green and carried unanimously to approve the regular meetings minutes of 07/08/24 and special meeting minutes of 07/22/24 as printed.

(A COMPLETE COPY OF THE MINUTES IS ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

PERSONNEL REPORT: A motion was made by Kroc, seconded by Green and carried unanimously to approve the following personnel items:

CERTIFIED STAFF:

Contracts for Approval – Sharon Lee, language arts teacher, effective 8/14/24 and Annika Meade, kindergarten teacher, effective 8/14/24.

Request for Leave – Jennifer Gosha, grade 3 teacher, effective 8/14/24-9/3/24

Resignation- Kristen Thorn, ABE teacher, effective 5/29/24

NON-CERTIFIED STAFF:

Contracts for Approval – Kaitlin Arett, SPED para, 6.5 hrs/day, effective 8/22/24; Yudith Balbuena Morales, MHP, 8 hrs/day, effective 8/22/24; Desahna Belden, SPED para, 6.5 hrs/day, effective 8/22/24; Debra Brehmer, SPED para, 6.25 hrs/day, effective 8/22/24; Melissa Cline,

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**REGULAR MEETING**

attendance secretary, effective 8/12/24; Rachel Dugan, SPED para, 6.75 hrs/day, effective 8/22/24; Rhonda Eckert, noon supervisor, 2.5 hrs/day, effective 8/22/24; Justice Guy, SPED para, 7 hrs/day, effective 8/22/24; Jessica Houff, food service helper, 3/75 hrs/day, effective 8/22/24; Stephanie Laws, ECFE asst, 35 hrs/week, effective 8/14/24; Kimberly Maki, SPED para, 6.5 hrs/day, effective 8/22/24; Vanessa Martinez Hernandez, SPED para, 6.5 hrs/day, effective 8/22/24; Matthew Miller, para, 8 hrs/day, effective 8/22/24; Veronica Morales, SPED para, 6.75 hrs/day, effective 8/22/24; Katherine Richard, para, 6.5 hrs/day, effective 8/22/24; Nicole Riemann, SPED para, 7 hrs/day, effective 8/22/24; Nikole Roe, ECFE asst, 27 hrs/week, effective 8/14/24; Dawn Schaefer, SPED para, 7 hrs/day, effective 8/22/24; Laura Stahl-Miles, SPED para, 7 hrs/day, effective 8/22/24; Mariah White, SPED para, 6.5 hrs/day, effective 8/22/24; Vanessa Winskey, para, 7 hrs/day, effective 8/22/24; and Christopher Zarate, para, 8 hrs/day, effective 8/22/24

Resignations – Maria Aguilar, ECFE asst, effective 5/29/24; Chasta Boley, SPED para, rescinded; Sherry Bracken, noon supervisor, rescinded; Alexandro Centeno, SPED para, effective 7/26/24; Ann Chamberlin, SPED para, effective 5/29/24; Adison Chandler, SPED para, rescinded; Erin Dilley Jones, autism consultant, effective 8/16/24; Lincoln Graven, SPED para, effective 5/29/24; Diane Lenway, ABE program asst, rescinded; Amy Opara, SPED para, effective 5/29/24; Jena Schuur, SPED para, effective 5/29/24; Michelle Sheller, SPED para, effective 5/29/24; Riley Stratton, SPED para, effective 5/29/24; and Lexi Turner, SPED para, effective 5/29/24

(A COMPLETE COPY OF THE PERSONNEL REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

BILLS APPROVED:

A motion was made by Kroc, seconded by Green and carried unanimously to approve the bills for payment as of 8/12/24.

(A COPY OF THE BILLS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

CABINET REPORTS:

Department updates from Superintendent Cabinet members were available for review.

REVISED POLICY 506 APPROVED:

Kroc made a motion, seconded by Green and carried unanimously to approve the revision to policy 506 – Student Discipline. The revised policy will be posted on the district website and attached in official minutes.

DONATIONS APPROVED:

McAlister made a motion, seconded by Young and carried unanimously to approve the donations as presented.

(A COMPLETE LIST OF DONATIONS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

OVERVIEW OF BUDGET PLANNING TIMELINE:

Executive Director of Finance and Operations Todd Lechtenberg provided an overview of the 2025-26 budget planning timeline.

**2024-25 ADULT MEAL
CHARGES APPROVED:**

A motion was made by Green, seconded by Young and carried unanimously to approve the 2024-25 meal charges at \$2.40 for adult breakfast and \$5.00 for adult lunch, representing a .15/meal increase in breakfast and .05 for lunch.

**THREE-YEAR
GOVERNANCE PLAN &
2004-05 GOAL
APPROVED:**

Young made a motion, seconded by Kroc and carried unanimously to approve the 3 Year Governance Plan and 2024-25 School Board goal as presented.

(A COPY OF THE PLAN AND GOAL IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**SUPERINTENDENT
2024-25 GOALS
APPROVED:**

A motion was made by Young, seconded by Kroc and carried unanimously to approve Superintendent's 2004-25 goals with a slight amendment regarding communication.

**REVISED POLICY
438 APPROVED:**

Green made a motion, seconded by McAlister and carried unanimously to approve revised policy 438 – Consulting.

**REVISED POLICY
522 APPROVED:**

Young made a motion, seconded by Kroc and carried unanimously to approve revised policy 522 – Title IX Sex Nondiscrimination Policy.

(A COPY OF EACH REVISED POLICY IS ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

**STUDY SESSION
REMINDER:**

Chairperson Dube reminded board members of the study session scheduled for Monday, August 26, at 4 pm in the District Office Conference Room.

MEETING ADJOURNED:

A motion was made by Young, seconded by Green and carried unanimously to adjourn at 6:17 pm.

Peggy Young, Clerk

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

SPECIAL MEETING

Independent School District No. 492
Monday, August 26, 2024 4:00 pm
District Administration Office Conference Room
401 Third Avenue NW, Austin, MN

MEMBERS PRESENT: Carolyn Dube
Kathy Green
Cece Kroc
Don Leathers
Carol McAlister
Evan Sorenson
Peggy Young
Superintendent Dr. Joey Page

MEMBERS ABSENT: None

MEETING CALLED TO ORDER: Chairperson Dube called the meeting to order at 4:00 p.m. in the District Office Conference Room at Austin High School.

AGENDA APPROVED: A motion was made by Leathers, seconded by Young and carried unanimously to approve the agenda as printed.

SPECIAL EDUCATION AUDIT RESULTS: Executive Director of Special Services Sheri Willrodt and TeamWorks Senior Consultant Stephanie White provided an overview of the findings of the recent audit of the Special Education department. They highlighted recommendations for improvement and shared how they align with our strategic priorities.

COST SAVINGS REPORT: Executive Director of Finance and Operations Todd Lechtenberg provided an overview of a possible cost savings project involving the replacement of all non-LED lights. The pros and cons of various financing options were also discussed. A Request for Proposal (RFP) will be presented at the regular September 9 school board meeting.

MSHSL FORM B RESOLUTION APPROVED: A motion was made by Green, seconded by Young and carried unanimously to approve the submission of Form B application to the Minnesota State High School League Foundation for an opportunity to receive an additional Automated External Defibrillator (AED).

(A COPY OF THE RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

POLICY 723 DISCUSSION: Superintendent Page noted our current policy 723 – Accounting and Financial Procedures Manual is not a policy but more of an operational guide and suggested it be removed from our list of district policies. A request for the deletion of policy 723 will be presented at the regular September school board meeting.

ADJOURNMENT: A motion was made by Young, seconded by Sorenson and carried unanimously to adjourn at 5:25 pm.

Peggy Young, Clerk

AUSTIN PUBLIC SCHOOLS
School Board
Personnel Agenda
September 9, 2024

ADMINISTRATIVE STAFF

I. CONTRACTS FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Diaz, Dr. Raymond	Assistant Principal	AHS	09/03/2024

II. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Goblirsch, Kim	Assistant Principal	AHS	08/23/2024

CERTIFIED STAFF

I. CONTRACT FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Lane/Step</u>	<u>Location</u>	<u>Effective Date</u>
Goblirsch, Kim	Academic Coord	MA45, Step 10	AHS	08/26/2024
Gullickson, Rebecca	Social Worker	MA, Step 7	Ellis/Holton	08/14/2024
Hull, Sara	Grade 1 Teacher	BA, Step 3	Southgate	08/14/2024
Kelley, Mycah	Grade 2 Teacher	BA, Step 2	Banfield	08/21/2024
Lambrecht, Samantha	Grade 3 Teacher	BA, Step 1	Neveln	08/14/2024
Johnson, Karlee	SPED Teacher	BA, Step 1	Holton	08/14/2024

II. REQUEST FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Quilling Miller, Katelyn	Speech Pathologist	Sumner	11/08/2024-02/02/2025

III. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Heimermann, Darcy	SPED Teacher	Southgate	05/29/2024

NON-CERTIFIED STAFF

I. CONTRACTS FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Step/Lane/Hours</u>	<u>Location</u>	<u>Effective Date</u>
Almanza Granillo, Blanca	ECFE Assistant	Step/35 hrs/week	CLC	08/22/2024
Barriga Valdez, Rodolfo	SPED Para	Step 1/6.5 hrs/day	Southgate	08/28/2024
Bednar, Lucas	SPED Para	Step 1/6.25 hrs/day	Southgate	08/28/2024
Beyer Fink, Christina	SPED Para	Step 1/6.75 hrs/day	CLC	08/22/2024
Boyer, Clara	Gen Ed Para	Step 1/6.5 hrs/day	Southgate	08/26/2024
Centeno, Alexandro	SPED Para	Step 1/7 hrs/day	Holton	08/22/2024
Cook, Robin	Noon Supervisor	Step 1/2.5 hrs/day	Sumner	08/22/2024
Deutsch, Allyson	SPED Para	Step 1/6.5 hrs/day	Southgate	08/28/2024
Durham, Kristina	MHP	Step 3/8 hrs/day	Holton	08/14/2024

Haugen, Heidi	MHBA	Step 1/7.25 hrs/day	AHS	08/22/2024
Howie, Felicia	SPED Para	Step 1/6.5 hrs/day	COOP	08/22/2024
Kazic, Alan	SPED Para	Step 1/7 hrs/day	Holton	08/22/2024
Martinez, Esther	ECFE Assistant	Step 4/7.5 M-R, 5 F	CLC	08/14/2024
Pfeifer, Lori	Food Service Helper	Step 2/3.75 hrs/day	Ellis	08/22/2024
Retterath, Madisyn	SPED Para	Step 1/6.5 hrs/day	Southgate	08/22/2024
Riley, Rachel	MHBA	Step 1/6.5 hrs/day	Banfield	08/26/2024
Schlack, Kaitlyn	SPED Para	Step 1/7 hrs/day	Holton	08/26/2024
Smith, Chelsea	SPED Para	Step 1/6.25 hrs/day	Southgate	08/22/2024
Soderberg, Kim	Noon Supervisor	Step 1/2.5 hrs .day	Neveln	08/28/2024
Stepp, Morgan	SPED Para	Step 1/6.5 hrs/day	COOP	08/22/2024
Woodhouse, Samuel	SPED Para	Step 1/6.5 hrs/day	Neveln	09/03/2024

II. CHANGE IN ASSIGNMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Hours</u>	<u>Location</u>	<u>Effective Date</u>
Ahrenholz, Ryan	Custodian	8 hrs/day	AHS	
	Custodian	8 hrs/day	Ellis	08/19/2024
Crews, Jessica	Food Service Helper	5.5hrs/day	Woodson	
	Food Service Helper	5.5 hrs/day	Banfield	08/26/2024
Guttormson Smith, Laurie	District Cashier	8 hrs/day	District	
	Food Service Secretary	8 hrs/day	District	08/26/2024
Kruse, Blake	Food Service Helper	6 hrs/day	Holton	
	2 nd Cook	7.5 hrs/day	Holton	08/26/2024
Meyer, Don	Assistant Custodial Engineer	8 hrs/day	Southgate	
	Assistant Custodial Engineer	8 hrs/day	Woodson	08/19/2024
Wehner, Monica	2 nd Cook	7.5 hrs/day	Holton	
	Head Cook	6.5 hrs/day	Sumner	08/26/2024
Wradislavsky, Adam	Custodian	8 hrs/day	Ellis	
	Assistant Custodial Engineer	8 hrs/day	Southgate	08/19/2024

III. REQUESTS FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Dooley, Karla	Secretary	Holton	12/02/2024-12/20/2024
Houghtby, Collen	SPED Para	Southgate	08/22/2024-11/26/2024

IV. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Burzinski, Karen	SPED Para	Banfield	05/29/2024
Crouch, Colleen	SPED Para	CLC	05/29/2024
Failor, Samuel	Custodian	AHS	08/30/2024
Laws, Stephanie	ECFE Assistant	CLC	05/29/2024

Lewison, Mary	Food Service Helper	AHS	08/21/2024
Ogalla, Achan	ECFE Assistant	CLC	05/29/2024
Nelson, Courtney	ECFE Assistant	CLC	05/29/2024
Nipp, Serathia	Food Service Helper	Ellis	05/29/2024
Ruroden, Danny	Noon Supervisor	Holton	05/29/2024

V. **TERMINATIONS**

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Heskett, Janine	SPED Para	Southgate	08/22/2024
Schaefer, Dawn	SPED Para	Ellis	08/22/2024

CHECKS ISSUED: 8/26/2024 - 9/9/2024
FOR APPROVAL BY THE SCHOOL BOARD ON MONDAY, SEPTEMBER 9, 2024.

CONTACT TODD LECHTENBERG WITH QUESTIONS:

TELEPHONE: (507) 460-1913

E-MAIL: TODD.LECHTENBERG@AUSTIN.K12.MN.US

Accounts Payable Overview

<i>Date</i>	<i>Batch</i>	<i>Check</i>	<i>Commerce Bank</i>	<i>Wire</i>	<i>P Card</i>	<i>Total</i>
8/5/2024	PC250201				\$ 16,008.11	\$ 16,008.11
8/27/2024	T241309, T250204, CB250204, W250208	\$ 600,980.28	\$ 29,056.13	\$512.55		\$ 630,548.96
9/3/2024	T241310, T250301, CB250301, 9/3/2024 Payroll AP	\$ 539,425.93	\$ 29,939.70	\$569,070.57		\$ 1,138,436.20
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
					TOTAL	\$ 1,784,993.27

<i>Payroll Summary</i>	
<i>Date</i>	<i>Total</i>
8/1/2024	\$ 1,045,788.95
8/15/2024	\$ 1,014,761.39
8/29/2024	\$ 1,239,310.79
TOTAL	\$3,299,861.13

<i>Health & Dental Fees & Claims</i>		
	<i>Health</i>	<i>Dental</i>
Week 1	\$ 83,298.52	
Week 2	\$ 266,353.82	\$ 9,431.17
Week 3	\$ 248,091.06	\$ 9,064.96
Week 4	\$ 188,961.01	\$ 13,371.75
Week 5	\$ 154,926.41	\$ 10,374.69
TOTAL	\$941,630.82	\$42,242.57
TOTAL	\$983,873.39	

GRAND TOTAL \$6,068,727.79

Board Packet

AP Run: T241309 — Post Date: 2024-08-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54775	Check	ACT	16,047.50	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
28825	ACT PLUS WRITING TEST	05/29/2024	16,047.50		
			TESTS-SEC--	01 E 310 211 000 000 461	10,047.50
			TESTS-SECONDARY-AHS SUP PROG HRML GRANT	01 E 310 211 488 000 461	6,000.00
08/27/2024	54776	Check	GOODHUE COUNTY ED DISTRICT #6051	2,079.42	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
4413	GEN ED	06/30/2024	2,079.42		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	2,079.42
08/27/2024	54777	Check	HANSON TIRE SERVICE	28.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
197859	MOUNT & DISMOUNT	06/28/2024	28.00		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	28.00
08/27/2024	54778	Check	KEMPS	2,333.55	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
4798069	SUMMER MILK	06/25/2024	-312.50		
			MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	-312.50
5191094	MILK	05/14/2024	440.30		
			MILK-FOOD SVC--BREAKFAST	02 E 005 770 000 705 495	440.30
5191583	MILK	05/14/2024	423.40		
			MILK-FOOD SVC--BREAKFAST	02 E 005 770 000 705 495	423.40
5191586	MILK	05/14/2024	474.25		
			MILK-FOOD SVC--BREAKFAST	02 E 005 770 000 705 495	474.25
5191591	MILK	05/14/2024	321.85		
			MILK-FOOD SVC--BREAKFAST	02 E 005 770 000 705 495	321.85
5191595	MILK	05/14/2024	406.60		
			MILK-FOOD SVC--BREAKFAST	02 E 005 770 000 705 495	406.60
5203387	MILK	05/21/2024	372.65		
			MILK-FOOD SVC--BREAKFAST	02 E 005 770 000 705 495	372.65

Board Packet

AP Run: T241309 — Post Date: 2024-08-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
08/27/2024	54778	Check	KEMPS	2,333.55
Invoice Number	Description	Invoice Date	Invoice Amount	Account
5260403	SUMMER MILK	06/28/2024	207.00	
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	207.00
08/27/2024	54779	Check	LYLE PUBLIC SCHOOLS	4,356.05
Invoice Number	Description	Invoice Date	Invoice Amount	Account
040824	SHOP TOOLS, COORDINATOR STIPEND PERKINS REIM.	06/30/2024	4,356.05	
		FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 303	4,356.05
08/27/2024	54780	Check	MARTIN BROS DISTRIBUTING CO	3,807.89
Invoice Number	Description	Invoice Date	Invoice Amount	Account
1288642-C	FOOD & SUPPLIES	12/07/2023	-186.90	
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	-186.90
1496762C	FOOD & SUPPLIES	04/25/2024	-7.53	
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	-7.53
1530052C	FOOD & SUPPLIES	05/16/2024	-40.73	
		FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	-40.73
1582730	SUMMER FOOD AND SUPPLIES	06/25/2024	1,258.72	
		FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	1,258.72
1586690	SUMMER FOOD AND SUPPLIES	06/27/2024	2,784.33	
		FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	2,784.33
08/27/2024	54781	Check	MEEKER & WRIGHT SP ED COOP 938	4,959.36
Invoice Number	Description	Invoice Date	Invoice Amount	Account
3328	GEN ED	06/30/2024	1,859.76	
		SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	1,859.76
3334	GEN ED	06/30/2024	3,099.60	
		SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	3,099.60

Board Packet

AP Run: T241309 — Post Date: 2024-08-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
08/27/2024	54782	Check	NEXUS-GERARD FAMILY HEALING	2,507.03
Invoice Number	Description		Invoice Date	Invoice Amount
081524	DIAGNOSTICS & THERAPY		06/30/2024	2,507.03
			FEES FOR SERVICES-SPED AGG--	2,507.03
			01 E 005 420 000 000 305	
08/27/2024	54783	Check	OWATONNA HIGH SCHOOL	2,155.81
Invoice Number	Description		Invoice Date	Invoice Amount
080624	PERKINS REIM KNIFE GUARDS, IST CONFERENCE REIMBURSEMENT		06/30/2024	2,155.81
			FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS	2,155.81
			12 E 300 399 000 428 303	
08/27/2024	54784	Check	PAN-O-GOLD BAKING CO	107.70
Invoice Number	Description		Invoice Date	Invoice Amount
10007224169004	SUMMER BREAD		06/17/2024	54.90
			FOOD-FOOD SVC--SUM FD PGR	54.90
			02 E 005 770 000 709 490	
10007224176003	SUMMER BREAD		06/24/2024	52.80
			FOOD-FOOD SVC--SUM FD PGR	52.80
			02 E 005 770 000 709 490	
08/27/2024	54785	Check	SMEC	31,479.32
Invoice Number	Description		Invoice Date	Invoice Amount
2127	FY24 RESET ACCESS FEE		06/30/2024	31,479.32
			ACCESS FEE-GEN SPED---	31,479.32
			01 E 998 400 000 000 820	
Total:				\$69,861.63

T241309 Summary

Type	Count	Amount
Regular	11	69,861.63
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	11	\$69,861.63

Board Packet

AP Run: T250204 — Post Date: 2024-08-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54786	Check	ADAM'S PEST CONTROL	450.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3975754	FY 2024-2025 PEST CONTROL	08/08/2024	100.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	100.00
3975755	FY 2024-2025 PEST CONTROL	08/08/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3975756	FY 2024-2025 PEST CONTROL	08/08/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3975757	FY 2024-2025 PEST CONTROL	08/08/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3975758	FY 2024-2025 PEST CONTROL	08/08/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3975759	FY 2024-2025 PEST CONTROL	08/08/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3975760	FY 2024-2025 PEST CONTROL	08/08/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3975761	FY 2024-2025 PEST CONTROL	08/08/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
08/27/2024	54787	Check	AMAZON BUSINESS	5,508.10	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11VD-N669-KPRW	LITERACY BINDERS	08/18/2024	42.72		
				GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE 01 E 005 640 000 312 401	42.72
13Y7-L743-7YMV	MAINTENANCE SUPPLIES	08/02/2024	129.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	129.98
1441-4WGV-1J3M	APEF GRANT - KELLER (PLAY CENTERS)	08/12/2024	167.56		
				INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT 01 E 155 203 000 097 430	167.56
167X-FTFT-QDH6	SOCCER EQUIPMENT	08/05/2024	145.88		
				GEN SUPPLIES-GIRLS-SOCCER- 01 E 310 296 117 000 401	145.88
16XN-NRVR-9FVH	SOCCER EQUIPMENT	08/02/2024	221.88		
				GEN SUPPLIES-GIRLS-SOCCER- 01 E 310 296 117 000 401	221.88

Board Packet

AP Run: T250204 — Post Date: 2024-08-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54787	Check	AMAZON BUSINESS	5,508.10	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1716-F967-6GHY	COOLER FOR IJ HOLTON EVENTS	08/16/2024	1,098.00	EQUIPMENT-ELEM ED--OPER CAP 05 E 185 203 000 302 530	1,098.00
19YV-PLYP-9P73	KATIE CARTER APEF GRANT PORTABLE AED	08/15/2024	1,628.00	GEN SUPPLIES-BOY/GIRL--APEF GRANT 01 E 310 292 000 097 401	1,559.00
				GEN SUPPLIES-BOY/GIRL-ATHLETICS- 01 E 310 292 100 000 401	69.00
1C4M-XVDQ-JYY7	SPED SUPPLIES	07/02/2024	49.14	GEN SUPPLIES-SPED AGG--IDEA-611 01 E 005 420 000 419 401	49.14
1CDT-TK3R-WLNT	CONCESSION ITEMS	08/05/2024	26.99	COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	26.99
1CQY-T7N4-LK96	LITERACY BINDERS	08/18/2024	42.72	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE 01 E 005 640 000 312 401	42.72
1DH1-MDRL-1VFT	CONCESSION ITEMS	08/06/2024	39.76	COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	39.76
1DXX-Q36X-HCGH	SPED SUPPLIES	07/07/2024	47.16	GEN SUPPLIES-SPED AGG--IDEA-611 01 E 005 420 000 419 401	47.16
1FFY-WTG1-KP11	OFFICE SUPPLIES	08/11/2024	64.94	GEN SUPPLIES-ELEM ED-- 01 E 145 203 000 000 401	64.94
1G9J-WCX7-36XM	CASE STUDIES ON DIVERSITY BOOKS	08/20/2024	30.87	GEN SUPPLIES-TCH TRNG-PRO DEV-TITLE II-A 01 E 005 204 640 414 401	30.87
1GCV-RHNJ-C6RH	SOCCER EQUIPMENT	08/02/2024	199.98	GEN SUPPLIES-GIRLS-SOCCER- 01 E 310 296 117 000 401	199.98
1GDH-JQDJ-334P	CONCESSION ITEMS	08/07/2024	195.02	COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	195.02
1GMP-66XV-N934	APEF GRANT - KELLER (PLAY CENTERS)	08/11/2024	300.94	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT 01 E 155 203 000 097 430	300.94
1GXT-DK7H-11VH	CONCESSION ITEMS	08/06/2024	35.26	COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	35.26
1GXT-DK7H-6VNR	CONCESSION ITEMS	08/07/2024	39.99	COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	39.99

Board Packet

AP Run: T250204 — Post Date: 2024-08-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54787	Check	AMAZON BUSINESS	5,508.10	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1GYD-3HTD-QDGJ	OFFICE SUPPLIES	08/12/2024	46.69		
		GEN SUPPLIES-ELEM ED--		01 E 145 203 000 000 401	46.69
1HKN-6116-1LH7	CONCESSION ITEMS	08/07/2024	60.36		
		COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.		11 R 000 292 000 147 619	60.36
1HLQ-HJ9J-3RT6	SHELVES	08/14/2024	567.94		
		GEN SUPPLIES-ELEM ED--		01 E 125 203 000 000 401	567.94
1JHN-Q6PK-NYP1	CONCESSION ITEMS	08/11/2024	39.20		
		COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.		11 R 000 292 000 147 619	39.20
1JVX-NDNG-7T79	APEF GRANT - KELLER (PLAY CENTERS)	08/08/2024	27.99		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 155 203 000 097 430	27.99
1KM4-MR6V-91NJ	SOCCER EQUIPMENT	07/31/2024	173.98		
		GEN SUPPLIES-GIRLS-SOCCER-		01 E 310 296 117 000 401	173.98
1KQL-Q3JM-MC6T	CLASS MATERIALS	07/03/2024	150.46		
		INDIV INST SUPPLIES-SPED AGG--STATE SPED		01 E 005 420 000 740 433	150.46
1LMH-J479-L4MW	LITERACY BINDERS	08/18/2024	42.72		
		GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE		01 E 005 640 000 312 401	42.72
1LNG-RPHT-XG9D	KELLER/LEATHERS - APEF - SOUTHGATE PLAY CENTERS MATERIALS AND RESOURCES	08/19/2024	41.98		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 145 203 000 097 430	41.98
1M1Q-7CJK-9YJH	OFFICE SUPPLIES	08/09/2024	94.11		
		GEN SUPPLIES-ELEM ED--		01 E 145 203 000 000 401	94.11
1N3D-M9P7-C3YL	OFFICE SUPPLIES	08/09/2024	52.17		
		GEN SUPPLIES-ELEM ED--		01 E 145 203 000 000 401	52.17
1N3T-H7PM-1TF4	SOCCER EQUIPMENT	08/01/2024	68.99		
		GEN SUPPLIES-GIRLS-SOCCER-		01 E 310 296 117 000 401	68.99
1QHJ-YPKN-91DQ	SOCCER EQUIPMENT	07/31/2024	191.64		
		GEN SUPPLIES-GIRLS-SOCCER-		01 E 310 296 117 000 401	191.64
1QJL-MF4H-6NG4	COOLER FOR IJ HOLTON EVENTS	08/16/2024	-1,098.00		
		EQUIPMENT-ELEM ED--OPER CAP		05 E 185 203 000 302 530	-1,098.00

Board Packet

AP Run: T250204 — Post Date: 2024-08-27 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54787	Check	AMAZON BUSINESS	5,508.10	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1TVX-GDQY-1DH1	APEF GRANT - KELLER (PLAY CENTERS)	08/08/2024	56.59		
				INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT 01 E 155 203 000 097 430	56.59
1V6X-VH6R-7L11	CONCESSION ITEMS	08/07/2024	13.94		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	13.94
1WDM-R4MM-MXM9	IPAD PRO CASE FOR AHS	08/11/2024	40.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	40.98
1WJN-FHKK-YTWH	CASE STUDIES ON DIVERSITY BOOKS	08/20/2024	61.74		
				GEN SUPPLIES-TCH TRNG-PRO DEV-TITLE II-A 01 E 005 204 640 414 401	61.74
1X13-1L34-QC99	LANYARDS FOR STUDENT IDS/BUS PASSES	08/24/2024	129.90		
				GEN SUPPLIES-ELEM ED-- 01 E 185 203 000 000 401	129.90
1XYC-LL9H-9WQN	SOCCER EQUIPMENT	08/02/2024	199.98		
				GEN SUPPLIES-GIRLS-SOCCER- 01 E 310 296 117 000 401	199.98
1YVN-1GHJ-T919	MAINTENANCE SUPPLIES	08/05/2024	37.95		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	37.95
08/27/2024	54788	Check	AMERICAN ORFF-SCHULWERK ASSOCIATION	1,596.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
202400024363	AOSA PD FULL CONFERENCE NIKKY TOLDE	07/12/2024	319.00		
				TRAVEL CONV & CONF-CURRICULUM--STAFF DEV 01 E 005 610 000 316 366	319.00
202400024365	AOSA PD FULL CONFERENCE KATIE THARP	07/24/2024	319.00		
				TRAVEL CONV & CONF-CURRICULUM--STAFF DEV 01 E 005 610 000 316 366	319.00
202400024397	AOSA PD FULL REGISTRATION DAVID HOVLAND	07/25/2024	319.00		
				TRAVEL CONV & CONF-CURRICULUM--STAFF DEV 01 E 005 610 000 316 366	319.00
202400024745	AOSA FULL CONFERENCE KJIRSTEN ZAHN	08/15/2024	639.00		
				TRAVEL CONV & CONF-CURRICULUM--STAFF DEV 01 E 005 610 000 316 366	639.00
08/27/2024	54789	Check	AUSTIN OFFICE PRODUCTS	336.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6366	B & G OFFICE CHAIR	08/07/2024	336.00		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	336.00

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08/27/2024	54790	Check	AUSTIN ROTARY CLUB	600.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3985	ANNUAL DUES ANDREA MALO	07/01/2024	600.00		
	DUES & MEMBERSHIPS-ED SERVICES--		01 E 005 030 000 000 820		600.00
08/27/2024	54791	Check	AUSTIN UTILITIES	122,790.48	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AUGUST 2024	2024-2025 UTILITIES	08/26/2024	122,790.48		
	UTILITIES-OPERATIONS--		01 E 005 810 000 000 330		681.73
	WATER-OPERATIONS--		01 E 005 810 000 000 333		262.61
	FUELS-OPERATIONS--		01 E 005 810 000 000 440		190.43
	UTILITIES-OPERATIONS--		01 E 105 810 000 000 330		11,072.40
	WATER-OPERATIONS--		01 E 105 810 000 000 333		504.39
	FUELS-OPERATIONS--		01 E 105 810 000 000 440		1,060.48
	UTILITIES-OPERATIONS--		01 E 120 810 000 000 330		3,712.40
	WATER-OPERATIONS--		01 E 120 810 000 000 333		84.40
	FUELS-OPERATIONS--		01 E 120 810 000 000 440		264.14
	UTILITIES-OPERATIONS--		01 E 125 810 000 000 330		4,957.44
	WATER-OPERATIONS--		01 E 125 810 000 000 333		947.52
	FUELS-OPERATIONS--		01 E 125 810 000 000 440		397.84
	UTILITIES-OPERATIONS--		01 E 145 810 000 000 330		6,813.57
	WATER-OPERATIONS--		01 E 145 810 000 000 333		318.27
	FUELS-OPERATIONS--		01 E 145 810 000 000 440		1,282.88
	UTILITIES-OPERATIONS--		01 E 155 810 000 000 330		3,807.63
	WATER-OPERATIONS--		01 E 155 810 000 000 333		218.65
	FUELS-OPERATIONS--		01 E 155 810 000 000 440		116.74
	UTILITIES-OPERATIONS--		01 E 185 810 000 000 330		12,908.63
	WATER-OPERATIONS--		01 E 185 810 000 000 333		627.07
	FUELS-OPERATIONS--		01 E 185 810 000 000 440		574.58
	UTILITIES-OPERATIONS--		01 E 210 810 000 000 330		22,638.90
	WATER-OPERATIONS--		01 E 210 810 000 000 333		598.99

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08/27/2024	54791	Check	AUSTIN UTILITIES	122,790.48	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			FUELS-OPERATIONS--	01 E 210 810 000 000 440	4,517.12
			UTILITIES-OPERATIONS--	01 E 310 810 000 000 330	37,227.82
			WATER-OPERATIONS--	01 E 310 810 000 000 333	1,084.80
			FUELS-OPERATIONS--	01 E 310 810 000 000 440	1,858.12
			UTILITIES-OTH COM PRG--COM ED	04 E 500 590 000 321 330	3,712.39
			WATER-OTH COM PRG--COM ED	04 E 500 590 000 321 333	84.40
			FUEL FOR BLDGS-OTH COM PRG--COM ED	04 E 500 590 000 321 440	264.14
08/27/2024	54792	Check	BASKIN, KATIE A	173.40	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
080524	DINNER REIM. BRICK & BOURBON	08/05/2024	26.00		
			TRAVEL CONV & CONF-ED SERVICES--	01 E 005 030 000 000 366	26.00
080624	MILEAGE REIM.	08/06/2024	147.40		
			TRAVEL CONV & CONF-ED SERVICES--	01 E 005 030 000 000 366	147.40
08/27/2024	54793	Check	BSN SPORTS	859.36	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
926298589	TENNIS BALLS	08/02/2024	859.36		
			GEN SUPPLIES-GIRLS-TENNIS-	01 E 310 296 109 000 401	859.36
08/27/2024	54794	Check	CAROUSEL DIGITAL SIGNAGE	4,800.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
CSL-INV-2024081034	DIGITAL SIGNAGE	08/05/2024	4,800.00		
			NON-INST SOFTWARE LIC-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 405	4,800.00
08/27/2024	54795	Check	D & G ACE HARDWARE	435.39	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
136569/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/01/2024	14.98		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	14.98

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54795	Check	D & G ACE HARDWARE	435.39	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
136581/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/02/2024	36.98		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	36.98
136595/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/02/2024	7.99		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	7.99
136615/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/05/2024	26.98		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	26.98
136629/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/05/2024	32.92		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	32.92
136645/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/06/2024	189.98		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	189.98
136651/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/06/2024	29.99		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	29.99
136661/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/07/2024	5.13		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	5.13
136667/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/07/2024	3.50		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	3.50
136676/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/07/2024	14.99		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	14.99
136696/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/08/2024	45.98		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	45.98

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54795	Check	D & G ACE HARDWARE	435.39	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
136699/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/08/2024	2.49		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	2.49
136749/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/12/2024	5.00		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	5.00
136775/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	08/13/2024	18.48		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	18.48
08/27/2024	54796	Check	DAKOTA SUPPLY GROUP	456.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
S103899200.001	ELECTRICAL AND PLUMBING SUPPLIES 1ST BLANKET PO FY 2024-2025	07/17/2024	60.51		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	60.51
S103922825.001	ELECTRICAL AND PLUMBING SUPPLIES 1ST BLANKET PO FY 2024-2025	07/25/2024	170.52		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	170.52
S103929869.001	ELECTRICAL AND PLUMBING SUPPLIES 1ST BLANKET PO FY 2024-2025	07/29/2024	225.93		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	225.93
08/27/2024	54797	Check	DRIESSEN WATER INC	104.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
33033662-06302024	SOFTENER SALT DISTRICT WIDE 1ST BLANKET PO FY 2024-2025	07/01/2024	104.00		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	104.00
08/27/2024	54798	Check	ECHO LANES	601.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
829565	SUMMER ADAPTIVE BOWLING	08/01/2024	601.25		
				FEEES FOR SERVICES-BOY/GIRL-ADAPT. BOWLING- 01 E 310 292 120 000 305	601.25

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Check Date	Check Number	Payment Type	Name	Check Amount
08/27/2024	54799	Check	EDINA DANCE TEAM	280.00
Invoice Number	Description		Invoice Date	Invoice Amount
080924	4 ROUTINES INVITE FEE		08/09/2024	280.00
			ENTRY FEES/STDT TRVL-GIRLS ATHL-DANCE TEAM	280.00
			01 E 310 296 112 000 369	
08/27/2024	54800	Check	EDYNAMIC HOLDINGS LP	1,125.00
Invoice Number	Description		Invoice Date	Invoice Amount
INV-EL-00005005	SINGLE COURSE ENROLLMENT AOA		08/19/2024	1,125.00
			INST SOFTWARE LIC-SECONDARY-	1,125.00
			01 E 175 211 000 000 406	
08/27/2024	54801	Check	ELECTRX AND HEALTH SOLUTIONS LLC	173.10
Invoice Number	Description		Invoice Date	Invoice Amount
ERX06144D14	PRESCRIPTIONS JULY 16-31 2024		08/09/2024	173.10
			HEALTH INS-HLTH INS TRUST--	173.10
			20 E 005 966 000 000 220	
08/27/2024	54802	Check	ELSMORE SWIM SHOP	691.85
Invoice Number	Description		Invoice Date	Invoice Amount
ORD-0006942-01	SWIM EQUIPMENT		08/16/2024	691.85
			GEN SUPPLIES-BOYS-SWIM & DIVE-	691.85
			01 E 310 294 108 000 401	
08/27/2024	54803	Check	FLOURISH CONSULTING LLC	1,500.00
Invoice Number	Description		Invoice Date	Invoice Amount
622	CABINET CONSULTING		08/03/2024	1,500.00
			FEES FOR SERVICES-SCHOOL BOARD--	1,500.00
			01 E 005 010 000 000 305	
08/27/2024	54804	Check	HAND2MIND, INC	2,429.73
Invoice Number	Description		Invoice Date	Invoice Amount
INV000298432	CLASSROOM MATERIALS		07/11/2024	2,429.73
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	2,429.73
			01 E 005 420 000 740 433	
08/27/2024	54805	Check	HOUGHTON MIFFLIN COMPANY	15,652.80
Invoice Number	Description		Invoice Date	Invoice Amount
956081108	READ 180		07/15/2024	1,350.00
			INST SOFTWARE LIC-SPED AGG--STATE SPED	1,350.00
			01 E 005 420 000 740 406	

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08/27/2024	54805	Check	HOUGHTON MIFFLIN COMPANY	15,652.80	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
956087994	READ 180	07/15/2024	802.80		
			INST SOFTWARE LIC-SPED AGG--STATE SPED	01 E 005 420 000 740 406	0.00
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433	802.80
956122395	ENGLISH 3D RENEWAL	08/09/2024	13,500.00		
			INDIV INST SUPPLIES-ELL-PR YR-TITLE III, PT A	01 E 005 205 011 417 433	13,500.00
08/27/2024	54806	Check	IEA	7,468.44	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
00054010	HOLTON-RECOMMISSIONING	08/13/2024	2,280.00		
			CONSULTING FEES/FEES FOR SVCS-LTFM--IAQ	05 E 005 865 000 366 305	2,280.00
00054171	2025-2026 ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SERVICES	08/13/2024	1,867.44		
			FEES FOR SERVICES-LTFM--ENVIRON SAFETY	05 E 005 865 000 352 305	1,867.44
00054198	2024 NEVELN #12299	08/13/2024	3,321.00		
			CONSULTING FEES/FEES FOR SVCS-LTFM--HAZARDOUS SUBS	05 E 005 865 000 358 305	3,321.00
08/27/2024	54807	Check	INSPIRE TO CREATE ENTERPRISES LLC	212.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
117736	CLASSROOM MATERIAL	08/08/2024	212.25		
			INDIV INST SUPPLIES-EBD--STATE SPED	01 E 105 408 000 740 433	212.25
08/27/2024	54808	Check	JOSEPH COMPANY	31,800.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
74471	NEVELN SCHOOL-STAFF LOUNGE	07/30/2024	5,100.00		
			REPAIR/MAINTENANCE-LTFM--INTERIOR SURFACES	05 E 005 865 000 379 350	5,100.00
74473	ANNEX	07/30/2024	26,700.00		
			BLDG IMPROVEMENT-BLDG CONST-MACPHAIL-	06 E 310 870 074 000 522	26,700.00
08/27/2024	54809	Check	KEMPS	5,395.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20016108742	SUMMER MILK	07/12/2024	52.50		
			MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	52.50

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08/27/2024	54809	Check	KEMPS	5,395.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
5269238	SUMMER MILK	07/05/2024	558.90		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	558.90	
5269305	SUMMER MILK	07/05/2024	541.60		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	541.60	
5269336	SUMMER MILK	07/05/2024	419.40		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	419.40	
5278346	SUMMER MILK	07/12/2024	332.00		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	332.00	
5278354	SUMMER MILK	07/12/2024	419.40		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	419.40	
5278361	SUMMER MILK	07/12/2024	681.40		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	681.40	
5287243	SUMMER MILK	07/19/2024	366.45		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	366.45	
5287283	SUMMER MILK	07/19/2024	471.90		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	471.90	
5287291	SUMMER MILK	07/19/2024	559.10		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	559.10	
5287985	SUMMER MILK	07/19/2024	262.50		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	262.50	
5296384	SUMMER MILK	07/26/2024	227.05		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	227.05	
5296403	SUMMER MILK	07/26/2024	174.80		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	174.80	
5304328	SUMMER MILK	08/02/2024	114.80		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	114.80	
5304335	SUMMER MILK	08/02/2024	147.80		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	147.80	

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08/27/2024	54809	Check	KEMPS			5,395.30
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
5304339	SUMMER MILK	08/02/2024	65.70			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495	65.70	
08/27/2024	54810	Check	LAWSON PRODUCTS, INC			331.60
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
9311726623	MAINTENANCE SUPPLIES FY 2024-2025	07/30/2024	183.75			
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	183.75	
9311743832	MAINTENANCE SUPPLIES FY 2024-2025	08/06/2024	147.85			
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	147.85	
08/27/2024	54811	Check	MALO, KANE J			138.02
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
073024	UMN LEAD CONFERENCE MILEAGE	07/30/2024	138.02			
		TRAVEL CONV & CONF-TCH TRNG-PRO DEV-TITLE II-A		01 E 005 204 640 414 366	138.02	
08/27/2024	54812	Check	MARTIN BROS DISTRIBUTING CO			12,912.23
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
1156222-C	FOOD SERVICE EQUIPMENT - FREEZERS & COOLERS	07/01/2024	-5,862.14			
		EQUIPMENT-FOOD SVC--NSLP		02 E 005 770 000 701 530	-5,862.14	
1600217	SUMMER FOOD & SUPPLIES	07/09/2024	5,893.70			
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	5,893.70	
1600218	SUMMER FOOD & SUPPLIES	07/09/2024	234.40			
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	234.40	
1600219	SUMMER FOOD & SUPPLIES	07/09/2024	203.55			
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	203.55	
1600221	SUMMER FOOD & SUPPLIES	07/09/2024	2,922.94			
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	2,922.94	
1600223	SUMMER FOOD & SUPPLIES	07/09/2024	10.50			
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	10.50	
1600224	SUMMER FOOD & SUPPLIES	07/09/2024	177.10			
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	177.10	

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08/27/2024	54812	Check	MARTIN BROS DISTRIBUTING CO	12,912.23	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1603433	SUMMER FOOD & SUPPLIES	07/11/2024	172.29		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	172.29
1609953	SUMMER FOOD & SUPPLIES	07/16/2024	3,354.43		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	3,354.43
1609954	SUMMER FOOD & SUPPLIES	07/16/2024	251.66		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	251.66
1609956	SUMMER FOOD & SUPPLIES	07/16/2024	2,269.14		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	2,269.14
1609957	SUMMER FOOD & SUPPLIES	07/16/2024	118.07		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	118.07
1613183	SUMMER FOOD & SUPPLIES	07/18/2024	703.30		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	703.30
1618571	SUMMER FOOD & SUPPLIES	07/23/2024	1,296.02		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	1,296.02
1618572	SUMMER FOOD & SUPPLIES	07/23/2024	167.54		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	167.54
1618575	SUMMER FOOD & SUPPLIES	07/23/2024	834.99		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	834.99
1618576	SUMMER FOOD & SUPPLIES	07/23/2024	63.52		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	63.52
1621703	SUMMER FOOD & SUPPLIES	07/25/2024	101.22		
		FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	101.22
08/27/2024	54813	Check	MASSP	930.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3507	MEMEBERSHIP DUES MATTHEW SCHMIT	08/12/2024	890.00		
		DUES & MEMBERSHIPS-PRINCIPAL--		01 E 310 050 000 000 820	890.00
7182	MASP MEMBERSHIP TESSA DAVIS	08/12/2024	40.00		
		DUES & MEMBERSHIPS-PRINCIPAL--		01 E 310 050 000 000 820	40.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
08/27/2024	54814	Check	MAYO CLINIC	672.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
AUGUST 2024	PRE EMPLOYMENT PHYSICALS, HEP B IMMUNIZATIONS, ADMIN CHARGES		08/01/2024	672.00		
			RECRUITING-PERSONNEL--	01 E 005 160 000 000 890		250.00
			FEES FOR SERVICES-LTFM--ENVIRON SAFETY	05 E 005 865 000 352 305		422.00
08/27/2024	54815	Check	METRO FIBERNET, LLC	1,131.62		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
JULY 2024	JULY 2024 SERVICE		07/16/2024	1,131.62		
			TELEPHONE-GEN ADM--	01 E 005 105 000 000 320		129.90
			TELEPHONE-OPERATIONS--	01 E 005 810 000 000 320		721.81
			TELEPHONE-OPERATIONS--	01 E 105 810 000 000 320		7.49
			TELEPHONE-OPERATIONS--	01 E 125 810 000 000 320		7.49
			TELEPHONE-OPERATIONS--	01 E 145 810 000 000 320		7.49
			TELEPHONE-OPERATIONS--	01 E 155 810 000 000 320		7.49
			TELEPHONE-OPERATIONS--	01 E 310 810 000 000 320		249.95
08/27/2024	54816	Check	MHS	743.75		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
ORD-432304-M0X2R0	PSYCHOLOGY MATERIALS		07/03/2024	743.75		
			INST SOFTWARE LIC-SPED AGG--STATE SPED	01 E 005 420 000 740 406		743.75
08/27/2024	54817	Check	NEWSOLA INC	3,240.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV40189	INSTRUCTIONAL LICENSES		08/13/2024	3,240.00		
			INST SOFTWARE LIC-TITL I-NEG/DELINQUENT-TITLE I-A	01 E 450 216 636 401 406		3,240.00
08/27/2024	54818	Check	PALMER BUS SERVICE	65,456.08		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV12106	JULY 2024 SPED		07/31/2024	58,379.08		
			TRANS CONTRACT-PUPIL TRANS--DISABLED TRANS	01 E 005 760 000 723 360		58,379.08

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Check Date	Check Number	Payment Type	Name	Check Amount		
08/27/2024	54818	Check	PALMER BUS SERVICE	65,456.08		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV12107	JULY 2024 SPED AIDES		07/31/2024	7,077.00		
			TRANS CONTRACT-PUPIL TRANS--DISABLED TRANS		01 E 005 760 000 723 360	7,077.00
08/27/2024	54819	Check	PAN-O-GOLD BAKING CO	105.48		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10007224183001	SUMMER BREAD		07/01/2024	65.88		
			FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	65.88
10007224190003	SUMMER BREAD		07/08/2024	39.60		
			FOOD-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 490	39.60
08/27/2024	54820	Check	PEARSON	1,455.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
25663480	PSYCHOLOGY MATERIALS		07/09/2024	1,455.00		
			INST SOFTWARE LIC-SPED AGG--STATE SPED		01 E 005 420 000 740 406	1,455.00
08/27/2024	54821	Check	PEEKAPAK, INC	357.20		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV-1330	SUMNER 2024-2025 PEEKAPAK SUBSCRIPTION		08/08/2024	357.20		
			INSTRUCTL SUPPLIES-ELEM ED--		01 E 155 203 000 000 430	357.20
08/27/2024	54822	Check	PLAYCRAFT SYSTEMS LLC	81,753.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV-00011911	NEVELN PLAYGROUND		07/31/2024	81,753.00		
			GEN SUPPLIES-SPED AGG--IDEA-611		01 E 005 420 000 419 401	851.07
			EQUIPMENT-ELEM-PLAYGROUND FD1-		01 E 125 203 023 000 530	80,901.93
08/27/2024	54823	Check	QUILL CORPORATION	453.57		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2142411	CLASS SUPPLIES		08/04/2024	-88.38		
			GEN SUPPLIES-SPED AGG--IDEA-611		01 E 005 420 000 419 401	-88.38
39369740	TONER		07/02/2024	422.06		
			GEN SUPPLIES-SPED AGG--IDEA-611		01 E 005 420 000 419 401	422.06

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Check Date	Check Number	Payment Type	Name	Check Amount		
08/27/2024	54823	Check	QUILL CORPORATION	453.57		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
39965947	SPED SUPPLIES		08/09/2024	81.89		
			GEN SUPPLIES-SPED AGG--IDEA-611		01 E 005 420 000 419 401	81.89
39976447	SPED SUPPLIES		08/09/2024	38.00		
			GEN SUPPLIES-SPED AGG--IDEA-611		01 E 005 420 000 419 401	38.00
08/27/2024	54824	Check	READTHEORY EDUCATION SERVICES INC	480.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
E9C2C142-0001	PRO PLUS		07/03/2024	480.00		
			INST SOFTWARE LIC-SPED AGG--STATE SPED		01 E 005 420 000 740 406	480.00
08/27/2024	54825	Check	RIVERLAND COPY CENTER & MAIL ROOM	24.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9980	ABE PRINTS		07/23/2024	24.00		
			GENERAL SUPPLIES-ABE-FY 20X4 CARRYOVER-STATE ABE		04 E 500 520 004 322 401	24.00
08/27/2024	54826	Check	RN CONSULTING AND COORDINATING LLC	1,000.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
081924	CPR CLASS 7-12 PE & HEALTH TEACHERS		08/19/2024	1,000.00		
			FEES FOR SERVICES-LTFM--ENVIRON SAFETY		05 E 005 865 000 352 305	1,000.00
08/27/2024	54827	Check	ROCHESTER 100 INC	128.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV080316	NICKY'S FOLDERS FOR SOUTHGATE PI		07/24/2024	128.00		
			INSTRUCTL SUPPLIES-GIFTED--GIFT/TA		01 E 005 218 000 388 430	128.00
08/27/2024	54828	Check	SACREDWRITES LLC	756.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1291	YEL BRICKTOPIA		07/18/2024	756.00		
			FEES FOR SERVICES-GEN COM ED--COM ED		04 E 500 505 000 321 305	756.00

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Check Date	Check Number	Payment Type	Name	Check Amount
08/27/2024	54829	Check	SCHILTZ, NICK J	141.64
Invoice Number	Description	Invoice Date	Invoice Amount	Account
384222827294633	WALMART REIM.	08/09/2024	141.64	
			INDIV INST SUPPLIES-AGRI-FARM OPER-CTE 01 E 310 301 501 801 433	141.64
08/27/2024	54830	Check	SCHMIDT GOODMAN OFFICE PRODUCTS INC	1,729.39
Invoice Number	Description	Invoice Date	Invoice Amount	Account
18829	SCHOOL BOARD CONFERENCE ROOM 164A - CREDENZA	08/06/2024	1,729.39	
			EQUIPMENT-CAP FAC--OPER CAP 05 E 005 850 000 302 530	1,729.39
08/27/2024	54831	Check	SHI	9,024.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
B18667087	VMWARE	08/09/2024	9,024.00	
			NON-INST SOFTWARE LIC-INST TECH-ASSIGNED TECH- 01 E 005 630 093 000 405	9,024.00
08/27/2024	54832	Check	SHIFFLER	904.10
Invoice Number	Description	Invoice Date	Invoice Amount	Account
10009821-00	CUSTODIAL SUPPLIES CHAIR GLIDES	07/05/2024	904.10	
			REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	904.10
08/27/2024	54833	Check	SOLIANT HEALTH LLC	1,537.80
Invoice Number	Description	Invoice Date	Invoice Amount	Account
21009678	CONTRACTED SLP SVC 8/14-8/15	08/18/2024	1,537.80	
			PMT FOR ED PURP-SPEECH--STATE SPED 01 E 005 401 000 740 394	1,537.80
08/27/2024	54834	Check	SORENSEN'S APPLIANCE & TV	3,570.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
#1-1150	6 RANGES FOR FACS LAB	07/10/2024	3,570.00	
			EQUIPMENT-SEC--OPER CAP 05 E 310 211 000 302 530	3,570.00
08/27/2024	54835	Check	TEAMWORKS INTERNATIONAL INC	4,993.80
Invoice Number	Description	Invoice Date	Invoice Amount	Account
13898	CONSULTING	07/31/2024	3,943.80	
			FEES FOR SERVICES-SCHOOL BOARD-- 01 E 005 010 000 000 305	2,893.80

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Check Date	Check Number	Payment Type	Name	Check Amount			
08/27/2024	54835	Check	TEAMWORKS INTERNATIONAL INC	4,993.80			
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>	
13899	SPED AUDIT		CONSULT FEE/FEEES FOR SVC-STAFF DEV--	07/31/2024	1,050.00	01 E 310 640 000 000 305	1,050.00
			FEEES FOR SERVICES-SCHOOL BOARD--		1,050.00	01 E 005 010 000 000 305	1,050.00
08/27/2024	54836	Check	THE ONLINE ITINERANT	224.00			
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>	
F676DAF4-0002	SUBSCRIPTION RENEWAL		07/08/2024	224.00			
			INST SOFTWARE-DEAF-HA--STATE SPED		224.00	01 E 005 405 000 740 406	224.00
08/27/2024	54837	Check	TRADING POST	612.79			
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>	
3100607	SHOP SUPPLIES		08/14/2024	612.79			
			RESALE SUP-INDUSTRIAL TECH--		612.79	01 E 210 255 000 000 621	612.79
08/27/2024	54838	Check	TWH CONSULTING	2,400.00			
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>	
082024	CO-TEACHING TRAINING		08/20/2024	2,400.00			
			FED CNTRCT < \$25K-TCH TRNG-PRO DEV-TITLE II-A		2,400.00	01 E 005 204 640 414 303	2,400.00
08/27/2024	54839	Check	ULLAND BROTHERS INC	126,420.00			
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>	
17583	SOUTHGATE-SW PARKING LOT		07/30/2024	48,450.00			
			REPAIR/MAINTENANCE-LTFM--SITE PROJECTS		2,850.00	05 E 005 865 000 384 350	2,850.00
			SITE/GRNDS ACQ-LTFM--SITE PROJECTS		45,600.00	05 E 005 865 000 384 510	45,600.00
17584	BANFIELD WALKING PATH, WEST RECEIVING AND EAST LOT		07/30/2024	77,970.00			
			REPAIR/MAINTENANCE-LTFM--SITE PROJECTS		17,525.00	05 E 005 865 000 384 350	17,525.00
			SITE/GRNDS ACQ-LTFM--SITE PROJECTS		60,445.00	05 E 005 865 000 384 510	60,445.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54840	Check	ULTIMATESLP	396.27	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
174679934	SUBSCRIPTION	08/16/2024	396.27		
	INST SOFTWARE LIC-SPEECH--STATE SPED	01 E 005 401 000 740 406		396.27	
08/27/2024	54841	Check	UPLIFT DESK	188.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV1868242	MODESTY PANNELS WITH WIREMANGEMENT FOR KELLY R DESK	08/06/2024	188.00		
	GEN SUPPLIES-SEC--	01 E 310 211 000 000 401		188.00	
08/27/2024	54842	Check	USI INSURANCE SERVICES LLC	1,100.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
5163726	INJURY MANAGEMENT INSURANCE	08/05/2024	1,100.00		
	WORKERS COMP-EMP BENEFITS--	01 E 005 930 000 000 270		1,100.00	
08/27/2024	54843	Check	WCEPS	150.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
W-0090893	INTERPRETING ACCESS SCORE REPORTS WEBINAR	08/14/2024	150.00		
	TRAVEL CONV & CONF-ELL-PRO DEV-TITLE III, PT A	01 E 005 205 641 417 366		150.00	
08/27/2024	54844	Check	WERMAGER, SARAH	219.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
114-1609856- 0553050	AMAZON MORE THAN PINK	07/12/2024	29.99		
	GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED	04 E 500 540 540 321 401		29.99	
114-2046049- 5984224	AMAZON MORE THAN PINK	07/12/2024	59.98		
	GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED	04 E 500 540 540 321 401		59.98	
114-4784985- 3803425	AMAZON MORE THAN PINK	07/01/2024	39.96		
	GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED	04 E 500 540 540 321 401		39.96	
114-8128187- 1115429	AMAZON MORE THAN PINK	07/12/2024	29.99		
	GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED	04 E 500 540 540 321 401		29.99	

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	54844	Check	WERMAGER, SARAH	219.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
114-8202700-9846605	AMAZON MORE THAN PINK	07/12/2024	29.99		
		GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED	04 E 500 540 540 321 401		29.99
114-8604880-3189061	AMAZON MORE THAN PINK	07/12/2024	29.99		
		GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED	04 E 500 540 540 321 401		29.99
				Total:	\$531,118.65

T250204 Summary

Type	Count	Amount
Regular	59	531,118.65
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	59	\$531,118.65

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	5000001999		BLUUM OF MINNESOTA, LLC*	843.15	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
998428	PICHA - APEF GRANT	08/05/2024	843.15		
			INSTRUCTIONAL SUPPLIES-HEALTH/PE--APEF GRANT	01 E 155 240 000 097 430	843.15
08/27/2024	5000002000		CABLES FOR LESS*	234.47	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
259410	DP CABLES	08/05/2024	234.47		
			INST TECH SUPPLIES-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 456	234.47
08/27/2024	5000002001		CUSTOM COMMUNICATIONS INC*	2,554.20	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
585811	FIRE MONITORING SUMNER	07/25/2024	352.80		
			REPAIR/MAINT-LTFM--FIRE SAFETY	05 E 005 865 000 363 350	352.80
586361	FIRE MONITORING BANFIELD	08/09/2024	1,374.21		
			FEES FOR SVCS-LTFM--FIRE SAFETY	05 E 005 865 000 363 305	1,374.21
586362	FIRE MONITORING AHS	08/09/2024	221.01		
			FEES FOR SVCS-LTFM--FIRE SAFETY	05 E 005 865 000 363 305	221.01
586363	ALARM MONITORING SUMNER	08/09/2024	228.45		
			FEES FOR SVCS-LTFM--FIRE SAFETY	05 E 005 865 000 363 305	228.45
586376	FIRE MONITORING SOUTHGATE	08/09/2024	228.45		
			FEES FOR SVCS-LTFM--FIRE SAFETY	05 E 005 865 000 363 305	228.45
586390	FIRE MONITORING WESCOTT	08/09/2024	149.28		
			FEES FOR SVCS-LTFM--FIRE SAFETY	05 E 005 865 000 363 305	149.28
08/27/2024	5000002002		DIAMOND RIDGE PRINTING*	787.75	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
52526	ECSE MATERIALS	07/03/2024	641.80		
			GEN SUPPLIES-ECSE-PR YR-IDEA SEC 619	01 E 120 412 011 420 401	641.80
52737	BUSINESS CARDS HR OFFICE	07/30/2024	145.95		
			GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	145.95

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	5000002003		GAMES PEOPLE PLAY*	392.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6955-1	MORE THAN PINK 5K T SHIRTS	07/31/2024	392.00		
	GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED			04 E 500 540 540 321 401	392.00
08/27/2024	5000002004		HILLYARD/HUTCHINSON*	12,600.04	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605559920	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/09/2024	2,499.71		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	2,499.71
605559921	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/09/2024	985.32		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	985.32
605559922	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/09/2024	174.00		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	174.00
605559923	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/09/2024	1,418.30		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	1,418.30
605567635	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/16/2024	2,400.52		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	2,400.52
605567636	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/16/2024	2,485.11		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	2,485.11
605567637	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/16/2024	570.88		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	570.88
605567638	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/16/2024	192.80		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	192.80
605567640	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/16/2024	243.20		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	243.20
700600218	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	07/31/2024	226.49		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	226.49
700600219	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	07/31/2024	503.39		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	503.39
700601982	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/14/2024	251.73		
	CUSTODIAL SUPPLIES-OPERATIONS--			01 E 005 810 000 000 410	251.73

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08/27/2024	5000002004		HILLYARD/HUTCHINSON*	12,600.04	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
700601983	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/14/2024	152.55		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	152.55
700602118	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/15/2024	368.02		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	368.02
700602119	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	08/15/2024	128.02		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	128.02
08/27/2024	5000002005		HORIZON COMMERCIAL POOL SUPPLY*	281.50	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
INV81148	ELLIS POOL CHEMICALS-FY 2024-2025	08/05/2024	281.50		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	281.50
08/27/2024	5000002006		IXL LEARNING*	3,825.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
S503970	MATH AND ELA SITE LICENSES	07/23/2024	3,825.00		
				TEXTBOOK/WORKBOOK-OTH COM PRG--NON PUB TEXT 04 E 705 590 000 351 460	3,825.00
08/27/2024	5000002007		LAKESHORE LEARNING MATERIALS*	1,087.75	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
634885070424	ROOM DIVIDERS	07/04/2024	1,087.75		
				GEN SUPPLIES-SPED AGG--IDEA-611 01 E 005 420 000 419 401	1,087.75
08/27/2024	5000002008		OLD 218*	557.50	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
133206	RECRUITING AND HIRING SUPPLIES	07/30/2024	557.50		
				RECRUITING-PERSONNEL-- 01 E 005 160 000 000 890	557.50
08/27/2024	5000002009		PRO-ED*	166.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
3045597	PSYCHOLOGY MATERIALS	07/03/2024	166.00		
				INST SOFTWARE LIC-SPED AGG--STATE SPED 01 E 005 420 000 740 406	166.00

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AP Run: CB250204 — Post Date: 2024-08-27 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	5000002010		REALLY GOOD STUFF INC*	421.68	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
8625134	APEF GRANT-NUMBER SENSE-MARIA MICKELSON AND JANENE LUNNING	08/12/2024	421.68		
			INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	01 E 125 203 000 097 430	421.68
08/27/2024	5000002011		SCHOLASTIC INC*	3,454.51	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
M5318634	CLASSROOM MATERIALS	07/23/2024	189.64		
			INDIV INST SUPPLIES-MMMI--STATE SPED	01 E 310 402 000 740 433	189.64
M74971953	NEW DOMINION	07/23/2024	1,609.57		
			MEDIA BOOKS-TITL I-NEG/DELINQUENT-TITLE I-A	01 E 450 216 636 401 470	1,609.57
M75105064	PACELLI	08/12/2024	1,435.52		
			TEXTBOOK/WORKBOOK-OTH COM PRG--NON PUB TEXT	04 E 705 590 000 351 460	1,435.52
M75318600	CHOICES	07/23/2024	109.89		
			INDIV INST SUPPLIES-ASD--STATE SPED	01 E 310 411 000 740 433	109.89
M75318618	CHOICES	07/23/2024	109.89		
			INDIV INST SUPPLIES-EBD--STATE SPED	01 E 310 408 000 740 433	109.89
08/27/2024	5000002012		W W GRAINGER INC*	469.53	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6204369202	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	08/05/2024	96.30		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	96.30
9201179547	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	08/01/2024	69.13		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	69.13
9201179554	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	08/01/2024	42.15		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	42.15
9202216918	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	08/01/2024	143.50		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	143.50
9205105019	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	08/05/2024	60.05		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	60.05
9214004096	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	08/13/2024	29.12		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	29.12

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	5000002012		W W GRAINGER INC*	469.53	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9214004104	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	08/13/2024	29.28		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	29.28
08/27/2024	5000002013		ZANER-BLOSER*	1,381.05	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INVZB56980	SUPERKIDS READING PROGRAM	08/05/2024	1,381.05		
			TEXTBOOK/WORKBOOK-OTH COM PRG--NON PUB TEXT	04 E 705 590 000 351 460	1,381.05
				Total:	\$29,056.13

CB250204 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	15	29,056.13
Total:	15	\$29,056.13

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AP Run: W250208 — Post Date: 2024-08-27 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/27/2024	202003222	Wire Transfer	ALERUS	512.55	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
101769	AUGUST 2024 FSA FEES & AUGUST 2024 HSA FEES	08/27/2024	512.55		
	FEEES FOR SERVICES-BUSINESS OFFICE--			01 E 005 110 000 000 305	512.55
Total:					\$512.55

W250208 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	512.55
Epayables:	0	0.00
Total:	1	\$512.55

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AP Run: T241310 — Post Date: 2024-09-03 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54845	Check	GLENVILLE-EMMONS SCHOOLS NO. 2886	5,645.42	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1099	PERKINS COMPUTER APPS 1&2, PERSONAL FINANCE CURRICULUM, EXPLORING BUSINESS CAREERS	06/30/2024	3,899.42		
		FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS		12 E 300 399 000 428 303	3,899.42
1100	PERKINS STIPEND	06/30/2024	1,746.00		
		FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS		12 E 300 399 000 428 303	1,746.00
09/03/2024	54846	Check	GRAND MEADOW SCHOOL DISTRICT #495	2,012.45	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
063024	PERKINS REIM. STIPEND, TRAVEL, MAAE MEMBERSHIP	06/30/2024	2,012.45		
		FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS		12 E 300 399 000 428 303	2,012.45
09/03/2024	54847	Check	MUSIC MART	188.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1705395	CELLO REPAIR	06/14/2024	188.25		
		REPAIR & MAINT SVCS-MUSIC--		01 E 210 258 000 000 350	188.25
09/03/2024	54848	Check	PALMER BUS SERVICE	1,202.79	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0004731-IN	AHS RHONDA ALBERTS	06/30/2024	1,202.79		
		TRANS CONTRACT-SEC-AHS-WORLD LANGUAGE		11 E 310 211 040 140 360	1,202.79
09/03/2024	54849	Check	SMEC	252,963.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2142	FY 24 ALC, TARGETED SERVICES, & CREDIT RECOVERY	08/22/2024	252,963.33		
		SPED CONTRACT SVCS FOR PUPILS-SEC--		01 E 998 211 000 000 393	252,963.33
09/03/2024	54850	Check	SOUTHLAND SCHOOLS #500	725.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1527	PERKINS REIM. MCIS	06/30/2024	725.00		
		FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS		12 E 300 399 000 428 303	725.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54851	Check	THATCHER POOLS & SPAS	325.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
122026-1	CPO CLASS PRESTON MOE	04/18/2024	325.00		
			TRAVEL CONV & CONF-OPERATIONS--	01 E 005 810 000 000 366	325.00
				Total:	\$263,062.24

T241310 Summary

Type	Count	Amount
Regular	7	263,062.24
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	7	\$263,062.24

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AP Run: T250301 — Post Date: 2024-09-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54852	Check	AMAZON BUSINESS	11,632.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
119N-411C-9M4G	KEYBOARD	08/09/2024	129.00		
		INST TECH SUPPLIES-SEC-		01 E 310 211 000 000 456	129.00
11K4-RPWT-CGYC	AHS-CELL PHONE HOLDER	08/15/2024	107.04		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	107.04
11VD-N669-RMGC	APEF GRANT - LUNCH BUNCH (MARREEL)	08/19/2024	10.96		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 155 203 000 000 430	0.41
		INSTRUCTL SUPPLIES-GEN SPED--APEF GRANT		01 E 155 400 000 097 430	10.55
13HN-JGDX-C6DK	SUMNER EL TEACHERS-APEF GRANT-MAKING TH EMOST OF ML LEARNING	08/16/2024	65.00		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 155 203 000 097 430	65.00
13HN-JGDX-M6XK	SUMNER EL TEACHERS-APEF GRANT-MAKING TH EMOST OF ML LEARNING	08/18/2024	61.88		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 155 203 000 097 430	61.88
13JD-PKD9-KHYP	AHS-CELL PHONE HOLDER	08/18/2024	13.38		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	13.38
13JK-RPDK-6G1N	APEF GRANT - EMILY HOVLAND BOOKS	08/01/2024	109.03		
		INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT		01 E 310 211 210 097 430	109.03
13QK-C1T1-W1FH	OFFICE SUPPLIES	08/25/2024	41.96		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	41.96
13XK-YN4G-9YLY	EARPIECES FOR SUCCESS COACHES	08/26/2024	473.88		
		GEN SUPPLIES-PUPIL SUP--ACHIEVE/INT		01 E 005 790 000 313 401	473.88
16CQ-J9V7-JV6P	AHS-CELL PHONE HOLDER	08/17/2024	13.38		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	13.38
16D4-VCTV-9YLD	AHS-CELL PHONE HOLDER	08/16/2024	40.14		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	40.14
1716-F967-VF49	SUMNER EL TEACHERS-APEF GRANT-MAKING TH EMOST OF ML LEARNING	08/19/2024	154.04		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 155 203 000 097 430	154.04

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AP Run: T250301 — Post Date: 2024-09-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54852	Check	AMAZON BUSINESS	11,632.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
179F-WQKP-7TPG	OFFICE SUPPLIES	08/20/2024	54.75		
				GEN SUPPLIES-PERSONNEL-- 01 E 005 160 000 000 401	54.75
17R9-NFF9-6WMC	APEF GRANT - EMILY HOVLAND BOOKS	07/31/2024	706.24		
				INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT 01 E 310 211 210 097 430	706.24
17TT-G6HN-94P9	BUILDING SUPPLIES	08/14/2024	78.75		
				GEN SUPPLIES-ELEM ED-- 01 E 155 203 000 000 401	78.75
19KF-PKVM-F676	OT MATERIAL	08/22/2024	8.97		
				INDIV INST SUPPLIES-SPED AGG--STATE SPED 01 E 005 420 000 740 433	8.97
19QF-71QN-DY3Y	AHS-CELL PHONE HOLDER	08/21/2024	120.42		
				EQUIPMENT-CAP FAC--OPER CAP 05 E 005 850 000 302 530	120.42
19R7-YRQG-14TV	APEF GRANT - PATTY SCHAFFER STEM	07/24/2024	161.95		
				INST SUPPLIES-SCIENCE--APEF GRANT 01 E 185 260 000 097 430	161.95
19YV-PLYP-3NML	AHS-CELL PHONE HOLDER	08/14/2024	107.04		
				EQUIPMENT-CAP FAC--OPER CAP 05 E 005 850 000 302 530	107.04
1C1W-LQ1D-97QQ	APEF GRANT - PATTY SCHAFFER STEM	07/24/2024	211.10		
				INST SUPPLIES-SCIENCE--APEF GRANT 01 E 185 260 000 097 430	211.10
1C3H-WNJ4-634G	STUDENT COUNCIL HOMECOMING SUPPLIES	08/26/2024	69.96		
				SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA 88 E 310 298 053 301 401	69.96
1CGH-W4W3-94N4	BUILDING SUPPLIES	08/14/2024	40.33		
				GEN SUPPLIES-ELEM ED-- 01 E 155 203 000 000 401	40.33
1CJ6-YL71-C1QX	CLASSROOM SUPPLY	08/22/2024	88.85		
				GEN SUPPLIES-ECSE-PR YR-IDEA SEC 619 01 E 120 412 011 420 401	88.85
1CVK-R9MC-RJL9	STRENGTH FINDERS BOOKS	08/25/2024	415.00		
				INDIV INST SUPPLIES-AGRI-FARM OPER-CTE 01 E 310 301 501 801 433	415.00
1DD6-MX1V-XXXG	STRENGTHSFINDER 2.0 BOOKS	08/25/2024	1,037.50		
				GEN SUPPLIES-STAFF DEV--ACHIEVE/INT 01 E 005 640 000 313 401	1,037.50

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54852	Check	AMAZON BUSINESS	11,632.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1DJ1-R1NG-6KJX	APEF GRANT - EMILY HOVLAND BOOKS	08/01/2024	87.30		
	INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT			01 E 310 211 210 097 430	87.30
1F3L-9TYC-M1HM	OT MATERIALS	08/18/2024	129.99		
	INDIV INST SUPPLIES-ECSE-PR YR-IDEA SEC 619			01 E 120 412 011 420 433	129.99
1FFX-1DG3-F7NW	LA SUPPLIES	08/22/2024	56.26		
	INSTRUCTL SUPPLIES-ENGLISH--			01 E 210 220 000 000 430	56.26
1FG3-3CXT-RQ99	SUMNER EL TEACHERS-APEF GRANT-MAKING TH EMOST OF ML LEARNING	08/19/2024	60.54		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 155 203 000 097 430	60.54
1G6N-TJ3G-LN4D	STUDENT COUNCIL HOMECOMING SUPPLIES	08/23/2024	111.25		
	SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA			88 E 310 298 053 301 401	111.25
1GC4-1F3V-WNWM	APEF GRANT - SUPPLEMENTAL MATH SUPPLIESL - LINDSAY SCHAEFER	08/19/2024	121.43		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 185 203 000 000 430	121.43
1GKM-FKLP-4D4H	SUMNER EL TEACHERS-APEF GRANT-MAKING TH EMOST OF ML LEARNING	08/20/2024	39.07		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 155 203 000 097 430	39.07
1GL4-YVHM-3VKC	AHS-CELL PHONE HOLDER	08/14/2024	93.66		
	EQUIPMENT-CAP FAC--OPER CAP			05 E 005 850 000 302 530	93.66
1GMG-49FF-3PQJ	APEF GRANT - EMILY HOVLAND BOOKS	07/31/2024	246.73		
	INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT			01 E 310 211 210 097 430	246.73
1H9R-FN1X-H4N1	PARKING PERMITS	08/23/2024	140.35		
	GEN SUPPLIES-PERSONNEL--			01 E 005 160 000 000 401	140.35
1HJW-RC9X-1TKV	AHS-CELL PHONE HOLDER	08/14/2024	120.42		
	EQUIPMENT-CAP FAC--OPER CAP			05 E 005 850 000 302 530	120.42
1JHN-Q6PK-CLQ6	APEF GRANT-NEVELN PLAY MATERIALS AND RESOURCES-KATIE KELLER	08/09/2024	48.64		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 125 203 000 097 430	48.64

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54852	Check	AMAZON BUSINESS	11,632.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1JJ7-X3XG-1361	APEF GRANT-NEVELN PLAY MATERIALS AND RESOURCES-KATIE KELLER	08/14/2024	138.86		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 125 203 000 097 430	138.86
1JJ7-X3XG-1JJX	APEF GRANT-NEVELN PLAY MATERIALS AND RESOURCES-KATIE KELLER	08/14/2024	89.99		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 125 203 000 097 430	89.99
1K3G-9YDK-NQ4H	BUILDING SUPPLIES	08/18/2024	185.90		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 155 203 000 000 430	185.90
1KM4-MR6V-77R6	APEF GRANT - EMILY HOVLAND BOOKS	07/31/2024	13.98		
	INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT			01 E 310 211 210 097 430	13.98
1LMH-J479-4YL3	AHS-CELL PHONE HOLDER	08/16/2024	93.66		
	EQUIPMENT-CAP FAC--OPER CAP			05 E 005 850 000 302 530	93.66
1LNG-RPHT-VKR9	APEF GRANT - LUNCH BUNCH (MARREEL)	08/19/2024	145.53		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 155 203 000 000 430	6.08
	INSTRUCTL SUPPLIES-GEN SPED--APEF GRANT			01 E 155 400 000 097 430	139.45
1LNG-RPHT-YHKL	SUMNER EL TEACHERS-APEF GRANT-MAKING TH MOST OF ML LEARNING	08/19/2024	36.61		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 155 203 000 097 430	36.61
1LP9-VHKC-939M	STUDENT COUNCIL HOMECOMING SUPPLIES	08/22/2024	69.99		
	SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA			88 E 310 298 053 301 401	69.99
1LW3-Y9YL-7K7T	APEF GRANT - EMILY HOVLAND BOOKS	07/31/2024	52.47		
	INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT			01 E 310 211 210 097 430	52.47
1LYD-LG66-96PH	APEF GRANT-NEVELN PLAY MATERIALS AND RESOURCES-KATIE KELLER	08/13/2024	60.15		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 125 203 000 097 430	60.15
1M3V-VXV4-G7FK	SUMNER EL TEACHERS-APEF GRANT-MAKING TH MOST OF ML LEARNING	08/17/2024	14.42		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 155 203 000 097 430	14.42

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AP Run: T250301 — Post Date: 2024-09-03 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54852	Check	AMAZON BUSINESS	11,632.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1MWP-K4N7-GK33	AHS-CELL PHONE HOLDER	08/21/2024	107.04		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	107.04
1MY6-K3JN-RY36	AHS-CELL PHONE HOLDER	08/19/2024	13.38		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	13.38
1N9G-QDVQ-N6MT	AHS-CELL PHONE HOLDER	08/18/2024	13.38		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	13.38
1N9G-QDVQ-XXFY	SUMNER EL TEACHERS-APEF GRANT-MAKING TH EMOST OF ML LEARNING	08/19/2024	160.00		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 155 203 000 097 430	160.00
1QGN-7LTM-9QGY	STUDENT COUNCIL HOMECOMING SUPPLIES	08/15/2024	65.90		
	SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA			88 E 310 298 053 301 401	65.90
1QKK-WGJM-7WDD	STUDENT COUNCIL HOMECOMING SUPPLIES	08/22/2024	69.99		
	SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA			88 E 310 298 053 301 401	69.99
1QN1-61X1-3NNW	AHS-CELL PHONE HOLDER	08/14/2024	107.04		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	107.04
1QN1-61X1-3TJ4	APEF GRANT-NEVELN PLAY MATERIALS AND RESOURCES-KATIE KELLER	08/14/2024	97.72		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 125 203 000 097 430	97.72
1QW9-GJD7-1DTH	AHS-CELL PHONE HOLDER	08/14/2024	80.28		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	80.28
1R7L-JWK1-3P1T	AHS-CELL PHONE HOLDER	08/14/2024	40.14		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	40.14
1R99-MJWX-6KRY	AHS-CELL PHONE HOLDER	08/16/2024	26.76		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	26.76
1RL9-3RCP-96GN	CULTURALLY RESPONSIVE SCHOOL LEADERSHIP BOOKS	08/28/2024	994.00		
		GEN SUPPLIES-SCHOOL BOARD--		01 E 005 010 000 000 401	994.00
1RLK-9GHG-L4HM	AHS-CELL PHONE HOLDER	08/18/2024	53.52		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	53.52

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54852	Check	AMAZON BUSINESS	11,632.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1RWR-XTXM-9M97	AHS-CELL PHONE HOLDER	08/15/2024	107.04		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	107.04
1V1L-Q4JN-FMVM	PLASTIC SLEEVES FOR FUNCTIONAL PHONICS	08/21/2024	149.90		
		GENERAL SUPPLIES-CURRICULUM--LITERACY INCENTIVE		01 E 005 610 000 312 401	149.90
1V37-6CFT-F9QN	AHS-CELL PHONE HOLDER	08/21/2024	107.04		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	107.04
1V6X-X31N-1MQH	APEF GRANT-NEVELN PLAY MATERIALS AND RESOURCES-KATIE KELLER	08/13/2024	336.39		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 125 203 000 097 430	336.39
1VXL-J7HJ-QHHP	APEF GRANT - EMILY HOVLAND BOOKS	07/29/2024	151.84		
		INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT		01 E 310 211 210 097 430	151.84
1WP1-LF3M-1L4X	AHS/ELLIS SAFETY GLASSES	08/12/2024	1,750.00		
		GEN SUPPLIES-LTFM--PHYSICAL HAZARDS		05 E 005 865 000 347 401	1,750.00
1WRP-J46Q-GWL9	AHS-CELL PHONE HOLDER	08/21/2024	120.42		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	120.42
1XC9-4P7M-MG3Y	STUDENT COUNCIL HOMECOMING SUPPLIES	08/23/2024	176.71		
		SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA		88 E 310 298 053 301 401	176.71
1XXP-1XXL-DKVB	APEF GRANT - EMILY HOVLAND BOOKS	08/01/2024	79.63		
		INST SUPPLIES-SECONDARY-PACKER PROFILE-APEF GRANT		01 E 310 211 210 097 430	79.63
1Y77-1RK7-WCHQ	OTTER BOX FOR I PAD	08/25/2024	61.99		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-		01 E 310 292 100 000 401	61.99
1Y9M-6FM6-MCNG	OT MATERIALS	08/18/2024	99.89		
		INDIV INST SUPPLIES-ECSE-PR YR-IDEA SEC 619		01 E 120 412 011 420 433	99.89
1YJG-LHLD-7MPK	APEF GRANT - PATTY SCHAFFER STEM	07/25/2024	64.79		
		INST SUPPLIES-SCIENCE--APEF GRANT		01 E 185 260 000 097 430	64.79
1YWY-CNPC-1XPC	AHS-CELL PHONE HOLDER	08/14/2024	120.42		
		EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	120.42

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Check Date	Check Number	Payment Type	Name	Check Amount
09/03/2024	54853	Check	ANCOM COMMUNICATIONS	4,485.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
123215	B & G BATTERY	08/15/2024	405.00	
		BATTERY REPLACEMENT-OPERATIONS--	01 E 005 810 000 000 411	405.00
123217	NEW RADIOS FOR NEVELN	08/15/2024	4,080.00	
		GEN SUPPLIES-OTH SCH SAFETY--SAFE SCHLS	01 E 005 718 000 342 401	4,080.00
09/03/2024	54854	Check	APPLE COMPUTER INC	1,528.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
MB03009932	IPAD PRO	08/06/2024	1,199.00	
		EQUIPMENT-CAP FAC--OPER CAP	05 E 005 850 000 302 530	1,199.00
MB04336346	IPAD	08/12/2024	329.00	
		NON-INST TECH DEVICE-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 465	329.00
09/03/2024	54855	Check	AUTO VALUE AUSTIN	23.99
Invoice Number	Description	Invoice Date	Invoice Amount	Account
46480968	BLANKET PO FOR FY 2024-2025	08/14/2024	23.99	
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	23.99
09/03/2024	54856	Check	BERGER, SHEILA K	31.56
Invoice Number	Description	Invoice Date	Invoice Amount	Account
082824	MILEAGE REIM.	08/28/2024	31.56	
		TRAVEL CONV & CONF-ED SERVICES--	01 E 005 030 000 000 366	31.56
09/03/2024	54857	Check	CAPTURE VIDEO LLC	5,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
2920	MOTION GRAPHICS VIDEO	07/31/2024	5,000.00	
		COMMUNICATION SVCS-OTH SCH SAFETY--SAFE SCHOOLS	01 E 005 718 000 342 320	5,000.00
09/03/2024	54858	Check	CESO HR LLC	525.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
1483	HR PRACTITIONER SUPPORT JULY 2024	08/13/2024	525.00	
		FEES FOR SERVICES-PERSONNEL--	01 E 005 160 000 000 305	525.00

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Check Date	Check Number	Payment Type	Name	Check Amount
09/03/2024	54859	Check	CITY OF AUSTIN	166.33
Invoice Number	Description	Invoice Date	Invoice Amount	Account
21674	DISCOVER SUMMER AD	07/30/2024	166.33	
			FEEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305
				166.33
09/03/2024	54860	Check	ELECTRONIC AND KEYBOARD SERVICE	125.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
2348	PIANO TUNING	08/19/2024	125.00	
			REPAIR & MAINT SVCS-MUSIC--	01 E 310 258 000 000 350
				125.00
09/03/2024	54861	Check	EO JOHNSON BUSINESS TECH	102.71
Invoice Number	Description	Invoice Date	Invoice Amount	Account
INV1582074	FOOD SERVICE LOANER	07/30/2024	102.71	
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401
				102.71
09/03/2024	54862	Check	GLOBAL INDUSTRIAL EQUIPMENT	1,151.66
Invoice Number	Description	Invoice Date	Invoice Amount	Account
122257613	KELLER/LEATHERS - APEF - BOLTLESS SHELF TRUCK (SOUTHGATE PLAY CENTER MATERIALS AND RESOURCES)	08/15/2024	439.75	
			INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	01 E 145 203 000 097 430
				439.75
122257625	DIVIDERS	08/15/2024	711.91	
			GEN SUPPLIES-SPED AGG--IDEA-611	01 E 005 420 000 419 401
				711.91
09/03/2024	54863	Check	GOPHER SPORT	4,570.48
Invoice Number	Description	Invoice Date	Invoice Amount	Account
IN392704	APEF GRANT-BEAN BAG BOARD SETS-ADAM TREINEN	08/16/2024	644.40	
			INST SUPPLIES-HEALTH/PE--APEF GRANT	01 E 125 240 000 097 430
				644.40
IN392739	WEIS - APEF GRANT - PORTABLE BASKETBALL SYSTEM	08/16/2024	1,946.47	
			INSTRUCTL SUPPLIES-HLTH & PHY.ED.--APEF GRANT	01 E 145 240 000 097 430
				1,946.47
IN393341	TUMBLING MAT	08/16/2024	1,727.79	
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433
				1,727.79

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54863	Check	GOPHER SPORT	4,570.48	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
IN394432	CONES	08/16/2024	251.82		
			GEN SUPPLIES-ELEM ED--	01 E 125 203 000 000 401	251.82
09/03/2024	54864	Check	GUILLAUME, NICHELLE M	63.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
082724	COACHES ASSOCIATION FEE VOLLEYBALL	08/27/2024	63.50		
			DUES/MEMBERSHIP-GIRLS ATHL-VOLLEYBALL-	01 E 310 296 116 000 820	63.50
09/03/2024	54865	Check	HILL, ALLIE	50.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
000000055836	DOLLAR GENERAL REIM.	08/14/2024	50.00		
			INSTRUCTL SUPPLIES-ELEM ED--	01 E 155 203 000 000 430	50.00
09/03/2024	54866	Check	HOUGHTON MIFFLIN COMPANY	3,271.20	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
956128288	CURRICULUM	08/13/2024	3,271.20		
			INSTRUCTL SUPPLIES-LEP--COMPENS	01 E 210 219 000 317 430	3,271.20
09/03/2024	54867	Check	HOVLAND, EMILY T	23.98	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
111-1777262-7601838	AMAZON REIM.	07/31/2024	23.98		
			SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA	88 E 310 298 053 301 401	23.98
09/03/2024	54868	Check	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT*	15,750.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
00054189	PROFESSIONAL SERVICES PROJECT 202410314	08/13/2024	15,750.00		
			CONSULTING FEES/FEES FOR SVCS-LTFM--HAZARDOUS SUBS	05 E 005 865 000 358 305	15,750.00
09/03/2024	54869	Check	LAKEVILLE SOUTH COUGAR BOOSTER CLUB	210.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2402	LAKEVILLE SOUTH INVITE ROUTINES	08/17/2024	210.00		
			ENTRY FEES/STDT TRVL-GIRLS ATHL-DANCE TEAM	01 E 310 296 112 000 369	210.00

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09/03/2024	54870	Check	M J O'CONNOR INC	4,487.65	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
48200	SOUTHGATE TOILET FLANGES	08/07/2024	2,279.40		
			REPAIR/MAINTENANCE-LTFM--PLUMBING	05 E 005 865 000 381 350	2,279.40
48324	AHS WALK IN FREEZER	08/14/2024	1,103.50		
			REPAIR & MAINT SVCS-FOOD SVC--NSLP	02 E 005 770 000 701 350	1,103.50
48350	SOUTHGATE FLOOR DRAIN	08/07/2024	1,104.75		
			REPAIR/MAINTENANCE-LTFM--PLUMBING	05 E 005 865 000 381 350	1,104.75
09/03/2024	54871	Check	MARTIN BROS DISTRIBUTING CO	645.98	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1659702	CONCESSION ITEMS	08/22/2024	645.98		
			COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619	645.98
09/03/2024	54872	Check	MASA	860.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
21-49150	MASA MEMBERSHIP KATIE BASKIN	07/01/2024	860.00		
			DUES & MEMBERSHIPS-ED SERVICES--	01 E 005 030 000 000 820	860.00
09/03/2024	54873	Check	MATYAS, STEVE	68.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
120602896693	ELECTRICAL TRAINING CONT. ED	08/20/2024	49.00		
			TRAVEL CONV & CONF-OPERATIONS--	01 E 005 810 000 000 366	49.00
IMS4119685	REGISTERED UNLICENCED ELECTRICIAN	08/20/2024	19.00		
			DUES & MEMBERSHIPS-OPERATIONS--	01 E 005 810 000 000 820	19.00
09/03/2024	54874	Check	MINNESOTA DEPT OF LABOR & INDUSTRY	100.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
ALR0164687X	ELEVATOR ANNUAL OPERATING FEE IJ HOLTON	08/26/2024	100.00		
			FEEES FOR SERVICES-OPERATIONS--	01 E 005 810 000 000 305	100.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54875	Check	MK MUSIC REPAIR	1,754.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
31509	TRUMPET REPAIR	07/02/2024	57.81		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	57.81
31515	CLARINET REPAIR	07/02/2024	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
31521	FLUTE REPAIR	07/03/2024	25.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	25.20
31522	BASS CLARINET REPAIR	07/03/2024	29.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	29.20
31523	ALTO SAXOPHONE REPAIR	07/03/2024	21.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	21.20
31526	EUPHONIUM REPAIR	07/05/2024	126.73		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	126.73
31528	CLARINET REPAIR	07/05/2024	121.14		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	121.14
31530	TUBA REPAIR	07/08/2024	136.79		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	136.79
31532	FRENCH HORN REPAIR	07/08/2024	72.18		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	72.18
31535	PICCOLO REPAIR	07/08/2024	66.73		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	66.73
31540	TUBA REPAIR	07/09/2024	136.79		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	136.79
31731	MELLOPHONE REPAIR	08/08/2024	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
31732	MELLOPHONE REPAIR	08/08/2024	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
31735	MELLOPHONE REPAIR	08/08/2024	68.68		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	68.68

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09/03/2024	54875	Check	MK MUSIC REPAIR	1,754.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
31736	MARCHING BARITO REIM.	08/08/2024	82.68		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	82.68
31740	TUBA REPAIR	08/09/2024	136.79		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	136.79
31741	TUBA REPAIR	08/09/2024	147.83		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	147.83
31742	TUBA REPAIR	08/09/2024	136.79		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	136.79
31747	TUBA REPAIR	08/09/2024	136.79		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	136.79
31751	BARI SAXOPHONE REPAIR	08/10/2024	21.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	21.20
31752	CONTRA-BASS CLARINET REPAIR	08/10/2024	37.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	37.20
31753	BARI SAXOPHONE REPAIR	08/10/2024	34.96		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	34.96
31755	BASS CLARINET REPAIR	08/10/2024	29.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	29.20
31756	TENOR SAXOPHONE REPAIR	08/10/2024	21.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	21.20
31757	BARI SAXOPHONE REPAIR	08/10/2024	22.81		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	22.81
31759	BASS CLARINET REPAIR	08/10/2024	33.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	33.20
09/03/2024	54876	Check	MN NCPERS GROUP LIFE INSURANCE	336.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
107200092024	MN NCPERS GROUP LIFE INSURANCE bill for August 2024	08/01/2024	336.00		
		PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE		01 L 215 20	336.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54877	Check	MSBA	885.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV-10812-T1H3L8	SUMMER SEMINAR REGISTRATION JOEY PAGE	08/14/2024	295.00		
	TRAVEL CONV & CONF-SUPERINTENDENT--			01 E 005 020 000 000 366	295.00
INV-10837-D3Z1X1	SUMMER SEMINAR REGISTRATION DON LEATHERS	08/14/2024	295.00		
	TRAVEL CONV & CONF-SCHOOL BOARD--			01 E 005 010 000 000 366	295.00
INV-10853-L6R3N1	SUMMER SEMINAR REGISTRATION CECE KROC	08/14/2024	295.00		
	TRAVEL CONV & CONF-SCHOOL BOARD--			01 E 005 010 000 000 366	295.00
09/03/2024	54878	Check	MYSTERY SCIENCE	425.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
263360	NEW DOMINION SCHOOL MEMBERSHIP	08/23/2024	425.00		
	INST SOFTWARE LIC-TITL I-NEG/DELINQUENT-TITLE I-A			01 E 450 216 636 401 406	425.00
09/03/2024	54879	Check	PALMER BUS SERVICE	29,469.46	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV12101	SUMMER SCHOOL JULY	07/31/2024	26,279.40		
	TRANS CNTRCT<25K-TRANS-4TH PR YR-ESSER III 90% LL			01 E 220 760 014 161 360	25,000.00
	TRAN CTRT<25K-TRANS-4TH PR YR-ESSER III 90% LL			01 E 220 760 014 161 364	1,279.40
INV12111	BANFIELD SUMMER SCHOOL	07/31/2024	473.80		
	TRAN CTRT<25K-TRANS-4TH PR YR-ESSER III 90% LL			01 E 220 760 014 161 364	473.80
INV12112	IJ SUMMER SCHOOL	07/31/2024	592.25		
	TRAN CTRT<25K-TRANS-4TH PR YR-ESSER III 90% LL			01 E 220 760 014 161 364	592.25
INV12113	KIDS KORNER	07/31/2024	2,005.56		
	PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED			04 E 500 570 404 321 394	2,005.56
INV12114	MORE THAN PINK	07/31/2024	118.45		
	TRANSPORTATION-SUMMER-MORE THAN PINK-COM ED			04 E 500 540 540 321 360	118.45
09/03/2024	54880	Check	PAULY, ANGIE	15.05	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
04257009045450052 9	WALMART REIM.	08/18/2024	15.05		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 145 203 000 000 430	15.05

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09/03/2024	54881	Check	PEPSI-COLA OF ROCHESTER	812.60		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9378671	CONCESSION BEVERAGE		08/21/2024	812.60		
			COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.		11 R 000 292 000 147 619	812.60
09/03/2024	54882	Check	RATWIK ROSZAK & MALONEY PA	2,226.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
77031	LEGAL EXPENSES JULY 2024		08/01/2024	2,226.00		
			LEGAL SERVICES-SCHOOL BOARD--		01 E 005 010 000 000 313	1,696.00
			LEGAL SERVICES-BUSINESS OFFICE--		01 E 005 110 000 000 313	530.00
09/03/2024	54883	Check	RENT 'N SAVE PORTABLE SERVICES	225.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
78567	DISTRICT-PORTABLE REST ROOMS		07/01/2024	225.00		
			REFUSE REMOVAL-OPERATIONS--		01 E 005 810 000 000 332	225.00
09/03/2024	54884	Check	RISK PROGRAM ADMINISTRATORS	30,654.40		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
5227651	CRISIS PROTECT BINDER		07/29/2024	30,654.40		
			PROPERTY & INSURANCENSURANCE-INSURANCE		-- 01 E 005 940 000 000 340	30,654.40
09/03/2024	54885	Check	ROLLIE, JILL M	30.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
134408131042	HOBBY LOBBY REIM.		08/13/2024	30.00		
			GEN SUPPLIES-ELEM ED--		01 E 155 203 000 000 401	30.00
09/03/2024	54886	Check	RUNNINGS SUPPLY INC.	422.54		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
3597167	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025		08/01/2024	199.99		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	199.99
3597799	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025		08/02/2024	199.99		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	199.99
3600099	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025		08/05/2024	22.56		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	22.56

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09/03/2024	54887	Check	RYDIN DECAL	643.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
PS-INV122733	STAFF PARKING PASSES		08/19/2024	643.00		
			GEN SUPPLIES-SEC-AHS-POP/VENDING		11 E 310 211 040 100 401	643.00
09/03/2024	54888	Check	SANCO EQUIPMENT	78,012.25		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
ES2003659	GROUNDS EQUIPMENT		07/18/2024	78,012.25		
			EQUIPMENT-CAP FAC--OPER CAP		05 E 005 850 000 302 530	78,012.25
09/03/2024	54889	Check	SHERWIN WILLIAMS CO	1,730.16		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1949-1	DISTRICT PAINT SUPPLIES		07/03/2024	764.31		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	764.31
2537-3	DISTRICT PAINT SUPPLIES		07/23/2024	74.40		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	74.40
2613-2	DISTRICT PAINT SUPPLIES		07/25/2024	227.31		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	227.31
2719-7	DISTRICT PAINT SUPPLIES		07/29/2024	27.96		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	27.96
2723-9	DISTRICT PAINT SUPPLIES		07/29/2024	20.95		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	20.95
2869-0	DISTRICT PAINT SUPPLIES		08/01/2024	549.78		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	549.78
3059-7	DISTRICT PAINT SUPPLIES		08/07/2024	37.96		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	37.96
5554-0	DISTRICT PAINT SUPPLIES		07/25/2024	27.49		
			GENERAL SUPPLIES-LTFM--INTERIOR SURFACES		05 E 005 865 000 379 401	27.49
09/03/2024	54890	Check	SHI	5,275.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
B18674206	ADOBE LAB LICENSING FOR AHS		08/12/2024	2,450.00		
			NON-INST SOFTWARE LIC-BUSINESS OFFICE--		01 E 005 110 000 000 405	147.00

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Check Date	Check Number	Payment Type	Name	Check Amount
09/03/2024	54890	Check	SHI	5,275.00
	Invoice Number	Description	Invoice Date Invoice Amount Account	Amount
			NON-INST SOFTWARE LIC-PERSONNEL-- 01 E 005 160 000 000 405	122.50
			INST SOFTWARE LIC-ART-- 01 E 310 212 000 000 406	2,180.50
B18680437	ELLIS ADOBE RENEWAL		08/13/2024 2,450.00	
			INST SOFTWARE LIC-SEC-- 01 E 210 211 000 000 406	2,450.00
B18688500	SCANSNAP		08/15/2024 375.00	
			NON INST TECH SUPPLY-HEALTH SVCS-- 01 E 005 720 000 000 455	375.00
09/03/2024	54891	Check	SOLIANT HEALTH LLC	3,075.60
	Invoice Number	Description	Invoice Date Invoice Amount Account	Amount
	21012489	SLP CONTRACTED SVC 8/19-8/22	08/25/2024 3,075.60	
			PMT FOR ED PURP-SPED AGG--STATE SPED 01 E 005 420 000 740 394	3,075.60
09/03/2024	54892	Check	SOUTHERN MN INSPECTIONS CO	972.82
	Invoice Number	Description	Invoice Date Invoice Amount Account	Amount
	23820	ELLIS PERIODIC HOOP INSPECTION	08/08/2024 972.82	
			REPAIR/MAINTENANCE-LTFM--PHYSICAL HAZARDS 05 E 005 865 000 347 350	972.82
09/03/2024	54893	Check	SOUTHWEST/WEST CENTRAL SERVICE COOP	50.00
	Invoice Number	Description	Invoice Date Invoice Amount Account	Amount
	76514	24-25 MEMBERSHIP DUES	07/31/2024 50.00	
			DUES & MEMBERSHIPS-ADM TECH SRV-- 01 E 005 108 000 000 820	50.00
09/03/2024	54894	Check	STAPLES, INC	26,787.60
	Invoice Number	Description	Invoice Date Invoice Amount Account	Amount
	6006628640	DISTRICT PAPER ORDER FY 2024-2025	07/12/2024 26,787.60	
			WAREHOUSE -BUSINESS OFFICE-- 01 E 005 110 000 000 499	26,787.60
6008518477	DISTRICT PAPER ORDER FY 2024-2025		08/02/2024 26,787.60	
			WAREHOUSE -BUSINESS OFFICE-- 01 E 005 110 000 000 499	26,787.60
6008518478	DISTRICT PAPER ORDER FY 2024-2025		08/02/2024 -26,787.60	
			WAREHOUSE -BUSINESS OFFICE-- 01 E 005 110 000 000 499	-26,787.60

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54895	Check	SUMMIT FIRE PROTECTION	3,586.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2479405	HOOD INSPECTIONS	08/19/2024	624.00		
		FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	624.00
2479417	HOOD INSPECTIONS	08/19/2024	280.50		
		FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	280.50
2479826	HOOD INSPECTIONS	08/19/2024	1,095.00		
		FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	1,095.00
2479837	HOOD INSPECTIONS	08/19/2024	825.00		
		FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	825.00
2480899	HOOD INSPECTIONS	08/19/2024	429.50		
		FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	429.50
2480909	HOOD INSPECTIONS	08/19/2024	332.50		
		FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	332.50
09/03/2024	54896	Check	THE MASTER TEACHER INC	72.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
116804310	SCHOOL BOARD RECOGNITION	08/20/2024	72.90		
		GEN SUPPLIES-SCHOOL BOARD--		01 E 005 010 000 000 401	72.90
09/03/2024	54897	Check	TOBII DYNAVOX LLC	99.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV00480866	BOARDMAKER PERSONAL, 1 YEAR	08/14/2024	99.00		
		INST SOFTWARE LIC-SPED AGG--STATE SPED		01 E 005 420 000 740 406	99.00
09/03/2024	54898	Check	UPLIFT DESK	1,102.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV1871482	STANDING DESK	08/09/2024	1,102.00		
		EQUIPMENT-SEC--OPER CAP		05 E 310 211 000 302 530	1,102.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54899	Check	WEIS, SARAH L	58.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
072524	COACH ASSOCIATION DUES REIM.	07/25/2024	58.50		
	DUES/MEMBERSHIP-GIRLS ATHL-GYMNASTICS			01 E 310 296 106 000 820	58.50
Total:					\$243,594.08

T250301 Summary

Type	Count	Amount
Regular	48	243,594.08
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	48	\$243,594.08

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	5000002014		ABLENET INC*	895.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
CI320749	DOOLEY - APEF - ADAPTIVE KEYBOARDS AND TOOLS	08/19/2024	895.00		
	INSTRUCTL SUPPLIES-GEN SPED--APEF GRANT			01 E 145 400 000 097 430	895.00
09/03/2024	5000002015		ARROW PRINTING*	819.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
72413	SPED PRINTING	08/16/2024	301.00		
	GEN SUPPLIES-ECSE-PR YR-IDEA SEC 619			01 E 120 412 011 420 401	301.00
72414	SPED PRINTING	08/16/2024	243.60		
	GEN SUPPLIES-SPED AGG--IDEA-611			01 E 005 420 000 419 401	243.60
72415	SPED PRINTING	08/16/2024	275.00		
	GEN SUPPLIES-SPED AGG--IDEA-611			01 E 005 420 000 419 401	275.00
09/03/2024	5000002016		AUSTIN ELECTRIC*	1,195.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2400798	WOODSON	08/02/2024	1,195.00		
	BUILDING IMPROVEMENT-GEN COM ED--COM ED			04 E 500 505 000 321 522	1,195.00
09/03/2024	5000002017		DIAMOND RIDGE PRINTING*	248.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
52721	ENVELOPES FOOD SERVICE	07/25/2024	248.00		
	GEN SUPPLIES-FOOD SVC--NSLP			02 E 005 770 000 701 401	248.00
09/03/2024	5000002018		GAMES PEOPLE PLAY*	1,000.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
7086-2	CHEER TEAM SWEATSHIRTS	08/22/2024	1,000.00		
	SUPPLIES & MATERIALS-EXT CUR-CHEERADERS-SA			88 E 310 298 013 301 401	1,000.00
09/03/2024	5000002019		LAKESHORE LEARNING MATERIALS*	3,358.26	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
760355081324	APEF GRANT-NEVELN PLAY MATERIALS AND RESOURCES-KATIE KELLER	08/13/2024	3,358.26		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 125 203 000 097 430	3,358.26

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Check Date	Check Number	Payment Type	Name	Check Amount		
09/03/2024	5000002020		MECA SPORTSWEAR*	611.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
SIP251760	BAND PATCHES		07/02/2024	611.00		
			GEN SUPPLIES-MUSIC-AHS-BAND		11 E 310 258 040 132 401	611.00
09/03/2024	5000002021		METRO SALES INC*	5,438.88		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
INV2586245	24-25 COPIER OVERAGES		08/19/2024	2,518.31		
			REPAIR & MAINT SVCS-SUPERINTENDENT--		01 E 005 020 000 000 350	7.89
			REPAIR & MAINT SVCS-BUSINESS OFFICE--		01 E 005 110 000 000 350	858.58
			REPAIR & MAINT SVCS-OPERATIONS--		01 E 005 810 000 000 350	37.46
			REPAIR & MAINT SVCS-ELEM ED--		01 E 105 203 000 000 350	436.65
			REPAIR & MAINT SVCS-ELEM ED--		01 E 125 203 000 000 350	128.52
			REPAIR & MAINT SVCS-ELEM ED--		01 E 145 203 000 000 350	186.35
			REPAIR & MAINT SVCS-ELEM ED--		01 E 155 203 000 000 350	170.69
			REPAIR & MAINT SVCS-ELEM ED--		01 E 185 203 000 000 350	418.12
			REPAIR & MAINT SVCS-SEC--		01 E 210 211 000 000 350	137.99
			REPAIR & MAINT SVCS-SEC--		01 E 310 211 000 000 350	136.06
INV2586885	24-25 AHS COPIER SN: 4021C600362		08/19/2024	343.67		
			REPAIR & MAINT SVCS-SEC--		01 E 310 211 000 000 350	18.67
			PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	325.00
INV2586886	24-25 WOODSON COPIER SN: 4021C900277		08/19/2024	388.36		
			REPAIR/MAINT-GEN COM ED--COM ED		04 E 500 505 000 321 350	52.36
			PRINCIPAL ON CAP LEASE-ECFE--ECFE		04 E 500 580 000 325 580	336.00
INV2586887	24-25 AHS COPIER SN: 4021C600318		08/19/2024	380.92		
			REPAIR & MAINT SVCS-SEC--		01 E 310 211 000 000 350	55.92
			PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	325.00
INV2586888	24-25 ELLIS COPIER LEASE SN: 4041C900204		08/19/2024	527.74		
			REPAIR & MAINT SVCS-SEC--		01 E 210 211 000 000 350	26.74
			PRINCIPAL ON CAP LEASE-SEC--		01 E 210 211 000 000 580	501.00

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09/03/2024	5000002021		METRO SALES INC*	5,438.88	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV2586889	24-25 ED SERVICES COPIER SN: 4441RB00446	08/19/2024	215.04		
				REPAIR & MAINT SVCS-ED SERVICES-- 01 E 005 030 000 000 350	5.04
				PRINCIPAL ON CAP LEASE-ED SERVICES-- 01 E 005 030 000 000 580	210.00
INV2586890	24-25 AHS COPIERS LEASE	08/19/2024	1,064.84		
				REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	30.95
				PRINCIPAL ON CAP LEASE-SEC-- 01 E 310 211 000 000 580	1,033.89
09/03/2024	5000002022		OFFICE DEPOT*	51.19	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
378404088001	SUPPLIES FOR T & L COACHES	08/22/2024	51.19		
				GEN SUPPLIES-ED SERVICES-- 01 E 005 030 000 000 401	51.19
09/03/2024	5000002023		SCAN AIR FILTER INC*	205.34	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
162108	DISTRICT AIR FILTERS	08/12/2024	35.16		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	35.16
162109	DISTRICT AIR FILTERS	08/12/2024	170.18		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	170.18
09/03/2024	5000002024		STATE SUPPLY CO*	737.58	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
682499	FY 2024-2025 MAINTENANCE SUPPLIES-BLANKET	07/17/2024	737.58		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	737.58
09/03/2024	5000002025		THE BOOMERANG PROJECT, INC*	7,683.45	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
33509	LINK CREW TRAINING/ 9TH GRADE ORIENTATION	07/01/2024	7,683.45		
				CONSULTING FEES-EXT CUR-AHS SUP PRO HRML GRANT 01 E 310 298 488 000 305	7,683.45

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	5000002026		VOYAGER SOPRIS LEARNING*	7,696.40	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
7975398	CLASSROOM MATERIALS	07/04/2024	7,421.40		
			INST SOFTWARE LIC-SPED AGG--STATE SPED	01 E 005 420 000 740 406	6,372.00
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433	1,049.40
7975399	CLASSROOM MATERIALS	07/04/2024	275.00		
			INST SOFTWARE LIC-SPED AGG--STATE SPED	01 E 005 420 000 740 406	275.00
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433	0.00
				Total:	\$29,939.70

CB250301 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	13	29,939.70
Total:	13	\$29,939.70

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AP Run: PC250201 — Post Date: 2024-08-05 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount		
08/05/2024	6000001678	Wire Transfer	ALDI	304.84		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
472/076/001/004	KIDS KORNER MORE THAN PINK		07/17/2024	304.84		
			FOOD-SUMMER-MORE THAN PINK-COM ED		04 E 500 540 540 321 490	304.84
08/05/2024	6000001679	Wire Transfer	CHILD CARE RESOURCE & REFERRAL	80.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1673-6890	KIDS KORNER EVENT REGISTRATION		07/24/2024	10.00		
			TRAVEL CONV & CONF-KIDS KORNER--COM ED		04 E 500 570 000 321 366	10.00
1774-3988	KIDS KORNER EVENT REGISTRATION		07/23/2024	70.00		
			TRAVEL CONV & CONF-KIDS KORNER--COM ED		04 E 500 570 000 321 366	70.00
08/05/2024	6000001680	Wire Transfer	CMC NEPTUNE LLC	2,175.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
18228	GAMETIME		07/17/2024	2,175.00		
			NON INST SOFTWARE-BOYS/GIRLS ATHL-ATH GEN-OP CAP		05 E 310 292 100 302 405	2,175.00
08/05/2024	6000001681	Wire Transfer	CROWN AWARDS	372.69		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
37334701	MORE THAN PINK		07/25/2024	400.14		
			GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED		04 E 500 540 540 321 401	400.14
37334701-C	MORE THAN PINK		07/25/2024	-27.45		
			GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED		04 E 500 540 540 321 401	-27.45
08/05/2024	6000001682	Wire Transfer	FACEBOOK	45.45		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
7809323839183472-79090176	ADS FOR COMMUNITY ED		07/22/2024	45.45		
			FEEES FOR SERVICES-GEN COM ED--COM ED		04 E 500 505 000 321 305	45.45
08/05/2024	6000001683	Wire Transfer	FAIRFIELD INN & SUITES	1,777.62		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
G3290	BAND HOTEL ROOMS		07/12/2024	1,777.62		
			STU TRV ALLOW/ENT FEE-MUSIC-AHS-BAND		11 E 310 258 040 132 369	1,777.62

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Check Date	Check Number	Payment Type	Name	Check Amount		
08/05/2024	6000001684	Wire Transfer	GODFATHER'S PIZZA*	77.41		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
072524#2	REGISTRATION SUPPORT LUNCH		07/26/2024	77.41		
			FOOD-PUPIL SUP--ACHIEVE/INT		01 E 005 790 000 313 490	77.41
08/05/2024	6000001685	Wire Transfer	GRINDER'S DELI	90.25		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
009901	SCHOOL BOARD RETREAT		07/09/2024	90.25		
			FOOD-SCHOOL BOARD--		01 E 005 010 000 000 490	90.25
08/05/2024	6000001686	Wire Transfer	HOLIDAY INN EXPRESS COON RAPIDS	0.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
154595	GIRLS GOLF HOTEL		07/12/2024	210.03		
			ENTRY FEES/STDT TRVL-GIRLS ATHL-GOLF-		01 E 310 296 114 000 369	210.03
154595-R	GIRLS GOLF ROOMS HOTEL		07/12/2024	-210.03		
			ENTRY FEES/STDT TRVL-GIRLS ATHL-GOLF-		01 E 310 296 114 000 369	-210.03
154596	GIRLS GOLF STATE HOTEL		07/12/2024	210.03		
			ENTRY FEES/STDT TRVL-GIRLS ATHL-GOLF-		01 E 310 296 114 000 369	210.03
154596-R	GIRLS GOLF STATE HOTEL		07/12/2024	-210.03		
			ENTRY FEES/STDT TRVL-GIRLS ATHL-GOLF-		01 E 310 296 114 000 369	-210.03
08/05/2024	6000001687	Wire Transfer	HOME DEPOT	425.88		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
28320001438860	ROLLING MITER SAW		07/22/2024	247.03		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	247.03
28320005104591	RIGID TOOLS		07/15/2024	178.85		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	178.85
08/05/2024	6000001688	Wire Transfer	KASSON AQUATIC CENTER	259.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
871015	KIDS KORNER FIELD TRIP		07/08/2024	259.00		
			PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED		04 E 500 570 404 321 394	259.00

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Check Date	Check Number	Payment Type	Name			Check Amount
08/05/2024	6000001689	Wire Transfer	KULLY SUPPLY			522.55
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
649642	HVAC SLOAN HANDLE		07/12/2024	119.95		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	119.95
649656	HVAC ELKAY GREEN SPRING KIT		07/12/2024	141.70		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	141.70
651743	HVAC LDIM		07/17/2024	260.90		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	260.90
08/05/2024	6000001690	Wire Transfer	KWIK TRIP CREDIT DEPT			50.08
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
072224	UHAUL FUEL		07/22/2024	50.08		
			GAS/OIL & GREASE-OPERATIONS--		01 E 005 810 000 000 442	50.08
08/05/2024	6000001691	Wire Transfer	LITERACY ACTION NETWORK			660.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
0017	SUMMER INSTITUTE REGISTRATION KRISTY ROONEY		07/26/2024	660.00		
			TRAVEL CONV & CONF-ABE--STATE ABE		04 E 500 520 000 322 366	660.00
08/05/2024	6000001692	Wire Transfer	MINNESOTA DEPARTMENT OF HEALTH			195.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2024-3831295	BIRTH DATA REPORT		07/17/2024	195.00		
			FEES FOR SERVICES-EC SCREENING--PRESCH SCREENING		04 E 500 583 000 354 305	195.00
08/05/2024	6000001693	Wire Transfer	MINNSPRA			250.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
070324	BASKIN & MAYERS MEMBERSHIP		07/03/2024	250.00		
			DUES & MEMBERSHIPS-ED SERVICES--		01 E 005 030 000 000 820	125.00
			DUES/MEMBERSHIP-OTH ADMIN SUP--		01 E 005 107 000 000 820	125.00

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Check Date	Check Number	Payment Type	Name	Check Amount
08/05/2024	6000001694	Wire Transfer	MN STATE HIGH SCHOOL LEAGUE	685.44
Invoice Number	Description	Invoice Date	Invoice Amount	Account
5435	FALL 2024 RULE BOOKS, SCOREBOOKS, CASE STUDIES	07/03/2024	485.44	
			GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401
9988046159	HEAD COACH COURSES ROBIN DECLERCQ	07/11/2024	200.00	
			TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366
08/05/2024	6000001695	Wire Transfer	NIAAA	580.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
40462142	CONFERENCE REGISTRATIONS KATIE CARTER	07/11/2024	285.00	
			TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366
40462142-2	CONFERENCE REGISTRATIONS KATIE CARTER	07/11/2024	295.00	
			TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366
08/05/2024	6000001696	Wire Transfer	PRECISION SIGNS	757.15
Invoice Number	Description	Invoice Date	Invoice Amount	Account
50013	PVC PANELS	07/26/2024	757.15	
			GENERAL SUPPLIES-OTH COMM PRG--COM ED	04 E 500 590 000 321 401
08/05/2024	6000001697	Wire Transfer	PROCARE SOLUTIONS	79.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
PYMT754108	JULY 2024-JUNE 2025 MONTHLY PAYMENTS FOR KIDS KORNER SOFTWARE ON BMO CREDIT CARD	07/25/2024	79.00	
			NON-INST SOFTWARE LIC-KIDS KORNER--COM ED	04 E 500 570 000 321 405
08/05/2024	6000001698	Wire Transfer	RATWIK ROSZAK & MALONEY PA	350.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
2487	TITLE IX COMPLIANCE TRAINING JOEY PAGE, KATIE BASKIN, & SUE STARK	07/12/2024	350.00	
			TRAVEL CONV & CONF-TCH TRNG-PRO DEV-TITLE II-A	01 E 005 204 640 414 366

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/05/2024	6000001699	Wire Transfer	REMIND101 INC	750.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2024-131045	REMIND SUBCRPTION	07/02/2024	750.00		
			NON-INST SOFTWARE LIC-KIDS KORNER--COM ED	04 E 500 570 000 321 405	750.00
08/05/2024	6000001700	Wire Transfer	SEATTLE MARRIOTT BELLEVUE	862.83	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
071124	DOUBLE CHARGE	07/11/2024	862.82		
			TRAVEL CONV/CONF-OTH ADMIN SUP--	01 E 005 107 000 000 366	862.82
244010406-R	NSPRA LODGING REFUND	07/17/2024	-575.21		
			TRAVEL CONV/CONF-OTH ADMIN SUP--	01 E 005 107 000 000 366	-575.21
244010406-R2	NSPRA LODGING REFUND	07/18/2024	-287.61		
			TRAVEL CONV/CONF-OTH ADMIN SUP--	01 E 005 107 000 000 366	-287.61
2445-10406	NSPRA CONFERENCE LODGING SCHMIT	07/11/2024	862.82		
			TRAVEL CONV/CONF-OTH ADMIN SUP--	01 E 005 107 000 000 366	862.82
244510406-3	LODGING CHARGE NSPRA CONFERENCE	07/19/2024	0.01		
			TRAVEL CONV/CONF-OTH ADMIN SUP--	01 E 005 107 000 000 366	0.01
08/05/2024	6000001701	Wire Transfer	STAR TRIBUNE	249.08	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
070924	ANNUAL RENEWAL	07/10/2024	249.08		
			FEES FOR SERVICES-SUPERINTENDENT--	01 E 005 020 000 000 305	249.08
08/05/2024	6000001702	Wire Transfer	SUPPLYHOUSE.COM	463.82	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
22557661	HVAC TECH PAC	07/10/2024	278.62		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	278.62
22558877	ASSEMBLY FILTER HEAD	07/10/2024	185.20		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	185.20

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/05/2024	6000001703	Wire Transfer	THE WESTIN BELLEVUE	1,242.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1000248096	NSPRA CONFERENCE LODGING MAYERS	07/19/2024	1,242.00		
	TRAVEL CONV/CONF-OTH ADMIN SUP--			01 E 005 107 000 000 366	1,242.00
08/05/2024	6000001704	Wire Transfer	TROPHY DEPOT	134.19	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2358660	HIGH DISTINCTION PLAQUES	07/16/2024	134.19		
	GEN SUPPLIES-GIFTED--GIFT/TA			01 E 005 218 000 388 401	134.19
08/05/2024	6000001705	Wire Transfer	U OF M CONTLEARNING	725.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
841768	UMTYMP REGISTRATION EBEN PEPPER	07/03/2024	725.00		
	PMT FOR ED PURP-GIFTED-HRML GT-YNG SCHOLARS			01 E 005 218 083 062 394	725.00
08/05/2024	6000001706	Wire Transfer	UHAUL	201.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
89471498	RENTAL FOR WOODSON MOVE	07/19/2024	201.70		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	201.70
08/05/2024	6000001707	Wire Transfer	VEIT DISPOSAL SYSTEMS	1,263.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0 A 7/8/24	SUMNER PLAYGROUND DISPOSAL	07/10/2024	421.00		
				SITE IMPR-ELEM-PLAYGROUND FD 1-	
				01 E 155 203 023 000 511	421.00
0A071124	SUMNER PLAYGROUND DISPOSAL	07/15/2024	421.00		
				SITE IMPR-ELEM-PLAYGROUND FD 1-	
				01 E 155 203 023 000 511	421.00
0A7/10/24	SUMNER PLAYGROUND DISPOSAL	07/12/2024	421.00		
				SITE IMPR-ELEM-PLAYGROUND FD 1-	
				01 E 155 203 023 000 511	421.00
08/05/2024	6000001708	Wire Transfer	WAL-MART CAPITAL ONE	93.36	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
04257000102920383 3	WINDOW BLINDS	07/15/2024	93.36		
				REPAIR SUPPLIES-OPERATIONS--	
				01 E 005 810 000 000 420	93.36

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Check Date	Check Number	Payment Type	Name	Check Amount
08/05/2024	6000001709	Wire Transfer	WESTFAX INC	129.35

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1460242	ONLINE FAX	07/01/2024	129.35		
		TELEPHONE-OPERATIONS--		01 E 005 810 000 000 320	39.80
		TELEPHONE-OPERATIONS--		01 E 105 810 000 000 320	9.95
		TELEPHONE-OPERATIONS--		01 E 145 810 000 000 320	9.95
		TELEPHONE-OPERATIONS--		01 E 155 810 000 000 320	9.95
		TELEPHONE-OPERATIONS--		01 E 185 810 000 000 320	9.95
		TELEPHONE-OPERATIONS--		01 E 210 810 000 000 320	9.95
		TELEPHONE-OPERATIONS--		01 E 310 810 000 000 320	29.85
		TELEPHONE-ECFE--ECFE		04 E 500 580 000 325 320	9.95

08/05/2024	6000001710	Wire Transfer	ZORO TOOLS INC.	156.42
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Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
23942482	HVAC SCREWDRIVER	07/15/2024	31.19		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	31.19
23959039	FLOOR FAN	07/16/2024	70.25		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	70.25
24042980	VAPOR TIGHT TEXTURE	07/24/2024	54.98		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	54.98

Total: \$16,008.11

PC250201 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	33	16,008.11
Epayables:	0	0.00
Total:	33	\$16,008.11

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54900	Check	A.F.S.C.M.E. COUNCIL 65	2,208.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AFL.08012024.D	AFL - AFSCM EMP AFL-C for 8/1/2024 P1	08/01/2024	412.09		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	408.62
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
AFL.08012024.D.a	AFL - AFSCM EMP AFL-C for 8/1/2024 Reg PR	08/01/2024	323.93		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	290.59
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
AFL.08152024.D	AFL - AFSCM EMP AFL-C for 8/15/2024 Reg PR	08/15/2024	736.02		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	699.21
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
AFL.08292024.D	AFL - AFSCM EMP AFL-C for 8/29/2024 Reg PR	08/29/2024	736.02		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	699.21
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
09/03/2024	54901	Check	AUSTIN EDUCATION ASSOCIATION	206.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEA ASF.08292024.D	AEA ASF - AEA ASF for 8/29/2024 Reg PR	08/29/2024	206.00		
	PAYROLL W/HOLDINGS-AEA DUES			01 L 215 16	201.00
	PAYROLL W/HOLDING-AEA DUES			04 L 215 16	5.00
09/03/2024	54902	Check	AUSTIN PUBLIC EDUCATION FOUNDATION	479.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEF.08012024.D	AEF - AUSTIN EDUC FOU for 8/1/2024 P1	08/01/2024	120.05		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	120.05

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	54902	Check	AUSTIN PUBLIC EDUCATION FOUNDATION	479.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEF.08012024.D.a	AEF - AUSTIN EDUC FOU for 8/1/2024 Reg PR	08/01/2024	36.62		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	25.62
	PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS			04 L 215 11	11.00
AEF.08152024.D	AEF - AUSTIN EDUC FOU for 8/15/2024 P1	08/15/2024	120.05		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	120.05
AEF.08152024.D.a	AEF - AUSTIN EDUC FOU for 8/15/2024 Reg PR	08/15/2024	36.62		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	25.62
	PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS			04 L 215 11	11.00
AEF.08292024.D	AEF - AUSTIN EDUC FOU for 8/29/2024 Reg PR	08/29/2024	165.67		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	154.67
	PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS			04 L 215 11	11.00
09/03/2024	54903	Check	AUSTIN PUBLIC SCHOOLS ISD 492	24,361.71	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DENFM.08012024.D	DENFM - FAMILY DENTAL1 for 8/1/2024 P1	08/01/2024	4,216.78		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	4,193.60
	PAYROLL W/HOLDING-DENTAL INS PAYABLE			04 L 215 08	23.18
DENFM.08012024.D. a	DENFM - FAMILY DENTAL1 for 8/1/2024 Reg PR	08/01/2024	1,434.47		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	1,258.24
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			02 L 215 08	72.46
	PAYROLL W/HOLDING-DENTAL INS PAYABLE			04 L 215 08	61.57
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			05 L 215 08	42.20
DENFM.08152024.D	DENFM - FAMILY DENTAL1 for 8/15/2024 P1	08/15/2024	4,056.18		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	4,033.00
	PAYROLL W/HOLDING-DENTAL INS PAYABLE			04 L 215 08	23.18
DENFM.08152024.D. a	DENFM - FAMILY DENTAL1 for 8/15/2024 KL	08/15/2024	-27.82		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	-27.82

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09/03/2024	54903	Check	AUSTIN PUBLIC SCHOOLS ISD 492	24,361.71	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DENFM.08152024.D. b	DENFM - FAMILY DENTAL1 for 8/15/2024 KL RI	08/15/2024	-32.46		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	-32.46
DENFM.08152024.D. c	DENFM - FAMILY DENTAL1 for 8/15/2024 Reg PR	08/15/2024	1,654.58		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	1,478.35
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 02 L 215 08	72.46
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	61.57
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 05 L 215 08	42.20
DENFM.08292024.D	DENFM - FAMILY DENTAL1 for 8/29/2024 Reg PR	08/29/2024	6,690.62		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	6,485.09
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 02 L 215 08	72.46
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	90.87
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 05 L 215 08	42.20
FDN.08012024.D	FDN - FLEX DEN PREM for 8/1/2024 P1	08/01/2024	1,503.94		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	1,483.65
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	20.29
FDN.08012024.D.a	FDN - FLEX DEN PREM for 8/1/2024 Reg PR	08/01/2024	428.40		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	371.55
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	56.85
FDN.08152024.D	FDN - FLEX DEN PREM for 8/15/2024 P1	08/15/2024	1,461.73		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	1,441.44
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	20.29
FDN.08152024.D.a	FDN - FLEX DEN PREM for 8/15/2024 Reg PR	08/15/2024	499.14		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	442.29
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	56.85
FDN.08152024.D.b	FDN - FLEX DEN PREM for 6/30/2024 correction for Ben	08/15/2024	-24.91		
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	-24.91

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Check Date	Check Number	Payment Type	Name	Check Amount		
09/03/2024	54903	Check	AUSTIN PUBLIC SCHOOLS ISD 492	24,361.71		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
FDN.08292024.D	FDN - FLEX DEN PREM for 8/29/2024 Reg PR		08/29/2024	2,501.06		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		2,390.23
			PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08		110.83
09/03/2024	54904	Check	LOCAL 867	3,337.61		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
UAW.08012024.D	UAW - UAW L. 867 for 8/1/2024 Reg PR		08/01/2024	1,128.23		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06		1,084.01
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06		18.93
			PAYROLL W/HOLDING-UNION DUES PAYABLE	04 L 215 06		25.29
UAW.08152024.D	UAW - UAW L. 867 for 8/15/2024 Reg PR		08/15/2024	1,128.23		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06		1,084.01
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06		18.93
			PAYROLL W/HOLDING-UNION DUES PAYABLE	04 L 215 06		25.29
UAW.08292024.D	UAW - UAW L. 867 for 8/29/2024 Reg PR		08/29/2024	1,081.15		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06		1,047.86
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06		18.92
			PAYROLL W/HOLDING-UNION DUES PAYABLE	04 L 215 06		14.37
09/03/2024	54905	Check	MN SCHOOL EMPLOYEES ASSN	1,691.22		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
MSEA 2%.08292024.D	MSEA 2% - MSEA 2% for 8/29/2024 Reg PR		08/29/2024	1,691.22		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06		1,691.22
09/03/2024	54906	Check	UNITED WAY OF MOWER COUNTY	486.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
UNF.08012024.D	UNF - UNITED FUND for 8/1/2024 P1		08/01/2024	93.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11		93.00
UNF.08012024.D.a	UNF - UNITED FUND for 8/1/2024 Reg PR		08/01/2024	59.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11		49.00

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09/03/2024	54906	Check	UNITED WAY OF MOWER COUNTY	486.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	10.00
UNF.08152024.D	UNF - UNITED FUND for 8/15/2024 P1	08/15/2024	88.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	88.00
UNF.08152024.D.a	UNF - UNITED FUND for 8/15/2024 Reg PR	08/15/2024	64.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	54.00
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	10.00
UNF.08292024.D	UNF - UNITED FUND for 8/29/2024 Reg PR	08/29/2024	182.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	172.00
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	10.00
09/03/2024	202003223	Wire Transfer	ALLIANCE BENEFIT GROUP	34,675.07	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDHSA.08292024.D	HDHSA - HIGH DEDUCTIBLE HSA for 8/29/2024 Reg PR	08/29/2024	34,675.07		
			PAYROLL W/HOLDINGS-HSA PAYABLE	01 L 215 40	33,684.35
			PAYROLL W/HOLDINGS-HSA PAYABLE	02 L 215 40	100.00
			PAYROLL W/HOLDING-HSA PAYABLE	04 L 215 40	662.92
			PAYROLL W/HOLDINGS-HSA PAYABLE	05 L 215 40	227.80
09/03/2024	202003224	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	61,375.39	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AIG.08292024.B	AIG - AIG RETIREMENT for 8/29/2024 Reg PR	08/29/2024	3,547.89		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	3,547.89
AIG.08292024.D	AIG - AIG RETIREMENT for 8/29/2024 Reg PR	08/29/2024	5,359.89		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	5,309.89
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	50.00
HRMA.08292024.B	HRMA - HORACE MANN COMPANY for 8/29/2024 Reg PR	08/29/2024	6,370.24		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	6,170.24
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	200.00
HRMA.08292024.D	HRMA - HORACE MANN CO for 8/29/2024 Reg PR	08/29/2024	8,378.24		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	8,178.24

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	202003224	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	61,375.39	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	200.00
MNDP.08292024.D	MNDP - MN DEFFERED COMP for 8/29/2024 Reg PR	08/29/2024	1,121.00		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	1,121.00
ORC.08292024.D	ORC - ORCHARD TRUST for 8/29/2024 Reg PR	08/29/2024	50.00		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	50.00
SBG.08292024.B	SBG - SECURITY BENEFIT GROUP for 8/29/2024 Reg PR	08/29/2024	14,373.15		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	13,892.69
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05	196.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	131.00
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	05 L 215 05	153.46
SBG.08292024.D	SBG - SECURITY BENEFIT GROUP for 8/29/2024 Reg PR	08/29/2024	17,939.32		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	17,362.32
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05	446.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	131.00
SBGR.08292024.D	SBGR - SECURITY BENEFIT GROUP ROTH for 8/29/2024 Reg PR	08/29/2024	4,235.66		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	4,082.20
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	05 L 215 05	153.46
09/03/2024	202003225	Wire Transfer	MINNESOTA DEPT OF REVENUE	69,420.37	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN\$.08152024.D.b	MN\$ - MN ADD ON for 8/15/2024 MH Void	08/15/2024	-15.00		
			PAYROLL W/HOLDING-STATE WITHHOLDING	04 L 215 02	-15.00
MN\$.08292024.D	MN\$ - MN ADD ON for 8/29/2024 Reg PR	08/29/2024	1,580.00		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	1,334.08
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02	20.00
			PAYROLL W/HOLDING-STATE WITHHOLDING	04 L 215 02	225.92
MN%.08292024.D	MN% - MN STATE TAX% for 8/29/2024 Reg PR	08/29/2024	19.95		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02	19.95

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AP Run: 9/3/2024 Payroll AP — Post Date: 2024-09-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	202003225	Wire Transfer	MINNESOTA DEPT OF REVENUE	69,420.37	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN%.08302024.D	MN% - MN STATE TAX% for 8/30/2024 CA FS	08/30/2024	27.63		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 02 L 215 02	27.63
MN.08152024.D.e	MN - MN STATE TAX for 8/15/2024 MH Void	08/15/2024	-56.10		
				PAYROLL W/HOLDING-STATE WITHHOLDING 04 L 215 02	-56.10
MN.08292024.D	MN - MN STATE TAX for 8/29/2024 Reg PR	08/29/2024	67,863.89		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	65,443.66
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 02 L 215 02	294.62
				PAYROLL W/HOLDING-STATE WITHHOLDING 04 L 215 02	1,945.99
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 05 L 215 02	179.62
09/03/2024	202003226	Wire Transfer	MN CHILD SUPPORT PAYMENT CENT	779.58	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MCS.08292024.D	MCS - MN CHILD SUPP1 for 8/29/2024 Reg PR	08/29/2024	779.58		
				PAYROLL W/HOLDINGS-MISC DED PAYABLE 01 L 215 14	779.58
09/03/2024	202003227	Wire Transfer	UNITED STATES TREASURY	402,820.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FE\$.08152024.D.b	FE\$ - FED ADD-ON AMT for 8/15/2024 MH Void	08/15/2024	-100.00		
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	-100.00
FE\$.08292024.D	FE\$ - FED ADD-ON AMT for 8/29/2024 Reg PR	08/29/2024	6,823.00		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	6,304.20
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	12.25
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	506.55
FE%.08292024.D	FE% - FEDERAL TAX% for 8/29/2024 Reg PR	08/29/2024	193.86		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	151.16
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	42.70
FE%.08302024.D	FE% - FEDERAL TAX% for 8/30/2024 CA FS	08/30/2024	58.50		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	58.50
FED.08152024.D.e	FED - FED TAX for 8/15/2024 MH Void	08/15/2024	-9.76		
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	-9.76

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AP Run: 9/3/2024 Payroll AP — Post Date: 2024-09-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	202003227	Wire Transfer	UNITED STATES TREASURY	402,820.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FED.08292024.D	FED - FED TAX for 8/29/2024 Reg PR	08/29/2024	126,849.90		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	123,048.02
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	534.80
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	2,923.80
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	343.28
FIC.08152024.B.f	FIC - FICA for 8/15/2024 MH Void	08/15/2024	-80.94		
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	-80.94
FIC.08152024.D.f	FIC - FICA for 8/15/2024 MH Void	08/15/2024	-80.94		
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	-80.94
FIC.08292024.B	FIC - FICA for 8/29/2024 Reg PR	08/29/2024	108,096.04		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	103,430.65
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	900.97
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	3,520.63
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	243.79
FIC.08292024.D	FIC - FICA for 8/29/2024 Reg PR	08/29/2024	108,096.04		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	103,430.65
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	900.97
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	3,520.63
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	243.79
FIC.08302024.B	FIC - FICA for 8/30/2024 extra	08/30/2024	357.69		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	357.69
FIC.08302024.B.a	FIC - FICA for 8/30/2024 CA FS	08/30/2024	635.50		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	635.50
FIC.08302024.D	FIC - FICA for 8/30/2024 extra	08/30/2024	357.69		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	357.69
FIC.08302024.D.a	FIC - FICA for 8/30/2024 CA FS	08/30/2024	635.50		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	635.50
MED.08152024.B.f	MED - MEDICARE-1 for 8/15/2024 MH Void	08/15/2024	-18.93		
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	-18.93

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AP Run: 9/3/2024 Payroll AP — Post Date: 2024-09-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/03/2024	202003227	Wire Transfer	UNITED STATES TREASURY	402,820.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MED.08152024.D.f	MED - MEDICARE1 for 8/15/2024 MH Void	08/15/2024	-18.93		
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	-18.93
MED.08292024.B	MED - MEDICARE-1 for 8/29/2024 Reg PR	08/29/2024	25,280.50		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	24,189.41
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	210.73
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	823.34
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	57.02
MED.08292024.D	MED - MEDICARE1 for 8/29/2024 Reg PR	08/29/2024	25,280.50		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	24,189.41
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	210.73
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	823.34
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	57.02
MED.08302024.B	MED - MEDICARE-1 for 8/30/2024 extra	08/30/2024	83.64		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	83.64
MED.08302024.B.a	MED - MEDICARE-1 for 8/30/2024 CA FS	08/30/2024	148.83		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	148.83
MED.08302024.D	MED - MEDICARE1 for 8/30/2024 extra	08/30/2024	83.64		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	83.64
MED.08302024.D.a	MED - MEDICARE1 for 8/30/2024 CA FS	08/30/2024	148.83		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	148.83

Board Packet

AP Run: 9/3/2024 Payroll AP — Post Date: 2024-09-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
				Total: \$601,840.18

9/3/2024 Payroll AP Summary

Type	Count	Amount
Regular	7	32,769.61
ACH Checks:	0	0.00
Wire Transfers:	5	569,070.57
Epayables:	0	0.00
Total:	12	\$601,840.18

Board Packet

Summary by Fund

Austin Public Schools ISD 492

Fund	Total
01 - GENERAL FUND	1,406,898.45
02 - FOOD SERVICE FUND	31,945.44
04 - COMMUNITY SERVICE	35,316.23
05 - CAPITAL EXPENDITURES	261,334.03
06 - BUILDING CONST	26,700.00
11 - SITE & CO-CURRICULAR	6,143.51
12 - AUSTIN AREA CONSORTIUM	14,894.73
20 - INTERNAL SERVICE FUND	173.10
88 - STUDENT ACTIVITY	1,587.78
	<hr/>
	\$1,784,993.27

**INDEPENDENT SCHOOL DISTRICT NO. 492 - AUSTIN
JUNE 2024 TREASURER'S REPORT**

	BALANCE BEGINNING OF MONTH	DEBITS	CREDITS	BALANCE END OF MONTH
TREASURER'S BOOKS				
CASH				
01 GENERAL FUND	4,839,800.66	10,262,296.11	11,080,624.63	4,021,472.14
05 CAPITAL OUTLAY	1,676,275.25	174,123.23	351,593.71	1,498,804.77
11 SITE AND COCURRICULAR	650,324.99	19,877.50	32,158.78	638,043.71
12 AUSTIN AREA CONSORTIUM	(68,025.22)	91,402.60	19,911.25	3,466.13
66 ATHLETICS	113,938.78	3,080.00	4,347.18	112,671.60
88 ACTIVITY FUND	209,049.41	3,284.00	4,001.67	208,331.74
02 FOOD SERVICE	1,598,406.04	836,692.61	496,065.10	1,939,033.55
04 COMMUNITY SERVICE	1,169,604.28	330,163.35	272,238.60	1,227,529.03
06 CONSTRUCTION FUNDS	94,705.07	132.94	0.00	94,838.01
07 DEBT SERVICE	719,243.59	1,289,143.30	85,958.22	1,922,428.67
08 TRUST FUND	47,560.12	121.68	0.00	47,681.80
18 CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
20 INTERNAL SERVICE FUND	1,451,605.97	1,504,789.42	1,229,856.23	1,726,539.16
TOTAL CASH	12,502,488.94	14,515,106.74	13,576,755.37	13,440,840.31
01 CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	3,000.00
05 CERTIFICATES OF PURCHASE - US BANK	1,467.25	5.94	0.00	1,473.19
INVESTMENTS				
01 OPERATING INVESTMENTS - MN TRUST	14,153,201.23	232,953.09	0.00	14,386,154.32
01 SCHOLARSHIP INVESTMENTS	10,674.78	2.19	0.00	10,676.97
08 SCHOLARSHIP TRUST INVESTMENTS	61,837.11	5,255.84	0.00	67,092.95
45 OPEB TRUST INVESTMENTS	79,970.70	344.10	0.00	80,314.80
88 ACTIVITY FUND	20,002.03	0.00	0.00	20,002.03
TOTAL INVESTMENTS	14,325,685.85	238,555.22	0.00	14,564,241.07
GRAND TOTAL PER TREASURER'S BOOKS	26,832,642.04	14,753,667.90	13,576,755.37	28,009,554.57

BANK ACCOUNTS	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
BREMER - SAVINGS	10,042.09	0.00	0.00	0.00	10,042.09
BREMER - ICS CASH SWEEP	442,931.83	0.00	0.00	0.00	442,931.83
BREMER - MAIN	1,830,257.17	(1,578,566.75)	1,866.93	373,243.67	626,801.02
MSDLAF+ Liquid Class	0.00	0.00	0.00	0.00	0.00
MSDLAF+ MAX Class	6,923,070.21	0.00	0.00	0.00	6,923,070.21
MN TRUST OPERATING ACCOUNT	5,406,746.54	0.00	0.00	0.00	5,406,746.54
MN TRUST CAPITAL FACILITY BONDS 2018A	31,248.62	0.00	0.00	0.00	31,248.62
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	1,473.19	0.00	0.00	0.00	1,473.19
OPERATING INVESTMENTS - MN TRUST	14,386,154.32	0.00	0.00	0.00	14,386,154.32
SCHOLARSHIP INVESTMENTS	10,676.97	0.00	0.00	0.00	10,676.97
SCHOLARSHIP TRUST INVESTMENTS	67,092.95	0.00	0.00	0.00	67,092.95
OPEB TRUST INVESTMENTS	80,314.80	0.00	0.00	0.00	80,314.80
ACTIVITY FUND	20,002.03	0.00	0.00	0.00	20,002.03
BALANCE	29,213,010.72	(1,578,566.75)	1,866.93	373,243.67	28,009,554.57

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

0.00

**INDEPENDENT SCHOOL DISTRICT NO. 492 - AUSTIN
JULY 2024 TREASURER'S REPORT**

	BALANCE BEGINNING OF MONTH	DEBITS	CREDITS	BALANCE END OF MONTH
TREASURER'S BOOKS				
CASH				
01 GENERAL FUND	4,021,861.41	3,534,085.99	7,354,919.71	201,027.69
05 CAPITAL OUTLAY	1,498,804.77	4,587.69	327,304.40	1,176,088.06
11 SITE AND COCURRICULAR	638,043.71	4,878.36	6,380.08	636,541.99
12 AUSTIN AREA CONSORTIUM	3,076.86	3,595.97	86,511.99	(79,839.16)
66 ATHLETICS	112,671.60	1,498.00	390.00	113,779.60
88 ACTIVITY FUND	208,331.74	0.00	2,795.66	205,536.08
02 FOOD SERVICE	1,939,033.55	415,314.51	326,506.60	2,027,841.46
04 COMMUNITY SERVICE	1,227,529.03	147,414.30	201,900.37	1,173,042.96
06 CONSTRUCTION FUNDS	94,838.01	138.08	0.00	94,976.09
07 DEBT SERVICE	1,922,428.67	232,418.51	435,342.50	1,719,504.68
08 TRUST FUND	47,681.80	0.00	0.00	47,681.80
18 CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
20 INTERNAL SERVICE FUND	1,726,539.16	865,971.13	1,050,602.00	1,541,908.29
TOTAL CASH	13,440,840.31	5,209,902.54	9,792,653.31	8,858,089.54
01 CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	3,000.00
01 CERTIFICATES OF PURCHASE - US BANK	0.00	1,478.96	0.00	1,478.96
05 CERTIFICATES OF PURCHASE - US BANK	1,473.19	0.00	1,473.19	0.00
INVESTMENTS				
01 OPERATING INVESTMENTS - MN TRUST	14,386,154.32	12,169.36	0.00	14,398,323.68
01 SCHOLARSHIP INVESTMENTS	10,676.97	2.27	0.00	10,679.24
08 SCHOLARSHIP TRUST INVESTMENTS	67,092.95	6.66	0.00	67,099.61
45 OPEB TRUST INVESTMENTS	80,314.80	357.12	0.00	80,671.92
88 ACTIVITY FUND	20,002.03	0.00	0.00	20,002.03
TOTAL INVESTMENTS	14,564,241.07	12,535.41	0.00	14,576,776.48
GRAND TOTAL PER TREASURER'S BOOKS	28,009,554.57	5,223,916.91	9,794,126.50	23,439,344.98

BANK ACCOUNTS	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
BREMER - SAVINGS	10,043.40	0.00	0.00	0.00	10,043.40
BREMER - ICS CASH SWEEP	454,473.52	0.00	0.00	0.00	454,473.52
BREMER - MAIN	2,835,161.50	(470,984.91)	5,646.57	0.00	2,369,823.16
MSDLAF+ Liquid Class	0.00	0.00	0.00	0.00	0.00
MSDLAF+ MAX Class	265,135.81	0.00	0.00	0.00	265,135.81
MN TRUST OPERATING ACCOUNT	5,727,226.95	0.00	0.00	0.00	5,727,226.95
MN TRUST CAPITAL FACILITY BONDS 2018A	31,386.70	0.00	0.00	0.00	31,386.70
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	1,478.96	0.00	0.00	0.00	1,478.96
OPERATING INVESTMENTS - MN TRUST	14,398,323.68	0.00	0.00	0.00	14,398,323.68
SCHOLARSHIP INVESTMENTS	10,679.24	0.00	0.00	0.00	10,679.24
SCHOLARSHIP TRUST INVESTMENTS	67,099.61	0.00	0.00	0.00	67,099.61
OPEB TRUST INVESTMENTS	80,671.92	0.00	0.00	0.00	80,671.92
ACTIVITY FUND	20,002.03	0.00	0.00	0.00	20,002.03
BALANCE	23,904,683.32	(470,984.91)	5,646.57	0.00	23,439,344.98

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

0.00



DATE: September 2024

TITLE: Academics and Administrative Services

TYPE: Information

PRESENTER(S): Katie Baskin, Executive Director of Academics and Administrative Services

BACKGROUND:

The Office of Teaching and Learning oversees curriculum, instruction, staff development, and Federal Title programs for the district.

The Human Resources Office is responsible for employee recruitment and orientation, contract negotiations for all bargaining units, employee relations, student and employee data practices, and staffing with building/program administrators.

Support and resources to ensure a safe and welcoming learning environment

- **Teacher Mentorship:** APS welcomed 57 new teachers. We hosted summer onboarding sessions to help get them connected to technology and resources over the summer. We hosted 3 days of orientation to set them up for success including time with district staff sharing about district priorities and time at their building sites with principals, instructional coaches, and tech integrationists.
- **Principal Professional Development:** In the month of September, principals will begin a book study on PLC+. Through this learning they will learn about essential components of PLC work. Principals will participate in planning to implement or enhance PLCs at their building sites. Principals will participate in learning about High Impact Strategies and prepare to co-lead professional development alongside T&L learning coaches in their buildings (7-12). The topic for the month of September is Goal Setting specifically content and language objectives.
- **Leadership Professional Development:** Much of our District Leadership Development time this year will be dedicated to engaging with The Minnesota Equity in Action Framework. This [framework](#) emphasizes the importance of equal partnerships as the foundation for improving educational outcomes for all students in Minnesota.
- **Strengths Development:** All new staff to APS have completed, or are in the process of completing, their Strengths Assessment and participated in a session to learn more about the 34 strengths. This is an exciting time to have all of our staff onboarded to this work and focusing on the STRENGTHS within themselves and their colleagues.
- **Human Resources Dept. Audit Implementation:** The Human Resources team has been working closely with Finance and Operations to supportively onboard all new staff to APS. This work involves the organization of many systems. The re-organization of duties within the HR department is going well and will continue to be refined throughout the year.
- **Safe and Welcoming Schools:** As a follow-up to our work with the I Love You Guys foundation this summer, the HR and T&L staff will work to prepare for their roles in the reunification process with a department meeting, table-top practice exercises and a visit to the reunification site to discuss how these processes will work if we need to employ them.

Packer Profile for all learners

- Packer Profile Implementation: 9th graders and guardians were on-boarded in August to the plans and expectations with the Packer Profile. As a graduation requirement students will have various milestones and experiences throughout their high school career to support their design of individual Packer Portfolios that students will use in their post-high school careers.
- Grow Your Own: While not part of the grant, Austin High School is offering a Riverland concurrent class Education Foundations for the 1st time. The class focuses on learning about the teaching profession and will include opportunities for students to visit classrooms and interact with educators. The Future Teacher Coordinator and Club leaders are in their initial planning for the year. Recruitment and club meetings will begin in September.

District-wide multi-tiered systems of support for all learners

- MTSS Implementation: 5-12 Teaching and Learning Coaches have started in their new roles and will be working alongside 7-12 principals this year to deliver professional development on the HITS, High Impact Teaching Strategies. In the month of September, the focus will be on goal setting.
- READ Act: All K-6 reading and K-12 sped staff have begun their reading training using either the Online Language and Literacy Academy or LETRS. Early Childhood staff will begin work in the EC LETRS program this fall.
- EL Program Review: EL District Leadership group has been formed with reps from each building who also serve on the building's School Leadership Team. We have reviewed the outcome of the EL Program Review and are beginning the work to create our Austin specific Language Instructional Education Program. We are gathering examples from across the state and will begin to navigate our own program plan.
- Math Program Review: 5-12 math department chairs will meet monthly with the 5-12 curriculum coordinator to progress the areas of opportunity outlined in the math audit. Work will specifically be focused on curriculum alignment and the new math standards. Elementary Grade Level Leaders continue the work of the Math Program audit. This year we will be implementing new unit assessments aligned to the MN Math Standards. We will continue our work on growing our students' number combination and fluency skills and begin building common small group instructional best practices. The leaders will be participating in a book study during their monthly meetings.
- GT Program Review: Last year the K-4 GT programs worked on identification criteria for our student in advanced academics, young scholars, and Pi Academy. As we start the 2024-2025 school year we will be implementing those practices. This year we will work communication processes, procedures and forms to help keep our current and potential families and students better informed about our programs
- SPED Leadership + Teaching and Learning Office Collaboration: This new linked team has been developed and will start this year to foster the collaboration and growth between special education and the teaching and learning staff. The leaders of these two departments will meet regularly to discuss shared goals, effective tier 1 instruction, teacher development, leadership development and best practice strategies for all learners.
- Curriculum Implementation: Curriculum purchases for K-5, 9-12 Science were completed over the summer. These teams spent time working on scope and sequence, pacing guides, and unit planning. This work will continue into the school year as they continue to learn about and implement new standards in these subject areas. Phy. Ed., Health, Music, and Art will be working through the process of adopting new standards and curriculum purchases this school year.

Excellence in Resource Management

- Teaching and Learning: Phy. Ed., Health, Music, and Art will be working through the process of adopting new standards and curriculum purchases this school year. We will also be looking at potential use of our literacy aid to support new phonics curriculum as our teacher lead through their READ ACT professional development.
- Human Resources: HR and Finance Offices have been working closely together to revise our substitute pay in all entities across the organization. Market adjustments have been made to be more competitive and align with our audit findings.



DATE: 9/9/2024

TITLE: Technology Services

TYPE: Information

PRESENTER(S): Amy Thuesen, Director of Technology

BACKGROUND:

Technology Services designs, implements, and supports the technology infrastructure and resources in this district. This includes: network and communications, hardware and software, and technology training and integration.

Technology Advisory Team

- The Technology Advisory Team will meet four times this year on the first Monday of October, December, February, and April at 3:30pm. The focus this year will be on executing the goals of the new APS Technology Plan. The October meeting will center on Cybersecurity and Student Device Processes.

Support and resources to ensure a safe and welcoming learning environment

- During August, Tech Services deployed 575 staff laptops, 5060 K-12 iPads/laptops, 650 new phones, and over 200 desktops. Each of these devices is centrally managed and secured to ensure the safety of student and staff data.
- October is Cybersecurity Awareness Month, and Tech Services will kick off our monthly staff trainings at this time. Topics will include: Phishing, Malware, Safe Web Browsing, Mobile Security, Business Email Compromise, Working Remotely, Password Security, Physical Security, Public Wi-fi, and Social Engineering/Best Practices. This is an important step in protecting the district's network and data, but also provides staff with important understandings for protecting their personal information and online presence.
- Updated door security controllers and software are rolling out building by building, and this work is being done in cooperation with the Facilities Department. This involves installing new hardware at each building site, so it will be done over several weeks. The result is doors that can be secured more granularly according to staff role, time of day, and season.

District-wide MTSS for all learners & Packer Profile

- This fall marked a change in how buildings are supported with technology and technology integration. In the past, there have been separate technology and instructional coaches throughout the district and placed in buildings. This year, the model is:

- Instructional Coaches – These staff members work directly with instructional staff on all instructional support, including integration of technology in the classroom. They work with teachers on learning how to use district, building, and department level learning and curriculum software. There is no longer a building level and separate technology coach.
- Education Technology Specialist – This new position focuses on technology onboarding, supporting district software, creating training modules and support documents, and managing student device deployment.
- Building Tech Cafes – Each building now has at least one support staff assigned to manage the student tech support needs. The person helps students problem solve tech issues and issues spare laptops to students whose devices need repair. At AHS the Tech Cafe is open all day long, and at Ellis and IJ the Tech Cafe is open during specific times of the day.
- Due to this change, our office has also improved upon the staff tech support tools available online and over the phone:
 - An updated APS Technology Webpage
 - TechHQ Knowledge base, a searchable repository of all things APS Tech
 - Incident IQ, our technology support ticket portal
 - Help Desk, in-person phone support
- Packer Profile classes this year will include regular lessons for students in digital literacy and citizenship. A minimum of ten lessons will be spread throughout the school year on topics that will help them navigate technology in their educational and personal lives.

Excellence in Resource Management

- Grades 5-6 have fully transitioned to classroom carts instead of take home devices. Each student is assigned a laptop and this device will follow them through the end of grade 8. However, during their time at IJ Holton, the device will not be taken home and will remain in classroom carts overnight. We believe this will have a positive impact on student technology behaviors and repair costs.
- For the past 8-10 years, we have been a Lenovo-licensed repair shop, able to do the non-warranty repair on student devices – which saves considerably on costs. Between Jun 2023 and August 2024, technicians completed 499 repairs in which a part needed to be replaced, incurring only the cost of the part.



DATE: 9/9/24

TITLE: Special Services Department Update

TYPE: Information

PRESENTER(S): Sheri Willrodt, Executive Director of Special Services

BACKGROUND:

The Special Services Department includes oversight of the following:

- Special Education Services
- School Health Services
- Student Support Professionals (School Counselors, School Social Workers, School Psychologists)
- Mental Health Supervision and Supports (internal and external)
- Oversight of education at Nexus Gerard's New Dominion School
- Oversight of education at the Austin Albert Lea Area Special Education Cooperative (AALASEC)

Support and resources to ensure a safe and welcoming learning environment

- We have made significant headway in filling out special education paraprofessional positions. We are down to 5 unfilled positions, 4 of which are at our setting IV coop. Last year at this time we had 18 unfilled positions. That is great headway in filling positions that make an incredible impact on the students they serve!
- We continue to have an open position for a Behavioral Consultant due to a late resignation, and are working on a plan for internal support to avoid creating a domino of open positions.
- We have a process in place with Nexus Gerard to provide virtual school-based mental health services at Austin High School and Oakland Education Center. We are meeting with the County Collaborative next week to discuss an RFP to solicit additional partnerships.
- Austin Public Schools has been asked to be part of a Narrative Data Case Study pilot around the topic of Restrictive Procedures, due to our impressive improvements in reducing restrictive procedures over the past several years. Some of the strategies utilized to improve our practice in this area include refocusing on a different training platform, addition of trainers and focusing on training building-level teams, and changing the format for our Restrictive Procedures Oversight Committee.
- Our Austin Public Schools Crisis and Emergency Procedures Manual has been updated and distributed to building administration. Building administrators will be working to schedule practice evacuation drills with staff. We are also working on a District Reunification Plan in the event that we need to evacuate one of our buildings. More information to come on this next month!
- Our district and building nurses are working on following up with students and families that are non-compliant with immunizations. This is particularly important work given the recent reported cases of measles in the Twin Cities.

Packer Profile for all learners

- We have a couple of students with mobility issues that will be accessing our Austin Transition Program (ATP) and Work Experience Program this year. We partnered with Palmer Bus to do a training on safe use of our wheelchair accessible van to transport these students to participate with their peers in these programs.

District-wide multi-tiered systems of support for all learners

- Selected SPED, EL, and general education staff at Holton and Ellis participated in Coteaching training on August 20. The training was well-received and sparked excitement among our teaching teams to get this initiative rolling! Our SPED Supervisors will be meeting with teams on a regular cadence for coaching and problem solving.
- Elementary SPED staff are starting the year pushing in to classrooms for implementation of social skills goals, and are working toward pushing in for academic intervention during small group rotations.
- Our District MTSS Team will be participating in a series of mini-sessions with MDE for refinement of our MTSS Handbook.

Excellence in Resource Management

- We will be providing training in Third Party Billing to our new providers in order to capitalize on this revenue stream.
- Time studies are underway as we work on expansion of PCA billing for monitoring of behaviors for our most vulnerable students.
- Due to updated statutory language, we are changing our tracking mechanism for summer services for students at New Dominion Academy on the Nexus Gerard campus. This will allow resident districts (including Austin) to capture funding to assist in paying the bills for these services.



DATE: 09/9/2024

TITLE: Information Services

TYPE: Information

PRESENTER(S): Corey Haugen, Director of Information Services

BACKGROUND:

The mission of the Information Services department is to support the district mission and strategic priorities by building capacity through research, evaluation and the application of data to inform school improvement for student success. We provide support and expertise to schools and staff through:

- Providing expertise in the area of measurement and delivering accurate and timely information to building and district staff
- Providing support to district and schools through a systematic evaluation process of district programs
- Reviewing and summarizing data related to student learning and instruction
- Providing professional development on assessment practices, data analysis and interpretation

Support and resources to ensure a safe and welcoming learning environment

- Information Services had a **great start to the school year**. In preparation for the staff and students return, Info Srvs initialized over 30 different curriculum/learning/operational platforms for users to enhance learning and improved operational efficiency.
- Information Services worked with and **supported families** throughout the summer and into the start of the year to assist them with technological and language barriers on their online annual renewal process for enrollment. Austin Public Schools has a superior centralized enrollment system that has become a model for districts throughout the state.

Packer Profile for all learners

- August 29, 2024 was the **public release** of the MN Assessments and North Star Accountability System reports. Here is a brief summary of the Percent Proficient by year/subject:

MN Assessments	Reading	Mathematics	Science
2020-2021	34.5%	24.3%	24.9%
2021-2022	35.5%	27.5%	28.0%
2022-2023	35.4%	27.8%	28.5%
2023-2024	33.7%	26.6%	21.1%

- Information Services is continually working with sites to **inform instruction** based on assessment results from not only MN assessments, but also from our **STAR360 assessment platform** that provides more formative data and standard specific data to support student learning and classroom instruction. When paired with classroom-level data, teachers have a detailed playbook for students needs and can respond to those needs through Tier 1 and targeted instruction. Additionally – we have added **FASTBridge Learning assessment suite** for Grades KG-03 to meet **MN READ Act** screening requirements. These tools partnered with our STAR360 assessments will provide instructional staff with specific learning needs and provide intervention supports for all learners.

District-wide multi-tiered systems of support for all learners

- **Fall Benchmarking** – we are working to screen all students Grades KG-08 on the STAR 360/FAST Assessment platforms according to the [district assessment program](#). Fall screenings will conclude on 9/20/2024 and Information Services will provide a summary snapshot to the board at a future study session.
- Info Services continues to work to enhance **MTSS efforts** in the district. Recently completing custom programming to Infinite Campus -> Response to Intervention programming for Intensive support intake and follow-up. Additionally, we are working to build capacity in the new Early Warning System and MTSS Data-Walls that we have custom built for teachers/admin to identify students for multi-tiered systems of supports.

Excellence in Resource Management

- Information Services works very closely with administration and buildings to **confirm enrollment** and make sure that we have the most accurate rosters possible throughout the school year. This also involves our annual “no-show” process where sites work with Info Services to identify students that we had hoped would return for fall programming, but have not returned. These processes help us to confirm our staffing levels are appropriate to best support learning in all locations.
- **StopFinder app:** As of 09/04/2024, we have 947 out of the 2,838 (33.4%) of the eligible riders with at least 1 parent installing the StopFinder app in the first 2 weeks of school since our launch date. This exceeded our initial goal of 20% adoption in the first two weeks. We are continuing to work with families to get them onboarded to StopFinder to streamline transportation services and communication. Stopfinder is the all-in-one parent engagement app designed by parents for parents to keep guardians in the know. Receive bus location (ETA and Geo Alerts available) and messages, updates and alerts in real-time, send forms and other information.



DATE: September 9, 2024

TITLE: Finance and Operations

TYPE: Information

PRESENTER(S): Todd Lechtenberg, Executive Director of Finance and Operations

BACKGROUND:

The Finance Department includes payroll, employee benefits, accounts payable, accounts receivable, accounting and fixed asset management. The Executive Director of Finance and Operations also oversees Facility Services, Food & Nutrition Services and Transportation Services.

Support and resources to ensure a safe and welcoming learning environment

- Palmer Transportation hosted a back-to-school training for all staff on August 14th. Dr Page, Sheri W and I attended this training. Our goal in attending this meeting was to share how important drivers are to our school district. Thank you to Palmer Transportation for the smooth start to the year.
- Thank you to our facilities department as we finished the summer projects during the last few weeks. Kids are really enjoying the new playground sets at Neveln and Sumner.
- Food and Nutrition Services Director Tanner Lange hosted his back-to-school in-service on August 14th. Thank you to all the food and nutrition service staff for the start of the school year. They have made changes to how breakfast will be served in the K-4 building and continue to provide amazing service to our students.

Packer Profile for all learners

- The Departments continues to collaborate with colleagues across the district to better learn how we can support the work. Examples of improvements that we have provided to Packer Profile
 - Investments into strength finders for all 9th graders
 - Improved the process to track our investments into Packer Profile.

District-wide multi-tiered systems of support for all learners

- The Departments continue to collaborate with Teaching & Learning, Special Services, and building Administration to support and learn about MTSS and the impact it will have on student success.

Excellence in Resource Management

- **Finance Department**

- The team has worked diligently over the summer to close out year-end as of June 30, 2024. At the same time, we are working on preparing for the audit that will be conducted by the independent audit firm, Clifton Larson Allen. The audit will take place the week of September 9. Thank you to Amy Hauser for managing this process
 - Continue to review our fund balance policy 714 and will be working with the finance committee in October to review possible changes.
 - Thank you to Jenny Sayles, Lisa Groth and the Human Resource department for all their work this summer in the hiring and onboarding of all our new staff.
 - Working on a monthly financial reporting package for the board.
- **Food and Nutrition Department**
 - Looking at ways to have a more diverse menu options next school year
 - Reviewing what serving of breakfast will look like this upcoming year in all buildings
 - Looking at a 5-year plan to replace our lunchroom tables
- **Building and Grounds**
 - Continue to work with ISG to review facilities needs and figure out our future needs
 - Working with a 3-rd party consultant to figure out our roofing maintenance plan each year
 - Working on a guaranteed energy savings project to continue to be excellence in resource management.
 - Developing plans for summer projects to ensure that we have enough lead time to have all products here on time



DATE: September 9, 2024

TITLE: APS Site Reports

TYPE: Informational

PRESENTER(S): Dr. Joey Page, Superintendent

BACKGROUND:

The following is a summary of events and items from our sites.

Austin High School:

- Support and resources to ensure a safe and welcoming learning environment.
 - **Nourishing Champion:**
 - *Empowerment. Education. A hand up.*

On September 26, Hormel Foods and Hometown Food Security Project are partnering with the Austin High School student body to assemble snack packs for all students that participate in after school, winter season sports and activities. This effort ensures that every student involved in an after-school event has access to a nutritious snack to fuel them as well as provides an inspiring outlet for students to uplift each other and their community through volunteerism. These snack kits will be made available to students across the Austin school district.
 - The snack kit packing event is part of homecoming week festivities with the student council leading our 1,675 students through this massive effort. Together, each class will compete to pack a total of 24,000 snack packs in one hour, starting at 9:50am. This activation will happen on the East lawn of the school, and Hormel Foods will provide security to ensure student safety during the event. We intend to recruit parent and community volunteers through United Way with background checks completed on all those who sign up.
 - Hormel Foods will capture live social media and website content for the event and will handle all media outreach in partnership with AHS.
 - First day of school was August 22nd. We had a great day welcoming our students to the new 2024/2025 school year.

- The AHS Athletic Programs is partnering with Scorecard Inc to create a systems-wide analysis of our athletic programs that offers objective perspective that leads to quality assessment
- AHS Activities – GoFan Digital Ticketing, Neptune/Gametime Music Streaming, [Scorecard Program Data Analysis](#), 2024-25 Bleacher Captains, Activities Handbook, Parent/Athlete/Family Handbook

- **Packer Profile for all learners.**

Four students from Austin High School have been selected to attend the Global Youth Institute, part of the World Food Prize Foundation. Our students will be among the 150 student delegates from around the world that will participate in the World Food Prize Conference alongside world leaders in Des Moines, Iowa this October. At the conference, students will have the opportunity to share their researched findings in roundtable discussions with leaders in the fields of science, industry, and policy. They will attend workshops and sessions on global food security, agriculture, and sustainability, and participate in the Feeding a Fragile World Simulation to grow their understanding of food challenges facing our world.

To prepare to attend the Global Youth Institute, the students researched a global food security issue. They presented their research at the Minnesota Youth Institute in May 2024 and because of their outstanding performance at the institute were invited to participate in interviews held to select student delegates to represent Minnesota.

The students selected to serve as Minnesota delegates from Austin High School including their research topics are:

- Chloe Cannon - Poor Infrastructure in Rural Romania
- Makayla Dokpodjo - The United Arab Emirates: Turning Deserts into Greenhouses
- Sabreen Nagid - Political Causes of Starvation in Sudan
- Isabella Rosenthal - Improving Belize's Food Waste and Food Production
 - The students' participation would not have been possible without the support of their teacher and mentor Lisa Sanders and community partners Hormel Foods and the Hometown Food Security Project.
- District-wide multi-tiered systems of support for all learners.
 - All ninth grade BARR teachers were invited to attend a two-day BARR (Building Assets, Reducing Risk) implementation training in June. Additional training on trauma and effective team meetings all took place in August.
 - This year we have three BARR teams: Team Packer, Team Scarlet and Team ALC
 - I-times have officially started this week with students working on development "House Rules" or behavior expectations for all I-Time lessons.
 - During back to school, teachers worked in departments to ensure all their courses had updated syllabus, scope and sequence and pacing charts completed and uploaded into our Teaching and Learning site. This

information will be essential as we continue to review instructional practices as aligned with our new grading policies.

- Austin Area Learning Center is opening credit recovery this month. Students and families were invited to an open house in early September and applications for Credit Recovery will be available in the counseling office throughout the year.
- Excellence in resource management.
 - Austin Public Schools is thrilled to welcome Dr. Raymond Diaz as the new assistant principal at Austin High School. He will be succeeding Kim Goblirsch, who has taken on a new role as the Academic Coordinator at the school.
 - Regarding student enrollment, Austin High School has seen an increase of 60 more students than anticipated this year. To accommodate this growth, we have added a few additional elective courses.
 - AHS Activities – All Fall coaches and event staff have been secured
- Site Newsletter: [AHS-AOA-ALC Smore Newsletter](#)

Austin Online Academy/Austin Area Learning Center:

- Support and resources to ensure a safe and welcoming learning environment.
 - Austin Online and the Austin Area Learning Center have been meeting and working together around curriculum/instruction and BARR implementation. Our first few meetings have been positive and productive.
- Packer Profile for all learners.
 - We are excited to be a part of the Packer Profile team, Austin Online and ALC both have sections of the course and have been meeting and planning with the Austin High School Profile teachers.
 - 9th and 10th grade students in the ALC will be working to complete an academic plan next week that will allow them to monitor academic progress as well as identifying barriers to educational success.
- District-wide multi-tiered systems of support for all learners.
 - Students in our ALC cohort had an opportunity to complete the annual continual learning plans with teachers/counselors and administrators this month. This document is a conversational tool to help set goals for the year and review them during check ins.
 - This past week we had our first credit recovery open house. Over 30 students came with families to complete the CLP, meet the teacher and set a plan for academic success.

- Celebrating a senior who put in a ton of work to recover a credit already! WE have an excellent credit recovery team that is working to support students and eliminate barriers to accelerating learning.
- Excellence in resource management.
 - Austin Online has seen increased enrollment this year. This includes our comprehensive students and supplemental students out of district.
 - This year we have added 3 additional supplemental partners to our school. Students take 1-2 courses with us while with their resident district. Corey Haugen is helping us streamline the communication process with these districts as we see this only growing to support rural communities or schools who are in need of electives, honors or hard to fill courses in their district.
- Site Newsletter: [AHS-AOA-ALC Smore Newsletter](#)

Ellis Middle School:

- Support and resources to ensure a safe and welcoming learning environment.
 - **Ellis BARR Update**
- We have 5 BARR Teams at Ellis
 - 7A - 4 teachers (LA, Math, SS, Science)
 - 7B - 4 teachers (LA, Math, SS, Science)
 - 8A - 4 teachers (LA, Math, SS, Science)
 - 8B - 4 teachers (LA, Math, SS, Science)
 - EXCEL (Ellis ALC) - 2 teachers (LA/SS, Math/Science)
- Small Block team meetings are underway. We are working on learning the strength-based BARR protocol for these meetings, assigning a team member for each meeting task, and establishing norms. Big Block meetings will begin next week; these will include an administrator & the grade level counselor in addition to the teachers & the BARR Coordinator.
- We plan to discuss every single student at Ellis at least once during a Block meeting over the course of the school year. The discussion will be different for each student but will always focus on student strengths first.
- The Principal, Assistant Principal, and BARR Coordinator had the first of our weekly Zoom meetings with our BARR Coach. This was a productive call as we got to know each other a bit, talked about our goals for the year around attendance, academics, and student connection to the school community. We also set up the coach's first visit for 10/23/24.

- Our first I-time lesson took place on Wednesday, 9/5. The focus of this lesson was on learning about BARR & the purpose of the BARR I-Time lessons along with setting up House Rules for the I-Time lessons at Ellis. Our Social Studies did a topnotch job of facilitating this and engaging students in this process.
- I-Time lessons will take place on Wednesdays throughout the school year on a rotational basis. Each of the core subjects (LA, Science, SS, and Math) will facilitate a total of 8 BARR lessons over the course of the school year. This allows students to participate in a BARR lesson almost every week. The BARR lessons focus on community-building within the school for student-to-student and student-staff.
- The Ellis & AHS BARR Coordinators set up bi-weekly Teams meetings to troubleshoot and collaborate together.
- We look forward to sending positive family postcards home to every family at Ellis at least once during the school year.
 - This year as a result of the AEA survey, I asked each building to make goals generated by staff. Here are Ellis', staff-developed goals for this year:

Goal 1: Advisory will meet quarterly to complete pre-planned activities

Roll-out plan -

Back-to-school department and team heads will let members know

9/23 PD - Subcommittee will share Advisory vision and plan with staff

10/1 - Advisory rosters will be ready to be shared with teachers

10/15 - Advisory will meet for first time (2-hr late start schedule). There will be an agenda that will include team-building, end of quarter work, grading information, and making plans for work completion/study hall

Quarter 1 focus - Info, team-building, grades

Quarter 2 focus and date TBD by subcommittee

Quarter 3 focus - Registration

Quarter 4 focus - MCAs

Goal 2: Students will complete quarterly surveys to monitor Students Daily Desired Experience, SEL, BARR experience to gain intentional, quantitative data for building environment and BARR information

Will use and modify gr 8 Social Studies' survey

Will be administered quarter 1-3 in Advisory, quarter 4 during I-Time BARR lesson

- In addition to the two staff developed goals, our major initiatives for Ellis this year is the implementation of BARR and the introduction of HITS (High Impact Teaching Strategies)
- We had 78% attendance at our open house in August.
- Packer Profile for all learners.

- We have designed and will display career pathway posters in our main entrance showing the coursework students can follow to meet their career interests.
- District-wide multi-tiered systems of support for all learners.
 - With the addition of our new social worker, Rebecca Gullickson, we are discussing ways she can support our Intensive support team by doing small groups with students around topics like: divorce, addiction, and chronic attendance issues.
 - Our HITS roll out and implementation started at our Back-to-School Workshops and was received well.
 - We are also moving to a co-teaching model in Special Education and ELL Education. This means that a special education teacher or ELL teacher will be in a core content classroom with the core content teacher, sharing teaching duties and providing necessary support for our students receiving services and our EL students. They also assist in modifying practice work and tests if necessary.
- Excellence in resource management.
 - We have established building and department budgets and will share them at department meetings. To do this we work with Dr. Baskin and Andrea Malo to make sure we are looking at department curriculum cycles. Primarily, we focus our Staff Development spending on paying our staff to write and modify curriculum, develop new classes etc.
- Site Newsletter: <https://secure.smores.com/n/fm9qt>

IJ Holton Intermediate School:

- Support and resources to ensure a safe and welcoming learning environment.
 - We are working with our Leadership team to establish two teacher developed building goals.
 - With the implementation of CORE reading work, our teachers must use all their staff development time to complete it.
 - We had 75% attendance at our back-to-school open house.
- Packer Profile for all learners.
 - We are also working on visuals for the display of career pathways at Holton.
- District-wide multi-tiered systems of support for all learners.

- We are moving to a co-teaching model in Special Education and ELL Education. This means that a special education teacher or ELL teacher will be in a core content classroom with the core content teacher, sharing teaching duties and providing necessary support for our students receiving services and our EL students. They also assist in modifying practice work and tests if necessary.
- With the addition of our new social worker, Rebecca Gullickson, we are discussing ways she can support our Intensive support team by doing small groups with students around topics like: divorce, addiction, and chronic attendance issues.
- We will use our first STAR assessments to establish intervention groups for our WIN time. We should be able to begin this by the end of September.
- Excellence in resource management.
 - We have established building and department budgets and will share them at department meetings. To do this we work with Dr. Baskin and Andrea Malo to make sure we are looking at department curriculum cycles. Primarily, we focus our Staff Development spending on paying our staff to write and modify curriculum, develop new classes etc.
 - Due to the added staff development work and learning work for CORE reading and Co-Teaching, we agreed in partnership with our building leadership team to discontinue STEAM Fridays. However, we are trying to weave that work into our PBIS incentives.
- Site Newsletter: [Hawk News \(smore.com\)](https://www.smores.com)

Banfield Elementary School:

- Support and resources to ensure a safe and welcoming learning environment.

This will be the second year of implementing PBIS at Banfield. This year a team of teachers have created a common currency for the whole building to use, along with building wide celebrations. Last year we wrapped up the year by creating videos with Banfield students showing their Bobcat Best in all areas of the building. This is now serving as a teaching tool for classroom teachers.

During our open house conferences on August 19th, 83% of our families attended. There were several that had connected with the teacher outside of that time frame. There were several families that took advantage of signing up for Stopfinder with the Palmer Bus company.

- Packer Profile for all learners.

As we get ready for students to upload their work onto SeeSaw, we're organizing an activity for teachers to engage with their colleagues by uploading videos of themselves. This event is scheduled for September 23rd. Over the past two weeks, staff members have been creating "All About Me" posters to help others get to know them. This activity is designed to foster connections between new and veteran staff.

- District-wide multi-tiered systems of support for all learners.

During the first month of school, our students complete a series of benchmark assessments. These assessments provide valuable insights into each student's current academic abilities and learning needs. The data gathered helps us tailor our instructional services, ensuring that every student receives the appropriate support to reach their full potential. By identifying strengths and areas for growth early on, we can implement targeted interventions and enrichment opportunities that are essential for student success throughout the school year.

- Excellence in resource management.

This year we have implemented a new routine for breakfast across the whole building. Kindergarten and 1st grade have their breakfast delivered to the classroom. 3rd and 4th grade have a mobile kiosk station. 2nd grade students will grab breakfast from the cafeteria. This adjustment in routine has allowed us to gain back valuable instructional time throughout the day.

- Site Newsletter: <https://secure.smores.com/n/yhwzp>

Neveln Elementary School:

- **Support and resources to ensure a safe and welcoming learning environment.**

We are excited to share that Neveln Elementary is implementing Positive Behavioral Interventions and Supports (PBIS) this year. As part of PBIS, we teach behavior expectations across all areas of our school, including the classroom, cafeteria, playground, hallways, bathrooms, library, and buses. Each day, we focus on the Neveln Knight Code of Honor: *I am Respectful, Responsible, and Safe*. Our students, known as Neveln Knights, earn "I Can" Cards for demonstrating the Code of Honor. These cards are collected by each classroom, and students can earn prizes during our monthly Character Counts celebrations. Additionally, classrooms can earn Golden "I Can" Cards from specialists and for positive cafeteria behavior. When a classroom collects 10 Golden "I Can" Cards, they receive a Gold Shield. As a school, we celebrate when 10 Gold Shields are earned!

We are pleased to report that 83% of our families attended Back to School conferences at Neveln on August 20. It was great meeting our new students and families and kicking off our new school year.

We have several opportunities for our families to join us in some fun this month! Please mark your calendars for our Walk A Thon and homecoming.

Our **Walk A Thon** at APS will be held at Neveln on Wednesday, September 25. All families are welcome to come and walk for our Family Walk at 1:45 p.m. until dismissal. All students KG-4th grade will walk with their classroom teachers and our families are invited to join us too!

Homecoming at APS takes place on Friday, September 27th. Neveln Elementary will walk in the annual **Homecoming parade**. If families wish to walk in the parade with their child, they should meet at the flag pole at 3:45 p.m. so we can gather and enjoy a walk with Sir Neveln!

- **Packer Profile for all learners.**

Our 3rd Grade students will be visiting the nature center this month. They will also participate in Third Graders Day on the Farm on September 24th

- **District-wide multi-tiered systems of support for all learners.**

During the first month of school, our students complete benchmark assessments. The outcome of these assessments inform our system on instructional services each student needs for success.

- **Excellence in resource management.**

We are fortunate to have a wonderful team of cafeteria staff who work tirelessly to ensure that every student starts the day with a nutritious breakfast. Breakfast is served to all students from 7:45 - 8:00 a.m. daily. Serving breakfast to every student, every day, is a vital part of our commitment to student well-being and success.

We have implemented a new routine for breakfast across the whole building at Neveln. Kindergarten and 1st graders have breakfast delivered to their classroom. Our 2nd Graders pick up breakfast from the cafeteria and our 3rd and 4th Graders pick up breakfast from a mobile kiosk on 2nd floor. These grab and go pick up stations for our students has been successful and increases the efficiency for our cafeteria staff to ensure all students have a healthy breakfast each day. We are excited that our students have a hot breakfast option on Tuesdays and Thursdays!

- Site Newsletter: <https://secure.smore.com/n/hazw9>

Southgate Elementary School:

1. Support and resources to ensure a safe and welcoming learning environment.

- As part of our back to school activities, Southgate Gators are learning and practicing our PBIS mission of providing a safe and welcoming environment for students. Our students have been able to visit all areas of our school and

Our **Walk A Thon** at APS will be held at Southgate on Wednesday, September 25. All families are welcome to come and walk for our Family Walk at 8:15am. All students KG-4th grade will walk with their classroom teachers and our families are invited to join us too!

2. Packer Profile for all learners

- The Packer Profile reflects what our students, staff, and families desire each day for our students and supports their preparation to become college, career, and life-ready. Our students, while learning foundations skills will use SeeSaw to start to create an portfolio of students work. Students will also have multiple opportunities for exposure to possible future career and educational choices.
- Our Nature Center field trips, Day at the Farm outing and visit to the Hormel Home will serve as jump off points for students to think about different career paths for themselves. We appreciate these opportunities to explore our community and how we can contribute to it.

3. District-wide multi-tiered systems of support.

- Southgate is spending extra time this year focusing on our literacy instruction.
- Teachers and specialists meet in teams once a week in professional learning communities to plan lessons tailored to the individual needs of all students. This year, teachers are receiving reading training grounded in the science of how students learn to read in accordance with the "READ Act" in Minnesota.
- We are also beginning to assess students groups to ensure that we can provide instruction that helps our learners grow and accelerate in according with the district's Strategic Plan. These assessments will be conducted throughout September so that we can better gauge our student's learning.

4. Excellence in resource management.

- Our building continues to benefit from the summer remodel with the spaces being fresh and new. Our new Kindergarten classrooms are meeting the space needs for their unique programming and we are fortunate to have the K staff settling into the new spaces.
- We have implemented a new routine for breakfast across the whole building at Southgate. Kindergarten and 1st graders have breakfast delivered to their classroom. Our 2nd Graders, 3rd and 4th graders walk to the cafeteria to select a grab and go breakfast. These grab and go pick up stations for our students has been successful and increases the efficiency for our cafeteria staff to ensure all students have a healthy breakfast each day.
- Site Newsletter: <https://secure.smores.com/n/pctwa-gator-gazette>

Sumner Elementary School:

- **Support and resources to ensure a safe and welcoming learning environment.**

Sumner implements a social emotional learning framework called PBIS. We are committed to teaching strong behavior across all school environments: classroom, hallway, cafeteria, bathroom, bus and outside areas. At Sumner our students learn four cool rules. Be kind! Work Hard! No Excuses! and Choose Well!

To make this learning fun and rewarding, classrooms work to earn tokens, by showing strong behavior. Once your child's classroom earns 10 tokens, they will receive a Starbucks. Once our school family earns 50 Starbucks we will participate in a schoolwide celebration. Last spring we were recognized by the Minnesota Department of Education as a PBIS Sustaining Exemplar school. This is the outcome of an incredible team of educators re-energizing this very important work.

Many exciting events in the month of September to connect with our Sumner families!

- September 19th - Welcome Family Night *Sumner Playground*
- September 25th - Annual Elementary District Walk-a-thon from 10:15-10:45
Sumner Elementary School
- September 27th -Homecoming Parade
- **Packer Profile for all learners.**

Our third-grade classrooms will be participating in a field trip to the Nature Center and a day trip to a local Farm this month.

- **District-wide multi-tiered systems of support for all learners.**

During the first month of school, our students complete benchmark assessments. The outcome of these assessments inform our system on instructional services each student needs for success.

- **Excellence in resource management.**

We implemented two kiosk stations led by kitchen staff on the main floor and the second floor at Sumner between 7:45-8:10. This method of breakfast deployment has had a successful start this year after piloting this approach with second grade students last year. The goal is to have more accurate documentation of breakfast counts.

- Site Newsletter: <https://secure.smores.com/n/Ozdym>

Community Education:

Support and resources to ensure a safe and welcoming learning environment

Kids Korner had an amazing summer full of fun field trips, visits to the city pool and engaging activities at Banfield.

- Total summer registrations: 142

This school year we are housed at Southgate and the CLC to maximize on staffing. Students from Banfield, Neveln, and Sumner are bussed to and from Southgate daily.

- 24.25 Current school year enrollees: 193
- 24.25 Current waiting list: 10

Packer profile for all learners

Readers Cafe is hosted by Community Education at IJ Holton during the summer lunch program. The goal of Reader's Cafe is to establish positive relationships with children and their families with the overall objective of encouraging summer reading and summer learning. In Summer 2024, Readers Cafe offered book checkout, game playing, puzzles, building and simple art projects. This program had 2 part time staff and 8 student volunteers and served on average 165 students a week. Thank you to Gretchen Erickson for her strong leadership in creating and running this wonderful program and to the cafeteria and custodial staff at IJ Holton who are amazing partners for this program.

We are pleased to continue to see growth in our Community Education programming. Please see below for some data comparing the previous two school years and summer programming.

- School Year 2022-2023 total registrations (Sept 1 - June 1) = 590
- School Year 2023-2024 total registrations (Sept 1 - June 1) = 832
- **Difference = 242 increase in registrations from 2023-2024**
- Summer 2023 total registrations (June 1 - Aug 16) = 494
- Summer 2024 total registrations (June 1 - Aug 15) = 657
- **Difference = 163 increase in registrations from 2023-2024**

District-wide multi-tiered systems of support for all learners

Our ABE program is up and running at our Riverland Site. See below for our current enrollment numbers.

Day Class:

- 54 AM
- 23 PM
- 10 Childcare Waitlist

Night Class:

- 64 Students (22 Beg., 27 Int., 15 Advanced)

GED:

- 25 In Person
- 19 On-Line

Excellence in Resource Management

Currently we are seeking several employees for our Austin Adult Learning Program.

- Program Assistant
- One Day EL Teacher
- Two Family Lit Child Care Staff

These shortages will decrease the number of students we are able to serve in our English Language program. We are maintaining a waiting list and are prepared to onboard new students as soon as we can hire for these vacant positions.

Early Childhood Newsletter:

- <https://secure.smores.com/n/8sx6u>
- <https://secure.smores.com/n/5932g>



AUSTIN PUBLIC SCHOOLS
Information Services

Targeted Services Summer School Program Evaluation

Summer 2024

Prepared by: Corey Haugen
Director of Information Services

AUSTIN PUBLIC SCHOOLS STRATEGIC PLAN

OUR MISSION

(Our Core Purpose)

Inspire. Empower. Accelerate.

OUR VISION

(What We Intend to Create)

Preparing all learners to make a difference in the world.

Our Core Values

(Drivers of Our Words and Actions)

- Responsible: Demonstrates accountability to self and others
- Resilient: Develops perseverance and self-confidence
- Learner: Challenges self to think critically
- Communicator: Listens actively and shares learning and experiences
- Contributor: Engages as a productive member of the community and global society

OUR STRATEGIC PRIORITIES

(Drivers of Our Continuous Improvement)

1. Support and resources to ensure a safe and welcoming learning environment
2. Packer Profile for all learners
3. District-wide multi-tiered systems of support for all learners
4. Excellence in resource management



STUDENTS

I am supported and challenged in my learning and believe I will be successful

- Teachers and all staff are approachable, listen and respond to my needs
- My teachers have time to talk through and help answer questions or help solve problems I have
- I am trusted to make good choices, be engaged in my learning, and held accountable but not overwhelmed

I feel that school is safe and that school is challenging and fun

- I am heard and respected for who I am by school staff and students
- The school and my interactions with students and staff are safe, positive and inclusive
- I enjoy coming to school every day and have time to be with friends during school
- I understand what is expected from me at school
- I am supported in my mental health needs

I am an engaged learner at school and in our community

- I have a voice and choice in how and what I learn
- My learning is hands-on, meaningful, challenging and helps me prepare for my future
- My teachers like me and believe in me
- I have teachers and staff that work with me in a way that benefits all students
- I am physically comfortable in the school setting
- This school should be about me not the teachers



FAMILIES

I am part of my child's education and feel welcomed, valued, and respected as a family

- My child is physically and emotionally safe at school
- My child feels a sense of belonging at school, is cared for, and valued
- My student can voice their thoughts and ideas without being discriminated against so they continue to learn

My child enjoys coming to school and is safe, included and respected so they are learning every day

- My child is challenged (not overwhelmed) in learning and development, listened to, and provided choice and voice in learning options
- Teachers know my child well and creates a fun, interactive approach to learning which is responsive to my child's and family needs

I am engaged in a partnership with my child's school so I know what to do to help my child continue to grow and learn

- I will feel welcome, informed and encouraged to collaborate with the teachers and staff at the school to help my child grow
- My child's teachers, my child and myself have open communication about their academic progress, social development and well-being
- District and school information is easy to understand and easily accessible
- My child is taught the life skills necessary to be successful in whatever path they choose after high school



STAFF

I am seen, valued, and respected for who I am and the work I do

- I work in a collaborative not competitive environment that honors the unique strengths of each individual
- I am seen as a professional and given the flexibility and support to provide students what they need to be successful
- I am listened to, heard and know that I matter
- I have a level of freedom and innovation within reasonable parameters

I receive the support and resources to do my job well so I am able to create a healthy and safe learning environment

- I am a valued member of a caring, engaged, and collaborative team
- I receive constructive feedback in regards to my position so I can be the best version of myself
- I am treated with respect and fairness with reasonable expectations for work, performance, time, and employment
- I enjoy my job and have flexibility, satisfaction, and recognition

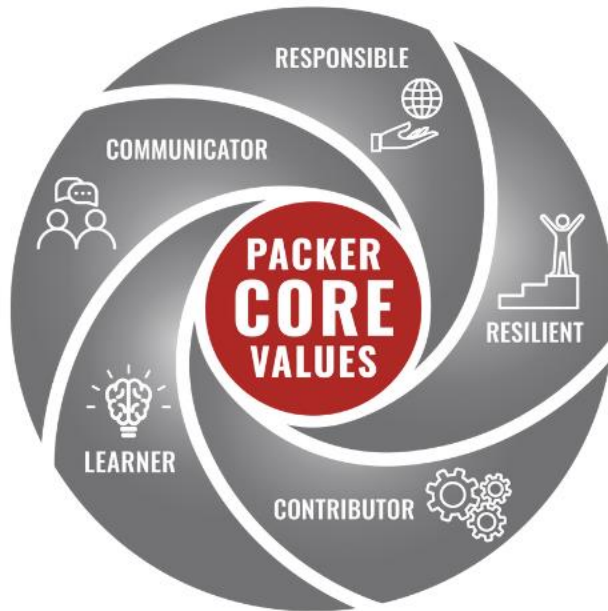
I work in a district that is willing to adapt and change when necessary to best meet the needs of all students

- Diversity, equality, inclusion and equity for everyone
- I have the resources and materials I need in my classroom and for families so they know what they can do to support learning at home
- There is effective communication across the district and community so staff and families have the information they need
- I have adequate training for various aspects of my job



WHAT OUGHT TO BE

The **Desired Daily Experience** sets the foundation of descriptions of the student, family, and staff experiences *if* the strategic plan is successfully implemented in APS.



OUR CORE VALUES

(Drivers of Our Words and Actions)

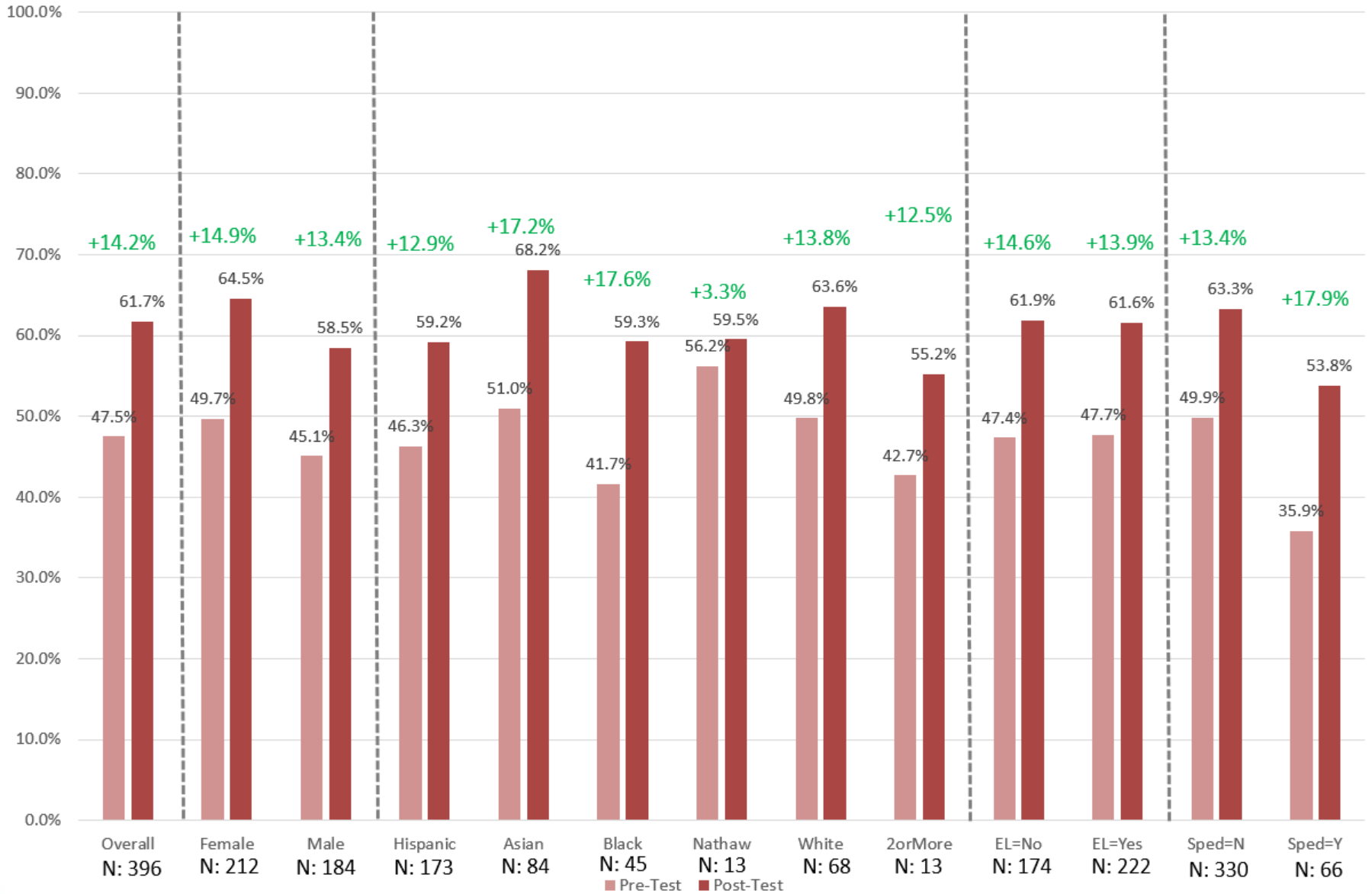
- **Responsible:** Demonstrates accountability to self and others
- **Resilient:** Develops perseverance and self-confidence
- **Learner:** Challenges self to think critically
- **Communicator:** Listens actively and shares learning and experiences
- **Contributor:** Engages as a productive member of the community and global society

Executive Summary

The following is a summary of performance data from Targeted Services Summer School 2024 (School 0492-01-220). In total, 561 students, had at least 1 day of enrollment between 06/10/2024 and 07/25/2024 in Targeted Services Summer school for 2024. 34 of those students were in Grade KG Packer in Training and excluded from the analysis. Additionally, to be included in the summary students had to have completed both the pre-assessment and post-assessment to counted in the analysis.

The data from the Number Worlds Math and Benchmark Booster & Steps to Advance Language Arts curricula highlight substantial progress in student performance across various demographic sub-groups. Both programs demonstrate their effectiveness in improving academic outcomes, with notable gains observed in multiple grades and student populations. The following summaries provide an overview of the key findings and insights derived from pre-test and post-test results, illustrating the programs' impact on mathematical proficiency and language arts skills. The reports also identify areas for potential enhancement to further support specific student groups.





Reading

The results from the Benchmark Booster and Steps to Advance Language Arts curriculum indicate significant improvements across various sub-groups. The overall average score increased by 14.2 percentage points, from a pre-test average of 47.5% to a post-test average of 61.7%.

Key Findings:

- **Overall performance** saw a notable **14.2% gain**, with an increase from **47.5% to 61.7%**.
- The largest gains were observed in **Grade 6** with an impressive **27.7% increase**, followed closely by **Grade 1** with a **26.2% improvement**.
- **Grade 2, Grade 5, and Grade 4** exhibited steady progress with gains ranging from **10.4% to 12.8%**.
- **Grades 7, 8, and 3** showed smaller gains between **6.8% and 7.7%**, indicating areas where further support may be beneficial.
- **Gender Comparison:**
 - **Female students** had a gain of 14.9%, increasing from 49.7% to 64.5%.
 - **Male students** showed a slightly lower gain of 13.4%, improving from 45.1% to 58.5%.
- **Ethnic Group Performance:**
 - **Asian students** achieved the largest improvement, with a 17.2% gain (from 51.0% to 68.2%).
 - **Black students** showed significant improvement with a 17.6% gain (from 41.7% to 59.3%).
 - **Hispanic students** improved by 12.9%, from 46.3% to 59.2%.
 - **White students** had a gain of 13.8%, moving from 49.8% to 63.6%.
 - **Native Hawaiian** students showed the smallest improvement, gaining only 3.3% (from 56.2% to 59.5%).
 - **Students Identifying as Two or More Races** saw a 12.5% improvement (from 42.7% to 55.2%).

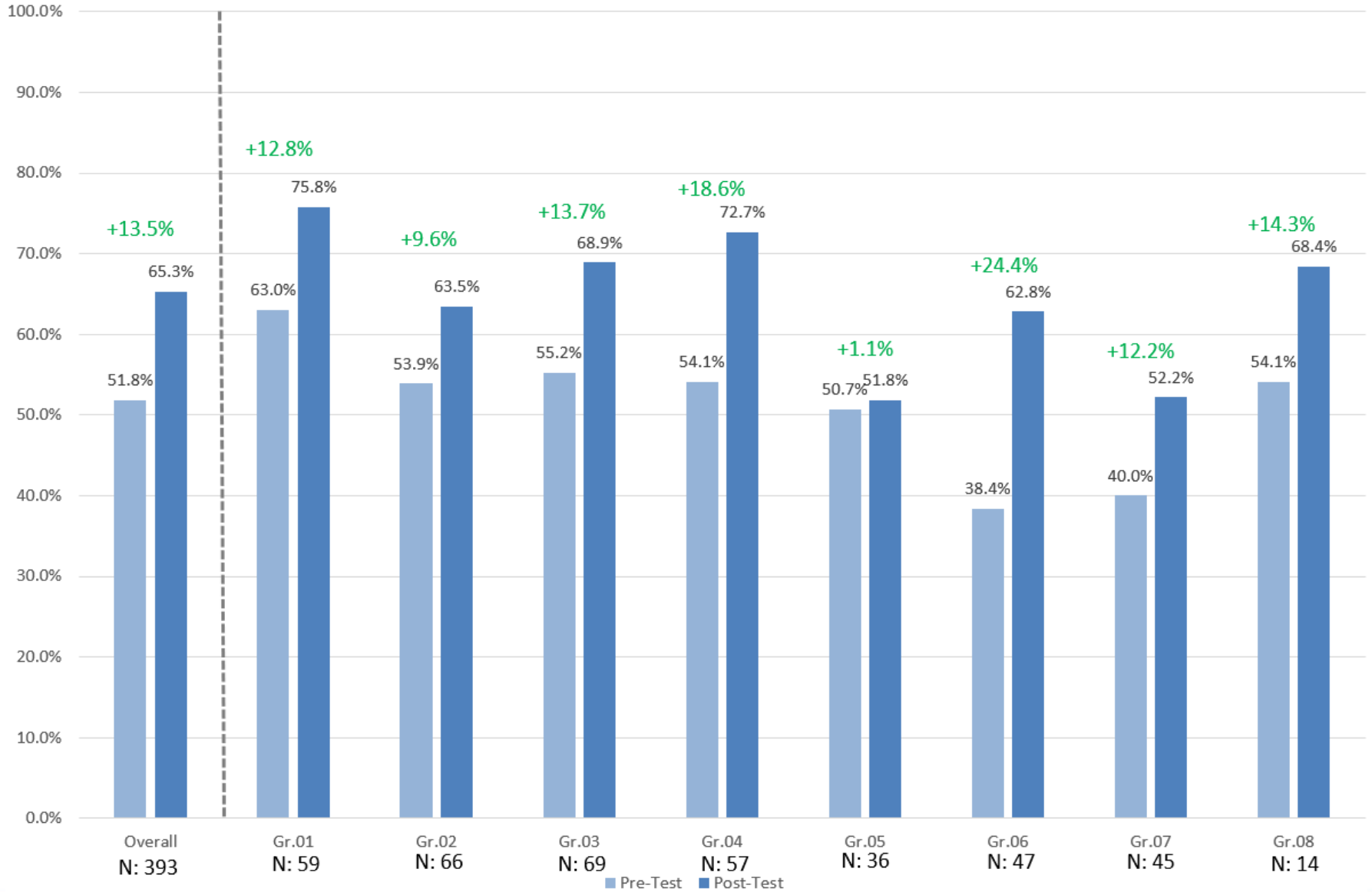
Reading

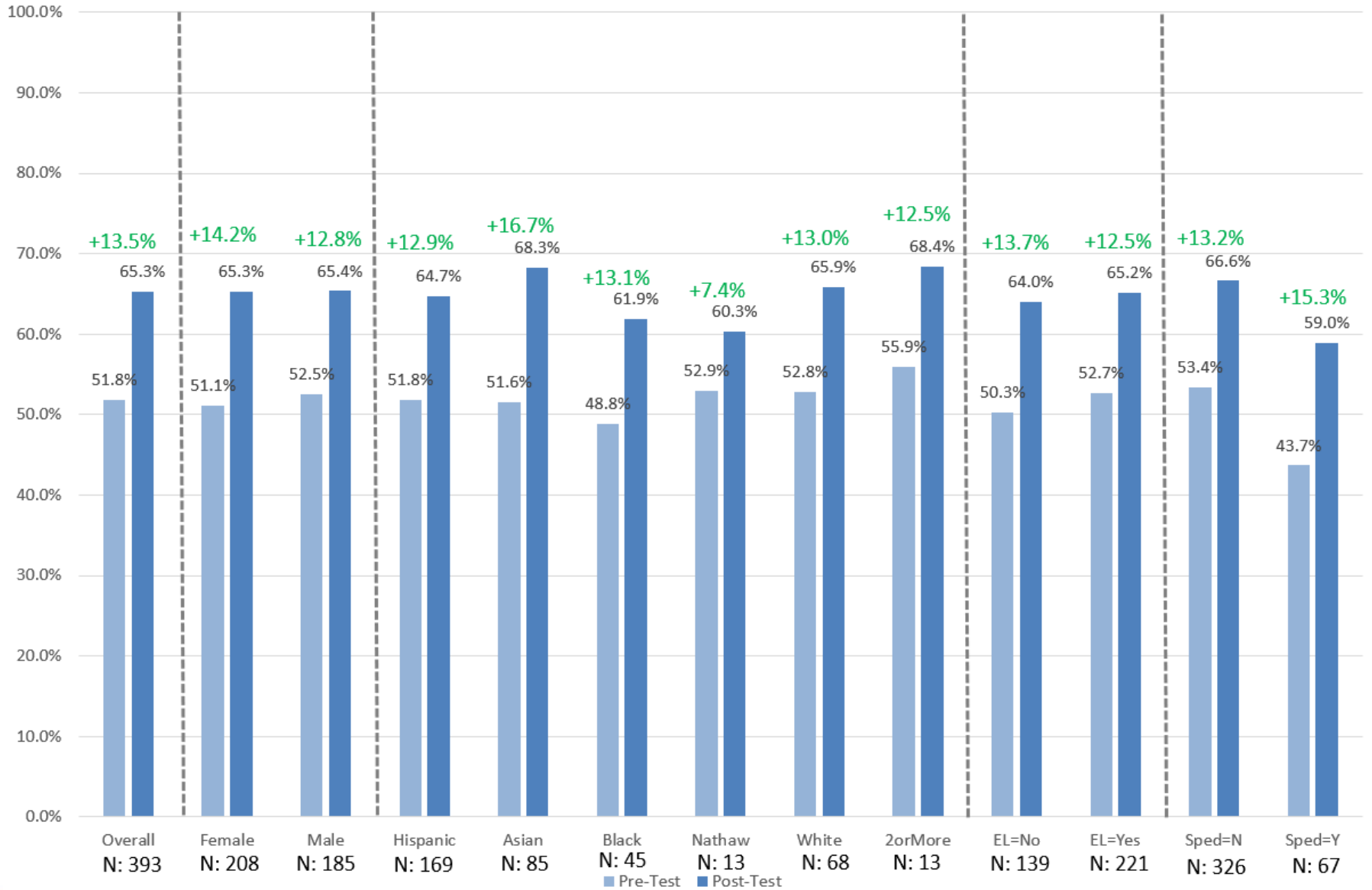
- **English Language Learners (EL):**
 - Non-EL students demonstrated a 14.6% gain (from 47.4% to 61.9%).
 - EL students improved by 13.9%, moving from 47.7% to 61.6%.
- **Special Education:**
 - Non-special education students showed a 13.4% gain (from 49.9% to 63.3%).
 - Special education students exhibited the highest improvement with a 17.9% gain (from 35.9% to 53.8%).

Conclusion:

The Benchmark Booster and Steps to Advance Language Arts curriculum has positively impacted all sub-groups, with the greatest gains observed among Black, Asian, and Special Education students. While the overall results are promising, the comparatively smaller improvement among Native Hawaiian students (3.3%) indicates a potential area for focused intervention.

The overall gains reflect the program's effectiveness in enhancing language arts proficiency across diverse student populations.





Mathematics

Data from the Number Worlds Math curriculum shows notable improvements across various sub-groups when comparing pre-test and post-test scores. The overall gain in performance across all students was 13.5%, with an average pre-test score of 51.8% improving to a post-test score of 65.3%.

Key Findings:

- **Overall Improvement:** Students improved by an average of 13.5 percentage points, from 51.8% to 65.3%.
- The largest gains were observed in **Grade 6**, with a **24.4% increase**, followed by **Grade 4** at **18.6%**.
- **Grades 1, 3, 7, and 8** also showed solid gains ranging from **12.2% to 14.3%**, indicating consistent progress across most grades.
- **Grade 5** showed the least improvement, with only a **1.1% gain**, suggesting potential areas for curriculum or instructional review.
- **Grade 2** had a modest improvement of **9.6%**.
- **Gender Comparison:**
 - Female students showed a gain of 14.2% (from 51.1% to 65.3%).
 - Male students had a slightly lower gain of 12.8% (from 52.5% to 65.4%).
- **Ethnic Group Performance:**
 - **Asian students** showed the largest improvement with a gain of 16.7% (from 51.6% to 68.3%).
 - **Black students** demonstrated a 13.1% gain (from 48.8% to 61.9%).
 - **Hispanic students** improved by 12.9% (from 51.8% to 64.7%).
 - **White students** saw a 13.0% gain (from 52.8% to 65.9%).
 - **Native Hawaiian/Pacific Islander** students showed the smallest gain, only 7.4% (from 52.9% to 60.3%).
 - **Students Identifying as Two or More Races** had a notable gain of 12.5% (from 55.9% to 68.4%).

Mathematics

- **English Language Learners (EL):**
 - Non-EL students improved by 13.7% (from 50.3% to 64.0%).
 - EL students gained 12.5% (from 52.7% to 65.2%).
- **Special Education:**
 - Non-special education students gained 13.2% (from 53.4% to 66.6%).
 - Special education students demonstrated strong progress with a gain of 15.3% (from 43.7% to 59.0%).

Conclusion:

The Targeted Services Summary school program has proven effective in improving mathematical proficiency across various demographic sub-groups with the Number Worlds Math curriculum. Noteworthy improvements were observed, especially among Asian and Special Education students, highlighting the curriculum's wide-reaching impact. However, the relatively lower improvement among Native Hawaiian students suggests a need for targeted interventions for this group.

The program's overall success, with consistent gains across the board, reflects its ability to enhance students' mathematical understanding and performance.



AUSTIN PUBLIC SCHOOLS
Information Services

Targeted Services Summer School Program Evaluation

Summer 2024

Prepared by: Corey Haugen
Director of Information Services

DATE: September 9, 2024

TITLE: Guaranteed Energy Savings RFP

TYPE: Action

PRESENTER: Todd Lechtenberg, Executive Director of Finance & Operations

Background:

The Minnesota Legislature (MN State Statute 123B.65) gave Minnesota schools a procurement tool to combine multiple comprehensive infrastructure improvements into a single turn-key project.

Rationale:

Austin Public Schools initiated a comprehensive feasibility assessment with Ameresco during the 2022-2023 academic year. The assessment identified several areas for potential improvement within the district.

We are now at the stage where we need to issue a Request for Proposal (RFP) to obtain detailed cost estimates for these proposed improvements.

Recommendation:

It is recommended that the School Board approve the district to send out the guaranteed energy savings RFP.



Guaranteed Energy Savings Contract

Request for Proposals

September 2024

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I. PROJECT SCOPE DESCRIPTION

A. Objective

1. Austin Public Schools (APS) requests proposals to evaluate qualified providers for the development and implementation of energy efficiency projects on a guaranteed energy savings contract basis. This Request for Proposal (RFP) will provide a competitive means in which to select a single company to implement the improvements in accordance with Minnesota statute 123B.65.

B. General Program Components Desired

1. It is the desire of Austin Public Schools to select a provider that can provide a range of professional services to identify, develop and implement a comprehensive list of energy efficiency and facility improvements for Austin Public Schools facilities to consider. Austin Public Schools seeks to maximize operational savings and related improvements. Within the framework of available financing, these facility improvements will be provided and financed through a performance-based contract under which Austin Public Schools: a) incurs no initial capital costs (with option for Austin Public Schools to provide initial capital if desired), b) achieves significant long-term savings, c) achieves a guarantee for energy savings, water savings and operations and maintenance (O&M) savings, d) obtains consistent levels of occupant comfort and building functionality, and e) captures ancillary benefits that may accrue as a direct result of such energy-related professional services and facility improvements. However, Austin Public Schools will ultimately select specific energy efficiency and facility improvement projects from the Respondent's comprehensive list of identified projects, which will comprise the final project scope of work.
2. Provide a more comfortable building environment for building occupants. This may include the repair, renovation, or replacement of existing heating, ventilation, air conditioning, environmental control systems, lighting systems, roofing systems, building envelope, miscellaneous deferred maintenance improvements, and water-consuming equipment. Austin Public Schools is also requesting that other needed facility improvements regardless of whether or not those projects generate energy and operational savings be investigated during the comprehensive facility audit upon qualified provider selection.
3. Provide a project that will have one (1) contract between Austin Public Schools and the Respondent. Austin Public Schools will not have separate contracts with a subcontractor as part the guaranteed energy efficiency project.
4. Provide a Financing Plan. The Financing Plan should include a sample selection matrix and cash flow analysis that includes the method of project financing debt service, projected interest rate and term of the financing agreement discussed later in the proposal format requirements section. The Financing Plan should be an actual plan used in another MN public school district.
5. The Respondent must include, as part of the program, a written guarantee of energy and operational savings for a period of up to fifteen (15) years per Minnesota stature 123B.65 The energy and operational savings guarantee must be a first party guarantee from the Respondent. In addition, the Respondent much provide an annual energy and operational savings guarantee report and reconciliation.

II. PROPOSAL FORMAT

Proposals shall be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Each proposal must include the following information. Austin Public Schools reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. Contractor Qualifications

1. Provide the general background information of your company including address, contact information, firm type, and tax identification numbers.
2. Provide a complete overview/organizational chart of your firm including personnel assigned to this project. To include but not be limited to their project responsibility, individual backgrounds, industry experience, etc.
3. Provide a description of how your firm will work with Austin Public Schools to develop, implement, and provide ongoing services to ensure the success and best possible outcome of the project.
4. Provide a description of any previous experience your firm or members of your firm have had working at Austin Public Schools. Include specific experiences along with the outcome of the previous working relationship with Austin Public Schools.

B. Required Service Capabilities

1. An interested Respondent must have the demonstrated technical and managerial professional services, i.e. architectural, engineering, project management, financial management, commissioning, measurement and verification, required to insure the development and implementation of a successful project.
2. Building systems include, but are not limited to, heating, ventilating and air conditioning (HVAC) equipment, energy management control systems, water/sewer systems, lighting systems, domestic hot water systems, the building envelope and other energy using systems.
3. Ancillary benefits may include, but are not limited to hazardous materials disposal or recycling, improved occupant comfort or building functionality, improved indoor air quality, and any unique benefits that may be provided by technologies available.
4. Provide a preliminary project management schedule. The Respondent must indicate how they will manage and supervise the project. In addition, the preliminary project management schedule should identify the timeline for the detailed assessment, scope or work selection process, a typical construction schedule and a schedule for providing any ongoing services.

5. Include detailed information for ongoing maintenance, training, and measurement and verification services. The Respondent must identify the proposed sub-contractor and or project partner that will perform the services if they are to be outsourced from the respondent. Also, the Respondent must clearly identify its measurement and verification protocol and guaranteed energy and operational savings reconciliation process.

C. Financing Plan

1. An interested Respondent must provide a Financing Plan, which should be an actual Financing Plan used in another Minnesota Public School District. The sample Financing Plan should include, at a minimum, the following information: example selection matrix and cash flow analysis that includes likely savings from both energy and operational facility improvements with ancillary benefits noted, cost estimates for potential facility improvements, design, engineering, installation, maintenance, repairs, or debt service, and estimates of the amounts by which energy or operating costs will be reduced, for the method of project financing, projected interest rate and term of the financing agreement.

D. Contractor Experience

1. Provide a list of a minimum of five (5) Minnesota K-12 projects where your firm played a role that is identical (wide scale energy facility improvement measures) to the role they will be serving as part of this project.
2. Provide a description of your firm’s contracting process and how you will ensure Austin Public Schools of the most qualified and competent contractors that will perform the work at the most competitive prices. Also, identify the personnel of your firm that will be working on the project and their qualifications.
3. Provide a description of your subcontracting process.

E. Ancillary Benefits

1. The respondent should describe any additional benefits Austin Public Schools would receive by working with and doing a project with the Respondent.

III. THE SELECTION PROCESS

A. Timetable

1. Austin Public Schools expects to undertake the selection process described below according to the following schedule:

<i>a) Advertise Request for Proposals (10 business days)</i>	<i>September 11th – 25th</i>
<i>b) Submission of Proposal</i>	<i>3:00pm September 30, 2024</i>
<i>c) Proposed Award of Qualified Provider</i>	<i>October 14, 2024</i>

B. Proposal Evaluation

1. The criteria listed below will be used in the evaluation of written submissions of Respondents proposals. These criteria will be applied and interpreted solely at the discretion of Austin Public Schools. Proposals should include all necessary information that is pertinent to these evaluation criteria.
2. Proposals will be evaluated and scored on the basis of the following criteria:
 - a) **Contractor Qualifications** 20%
Preference will be given to Respondents that have put forth the strongest and most qualified team with preference given to qualified providers with office(s) and staff located in Minnesota.
 - b) **Required Service Capabilities**..... 20%
Proposals should include a sound technical approach to provided services to meeting Austin Public School’s comfort, energy, and operating cost efficiency objectives.
 - c) **Financing Plan** 25%
Preference will be given to the proposals that that provide a sample Financing Plan that is clear and concise and allows Austin Public Schools the most flexibility to select a project scope that maximizes the amount of work that can be accomplished and yet is most economically beneficial.
 - d) **Contractor Experience** 20%
Preference will be given to Respondents that have demonstrated success providing the technical, managerial and financial services being requested by Austin Public Schools.
 - e) **Ancillary Benefits** 15%
Preference will be given to Respondents that demonstrate unique and additional benefits that will be available to Austin Public Schools.

IV. INSTRUCTIONS FOR SUBMITTING PROPOSALS

A. Requests for Further Information

Questions concerning this RFP and the procedures for responding to the RFP should be directed to the Purchasing Department through the Bonfire e-procurement portal.

B. Submission of Proposals

1. Respondents shall submit by 3:00 pm on Friday, September 30, 2024. Proposals must be submitted electronically to todd.lechtenberg@austin.l12.mn.us
2. The timing of this Request for Proposal as well as the eventual implementation of the work is critical to Austin Public Schools. As a result, no extensions will be granted.
3. Austin Public Schools reserves the rights to disqualify from consideration proposals which do not substantially provide all of the information requested in this RFP.

C. Right to Reject

1. In submitting a proposal, it is understood by the Respondent that the right is reserved by Austin Public Schools to accept any proposal in any and all parts, to reject any and all proposals, and to waive any irregularities or informalities, which are in the best interest of Austin Public Schools.

D. Cost of Proposal Preparation

1. The cost of preparing a response to this RFP, including site visits, comprehensive energy audit, engineering analyses, estimating, and any other services required to submit a proposal will not be reimbursed by Austin Public Schools.

E. Minnesota Certified Architect or Professional Engineer

1. The proposer's response shall include the signed declaration acknowledging the RFP requirements and the response shall be signed by the proposer's certified Architect or Professional Engineer registered in the State of Minnesota.

PROPOSER ACKNOWLEDGMENT OF RFP REQUIREMENTS

The undersigned declares that he/she has carefully examined the instructions and specifications contained in the Request for Proposal (RFP) to evaluate qualified providers and will furnish the properties and services set forth in its sealed proposal for the price set forth in its sealed proposal.

Proposer

Name of Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

Representative/Title: _____

Signature: _____

Date: _____

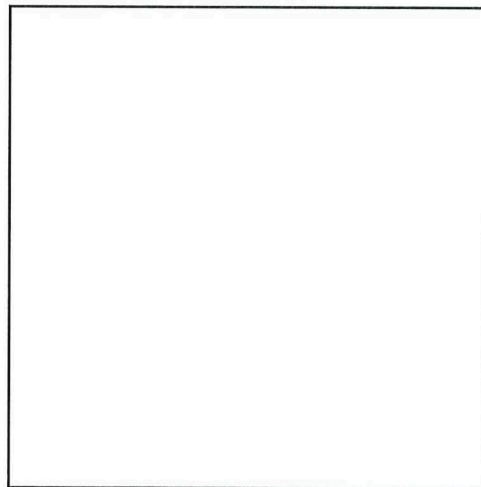
Proposer Certification

Name of Proposer Registered Architect/Professional Engineer: _____

Minnesota Architect/Professional Engineer License Number: _____

Signature: _____

Date: _____



DATE: September 9, 2024

TITLE: Donations

TYPE: Action

PRESENTER: Todd Lechtenberg, Executive Director of Finance & Operations

Background:

School districts receive donations from private individuals, public entities, and trusts on a regular basis. The district implemented School Board Policy 706 – Acceptance of Gifts to ensure compliance with statutory guidance.

Rationale:

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Recommendation:

It is recommended that the following donations be accepted by the school board for the benefit of Austin Public School students.

DONOR	AMOUNT	RECIPIENT(S)	PURPOSE
Fraternal Order of Eagles/Faith Church/Early Risers Kiwanis	\$5,000.00	All Elementaries & CLC	Personal Care Closet Supplies
The Next Chapter	Two Boxes of Native American Books	Native American Parent Advisory Committee	Expand offerings of Native American books for students/staff
Fraternal Order of Eagles	\$500.00	IJ Holton Intermediate School	PBIS Supplies

**Austin Public Schools,
ISD #492**

**Accounting & Financial
Procedures Manual**

Effective Date(s) of Accounting Procedures

The effective date of all accounting procedures described in this manual is July 1, 2016. If a procedure is added or modified subsequent to this date, the effective date of the new/revised procedure will be indicated parenthetically immediately following.

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INTRODUCTION

The following accounting manual is intended to provide an overview of the accounting procedures for Austin Public Schools, ISD #492, which shall be referred to as “Austin Public Schools, ISD #492” throughout this manual.

It shall be the responsibility of the Superintendent to implement School Board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of School Board policies. These guidelines and directives shall not be inconsistent with said policies. At least once every three years, these written procedures shall be presented to the School Board for review. (School Board Policy #208)

Austin Public Schools, ISD #492 is incorporated in the state of Minnesota under Minnesota Constitution Article 13 section 1, with powers and duties defined in Minnesota Statutes Chapter 123B.

MISSION STATEMENT

The mission of Austin Public Schools is to work together with family and community to empower all:

- to learn for life,
- to strive for excellence,
- to contribute in a global society.

This manual shall document the financial operations of the Austin Public Schools, ISD #492. Its primary purpose is to formalize accounting guidance and selected procedures for all staff who have a role in accounting processes and to document internal controls.

If a particular grant or award has provisions that are more restrictive than those in this manual, the more restrictive provisions will be followed only for that grant or award.

The contents of this manual were approved as official by the School Board. All Austin Public Schools, ISD #492 staff members are bound by the procedures herein, and any deviation is prohibited.

SECTION 1: GENERAL PROCEDURES

BUSINESS DEPARTMENT OVERVIEW

Austin Public Schools, ISD #492 Structure

The Business Office consists of six staff members who manage and process financial information for Austin Public Schools, ISD #492. The following positions comprise the Business Office:

- Executive Director of Finance & Operations
- Controller
- Administrative Assistant to the Executive Director of Finance & Operations
- Payroll Specialist
- Benefits Specialist/Cash Management
- Accounts Payable Clerk

Other officers and employees of Austin Public Schools, ISD #492 who have financial responsibilities are as follows:

- Superintendent
- Department Directors/Principals
- Human Resources Department
- Teaching & Learning Department
- Chair – Board level
- Treasurer – Board level
- Clerk – Board level
- Vice-Chair – Board level

Department Responsibilities

The primary responsibilities of the Business Office consist of:

- General ledger
- Budgeting
- Cash and investment management
- Asset management
- Grants and contracts administration
- Purchasing
- Accounts receivable and billing
- Cash receipts
- Accounts payable

- Cash disbursements
- Payroll
- Financial statement processing
- External reporting of financial information
- Bank reconciliation
- Reconciliation of subsidiary ledgers
- Compliance with government reporting requirements
- Annual audit
- Leases
- Insurance

Standards for Financial Management Systems

In accordance 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Austin Public Schools, ISD #492 maintains a financial management system that provides for the following. Specific procedures to carry out these standards are detailed in the appropriate sections of this manual.

1. Identification, in all its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
2. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements of 2 CFR Parts 200.327, Financial Reporting, and 200.328, Monitoring and Reporting Program Performance, and/or the award.
3. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be fully supported by source documentation.
4. Effective control over and accountability for all funds, property, and other assets. Austin Public Schools, ISD #492 must adequately safeguard all such assets and ensure they are used solely for authorized purposes.
5. Comparison of outlays with budget amounts for each award.
6. Information that relates financial data to performance accomplishments and demonstrates cost effective practices as required by funding sources. (*2 CFR Part 200.301, Performance Measurement*)
7. Written procedures to minimize the time elapsing between the transfer of funds and disbursement by Austin Public Schools, ISD #492. Advance payments must be limited to

the minimum amount needed and be timed to be in accordance with actual, immediate cash requirements. *2 CFR Part 200.305 Payment*

8. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the 2 CFR Part 200 Subpart E, Cost Principles, and the terms and conditions of the award.

BUSINESS CONDUCT

Practice of Ethical Behavior

Austin Public Schools, ISD #492 requires board members and district employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All board members and school district employees are required to comply with all applicable laws and regulatory requirements. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The reputation of Austin Public Schools, ISD #492 depends to a very large extent on the following considerations.

Each employee must apply her or his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Austin Public Schools, ISD #492 policy and procedures?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Austin Public Schools, ISD #492 or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Each board member and district employee is responsible for the ethical business behavior of her or his subordinates. School Board members and district employees must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on these guidelines, as well as their personal sense of right and wrong.

Compliance with Laws, Regulations, and Austin Public Schools, ISD #492 Policies

Austin Public Schools, ISD #492 does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment.
- The disregard or circumvention of Austin Public Schools, ISD #492 guidelines or engagement in unscrupulous dealings.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

Policies regarding School Board Members Code of Ethics can be found at School District Policy Section 209 "Code of Conduct".

CONFLICTS OF INTEREST

Introduction

In the course of business, situations may arise in which an Austin Public Schools, ISD #492 decision maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All School Board members and district employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Austin Public Schools, ISD #492 in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the School Board, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

What Constitutes a Conflict of Interest

All School Board members and district employees of Austin Public Schools, ISD #492 owe a duty of loyalty to the Austin Public Schools, ISD #492. This duty necessitates that in serving the Austin Public Schools, ISD #492 they act solely in the interests of the Austin Public Schools, ISD #492, not in their personal interests or in the interests of others.

The persons covered under this guidance shall hereinafter be referred to as “interested persons.” Interested persons include all members of the School Board and all district employees, as well as persons with the following relationships to School Board members or district employees:

1. Spouses or domestic partners
2. Brothers and sisters
3. Parents, children, grandchildren, and great-grandchildren
4. Spouses of individuals listed in 2 and 3
5. Corporations, partnerships, limited liability companies (LLCs), and other forms of businesses in which an employee or director, either individually or in combination with individuals listed in 1, 2, 3, or 4, collectively possess a [35%] or more ownership or beneficial interest

Conflicts of interest arise when the interests of an interested party may be seen as competing with those of the Austin Public Schools, ISD #492. Conflicts of interest may be financial (where an interested party benefits financially directly or indirectly) or non-financial (e.g., seeking preferential treatment, using confidential information).

A conflict of interest arises when a School Board member or district employee involved in making a decision is in the position to benefit, directly or indirectly, from his or her dealings with the Austin Public Schools, ISD #492 or person conducting business with the Austin Public Schools, ISD #492. (A potential conflict of interest exists when the School Board member or district employee, or his or her immediate family {spouse, parent, child, brother, sister and spouse of parent, child, brother, or sister} owes/receives more than 1% of the benefiting business/profits.)

Examples of conflicts of interest include, but are not limited to, situations in which a school board member or district employee:

1. Negotiates or approves a contract, purchase, or lease on behalf of the Austin Public Schools, ISD #492 and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services.
2. Negotiates or approves a contract, sale, or lease on behalf of the Austin Public Schools, ISD #492 and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the goods or services.
3. Employs, or approves the employment of, or supervises a person who is an immediate family member of the director or employee.
4. Sells products or services in competition with the Austin Public Schools, ISD #492.
5. Uses the Austin Public Schools, ISD #492's facilities, other assets, employees, or other resources for personal gain.
6. Receives a substantial gift from a vendor, if the director or employee is responsible for initiating or approving purchases from that vendor.
7. Is a Board member of a financial institution that does business with the school district.

Honoraria Acceptance

An Austin Public Schools, ISD #492 employee shall not accept an honorarium for an activity conducted where district-reimbursed travel, work time, or resources are used, or where the activity can be construed as having a relationship to the employee's position with Austin Public Schools, ISD #492. Such activity would be considered official duty on behalf of Austin Public

Schools, ISD #492. A relationship exists between the activity and the employee's position with Austin Public Schools, ISD #492 if the employee would not participate in the activity in the same manner or capacity if he or she did not hold his or her position with Austin Public Schools, ISD #492. The employee should make every attempt to avoid the appearance of impropriety.

An employee may receive an honorarium for activities performed during regular non-working hours or while on annual leave if the following conditions are met:

- All expenses are the total responsibility of the employee or the sponsor of the activity in which the employee is participating.
- The activity has no relationship to the employee's Austin Public Schools, ISD #492 duties.

Nothing in this document shall be interpreted as preventing the payment to Austin Public Schools, ISD #492 by an outside source for actual expenses incurred by an employee in an activity, or the payment of a fee to Austin Public Schools, ISD #492 (in lieu of an honorarium to the individual) for the services of the employee. Any such payments made to Austin Public Schools, ISD #492 should be deposited to the Austin Public Schools, ISD #492 account and an appropriate entry should be made coded to the same program or department to which the employee's corresponding time was charged.

Disclosure Requirements

A School Board member or district employee who believes that he or she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

Therefore, Austin Public Schools, ISD #492 requires the following:

1. The Superintendent shall review all potential conflicts reported by employees, and the School Board shall review all potential conflicts reported by the Superintendent and determine appropriate resolution in accordance with the next section.
2. Prior to management, board, or committee action on a contract or transaction involving a conflict of interest, a district employee, or School Board member having a conflict of interest and who is in attendance at the meeting shall disclose all facts material to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting.
3. A district employee or School Board member who plans not to attend a meeting at which he or she has a reason to believe that the convening body will act on a matter in which the person has a conflict of interest shall disclose to the chair of the meeting all facts material to the conflict of interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

4. A person who has a conflict of interest shall not participate in or be permitted to hear the discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter.
5. A person who has a conflict of interest with respect to a contract or transaction that will be voted on at a meeting shall not be counted in determining a quorum for purposes of the vote. The person having a conflict of interest may not vote on the contract or transaction. Such person's ineligibility to vote and abstention from voting shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the School Board of Austin Public Schools, ISD #492 has a conflict of interest when he or she stands for election as an officer or for re-election as a member of the School Board.
6. If required by Federal awarding agencies, Austin Public Schools, ISD #492 will notify those agencies in writing of any *potential* conflict of interest. (2 CFR Part 200.112, *Conflict of interest*)

Resolution of Conflicts of Interest

All real or apparent conflicts of interest shall be disclosed to the Superintendent of the Austin Public Schools, ISD #492. Conflicts shall be resolved as follows:

- The chair of the Board shall be responsible for making all decisions concerning resolutions of the conflict involving the Superintendent
- The Superintendent or designee shall be responsible for making all decisions concerning resolutions of conflicts involving district employees.

A district employee may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the chair of the school board, with a courtesy copy to the Superintendent.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full School Board.
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board.

Disciplinary Action for Violations of Conflict of Interest

Failure to comply with the standards contained in this manual will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Austin Public Schools, ISD #492 or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation will be afforded an opportunity to explain her or his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy;
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy; and/or
3. Against any school board member or district employee who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A Board member who violates this standard may be removed from the Board.

Policies regarding School Board Members Conflict of Interest can be found at Section 210 – “Conflict of Interest – School Board Members” in the School District policies.

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is the collection of all asset, liability, net assets, revenue, and expense accounts. It is used to accumulate all financial transactions and is supported by subsidiary ledgers that provide details for certain accounts. The general ledger is the foundation for the accumulation of data and production of reports.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system and the basis for the accounting system, and follows the Minnesota Department of Education's Uniform Financial Accounting and Reporting Standards (UFARS). The chart of accounts consists of account title and account numbers assigned to the titles. The Chart of Accounts also includes dimensions to facilitate several purposes:

- Providing better financial information for public review and evaluation,
- Demonstrating financial accountability for program implementation,
- Enabling compliance with state and federal financial reporting requirements, and
- Improving decision-making capabilities for state and local agencies.

Austin Public Schools, ISD #492's chart of accounts is comprised of the following dimensions:

Dimension	Digits	Purpose
Fund	2	A fiscal entity with a set of accounts that record financial resources, liabilities and equities. Each fund is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
Austin Public Schools, ISD #492/Site	3	That portion of the total account code that makes it possible to identify expenditures and revenues as district-wide or by budgeted learning site.
Program	3	Used to separate sets of activities within a fund.
Course	3	For state reporting purposes, the Course dimension is to report revenues and expenditures for projects that overlap school district fiscal years.
Finance	3	Used to establish the revenue and expenditure relationship for financial accounting and reporting.
Object	3	Combined with the Source code in the account string, this dimension identifies the generic service or commodity obtained as the result of an expenditure.
Source	3	Combined with the Object code in the account string, this dimension identifies the origin of revenues.

Distribution of Chart of Accounts

All Austin Public Schools, ISD #492 employees involved with account coding or budgetary responsibilities will be issued a current chart of accounts, or the section of the chart of accounts applicable to their program. As the chart of accounts is revised, an updated copy of the chart of accounts shall be promptly distributed to these individuals.

Control of Chart of Accounts

The Controller monitors and controls the chart of accounts, including all account maintenance, such as additions and deletions. Any additions or deletions of accounts must be approved by the Controller, who ensures that the chart of accounts is consistent with the Austin Public Schools, ISD #492 structure of Austin Public Schools, ISD #492 and meets the needs of each division and department.

Fiscal Year of Austin Public Schools, ISD #492

Austin Public Schools, ISD #492 shall operate on a fiscal year that begins on July 1 and ends on June 30. Any changes to the fiscal year of the Austin Public Schools, ISD #492 must be ratified by majority vote of Austin Public Schools, ISD #492's School Board.

Accounting Estimates

Austin Public Schools, ISD #492 utilizes numerous estimates in the preparation of its interim and annual financial statements. Some of those estimates include:

1. Useful lives of property and equipment,
2. Fair market values of investments,
3. Fair market values of donated assets,
4. Values of contributed services, and
5. Cost allocation calculations.

The Executive Director of Finance & Operations will assess, review, and approve all estimates yearly. All conclusions, bases, and other elements associated with each accounting estimate shall be documented in writing. All material estimates, and changes in estimates from one year to the next, shall be disclosed to the external audit firm.

Journal Entries

All general ledger entries shall be supported by journal vouchers or other documentation, including an explanation of each such entry. Examples of such journal entries are:

1. Recording of noncash transactions,
2. Corrections of posting errors, and

3. Nonrecurring accruals of income and expenses.

Certain journal entries, called “recurring journal entries”, occur in every accounting period. These entries may include, but are not limited to:

1. Depreciation of fixed assets,
2. Amortization of prepaid expenses,
3. Accruals of recurring expenses, and
4. Amortization of unearned revenue.

Recurring journal entries shall be supported by a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, a journal_voucher.

All journal entries shall be authorized in writing by the Executive Director of Finance & Operations by initialing or signing the entries.

SECTION 2: REVENUES AND CASH RECEIPTS

ADMINISTRATION OF FEDERAL AWARDS

Definitions

Austin Public Schools, ISD #492 may receive financial assistance from a donor/grantor agency through the following types of agreements:

Grant: A financial assistance award given to the Austin Public Schools, ISD #492 to carry out its programmatic purpose.

Cooperative Agreement: A legal agreement where the Austin Public Schools, ISD #492 implements a program with the direct involvement of the funder.

Throughout this manual, federal assistance received in any of these forms will be referred to as a federal “award.”

Preparation and Review of Proposals

Individual departments are responsible for preparing proposals for projects that the department intends to pursue. However, all proposals shall be reviewed by the Executive Director of Finance & Operations prior to submission to government agencies or other funding sources to ensure the proposed budget includes all appropriate costs. Final proposals shall be reviewed and approved in writing by the Superintendent.

Post-Award Procedures

After an award has been made, the following steps shall be taken:

1. Verify the specifications of the grant or contract. The Business Office shall review the terms, time periods, award amounts, and expected expenditures associated with the award. A *Catalog of Federal Domestic Assistance* (CFDA) number shall be determined for each award. All reporting requirements under the contract or award shall be summarized.
2. Create new general ledger account numbers (or segments). New accounts shall be established for the receipt and expenditure categories in line with the grant or contract budget.
3. Gather documentation. See the following section, “Document Administration”, for details.

Compliance with Laws, Regulations, and Provisions of Awards

Austin Public Schools, ISD #492 recognizes that as a recipient of federal funds, the Austin Public Schools, ISD #492 is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the Austin Public Schools, ISD #492 meets this responsibility, the following procedures apply with respect to every grant or contract received directly or indirectly from a federal agency:

1. For each federal award, an employee within the department responsible for administering the award will be designated as Grant Manager.
2. Each Grant Manager shall attend a training on grant management prior to beginning his or her role as a Grant Manager (or as early in their functioning as a Grant Manager as practical). Thereafter, all grant managers shall attend refresher/update courses on grant management every two years.
3. The Grant Manager shall take steps to identify all applicable laws, regulations, and provisions of each grant and contract. These steps include but are not limited to the following.
 - a. Read each award and prepare a summary of key compliance requirements and references to specific laws and regulations.
 - b. Review *2 CFR Part 200 Appendix XI, Compliance Supplement* (updated annually) published by the Office of Management and Budget (OMB) for compliance requirements unique to the award and for compliance requirements common to all federal awards.
 - c. Review the section of the *Catalog of Federal Domestic Assistance (CFDA)* applicable to the award.
 - d. The Grant Manager will communicate grant requirements to those who will be responsible for carrying them out, or impacted by them.
4. The Grant Manager shall identify and communicate any special changes in procedures necessitated by federal awards as a result of the review of each award.
5. The Grant Manager shall take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard shall include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to *2 CFR Part 200 Appendix XI, Compliance Supplement*, and communications with federal awarding agency personnel.
6. The Executive Director of Finance & Operations, or designee, shall inform the independent auditors of applicable laws, regulations, and provisions of contracts and grants. The grant manager shall also communicate known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Document Administration

For each grant/award received by Austin Public Schools, ISD #492 from a federal, state, or local government agency, a master file of documents applicable to the award shall be prepared by the Grant Manager assigned to administer the program.

The master file assembled for each government award shall include all of the following documents (including originals of all documents received from the awarding agency):

1. Copy of the initial application for the award and corresponding budget,
2. All correspondence to and from the awarding agency post-application, leading up to the award,
3. The final, approved budget and program plan, after making any modifications
4. The grant agreement and any other documents associated with the initial making of the award,
5. Copies of pertinent laws and regulations, including awarding agency guidelines, associated with the award,
6. Subsequent grant modifications (financial and programmatic)
7. Copies of program and financial reports,
8. Subsequent correspondence to/from the awarding agency,
9. Results of any monitoring visits conducted by the awarding agency, including resolution by Austin Public Schools, ISD #492 of any findings arising from such visits, and
10. Correspondence and other documents resulting from the closeout process of the award.

The preceding grant document file shall be organized into four sections as follows:

1. Pre-award documents,
2. Post-award documents, including reports,
3. Laws, regulations, and agency guidelines, and
4. Audit/monitoring-related documents.

On the inside front cover of the grant document file shall be a Summary of Critical Award Provisions, prepared by the Grant Manager. This summary shall include, at a minimum, the following:

1. Key compliance requirements, including citations of applicable laws and regulations,
2. Important deadlines, and
3. Correspondence contact information at the awarding agency.

The original grant document file shall remain in the office of the Grant Manager or Business Office. The Grant Manager shall maintain a separate file of frequently-requested documents that shall consist of photocopies of the documents included in the secure grant document file. The purpose of this file of copied documents is to limit the potential for loss of valuable

documents. Any other Austin Public Schools, ISD #492 employee making a valid request for access to grant documents shall be provided with the file of copied documents.

Closeout of Federal Awards

Austin Public Schools, ISD #492 shall follow the closeout procedures described in 2 CFR 200.343 – 345, Closeout, and in the grant agreements as specified by the granting agency.

Austin Public Schools, ISD #492 and all sub recipients shall liquidate all obligations incurred under the grant or contract within 90 days of the end of the grant or contract agreement.

COST SHARING AND MATCHING (IN-KIND)

Overview

Austin Public Schools, ISD #492 values contributed services and property that are to be used to meet a cost sharing or matching requirement at their fair market values at the time of contribution, unless award documents or federal agency regulations identify specific values to be used.

Austin Public Schools, ISD #492 shall claim contributions as meeting a cost sharing or matching requirement of a federal award only if all of the following criteria are met.

1. They are verifiable from Austin Public Schools, ISD #492 records.
2. They are not included as contributions (or match) for any other federally-assisted project or program.
3. They are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. They are allowable under the federal cost principles, 2 CFR Part 200 Subpart E, Cost Principles.
5. They are not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching.
6. They are provided for in the approved budget when required by the federal awarding agency.
7. They conform to all provisions of federal administrative regulations, 2 CFR Part 200 Subpart D, Post Federal Awards Requirements.
8. In the case of donated space, (or donated use of space), the space is subject to an independent appraisal performed by a certified appraiser as defined by 2 CFR Part 200.306(i)(1) to establish its value.

Valuation and Accounting Treatment

In-kind typically falls into one of the following categories:

- Cash
- Space, buildings, land, and equipment
- Staff time

- Volunteer time and services
- Supplies

The following sections discuss the valuation and accounting treatment for each category.

Cash

- Austin Public Schools, ISD #492 shall recognize cash contributions as in-kind income in the period in which they are spent on allowable program costs.
- Any discounts received on goods or services are recognized as in-kind only if such discounts are not available to the general public. Discounts taken as in-kind must be supported by a letter from the vendor stating that it is providing this discount in support of the program.

Space, Buildings, Land, and Equipment

Buildings and Land

If the purpose of the contribution is to assist the Austin Public Schools, ISD #492 in the acquisition of equipment, building, or land, the total value of the donated property may be claimed as matching with prior approval of the awarding agency.

If the purpose of the donation is to support activities that require the use of equipment, buildings, or land, depreciation may be claimed as matching, unless the awarding agency has approved using the full value as match.

Equipment, land, or buildings are valued at their fair market value as determined by an independent appraiser. Information on the date of donation and records from the appraisal will be maintained in a property file.

Space

- Donated space will be valued at the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
- Information on the date of donation and records from the appraisal will be maintained in a property file.
- If less than an arms-length transaction, donated space will be valued based on actual allowable costs to occupy the facility (e.g. repairs and maintenance, insurance, etc.) not to exceed fair market rental value.

Staff Time

Staff time used as cost sharing or match will be valued at the rate which the employee is paid. The rate will include gross hourly wages plus fringe benefits.

Austin Public Schools, ISD #492 requires employees to document and account for the time accounted for as match in the same manner time as other time worked by the employee.

Volunteer Time and Services

Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor will be included in in-kind if the services are an integral and necessary part of the program.

Examples of contributed services received and recorded as income and expense by Austin Public Schools, ISD #492 include plumbing, electrical, contractor labor as well as general labor.

Volunteer services will be valued at rates consistent with those paid for similar work in the Austin Public Schools, ISD #492. For skills not found in the Austin Public Schools, ISD #492, rates will be consistent with those paid for similar work in our labor market. Rates should include gross hourly wages plus fringe benefits calculated based on fringe benefits received by employees in similar positions, or on agency average.

Volunteers must possess qualifications and perform work requiring those skills in order to be valued at greater than an unskilled labor rate.

Austin Public Schools, ISD #492 requires volunteers to document and account for their contributed time in a manner similar to the timekeeping system followed by employees. Each program that uses volunteers will provide the volunteers a sign-in sheet which collects the following information:

- Date service was performed
- Volunteer name and address
- Hours donated (time in and out)
- Service provided
- Signature of volunteer

The sign-in sheets will be delivered to the Business Office monthly so they can be tallied, valued, and recorded as in-kind in the accounting records.

Supplies

Donated supplies must be used in the program and shall be valued at fair market value at the time of donation. Supplies can be counted as match only if the program would have purchased such items with federal funds.

BILLING/INVOICING

Overview

The Austin Public Schools, ISD #492's primary billable sources of revenue are:

- State funding – scheduled by the state in accordance with state statutes,
- Federal funding – reimbursement based on allowed, incurred expenses, and
- Local Property taxes – scheduled by the County Board in accordance with state statutes.

Other lesser sources of income such as reimbursement and fee-for-service grants, transportation fees, meal charges, or child care fees will be collected and recorded when the services are provided.

Responsibilities for Billing and Collection

Austin Public Schools, ISD #492's Business Office is responsible for the invoicing of funding sources and the collection of outstanding receivables. (Note: Cash receipts, credit memo, and collection procedures will be discussed in subsequent sections.)

Billing and Financial Reporting

Austin Public Schools, ISD #492 strives to provide management, staff, and funding sources with timely and accurate financial reports applicable to federal awards. These reports include monthly and cumulative expenditures, a project budget, and a balance remaining column.

Austin Public Schools, ISD #492 shall prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports shall be the responsibility of the Executive Director of Finance & Operations or designee.

Austin Public Schools, ISD #492 shall maintain separate billing records in addition to the official general ledger accounting records. Billing records shall be reconciled to the general ledger on a monthly basis.

At the time invoices (requests for reimbursement) are prepared, revenue and accounts receivable shall be recorded in the accounting records of Austin Public Schools, ISD #492 by the Executive Director of Finance & Operations.

If a federal award authorizes the payment of cash advances to Austin Public Schools, ISD #492, the Executive Director of Finance & Operations may require that a request for such an advance be made. Upon receipt of a cash advance from a federal agency, Austin Public Schools, ISD #492 shall reflect a liability equal to the advance. As part of the monthly closeout and invoicing

process, the liability shall be reduced, and revenue recognized, in an amount equal to the allowable costs incurred for that period.

Accounts Receivable Entry

Individuals independent of the cash receipts function shall post customer invoices, credit adjustments, and other adjustments to accounts receivable.

Fund Balance Reporting

A local government classifies its fund balances based on the nature of the particular net resources reported in a governmental fund in the following order:

1. Nonspendable net resources,
2. Restricted resources,
3. Committed resources,
4. Assigned resources, and
5. Unassigned resources.

This will classify a fund's net resources in the order of those that have the most constraints placed on their use to those that have the fewest constraints. The net resources with the most constraints are usually listed first.

The following are Austin Public Schools, ISD #492 Fund Balance reports according to GASB 54 standards:

1. Nonspendable – amounts that cannot be spent because they are either
 - a. Not in spendable form, or
 - b. Legally or contractually required to be maintained intact.
2. Restricted – amounts that have restraints placed on the use of the resources either
 - a. Imposed externally by creditors, grantors, contributors, or laws or regulations of other governments, or
 - b. Imposed by law through constitutional provision or enabling legislations
3. Unrestricted Committed – resources used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.
4. Unrestricted assigned - - amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed
5. Unassigned – the residual classification for the General Fund, and not reported in any other classification.

CASH RECEIPTS

Overview

Cash (including checks payable to the Austin Public Schools, ISD #492) is the most liquid asset an Austin Public Schools, ISD #492 has. Therefore, it is the objective of Austin Public Schools, ISD #492 to establish and follow the strongest possible internal controls in this area.

Processing of Checks and Cash Received in the Mail

The following procedures will be followed:

- Cash receipts are received at buildings and sites through the mail by the building secretaries.
- Mail is opened and a cash count form of cash/checks received shall be prepared in an open area, in the presence of other employees.
- The cash count forms and cash/checks are directed to the AHS Cashier's office
- The Cashier double counts the cash/checks to verify the cash count form and prepares a consolidated deposit to go to the bank
- A deposit slip is prepared from the cash count forms and placed in locked bank bags along with a document indicating the number of deposits in the locked bag in which the bank teller signs off on also to indicate receipt of all deposits.
- The District courier takes the bank bags to the bank and returns bags to the cashier which contains the bank teller confirmation of number of deposits and the bank deposit slips.
- The business office receives cash/checks via mail also. These deposits are prepared by the Assistant to the Exec. Director of Finance and Operations, double counted by another business office staff person who signs the deposits and the bank teller confirmation form also.
- In the absence of the Cashier, (summers) the Assistant to the Exec. Director of Finance and Operations will create all district deposits as indicated above.
- In the absence of the District Courier, the Assistant to the Exec. Director of Finance and Operations will bring deposits to the bank.

Processing of Checks and Cash Received in Food Service Programs

The following procedures will be followed:

- Cash receipts are received by cafeteria cashiers who use registers and the food service program software for receipting cash during lunch periods. They balance out at the end of each day.
- The Head Cooks at Austin High School, Ellis and IJ Holton combine the various cashier lines into one deposit and verify the total receipts with those of the cashiers. At least one other cashier is present while this is completed.

- The deposit from the above sites are taken to the bank via courier in locked bank bags.
- The Head Cooks at the elementary sites double check the cashier counts, with the cashier present and create a cash count form.
- The cash count form and cash is then routed via the district courier in a locked bank bag to the District Cashier where the above procedures are followed for double counting and preparation of a consolidated elementary deposit to the bank.

Processing of Checks and Cash Received at Events

The following procedures will be followed:

- Heavy duty combination lock cash boxes for Events are prepared by the District Cashier.
- Cash boxes are picked up by Activities Office Personnel (Activities Director, Secretary or Site Supervisor) delivered to the Ticket Takers
- It is Recommended Ticket Takers count the initial cash in the cash box to verify beginning balance
- Ticket Takers Receive cash and checks during the event and hand out pre-numbered tickets to the attendees. Beginning Ticket numbers are recorded on the Event Cash Count Form in the Cash box for the event
- Ticket Takers Count the Cash at the end of the event and record on the Event Cash Count Form by denomination. They also record the ending ticket numbers, total cash less beginning balance which should match the calculated receipts for the event based on the number of tickets sold. Any difference the ticket taker is asked to write why they feel there was a discrepancy.
- The cash boxes are picked up by the Activity Director and placed in the vault in the Cashiers office whenever possible. Occassionally, a Site Supervisor will turn in the cash box to the Activities office or Cashier in the morning.
- The District Cashier then follows above procedures for double counting and preparation of a deposit to the bank.

Endorsement of Checks

All checks received that are payable to the Austin Public Schools, ISD #492 shall immediately be restrictively endorsed by the individual who prepares the cash count forms. The restrictive endorsement shall be a stamp that includes the following information:

1. For Deposit Only
2. Austin ISD #492
3. The bank name
4. The bank account number of Austin Public Schools, ISD #492

Timeliness of Bank Deposits

Bank deposits will be made on a daily basis, except during non-academic calendar breaks. Undeposited checks and cash shall be maintained in a locked box/or safe and kept in a secure area until deposited. Such cash will not be used as petty cash or to make change.

Credit Card Receipts

Austin Public Schools, ISD #492 accepts Visa, MasterCard and Discover Card and has negotiated contracts for outsourcing processing payment transactions. Individual Austin Public Schools, ISD #492 departments may not use or negotiate individual contracts with these or other payment card companies or processors.

When citizens wish to make payment via credit card, they will be directed to the Austin Public Schools, ISD #492's website.

Reconciliation of Deposits

On a periodic basis, the Benefits Specialist/Cash Management, who does not prepare the initial cash receipts listing or bank deposit, shall reconcile the listings of receipts to bank deposits on the monthly bank statement and/or daily transactions posted to the bank. Any discrepancies shall be immediately investigated.

Control Grid - Revenue and Cash Receipts

Austin Public Schools, ISD #492 strives to maintain adequate segregation of duties in its income and cash receipts functions. The following table illustrates how responsibilities have been assigned. In this table, personnel are identified as follows:

- A. Controller/Exec. Dir. Of Finance & Operations
- B. Department Directors/Secretary
- C. Cashier's Office/Courier
- D. Cash Management
- E. Administrative Asst. to Exec. Dir. Of Finance & Operations

	A	B	C	D	E
Produces invoice to bill customer/funder	X	X			
Enters invoice into A/R system	N/A				
Initials receipt of funds (cash or checks)	X	X	X		
Restrictively endorses checks		X	X		
Initials receipt of credit card payments			X	X	
Prepares initial record of funds collected		X	X		X

Prepares deposit slip			X		X
Takes deposit slip to bank			X		X
Processes credit card payments					X
Enters payments into A/R system	N/A				
Reconciles log of collections w/ A/R posting				X	
Authorizes credits or other adjustments	X				
Posts credits/adjustments to A/R system					X
Authorizes write-off of bad debts	X				
Posts bad debt write-offs to A/R system	X				
Prepares periodic customer statements				X	
Reconciles A/R with general ledger				X	
Reconciles bank statement				X	
Reviews A/R aging	N/A				
Performs follow-up calls on old A/R	X	X	X	X	X

GRANTS RECEIVABLE MANAGEMENT

Monitoring and Recognition

Austin Public Schools, ISD #492 records grants receivable and income as it is earned and billed during the grant year. The Executive Director of Finance & Operations is responsible for monitoring budget-to-actual expenditures, and will meet with the Grant Manager to discuss grant fiscal results.

SECTION 3: EXPENDITURES AND DISBURSEMENTS

PURCHASING PROCEDURES

Overview

THE GUIDELINES AND PROCEDURES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY AUSTIN PUBLIC SCHOOLS, ISD #492.

Austin Public Schools, ISD #492 requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The guidelines in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement procedures is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

Responsibility for Purchasing

All department heads or their designees shall have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department directors shall inform the Business Office of all individuals that may initiate purchases or prepare purchase orders. The Business Office shall maintain a current list of all authorized purchasers.

The Business Office shall be responsible for processing purchase orders. The Executive Director of Finance & Operations or designees have approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Code of Conduct in Purchasing (2 CFR Part 200.318 (c)(1))

Ethical conduct in managing the Austin Public Schools, ISD #492's purchasing activities is absolutely essential. Staff must always be mindful that they represent the School Board and share a professional trust with other staff and the general membership.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No board member, district employee, or agent shall participate in the selection or administration of a contractor if a real or apparent conflict of interest would be involved. Such a conflict would arise if a board member, district employee or agent, or any member of his or her immediate family, his or her spouse or partner, or an Austin Public

Schools, ISD #492 that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the contractor selected.

- In compliance with the MN statutes, School Board members, district employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value, including any food or beverages, from vendors or parties to sub-agreements. Unsolicited gifts with a value of \$5 or less may be accepted with the exception of food and beverages.

Competition (2 CFR Part 200.319)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest;
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade;
- For federal awards, not permit contractors who develop specifications, requirements, or proposals to bid on such procurements;
- Award contracts to qualified bidders whose product or service is most advantageous in terms of price, quality, and other factors;
- Issue solicitations that clearly set forth all requirements to be evaluated;
- Reserve the right to reject any and all bids when it is in the Austin Public Schools, ISD #492's best interest;
- For federal awards, not give preference to state or local geographical areas unless such preference is mandated by Federal statute (200.319(b)); and
- "Name brand or equivalent" description may be used as a means to define the performance or requirements (200.319(c)(1)).

Nondiscrimination

All vendors or contractors who are the recipients of Austin Public Schools, ISD #492 funds or who propose to perform any work or furnish any goods under agreements with Austin Public Schools, ISD #492 shall agree to these important principles:

1. Contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractors.
2. Contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

Procurement Procedures

The following are Austin Public Schools, ISD #492's procurement procedures.

1. Austin Public Schools, ISD #492 shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. *(2 CFR Part 200.318(d))*
2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 200.318(d))*. This analysis should only be made when both lease and purchase alternatives are available to the program.
3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement of use of common or shared goods and services. *(2 CFR Part 200.318(e))*
4. Purchasers are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. *(2 CFR Part 200.318(f))*
5. Documentation of the cost and price analysis associated with each procurement decision in excess of the MN bid law threshold (\$100,000) shall be retained in the procurement files. *(2 CFR Part 200.323)*
6. Austin Public Schools, ISD #492 will maintain records sufficient to detail the history of procurement, including: *(2 CFR Part 200.318(i))*
 - a. Rationale for the method of procurement,
 - b. Selection of contract type,
 - c. Contractor selection or rejection, and
 - d. The basis for the contract price.
7. Austin Public Schools, ISD #492 shall make all procurement files available for inspection upon request by a federal awarding agency.
8. Austin Public Schools, ISD #492 shall not utilize the cost-plus-a-percentage-of-costs method of contracting. *(2 CFR Part 200.323(d))*

All staff members with the authority to approve purchases made with federal awards will receive a copy of and be familiar with 2 CFR Part 200.400 – 475, Cost Principles.

Authorizations and Purchasing Limits

All completed purchase orders must be signed by the preparer and approved by the Department Director or Executive Director of Finance & Operations. The following table lists required approval levels and solicitation processes for purchases made with federal or non-federal funds:

Purchase Thresholds		Delegated Approval Authority	Process
Non-Federal	Federal		
≤ \$25,000	≤ \$3,000	<ul style="list-style-type: none"> • Executive Director of Finance & Operations for purchases within budget 	Evidence of solicitation not required as long as the purchaser believes the price is reasonable, but purchases should be distributed among qualified vendors
\$25,001 ≤ \$100,000	\$3,001 ≤ \$100,000	<ul style="list-style-type: none"> • Executive Director of Finance & Operations: <ul style="list-style-type: none"> ○ Purchases within budget ○ Contracts up to the bid law threshold 	Sealed bids or direct negotiation with 2 quotations whenever possible
> \$100,000	> \$100,000	Board prior approval required	Sealed bids solicited by public notice and subject to the particular requirements of the governmental subdivision

The Superintendent and Executive Director of Finance & Operations are authorized to enter into any contract on behalf of Austin Public Schools, ISD #492. Contracts of [\$10,000] or less must be reviewed and approved by the Department Director and the Executive Director of Finance & Operations but do not require approval from the Superintendent. These procedures shall also apply to renewals of existing contracts.

Use of Purchase Orders

Austin Public Schools, ISD #492 utilizes a purchase order system. A requisition form is completed by the requesting party and approved by the Department Director. The building secretary properly completes an electronic purchase order (i.e., total amount of goods and services purchased, not unit cost), with the exception of travel advances, expense reimbursements, or local field orders, which require the preparation of a separate form described elsewhere in this manual. A properly completed purchase order may contain the following information:

1. Specifications or statement of services required,

2. Vendor name, address, and phone number,
3. Source of funding (if applicable),
4. Delivery or performance schedules,
5. Delivery, packing, and transportation requirements, (if applicable),
6. Special conditions (if applicable),
7. Catalog number, page number, etc. (if applicable),
8. Net price per unit, less discount, if any
9. Total amount of order,
10. Authorized signature, and
11. Date purchase order was prepared.

Purchase orders are electronically approved by the Executive Director of Finance & Operations.

All purchase orders shall be recorded in an electronic purchase order log. At the end of the fiscal year, outstanding purchase orders shall be reviewed by the Executive Director of Finance & Operations or designee, and either closed or carried forward to the next year

Required Solicitation of Quotations from Contractors

Solicitations for goods and services (requests for proposals or RFPs) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. *(2 CFR Part 200.319(c)(1))*
2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See the next section entitled "Evaluation of Alternative Contractors" for required criteria.) *(2 CFR Part 200.319(c)(2))*
3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. *(2 CFR Part 200.319(c)(1))*
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. *(2 CFR Part 200.319(c)(1))*

5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.
6. The date by which proposals are due.
7. Required delivery or performance dates/schedules.
8. Clear indications of the quantity(ies) requested and unit(s) of measure.

Extension of Due Dates and Receipt of Late Proposals

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, an extension may be granted if a prospective offeror so requests.

Contractor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained or returned to the proposer. Contractors that submit late proposals shall be notified that their proposal was late and could not be considered for award.

Evaluation of Alternative Contractors

Contractors shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology,
2. Skill and experience of key personnel,
3. Demonstrated experience,
4. Other technical specifications designated by the department requesting proposals,
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.),
6. Contractor's financial stability,
7. Contractor's demonstrated commitment to the governmental sector,
8. Results of communications with references supplied by the proposer,
9. Ability/commitment to meeting time deadlines,
10. Cost,
11. Minority- or women-owned business status of vendor, and
12. Other criteria (to be specified by the department requesting proposal).

Not all of the preceding criteria may apply in each purchasing scenario. However, the department responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a contractor has been selected and approved by the Department Director, the final selection shall be approved by others according to Austin Public Schools, ISD #492's purchasing approval procedures.

Affirmative Consideration of Minority, Small Business, Women-Owned Businesses, and Labor Surplus Area Firms

(2 CFR Part 200.321)

Positive efforts shall be made by Austin Public Schools, ISD #492 to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. *(2 CFR Part 200.321)*
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises and labor surplus area firms. *(2 CFR Part 200.321(b)(4))*
3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, and women's business enterprises. *(2 CFR Part 200.321(b)(6))*
4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. *(2 CFR Part 200.321(b)(3))*
5. Use the services and assistance, as appropriate, of such organization as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. *(2 CFR Part 200.321(b)(5))*

Availability of Procurement Records (2 CFR Part 200.324(b))

Austin Public Schools, ISD #492 shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200. *(2 CFR Part 200.324(b)(1))*
- The procurement is expected to exceed the Minnesota-defined simplified acquisition threshold (\$100,000) and is to be awarded without competition or only one bid is received. *(2 CFR Part 200.324(b)(2))*
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. *(2 CFR Part 200.324(b)(3))*

- The proposed award exceeds the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. (2 CFR Part 200.324(b)(4))
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the simplified acquisition threshold. (2 CFR Part 200.324(b)(5))

Provisions Included in All Contracts Charged to Federal Awards (2 CFR Part 200 Appendix II)

Austin Public Schools, ISD #492 includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with vendors and subgrants to grantees:

1. **Contracts** for more than the simplified acquisition threshold currently set at \$100,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. **Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7):** When required by Federal program legislation, all construction contracts of more than \$2,000 awarded by Austin Public Schools, ISD #492 and its subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3).
5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** Where applicable all contracts awarded by Austin Public Schools, ISD #492 in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 3702 and 3704 of the Contract Works Hours and Safety Standards Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3).

6. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Austin Public Schools, ISD #492 and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the award agency.
7. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended:** Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. **Mandatory** standards and procedures relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act ([42 U.S.C. 6201](#)).
9. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or subgrants of \$100,000 or more, Austin Public Schools, ISD #492 shall obtain from the contractor or subgrantee a certification that it will not and has not used federal appropriated funds to pay any person or Austin Public Schools, ISD #492 for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.
10. **Debarment and Suspension (E.O.s 12549 and 12689):** No contract shall be made to the parties listed on the General Services List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension."

Non Competitive Purchases

Emergencies:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Austin Public Schools, ISD #492 property is involved. The reasons for such purchases will be documented in the procurement file.

Single Distributor/Source:

Sole source purchases contracts may be made when one or more of the following conditions apply:

- The item or service is only available from one source;
- The situation is an emergency and will not permit a delay resulting from competitive solicitation;
- The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request; or
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency or pass-through entity may be required.

Right to Audit Clause

Austin Public Schools, ISD #492 requires a “Right to Audit” clause in all contracts between the Austin Public Schools, ISD #492s and vendors that either:

1. Take any form of temporary possession of assets directed for the Austin Public Schools, ISD #492, or
2. Process data that will be used in any financial function of the Austin Public Schools, ISD #492.

This Right to Audit clause shall permit access to and review of all documentation and processes relating to the contractor’s operations that apply to Austin Public Schools, ISD #492, as well as all documents maintained or processed on behalf of Austin Public Schools, ISD #492, for a period of three years. The clause shall state that such audit procedures may be performed by Austin Public Schools, ISD #492 employees or any outside auditor or contractor designated by the Austin Public Schools, ISD #492.

Contractor Files and Required Documentation

The Business Office shall create a contractor folder for each new contractor from whom Austin Public Schools, ISD #492 purchases goods or services.

The Business Office shall supply a blank Form W-9 to new contractor and request that the contractor complete, sign and return the W-9 (or provide equivalent, substitute information). Completed, signed Forms W-9 or substitute documentation shall be filed. See the section on “Payroll and Related Items” for guidance on determining whether a vendor should be treated as an employee.

Prior to making the final payment to a construction contractor, the Business Office must receive a completed IC134, Minnesota Contractor Affidavit, from the contractor.

Procurement Grievance Procedures

Any bidder may file a grievance with Austin Public Schools, ISD #492 following a competitive bidding process. Once a selection is made, bidders must be notified in writing of the results. The written communication mailed to bidders must also inform them that they may have a right to appeal the decision. Information on the Austin Public Schools, ISD #492's appeal procedures must be made available to all prospective contractors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance. Grievances are limited to violations of federal laws or regulations, or failure of the Austin Public Schools, ISD #492 to follow its own procurement guidelines.

Receipt and Acceptance of Goods

A Department Director or designated individual shall inspect all goods received. Upon receipt of any item from a contractor, the following actions shall immediately be taken.

1. Review bill of lading for correct delivery point.
2. Verify the quantity of boxes/containers with the bill of lading.
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.).
4. Sign and date the bill of lading.
5. Remove the packing slip from each box/container.
6. Compare the description and quantity of goods per the purchase order to the packing slip.
7. Examine goods for physical damage.
8. Count or weigh items, if appropriate, and record the counts on the purchase order.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with contractors.

Contract Administration

Austin Public Schools, ISD #492 is required to have procedures on contract administration. (2 CFR Part 200.318(b)) Therefore, all contract managers will adhere to the following procedures.

1. Contract administration files shall be maintained in a separate file:
2. Contract administration files shall contain:
 - a. The required documentation specified in the authorizations and purchasing limits table for the original scope of work and for all amendments.
 - b. Where the contract work is identified in the grant award or budget, the identification and scope of the work contained in the award or budget, and all approved changes.

3. Authorization of work:
 - a. No work shall be authorized until the contract for the work has been approved and fully executed.
 - b. No change in the work shall be authorized until an amendment to the contract for the work has been approved.
 - c. No amendment of a contract for work shall be executed until it has been approved and authorized as required in the Authorizations and Purchasing Limits table and, where required by the terms of the grant award or budget, approval by the funding source.

4. Conformance of work:
 - a. For each grant award, based on the applicable laws, regulations and grant provisions, the Department Director shall establish and maintain a system to reasonably assure contractor:
 - i. Conformance with the terms, conditions, and specifications of the contract, and
 - ii. Timely follow-up of all purchases to assure such conformance and adequate documentation.

5. The Department Director will authorize payment of invoices to contracts after final approval of work products.

SUBRECIPIENTS

Making of Subawards

From time to time, Austin Public Schools, ISD #492 may find it practical to make subawards of federal funds to other organizations. All subawards in excess of the simplified acquisition threshold shall be subject to the conflict of interest procedures described in the preceding section. In addition, all subrecipients must be approved in writing by the federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

Austin Public Schools, ISD #492 is required to evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward to determine the appropriate monitoring. Evaluations may include such factors as: *(2 CFR Part 200.331(b))*

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

Monitoring of Subrecipients

When Austin Public Schools, ISD #492 utilizes federal funds to make subawards to subrecipients, Austin Public Schools, ISD #492 is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following requirements apply to all subawards of federal funds made by Austin Public Schools, ISD #492 to subrecipients:

The following required information will be provided to all subrecipients:

1. Federal Award Identification.
 - a. Subrecipient name (which must match its registered name in DUNS);
 - b. Subrecipient's DUNS number ;
 - c. Federal Award Identification Number (FAIN);
 - d. Federal Award Date;
 - e. Subaward period of performance start and end date;
 - f. Amount of Federal funds obligated by this action;

- g. Total amount of Federal funds obligated to the subrecipient;
 - h. Total amount of the Federal award;
 - i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
 - k. Catalogue of Federal Domestic Assistance (CFDA) number and name. Sample Austin Public Schools, ISD #492 must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - l. Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414 Indirect (F&A) Costs).
2. All requirements imposed by Austin Public Schools, ISD #492 on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
 3. Any additional requirements that Austin Public Schools, ISD #492 imposes on the subrecipient in order for Austin Public Schools, ISD #492 to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;
 4. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between Austin Public Schools, ISD #492 and the subrecipient, or a de minimis indirect cost rate as defined in § 200.414 Indirect costs.
 5. A requirement that the subrecipient permit Austin Public Schools, ISD #492 and auditors to have access to the subrecipient's records and financial statements as necessary for Austin Public Schools, ISD #492 to meet the monitoring requirements of 2 CFR Part 200; and
 6. Appropriate terms and conditions concerning closeout of the subaward.
 7. Subawards shall require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.
 8. Subawards shall require that subrecipients submit financial and program reports to Austin Public Schools, ISD #492 on a basis no less frequently than annually.
 9. Austin Public Schools, ISD #492 will follow up with all subrecipients to determine whether all required audits have been completed. Austin Public Schools, ISD #492 will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with 2 CFR Part 220.501. For subrecipients that properly obtain

an audit in accordance with 2 CFR Part 200.501, Austin Public Schools, ISD #492 shall obtain and review the resulting audit reports for possible effects on Austin Public Schools, ISD #492's accounting records or audit.

10. Austin Public Schools, ISD #492 shall assign one of its employees the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance by the subrecipient. This employee will establish and document, based on her or his understanding of the requirements that have been delegated to the subrecipient, a system for the ongoing monitoring of the subrecipient.
11. Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:
 - a. Regular contacts with subrecipients and appropriate inquiries regarding the program;
 - b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern;
 - c. Monitoring subrecipient budgets;
 - d. Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward;
 - e. Offering subrecipients technical assistance where needed;
 - f. Maintaining a system to track and follow up on subrecipient deficiencies in order to ensure that appropriate corrective action is taken, and
 - g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.
12. Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.
13. In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with Austin Public Schools, ISD #492, responsive actions by the Austin Public Schools, ISD #492 shall be determined by Executive Director of Finance & Operations. Such actions may consist of any of the following actions:
 - a. Increasing the level of supporting documentation that the subrecipient is required to submit to Austin Public Schools, ISD #492 on a monthly or periodic basis;
 - b. Requiring that subrecipient prepare a formal corrective action plan for submission to Austin Public Schools, ISD #492;
 - c. Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement;
 - d. Requiring documentation of changes made to procedures or forms used in administering the subaward;

- e. Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the Austin Public Schools, ISD #492 accounting or grant administration staff;
- f. Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient;
- g. Arranging with an outside party (such as Austin Public Schools, ISD #492's own independent auditors) for periodic on-site monitoring visits;
- h. Reimbursing after-the-fact, and not provide advances;
- i. Requiring review and approval for each disbursement and all out-of-area travel; and
- j. As a last resort, terminating the subaward relationship and seeking an alternative.

CHARGING OF COSTS TO FEDERAL AWARDS

Overview

Austin Public Schools, ISD #492 charges costs that are reasonable, allowable, and allocable to a federal award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards.

Segregating Unallowable from Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Grant Manager and Business Office personnel shall be familiar with the allowability of costs provisions 2 CFR Part 200.400 – 475, Cost Principles, particularly:
 - a. The list of specifically unallowable costs found in 200.421 – 475, Selected Items of Cost, such as alcoholic beverages, bad debts, contributions, fines and penalties, etc., and
 - b. Those costs requiring advance approval from federal agencies in order to be allowable in accordance with 2 CFR Part 200.407, Prior Written Approval, such as participant support costs, equipment purchases, etc.
3. No costs shall be charged directly to any federal award until the cost has been determined to be allowable under the terms of the award and/or 2 CFR Part 200.400 – 475, Cost Principles.
4. For each federal award, an appropriate set of general ledger accounts (or account segments) shall be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.
5. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to costs that were originally charged to a federal award or to an activity associated with a federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

Criteria for Allowability

All costs must meet the following criteria from 2 CFR Part 200.402 – 406, Basic Considerations, in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be “reasonable” for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Austin Public Schools, ISD #492 or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, bargaining between unrelated parties, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances; and
 - d. Consistency with established procedures of the Austin Public Schools, ISD #492, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be “allocable” to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Austin Public Schools, ISD #492, except where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of 2 CFR Part 200 Subpart E Cost Principles, or the federal award itself.
4. Treatment of costs must be consistent with procedures that apply to both federally financed activities and other activities of the Austin Public Schools, ISD #492.
5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles (GAAP).
7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

Direct Costs

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal Award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (*2 CFR Part 200.413(a)*). Austin Public Schools, ISD #492 identifies and charges these costs exclusively to each award or program.

Each invoice shall be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Invoices are approved by the appropriate Department Director and reviewed by the Executive Director of Finance & Operations.

Time sheets are submitted on a regular basis, reflecting employees' work and which programs directly benefited from their effort. Time sheets shall serve as the basis for charging salaries directly to federal awards and nonfederal functions. See the Payroll section of this manual for detailed procedures.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency shall be accounted for as a direct cost of that award (i.e., such equipment shall not be capitalized and depreciated for grant purposes, but will be capitalized and depreciated at year-end for financial statement purposes).

Indirect Cost Rate

Austin Public Schools, ISD #492 maintains an annual indirect cost budget. Each year an indirect cost rate is assigned to Austin Public Schools, ISD #492 by the MN Department of Education. The approved indirect cost rate is used when determining the overhead applied to each federal award and major function.

Direct Costing Procedures

Direct and joint costs are allocated to the benefiting programs using cost pools under the following:

1. Costs will be charged to each program up to the limit allowed by the funding source.
2. As much as possible, costs will first be charged directly to benefiting programs.
3. All remaining shared costs will be allocated on the most meaningful measures. The following bases will be used:
 - a. Facilities and related costs will be allocated based on square footage occupied.
 - b. Costs of the Human Resources Department will be allocated based on number of employees.

- c. Fiscal and accounting-related costs will be allocated based on number of transactions.
4. Program-related costs will be allocated based on relevant activity measures, such as number of meals served, number of children or clients.

CASH DISBURSEMENTS (CHECK-WRITING)

Check Preparation

Austin Public Schools, ISD #492 prints contractor checks and expense reimbursement checks on a weekly/bi-monthly basis. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All contractor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel and business entertainment procedures described in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all contractors shall be paid within 35 days of submitting a proper invoice upon delivery of the requested goods or services.
4. Total cash requirements associated with each check run are monitored in conjunction with available cash balance in bank prior to the release of any checks.
5. All supporting documentation is attached to the corresponding check prior to forwarding the entire package to an authorized check signer.
6. Checks shall be utilized in numerical order and unused checks are stored in a locked safe in the Business Office.
7. Checks shall never be signed prior to being prepared.
8. Upon the preparation of a check, contractor invoices and other supporting documentation shall immediately be defaced in order to prevent subsequent reuse, attached to a copy of the check and filed.

Check Signing

All checks require three signatures except for activity account checks which require one. No check shall be signed prior to the check being completed in its entirety (no signing of blank checks).

Checks shall be signed by an individual other than the one who approved the transaction for payment.

Images of check signatures are scanned into the Accounts Payable software and applied to the checks during the check printing process.

Activity Fund Checks are signed by hand.

The Executive Director of Finance & Operations will review all checks either before or shortly after they are mailed.

Mailing of Checks

The Accounts Payable Clerk mails checks immediately after they are approved by the Executive Director of Finance & Operations or the Board. The Board will approval all payments either before they are mailed or at the next Board meeting.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction and written/online authorization to the bank by accounting personnel with this authority. An entry is made to record the stop payment and any related bank fees.

Recordkeeping Associated with Independent Contractors

Austin Public Schools, ISD #492 shall obtain a completed Form W-9 or equivalent substitute documentation from all contractors to whom payments are made (see "Accounts Payable Management"). A record shall be maintained of all contractors to whom a Form 1099 is required to be issued at year-end. Payments to such contractors shall be accumulated over the course of a calendar year.

Control Grid – Purchasing and Disbursements

Austin Public Schools, ISD #492 strives to maintain adequate segregation of duties in its purchasing and disbursements functions. The following table illustrates how responsibilities have been assigned. In this table personnel are identified as follows:

- A. Benefits Specialist/Cash Management
- B. Department Managers/Secretaries
- C. Executive Director of Finance & Operations/Controller
- D. Accounts Payable Clerk/Assistant to the Exec. Director of Finance & Operations
- E. School Board

Duty	A	B	C	D	E
Inputs data into vendor master file				X	
Obtains Form W-9 from new contractors				X	
Initiates purchases		X			
Authorizes purchases			X		
Prepares purchase order/requisition				X	
Prepares request for proposal		X	X		
Administers collection of proposals				X	
Evaluates proposals		X	X		
Selects contractor			X		X
Receives contractor invoice				X	
Approves contractor invoice			X		
Assigns general ledger coding		X			
Inputs invoice into A/P system				X	
Selects A/P to be paid				X	
Runs A/P checks				X	
Reviews and approves checks			X		
Mails checks				X	
Maintains custody of unused checks	X				
Reconciles A/P to general ledger	X				
Performs bank reconciliation	X				
Reviews cancelled checks	X				
Reviews bank reconciliations			X		

CREDIT CARDS

Authority to Issue Credit Cards

The School Board and the Executive Director of Finance & Operations determine who is authorized to have a District-issued credit card, and who can use District credit cards that are available for occasional use. The following procedures apply to each of these situations.

Occasional Use District Credit Cards

Austin Public Schools, ISD #492 recognizes that there could be occasions when employees need to use a corporate credit card for travel or gas purchases as approved by the Board. Currently, Austin Public Schools, ISD #492 has zero (0) credit cards available to be checked out by employees upon approval by their supervisors. The cards will be retained in a locked cabinet by the Business Office which will temporarily assign them to users.

Card users will be required to sign a statement acknowledging the following:

- The card shall be used exclusively for legitimate Austin Public Schools, ISD #492-related business purposes.
- The cardholder will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit.
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss.
- The cardholder will follow all required procurement guidelines and procedures.
- The cardholder understands and agrees to disciplinary procedures for misuse of the card.

Sales Tax

If appropriate, card users should remind contractors at the time of purchase that according to the tax laws in Minnesota that Sample Austin Public Schools, ISD #492 is exempt from sales tax. If a cardholder is charged sales tax for a card purchase that should be tax exempt, the cardholder should contact the contractor directly to request a credit for the amount of the sales tax.

Card User Responsibilities

Card users will turn in receipts with appropriate account coding to the Department Director when they return the credit card. The Department Director will deliver the receipts to the Business Office on a weekly basis. If the Business Office is missing a receipt when the monthly statement is reconciled, the Assistant to the Exec. Director of Finance & Operations will confer

with the Department Director to determine who used the card, and follow up with that employee to get the receipt.

Any fraudulent or other unauthorized charges shall be immediately pointed out to the Executive Director of Finance & Operations for further investigation with the card provider.

Personal use of corporate credit cards is strictly prohibited. Any personal use will subject the employee to the Austin Public Schools, ISD #492's disciplinary actions discussed earlier in this manual and in the Personnel Manual.

Cardholders shall report the loss or theft of a corporate credit card immediately by notifying the credit card company as well as the Executive Director of Finance & Operations.

Credit Card Assigned to Employee

The board may authorize the use of a credit card by any officer or employee otherwise authorized to make a purchase on behalf of the district. If a district officer or employee makes or directs a purchase by credit card that is not approved by the School Board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or district policy applicable to school district purchases.

Revocation of Corporate Credit Cards

Failure to comply with any of these guidelines and procedures associated with the use of Austin Public Schools, ISD #492's corporate credit cards or purchasing cards shall be subject to possible revocation of card privileges. The Executive Director of Finance & Operations, with the approval of the Superintendent, shall determine whether credit cards or purchasing cards are to be revoked.

Employee Credit Cards

District employees and School Board officers incurring legitimate Austin Public Schools, ISD #492 business expenses are expected to utilize their personal credit cards for such expenditures. The Austin Public Schools, ISD #492 shall reimburse employees and officers for properly supported and documented business expenditures charged to personal credit cards within thirty business days of the proper completion of an expense report.

PURCHASING CARDS

Authorization of Purchasing Cards

The Executive Director of Finance and Operations authorize the use of P-cards by department and specific users. The Executive Director of Finance & Operations will determine spending limits for each employee authorized to use the card.

Users of Purchasing Cards will follow the same responsibilities outlined under Credit Cards above.

Monthly Purchasing Card Procedures

Monthly P-card procedures are:

- 1.....E
Each cardholder will receive an email from the card issuer that they have transactions to review. Each transaction will need an account code assigned in the system which indicates the user's review and approval of the transaction.
- 2.....T
The supervisor receives notice from the P-card issuer that her or his direct reports have approved their transactions and that the supervisor can now review and approve them. The supervisor receives a notice on the 3rd of each month that transactions are waiting for approval.
- 3.....T
The Business Office receives the paperwork and signed statements from the P-card users. The Assistant to the Exec. Director of Finance & Operations reviews amounts and coding and makes any corrections.
- 4.....T
The Assistant to the Exec. Director of Finance & Operations processes the monthly payment for the P-card issuer in the same manner as other vendor payments.
- 5.....T
The School Board or the Executive Director of Finance & Operations approves the payment either before or shortly after payment is made.

PAYROLL AND RELATED ITEMS

Payroll Administration

Austin Public Schools, ISD #492 operates on a bi-weekly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section and more fully described in Austin Public Schools, ISD #492's Employee Handbook.

The following forms, documents, and information shall be obtained and included in the personnel files of all new employees either physically or electronically:

1. Austin Public Schools, ISD #492 Employment Application (and resume, if applicable),
2. Applicant references (work & personal),
3. Board minutes approving the hire and position,
4. Form W-4 Employee Federal Withholding Certificate,
5. Form W-4 MN State Withholding Certificate,
6. Form I-9 Employment Eligibility Verification,
7. Acceptable Use Policy,
8. Confidentiality Statement and Code of Ethics,
9. Starting date and scheduled hours,
10. Job title and starting salary, and
11. Authorization for direct deposit of paycheck, along with a voided check or deposit slip.

Either a current, valid driver's license or one of the following documents is verified for the I-9:

1. U.S. Passport,
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561),
3. Voter's registration card,
4. U.S. Military card,
5. ID card issued by a federal, state, or local government, provided it contains a photo, or
6. School record or report card (for persons under age 18 only).

Either a Social Security card or one of the following documents is verified for the I-9:

1. U.S. Passport,
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561),
3. Original or certified copy of a birth certificate issued by a state, county, or municipal authority,
4. Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350),
5. U.S. Citizen ID Card (INS Form I-197),
6. Native American tribal document, or

7. ID Card for use of Resident Citizen in the United States (INS Form I-179).

Each employee payroll file shall also indicate whether the employee is exempt or non-exempt from the provisions of the Fair Labor Standards Act.

The employee payroll file must also include a pre-employment background check.

Changes in Payroll Data

All of the following changes in payroll data are to be authorized in writing:

1. New hires,
2. Terminations,
3. Changes in salaries and pay rates,
4. Voluntary payroll deductions,
5. Changes in income tax withholding status, and
6. Court-ordered payroll deductions.

New hires, terminations, and changes in salaries or pay rates shall be authorized in writing by the appropriate Department Director, the Human Resources Director, and the Executive Director of Finance & Operations, and approved by the school board as required by Austin Public Schools, ISD #492.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee.

Documentation of all changes in payroll data shall be maintained in each employee's personnel file.

Payroll Taxes

The Business Office is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid. The Business Office may utilize the services of an outside payroll service center for the processing of payroll, as determined by the Executive Director of Finance & Operations.

Withholding of federal income taxes shall be based on the most current Form W-4 prepared by each employee.

Personnel Activity Reports

Austin Public Schools, ISD #492 follows the requirements in *2 CFR Part 200.430(i), Standards for Documentation of Personnel Expenses*, as well as requirements in specific grants.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the Austin Public Schools, ISD #492;
3. Reasonably reflect the total activity for which the employee is compensated;
4. Encompass both federally assisted and all other activities compensated by the Austin Public Schools, ISD #492 on an integrated basis;
5. Comply with the established accounting practices of Austin Public Schools, ISD #492; and
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect cost activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

All employees that are financed by a federal source of funds as well as other sources, will complete monthly Personnel Activity Reports. These reports will be reviewed by the Department Director and turned into the Business Office. The Department Director and Business Office will adjust salary distribution based on the Personnel Activity Reports each year.

Preparation of Timesheets

Employees required to fill out a timesheet must submit to their supervisor a signed timesheet. The supervisor reviews and approves the timesheets and delivers them to the Business Office no later than Tuesday following the close of each pay period. Timesheets shall be prepared in accordance with the following guidelines:

1. Each timesheet shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties), whether compensated or not.
2. Timesheets shall be prepared in ink or electronically.
3. Errors shall be corrected by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initials next to the change (i.e., employees shall not use whiteout or correction tape).
4. Employees shall identify and record hours worked based on the nature of the work performed.

5. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such.
6. Timesheets shall be signed by the employee prior to submission.

Department Directors or their designees shall approve timesheets prior to submission to the Business Office. Corrections identified by an employee's supervisor shall be authorized by the employee by initialing next to the change.

An Austin Public Schools, ISD #492 employee who is on leave, traveling, or is ill on the day that timesheets are due may telephone or email timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate). The employee must initial a timesheet immediately upon his or her return to the office. Timesheets submitted in this manner shall bear the notation, "Time reported by telephone or email by (employee) to (supervisor or designated alternate)." The timesheet shall be signed by the supervisor or the designated alternate.

Processing of Timesheets

The Payroll Specialist will process the timesheets by checking them for mathematical accuracy (not required if timesheets are electronic), then entering all timesheets into the payroll system.

The Payroll Specialist may not change or correct timesheets. When errors are noted, a corrected and approved timesheet must be resubmitted to the Payroll Specialist who will process a new paycheck or correction.

Tampering with, altering, or falsifying time records, recording time on another employee's time record, or willfully violating any other timesheet procedure may result in disciplinary action, up to and including discharge.

Review of Payroll

The Executive Director of Finance & Operations will periodically review the payroll.

Distribution of Payroll

Payroll payments (or check stubs for electronic deposits) shall be distributed by individuals who do not approve timesheets, are not responsible for hiring and firing, and do not control the preparation of payroll.

Control Grid – Payroll and Human Resources

Austin Public Schools, ISD #492 strives to maintain adequate segregation of duties in its payroll and human resources functions. The following table illustrates how responsibilities have been assigned. In this table, personnel are identified as follows:

- A. Human Resources Manager/Human Resource Specialist
- B. Executive Director of Finance & Operations/Controller
- C. Department Director/Supervisor
- D. Payroll Specialist
- E. School Board
- F. Secretaries
- G. Benefits Specialist/Cash Management

Duty	A	B	C	D	E	F	G
Authorizes new hires					X		
Authorizes salary adjustments					X		
Authorizes terminations					X		
Sets up new employee in P/R system	X						
Enters salary adjustments to P/R system				X			
Enters direct deposit info. in P/R system				X			
Deletes terminated employees from P/R				X			
Reviews changes to payroll master file		X					
Approves timesheets			X				
Enters timesheets				X			
Reviews input of timesheet data				X			
Reviews distribution of time		X		X			
Reviews payroll register		X					
Prints checks (or paystubs)				X			
Signs payroll checks					X		
Distributes checks (paystubs)				X		X	
Has access to unused payroll checks		X		X			
Prints annual W-2 forms				X			
Reviews annual W-2 forms		X					X
Distributes annual W-2 forms				X		X	
Prepares and distributes the annual 1095							X

SECTION 4: SPECIFIC ASSET ACCOUNTS

CASH AND CASH MANAGEMENT

Cash Accounts

General Checking Account (operating account)

Austin Public Schools, ISD #492 maintains three primary operating accounts to provide for routine cash transactions. The Finance and Payroll account is for routine business check disbursements and payroll disbursements. The Health Ins Trust account is used for health and dental plan disbursements. Both of those accounts are sweep accounts that are swept through the Main Account. All cash and credit card deposits are made to the Main account. Cash transfers are done on an as-needed basis to cover disbursements. All funds in the Main account are swept to a Repurchase account daily and collateralized as needed per the balance.

Petty Cash Account:

The petty cash account is housed in the Cashier's office and has a balance of \$3000. The account is used to make change for students making cash payments to the school for meals and activities, set up and take care of cash boxes for events and activities. The account is reconciled monthly.

Savings Account:

The Austin Public Schools, ISD #492 also maintains an interest-bearing MSDLAF account. All State and County Receipts are received directly into this account. Transfers are made from this account first if needed to cover the weekly disbursements scheduled in the primary accounts. Transfers to or from the MSDLAF account shall be initiated by the Benefits Specialist/Cash Management or Controller.

Authorized Signers

The following Austin Public Schools, ISD #492 personnel are authorized to sign checks drawn on the general operating and payroll accounts:

- School Board Chair
- School Board Treasurer
- School Board Clerk
- Executive Director of Finance & Operations

The Executive Director of Finance & Operations will promptly notify the Austin Public Schools, ISD #492's financial institutions of changes in authorized signatures upon the departure of any authorized signer. Refer to the section titled "Check Signing" for procedures.

Bank Reconciliations

The Benefits Specialist/Cash Management prepares a reconciliation between the bank balance and general ledger balance. The bank reconciliation process will be completed by the 15th of the month following receipt of each bank statement.

The reconciliation process shall involve an inspection of the fronts and backs of cancelled checks returned with the bank statement. The purpose of this inspection is to identify signs of forgery, altered or substitute checks, unusual endorsements, or other signs of fraudulent activity. If the Austin Public Schools, ISD #492's financial institution does not return original cancelled checks or paper copies thereof, the person preparing the monthly bank reconciliation shall view electronic copies of cancelled checks provided by the financial institution via CD-ROM or Internet access to the Institution's website.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are reviewed and approved by the Executive Director of Finance & Operations on a monthly basis.

Bank reconciliations and copies of resulting journal entries are filed in the Business Office by the Benefits Specialist/Cash Management.

Cash Flow Management

The Executive Director of Finance & Operations monitors cash flow needs on a monthly basis to eliminate idle funds and to ensure that payment obligations can be met. Cash transfers between accounts are performed on an as-needed basis.

Austin Public Schools, ISD #492 adheres to the requirements of its grants which prohibit loaning funds between programs. Therefore, cash management and reporting is performed at the program level as well as for the Austin Public Schools, ISD #492 as a whole.

Stale Checks

Austin Public Schools, ISD #492 will send out letters quarterly to all payees with checks outstanding for 3 months or more. The letter will state the amount of the check and what the payment is for and ask for verification the check will be cashed, or if the payee requests a re-issue of the check or permission to void the check in its entirety.

All stale checks that are written off within the same fiscal year as they were written shall be credited to the same expense or asset account that was debited when the check was written or the expenditure incurred. For stale checks written off in fiscal years subsequent to the year in which the check was written, the credit shall be to miscellaneous income.

Austin Public Schools, ISD #492 will also comply with the Minnesota laws regarding unclaimed property. Accordingly, if uncashed checks are subject to a state reporting and transfer requirement, the Austin Public Schools, ISD #492 shall file all appropriate forms and remit unclaimed property to the appropriate jurisdiction.

Wire Transfers

The Superintendent, Executive Director of Finance & Operations, Controller, Benefits Specialist/Cash Management and the Payroll Specialist shall be the only employees authorized to transact wire transfers from Austin Public Schools, ISD #492 bank accounts. To prevent anyone other than these parties from transacting wire transfers, a system shall be employed that requires the use of pass codes. Each person's pass code is changed according to bank requirements.

Confirmations of all wire transfers are delivered to the Executive Director of Finance & Operations.

PREPAID EXPENSES

Accounting Treatment

Pre-paid expenses are recorded at the end of each fiscal year for financial reporting purposes.

Prepaid expenses with future benefits that expire within one year from the date of the financial statements shall be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date shall be classified as noncurrent assets.

Procedures

As part of the account coding process performed during the processing of accounts payable, all incoming vendor invoices shall be reviewed for the existence of time-sensitive future benefits. If future benefits are identified, the payment shall be coded to a prepaid expense account code.

The Business Office shall maintain a schedule of all prepaid expenses. The schedule shall indicate the amount and date paid, the period covered by the prepayment, the purpose of the prepayment, and the monthly amortization. This schedule shall be reconciled to the general ledger balance as part of the annual closeout process.

PROPERTY AND EQUIPMENT

Capitalization

Physical assets acquired with unit costs in excess of \$2500 are capitalized as property and equipment on the Austin Public Schools, ISD #492's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased.

If an awarding agency requires a lower amount for equipment, Austin Public Schools, ISD #492 will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the Austin Public Schools, ISD #492's financial statements, these assets will be capitalized and depreciated according to these guidelines.

Equipment and Furniture Purchased with Federal Funds (2 CFR Part 200.313)

Austin Public Schools, ISD #492 may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a federal agency. In addition to those procedures on Asset Management described earlier, equipment and furniture charged to federal awards will be subject to certain additional procedures as described below.

For purposes of federal award accounting and administration, *equipment* shall include all assets with a unit cost equal \$2500.

All purchases of *equipment* with federal funds shall be approved, in advance and in writing, by the federal awarding agency. In addition, the following guidelines shall apply regarding equipment purchased and charged to federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to federal awards.
2. For equipment (or residual inventories of supplies) with a remaining per unit fair market value of \$5,000 or less at the conclusion of the award, Austin Public Schools, ISD #492 shall retain the equipment without any requirement for notifying the federal agency.
3. If the remaining per unit fair market value is \$5,000 or more, Austin Public Schools, ISD #492 shall gain a written understanding with the federal agency regarding disposition of the equipment. This understanding may involve returning the equipment to the federal

agency, keeping the equipment and compensating the federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs not to exceed \$500, to the federal agency. (2 CFR Part 200.313(e))

4. The Grant Manager shall determine whether a specific award with a federal agency includes additional equipment requirements or thresholds and requirements that differ from those described above.
5. A physical inventory of all equipment purchased with federal funds shall be performed at least once every 2 years by an employee who is not responsible for ordering or approving the purchase of these assets. The results of the physical inventory shall be reconciled to the accounting records of and federal reports filed by Austin Public Schools, ISD #492.

Establishment and Maintenance of a Fixed Asset Listing

All capitalized property and equipment shall be recorded in a property log. This log shall include the following information with respect to each asset: (2 CFR part 200.313(d)(1))

1. Date of acquisition,
2. Cost,
3. Description (including color, model, and serial number or other identification number),
4. Source of the funds used to purchase the equipment, including the federal award number, if applicable,
5. Whether the title vests in the Austin Public Schools, ISD #492 or the federal government,
6. Information to calculate the federal share of the cost of the equipment, if applicable,
7. Location, use and condition,
8. Depreciation method,
9. Estimated useful life, and
10. Ultimate disposition data including the date of disposal and sale price.

The physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Executive Director of Finance & Operations.

Receipt of Newly Purchased Equipment and Furniture

At the time of arrival, all newly purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the contractor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the contractor immediately.

Depreciation and Useful Lives

All capitalized assets are maintained in the special property and equipment account group. Property and equipment are depreciated over their estimated useful lives using the straight-line annual method.

In the year of acquisition, all new assets are depreciated for a full year, no matter the purchase date.

Estimated useful lives of capitalized assets shall be determined by the Business Office with the category of choice. The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

Asset Class Code	Description	Asset Life Years
02	LAND/SITE IMPROVEMENTS	20
03	BUILDINGS	20
05	KSMQ	10
10	DESK - ADMIN	15
14	CABINETS - ADMIN	15
16	ADMIN - COMPUTER EQUIP	5
18	ADMIN-OFFICE MACHINES	5
19	ADMIN-MISC. EQUIPMENT	10
52	TABLES & STANDS	15
53	OPEN SHELVING	20
54	CABINETS, GENERAL (LOCKERS)	20
56	A-V EQUIPMENT OR SOFTWARE	10
57	FOOD SERVICE EQUIPMENT	15
58	ATHLETIC EQUIP/UNIFORMS	20
61	OFFICE MACH & DEVICES-PRINTER	5
62	VO-TECH TRAIN EQUIP	15
63	SCIENCE-LABORATORY EQUIP	10
64	MUSIC INSTRUMENTS - NOT PIANOS	10
67	NON-ADMIN COMPUTER EQUIP	5
68	FINE ARTS	10
70	BAND UNIFORMS	10
71	VEHICLES - AVG. RETAIL	8
96	GENERAL BLDG & GROUNDS EQUIP.	15
98	EDU. & JANITORIAL SUPPLIES	15
99	MISC. MOVABLE EQUIP - HVAC	20

For accounting and interim financial reporting purposes, depreciation expense will be recorded on an annual basis.

Changes in Estimated Useful Lives

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the Executive Director of Finance & Operations.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the Austin Public Schools, ISD #492's statement of activities.

For example, if in the fourth year of an asset's life, it is determined that the asset will last five years instead of the original estimate of seven years, depreciation expense for that year shall be equal to the difference between $\frac{4}{5}$ of the asset's basis (accumulated depreciation at the end of year four) and $\frac{3}{7}$ of the asset's basis (accumulated depreciation at the beginning of the year).

Repairs of Property and Equipment

Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

Dispositions of Property and Equipment

If equipment is sold, scrapped, donated, or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the amount received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment

The Executive Director of Finance & Operations approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Executive Director of Finance & Operations. If not located, this property will be written off the books with the proper notation specifying the reason.

SECTION 5: LIABILITY AND NET ASSET ACCOUNTS

ACCRUED LIABILITIES

Identification of Liabilities

The Business Office shall establish a list of commonly incurred expenses that may have to be accrued at the end of the fiscal year. Some of the expenses that shall be accrued by Austin Public Schools, ISD #492 at the end of an accounting period are:

- Salaries and wages
- Payroll taxes
- Paid leave (see below)
- Taxes

In addition, Austin Public Schools, ISD #492 shall record a liability for unearned revenue (revenue received but not yet earned) in accordance with the revenue recognition procedures described elsewhere in this manual. Adjustments to unearned revenue accounts shall be made monthly.

Accrued Leave

In accordance with District policy and the collective bargaining agreements, employees can carry forward unused leave from year to year. Such unused leave may be payable to an employee upon termination of employment.

Accordingly, Austin Public Schools, ISD #492 records a liability for accrued leave to which employees are entitled. The total liability at the end of the fiscal year shall equal the total earned but unused hours of leave, up to the bargaining unit maximum, multiplied by each employee's current hourly pay rate or bargained pay out of accrued leave.

If leave policies allow sick leave to be converted to retirement benefits, Austin Public Schools, ISD #492 will record a liability based on an actuarial calculation.

Leave that does not "vest" with employees (i.e., leave that is not paid to employees if unused at the time of termination of employment) shall not be accrued as a liability.

SECTION 6: FINANCIAL AND TAX REPORTING

FINANCIAL STATEMENTS

Standard Financial Statements of the Austin Public Schools, ISD #492

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the Austin Public Schools, ISD #492. Financial statements may reflect year-to-year historical comparisons or current year budget-to-actual comparisons.

Government-wide Statements

The two government-wide statements report the District's net position and how it has changed.

Statement of net position – Presents information on all of the District's assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference between the two reported as net position.

Statement of activities – Presents information showing how the District's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows.

Fund Financial Statements

Governmental funds – Most of the District's basic services are included in governmental funds. Governmental fund financial statements present near-term inflows of cash and other financial assets that can readily be converted to cash, as well as the balances at year-end that are available for spending.

Fiduciary funds –The District is the trustee, or fiduciary, for assets that belong to others, such as the student activity funds and employee flex benefit plan. The District is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong. All of the District's fiduciary activities are reported in a separate statement of fiduciary net position and a statement of changes in fiduciary net position.

Frequency of Preparation

On a monthly basis members of the School board will receive a Treasurer's report consisting of a detailed listing of cash disbursements made through accounts payable and payroll. Department Directors may review their own programs budget to actual line items either online or

through a printout prepared from the finance software. Department Directors can view these budget items at any time.

Annual Financial Statements

On an annual basis, the Austin Public Schools, ISD #492 shall prepare, under the direction of the Executive Director of Finance & Operations, a complete set of GASB financial statements, including footnotes addressing all disclosures required by GAAP.

Presentation of the Austin Public Schools, ISD #492's annual audited financial statements shall be provided by the independent auditor to the School Board. See separate guidance regarding the annual audit under "Financial Management."

SECTION 7: FINANCIAL MANAGEMENT

BUDGETING

Overview

Budgeting is an integral part of managing Austin Public Schools, ISD #492 in that it is concerned with the translation of Austin Public Schools, ISD #492al goals and objectives into financial terms. A budget should be designed and prepared to direct the most efficient and prudent use of the Austin Public Schools, ISD #492's financial and human resources. A budget is a management commitment of a plan for present and future Austin Public Schools, ISD #492 activities that will ensure survival. It provides an opportunity to examine the composition and viability of the Austin Public Schools, ISD #492's programs and activities simultaneously in light of the available resources.

Budgets are also prepared for funding sources, and each grant manager must be aware of budget modification requirements. Awarding agencies may or may not require approval for changes in line items. Austin Public Schools, ISD #492 will document and follow all such requirements.

Preparation and Adoption

Austin Public Schools, ISD #492 will prepare an annual budget on the accrual basis of accounting. The Controller gathers proposed Austin Public Schools, ISD #492-wide budget information from all Department Directors and others with budgetary responsibilities and prepares the first draft of the budget. Budgets proposed and submitted by each department should be accompanied by a narrative explanation of the sources and uses of funds and should explain all material fluctuations in budgeted amounts from prior years.

After appropriate revisions and a compilation of all department budgets by the Controller, a draft of the Austin Public Schools, ISD #492-wide budget is presented to the Executive Director of Finance & Operations and then the Superintendent for discussion, revision, and initial approval.

The final draft is then submitted to the School Board for adoption.

Austin Public Schools, ISD #492 will adopt a final budget before the beginning of the Austin Public Schools, ISD #492's fiscal year. The purpose of adopting a final budget at this time is to allow adequate time for the Business Office to input the budget into the accounting system and establish appropriate accounting and reporting procedures (including any necessary modifications to the chart of accounts) to ensure proper classification of activities and comparison of budget versus actual once the year begins.

Budgets for programs that are not on the Austin Public Schools, ISD #492's fiscal year will be prepared in accordance with awarding agency requirements.

Monitoring Performance

Austin Public Schools, ISD #492 monitors its financial performance by comparing and analyzing actual results with budgeted results. This function shall be accomplished in conjunction with the financial reporting process described earlier.

Financial reports comparing actual year-to-date revenues and expenses with budgeted year-to-date amounts shall be produced by the Business Office and distributed to or retrieved on-line by each employee with budgetary responsibilities on an as-needed basis.

Budget and Program Revisions

Austin Public Schools, ISD #492 will request prior approval from federal awarding agencies for any of the following program or budget revisions. (*2 CFR Part 200.308*)

1. Change in the scope or objective of the project or program, even if there is no associated budget revision requiring prior written approval.
2. Change in a key person (Project Director, etc.) specified in the application or award document.
3. Disengagement for more than three months (other than breaks in the academic year), or a 25% reduction in time devoted to the project, by the approved Project Director or principal investigator.
4. The need for additional federal funding.
5. The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR Part 200.407, Prior written approval.
6. The transfer of funds allotted for participant support costs to other categories of expense.
7. Unless described in the application and funded in the approved awards, the subaward, transfer, or contracting out of any work under an award. (However, this provision does not apply to purchases of supplies, materials, equipment, or general support services.)
8. Changes in the amount of the approved cost-sharing or matching provided by the Austin Public Schools, ISD #492.

Budget Modifications

At least once per year, the Executive Director of Finance & Operations will present a list of budget modifications to the School Board for approval.

ANNUAL AUDIT

Role of the Independent Auditor

Austin Public Schools, ISD #492 will arrange for an annual audit of the Austin Public Schools, ISD #492's financial statements to be conducted by an independent accounting firm. The independent accounting firm selected by the School Board will be required to communicate directly with the Austin Public Schools, ISD #492's Executive Director of Finance & Operations upon the completion of their audit.

Audited financial statements, including the auditor's opinion thereon, will be submitted and presented to the School Board by the independent accounting firm at a Board meeting.

Auditor Independence

Austin Public Schools, ISD #492 may from time to time request the independent auditor to provide services outside the scope of the annual audit. In connection with these non-audit services, it is imperative that the independent auditor remain independent in fact and in appearance in order to continue serving the Austin Public Schools, ISD #492 as its auditor.

Generally, in order to remain independent with respect to the audit, the Austin Public Schools, ISD #492's auditors should not provide non-audit services that involve performing management functions or making management decisions nor should they provide non-audit services in situations where the non-audit services are significant/material to the subject matter of the audits (or where they would be auditing their own work in connection with the annual audit).

Therefore, the Austin Public Schools, ISD #492 will evaluate any non-audit service requested from the independent auditor for possible impairments to the firm's independence, and to not permit the performance of any services that would impair independence. This evaluation shall be performed by the Executive Director of Finance & Operations, who may consult the independent auditor or other external sources in making this determination.

In addition, for each non-audit service that is to be provided by the Austin Public Schools, ISD #492's independent auditor, the Austin Public Schools, ISD #492 shall:

1. Designate a management level individual to be responsible and accountable for overseeing the non-audit service (to be determined by the Executive Director of Finance

& Operations.

2. Establish and monitor performance of the non-audit service to ensure that it meets management's objectives (to be performed by the person designated in step 1).
3. Make any decisions that involve management functions related to the non-audit service and accept full responsibility for such decisions.
4. Evaluate the adequacy of the services performed and findings that result.

How Often to Review the Selection of the Auditor

Austin Public Schools, ISD #492 shall review the selection of its independent auditor in the following circumstances:

1. Any time there is dissatisfaction with the service of the current firm;
2. When a fresh perspective and new ideas are desired; or
3. Every 5 years to ensure competitive pricing and a high quality of service (this is not a requirement to change auditors every five years, but simply to reevaluate the selection).

Selecting an Auditor

The selection of an accounting firm to conduct the annual audit is a task that should be taken very seriously. The following factors shall be considered by Austin Public Schools, ISD #492 in selecting an accounting firm:

1. The firm's reputation in the school district community;
2. The depth of the firm's understanding of and experience with school districts and federal reporting requirements under 2 CFR Part 200;
3. The firm's demonstrated ability to provide the services requested in a timely manner; and
4. The ability of firm personnel to communicate with Austin Public Schools, ISD #492 personnel in a professional and congenial manner.

If Austin Public Schools, ISD #492 decides to prepare and issue a written Request for Proposal (RFP) to be sent to prospective audit firms, the following information shall be included:

1. Period of services required,
2. Type of contract to be awarded (fixed fee, cost basis, etc.),
3. Complete description of the services requested (audit, management letter, tax returns, etc.),
4. Identification of meetings requiring their attendance, such as staff or Board meetings,
5. Austin Public Schools, ISD #492 chart of Austin Public Schools, ISD #492,

6. Chart of account information,
7. Financial information about the Austin Public Schools, ISD #492,
8. Copy of prior year reports (financial statements, management letters, etc.),
9. Identification of need to perform audit in accordance with 2 CFR Part 200.500 – 521 and the appropriate Compliance Supplements,
10. Other information considered appropriate,
11. Description of proposal and format requirements,
12. Due date of proposals,
13. Overview of selection process (i.e., whether finalists will be interviewed, when a decision shall be made, etc.), and
14. Identification of criteria for selection.

Minimum Proposal Requirements from prospective CPA firms shall be:

1. Firm background,
2. Biographical information (resumes) of key firm member who will serve Austin Public Schools, ISD #492,
3. Client references,
4. Information about the firm's capabilities,
5. Firm's approach to performing an audit,
6. Copy of the firm's most recent quality/peer review report, including any accompanying letter of findings,
7. Other resources available with the firm,
8. Expected timing and completion of the audit,
9. Expected delivery of reports,
10. Cost estimate including estimated number of hours per staff member,
11. Rate per hour for each auditor, and
12. Other information as appropriate.

In order to narrow down the proposals to the top selections, the Executive Director of Finance & Operations shall meet with the prospective engagement teams from each proposing firm to discuss their proposal. Copies of all proposals shall be forwarded to the Executive Director of Finance & Operations. Final interviews of each firm are conducted by the Executive Director of Finance & Operations, who will make the final recommendation to the School Board for approval.

Preparation for the Annual Audit

Austin Public Schools, ISD #492 shall be actively involved in planning for and assisting with the Austin Public Schools, ISD #492's independent accounting firm in order to ensure a smooth and timely audit of its financial statements. In that regard, the Business Office shall provide assistance to the independent auditors in the following areas:

Planning – The Executive Director of Finance & Operations is responsible for delegating the assignments and responsibilities to accounting staff in preparation for the audit. The Executive Director of Finance & Operations shall review the list of information requested by the auditors and assign responsibility for each item to the appropriate staff of Austin Public Schools, ISD #492. The Executive Director of Finance & Operations shall then schedule and direct status meetings in the weeks leading up to the audit in order to review the progress of staff in preparing for the audit.

The Executive Director of Finance & Operations shall arrange and coordinate any and all meetings, interviews, telephone discussions, and conference calls requested by the auditor with Austin Public Schools, ISD #492 board members, audit or finance committee members, or employees of Austin Public Schools, ISD #492 to facilitate the auditor’s work. Prior to any such meetings or discussions, the Executive Director of Finance & Operations shall inform each Austin Public Schools, ISD #492 participant of the nature of the discussion or meeting and what, if any, preparations they should do prior to the meeting. The Executive Director of Finance & Operations shall communicate to each Austin Public Schools, ISD #492 participant in such meetings or discussions the importance of being open, honest, and frank with the auditors with respect to any and all questions posed by the auditors.

Involvement – Austin Public Schools, ISD #492 staff will do as much work as possible in order to assist the auditors and, therefore, reduce the cost of the audit.

Interim Procedures – To facilitate the timely completion of the annual audit, the independent auditors may perform selected audit procedures prior to the Austin Public Schools, ISD #492’s year-end. By performing significant portions of audit work as of an interim date, the work required subsequent to year-end is reduced. Austin Public Schools, ISD #492 staff will provide requested schedules and documents to assist the auditors during any interim audit fieldwork.

Throughout the audit process, Austin Public Schools, ISD #492 will make every effort to provide schedules, documents, and information requested by the auditors in a timely manner.

Concluding the Audit

Upon receipt of a draft of the audited financial statements of Austin Public Schools, ISD #492 from its independent auditor, the Executive Director of Finance & Operations shall perform a detailed review of the draft, consisting of the following procedures.

1. Carefully read the entire report for typographical errors.
2. Trace and agree each number in the financial statements and accompanying footnotes to the accounting records and/or internal financial statements of Austin Public Schools, ISD #492.
3. Review each footnote for accuracy and completeness.

Any questions or errors noted as part of this review shall be communicated to the independent auditor in a timely manner and resolved to the satisfaction of the Executive Director of Finance & Operations.

It shall also be the responsibility of the Executive Director of Finance & Operations to review and respond in writing to all management letter or other internal control and compliance report findings and recommendations made by the independent auditor.

In addition, the Single Audit Clearinghouse form shall be completed and a copy submitted to the Executive Director of Finance & Operations.

Audit Adjustments

The Austin Public Schools, ISD #492 will review all adjustments prepared by the independent auditor in connection with the annual audit, and, if in concurrence, record them in the general ledger.

The Austin Public Schools, ISD #492 may also receive a list of unadjusted differences (or passed audit adjustments) from the independent auditor in connection with the audit. If the Austin Public Schools, ISD #492 receives such a list, it shall be the responsibility of the Executive Director of Finance & Operations to review them and determine whether or not to record them in the current year.

Internal Control Deficiencies Noted During the Audit

In accordance with generally accepted auditing standards, at the conclusion of the audit the Austin Public Schools, ISD #492's independent auditors may provide a written communication of internal control deficiencies noted in connection with their audit. Not all deficiencies in internal control are required to be reported by the auditor. Only the following two types of deficiencies are required to be communicated:

1. **Material weakness** – A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.
2. **Significant deficiency** – A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The Austin Public Schools, ISD #492's independent auditors are required to provide written communication to the Executive Director of Finance & Operations of all significant deficiencies and material weaknesses (i.e., only those control deficiencies that rise to the level of materiality at which they qualify under the definitions provided above, in the opinion of the auditor).

It is the Austin Public Schools, ISD #492's procedure that all internal control deficiencies that are communicated by the auditor in writing will be formally addressed by the Superintendent, and/or the Executive Director of Finance & Operations.

Board Communications with the Auditors

In accordance with generally accepted auditing standards, in connection with and at the conclusion of each annual audit, the auditors are required to make certain communications directly to the Board. The Executive Director of Finance & Operations shall facilitate all of these communications, arranging for face-to-face meetings, telephone or conference calls, or delivery of electronic or paper documents between auditor and Board members.

Some of the communications that Austin Public Schools, ISD #492's auditors may have with the Austin Public Schools, ISD #492's Board include:

1. Planning discussions prior to commencing the audit, such as by inquiring of Board members their perception of where the risk of material misstatements in the Austin Public Schools, ISD #492's financial statements may be greatest, the various risks of fraud, and other inquiries.
2. Internal control deficiencies noted during the audit, communicated in writing at the conclusion of the audit.
3. Any material fraud detected by the auditor, or any fraud, regardless of materiality, involving senior management, noted at any time during the audit.
4. Significant problems or other issues that arose during the audit (e.g., disagreements with management and certain other items that the auditors may be required to report to the School Board).
5. Audit adjustments made by the auditors as a result of their audit.
6. Certain audit differences noted by the auditors that they deemed not material enough to warrant making an adjustment for.

Board members should be aware of these communications and engage in active discussions with the auditors whenever it is considered appropriate in the fulfillment of these or their other duties.

INSURANCE

Overview

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of Austin Public Schools, ISD #492.

Austin Public Schools, ISD #492 maintains proper property, liability including fidelity bonding, auto and workers' compensation coverage.

RECORD RETENTION

Record Retention Procedures

Austin Public Schools, ISD #492 retains records as required by law and destroys them when appropriate. All files, both hard copy and electronic shall be labeled with topic and year. Electronic copies shall be saved in appropriate folders on the network storage device. Hard copies should be stored in file cabinets or archived in the storage area.

Austin Public Schools, ISD #492 will follow the records retention time periods listed in the MN School District General Records Retention Schedule.

The destruction of records must be recorded. Review and purging of files may take place on an ongoing basis, but must occur at least once per year, and must follow the minimum retention requirements outlined below.

The destruction of any documents containing social security numbers or any other “consumer data” as defined under federal laws and regulations shall be done via shredding.

Exception for Investigations

In connection with any ongoing or anticipated investigation into allegations of violations of federal laws or regulations, provisions of government awards, or violations of the Austin Public Schools, ISD #492’s Code of Conduct, the following exceptions are made to the preceding scheduled retention and/or destruction of records:

1. All records related to the subject of the investigation or allegation shall be exempt from any scheduled record destruction.
2. The term “records” shall also apply to any electronically stored record (e.g., documents stored on computers, email messages, etc.), which shall also be protected from destruction.

Policy Adopted: 02/13/17