School Board Special Meeting
Monday, August 25, 2025 4:00 PM

District Office Conference Room, Room 164
Austin High School
401 3rd Ave. NW
Austin, MN 55912

Agenda

1. Call to Order/Roll Call
   Speaker(s): Chairperson
2. Approval of agenda (Action)
   Speaker(s): Chairperson
3. Request approval of 2025-2027 Custodian Working Agreement (Action)
   Speaker(s): HR Director Sue Stark
4. Request approval of 2025-2027 Austin Education Association Working Agreement (Action)
   Speaker(s): Exec Dir of Academics and Administrative Services Katie Baskin
5. Request approval of revised policy 724 - Tax Abatement Policy (Action)
   Speaker(s): Chairperson
6. Packer Dome update
   Speaker(s): Exec Dir of Finance and Operations Todd Lechtenberg
7. Review and Comment update
   Speaker(s): Superintendent Dr. Joey Page and Exec Dir of Finance and Operations Todd Lechtenberg
8. Board goal - Registration for MSBA Phase III and IV training
   Speaker(s): Superintendent Dr. Joey Page
9. Adjournment (Action)
   Speaker(s): Chairperson

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DATE: August 25, 2025

TITLE: 2025-27 U.A.W (Custodial) Contract Approval

TYPE: Action

PRESENTER: Sue Stark, Director of Human Resources

BACKGROUND:
Contract negotiations with the United Auto Workers (U.A.W.) began on June 25, 2025 and concluded on July 30, 2025. Collaborative discussions focused on addressing staff needs, district priorities, and long-term sustainability, ultimately resulting in a mutually agreed-upon contract.

The following are highlights of the proposed 2025-27 contract:

1. Article 10: Clarified language regarding sick leave usage
2. Article 13: Move premium pay category under wage scale
3. Article 13: Clarify overtime for Wescott events
4. Article 15: Increase district 403B contribution
5. Article 16: increased employee contributions towards health and dental insurance in year 1 and change to an employer contribution in year 2
6. The two-year total package for this proposed agreement is $362,451.83. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 10.48%

RECOMMENDATION:

It is my recommendation to approve the proposed 2025-27 collective bargaining agreement between the International Union, United Automobile, Aerospace, Agricultural Implement Workers of America, U.A.W. (CUSTODIANS & ENGINEERS) *and* Independent School District No. 492.

Superintendent, Dr. Joey Page supports this recommendation.

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Working Agreement Between

International Union, United Automobile, Aerospace, Agricultural Implement Workers of America, U.A.W.

(CUSTODIANS & ENGINEERS)

and

Independent School District No. 492

July 1, 2025 - June 30, 2027

401 3rd Ave NW Austin,
Minnesota

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(U.A.W.) CUSTODIANS & ENGINEERS WORKING AGREEMENT
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2025-2027

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ARTICLE 1: Parties

This Agreement, entered into between Independent School District No. 492, Austin, Minnesota, hereinafter referred to as the School District or sometimes referred to as employer, and the International Union, United Automobile, Aerospace, Agricultural Implement Workers of America, U.A.W., Local No. 867, Austin, Minnesota, hereinafter referred to as union, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for custodians and engineers during the duration of this Agreement.

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ARTICLE 2: Recognition of Exclusive Representative

A. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the International Union, United Automobile, Aerospace, Agricultural Implement Workers of America, U.A.W., Local No. 867, Austin, Minnesota, as the exclusive representative for custodians and engineers employed by Independent School District No. 492, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

B. Appropriate Unit: The exclusive representative shall represent all such employees of the District contained in the appropriate unit as defined in Article III, Paragraph B., of this agreement and the P.E.L.R.A.

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ARTICLE 3: Definitions

A. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation thereof including fringe benefits, and such employer's personnel policies affecting the working conditions of the employees are set forth herein.

B. Description of Appropriate Unit: For purposes of this Agreement, the classifications listed in Article XIII shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, office employees, food service employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or more than sixty-seven (67) work days per year, employees who hold positions of temporary or seasonal character **[Example: Summer employment]** for a period not in excess of sixty-seven (67) working days in any calendar year and emergency employees, and excluding all other employees.

C. Days: Days shall mean calendar days unless otherwise noted.

D. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

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ARTICLE 4: School District Rights

A. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

B. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students at the School District.

C. Effect of Laws, Rules, and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

D. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

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ARTICLE 5: Employee Rights

A. Right to Views: Nothing contained in this agreement shall be construed to limit, impair or affect the right of any employee or the employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, as long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

B. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.

C. Request for Dues Check-Off: Employees shall have the right to request and be allowed dues check-off for the employee organization of their selection, provided the dues check-off and the proceeds thereof shall not be allowed any employee organization that has lost its right to dues check-off. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization.

Deductions may be terminated by the employee by giving thirty (30) days written notice to the School District business office to stop deductions. Deductions shall be made each payday and shall be transmitted monthly to the designated organizations together with a list of names of the employees from whom deductions were made.

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ARTICLE 6: Seniority

A. The employer recognizes the principles of seniority.

B. The positions of Custodian I & II, Assistant Custodian Engineer I & II, and Custodian Engineer/Engineer I & II will be given preference of employment, jobs and advancement on the basis of length of service.

C. The positions of District Utility Maintenance, District Utility Maintenance with Journeyman's with Electrical License, Carpenter/Grounds, Wescott Field, Grounds Maintenance, Carpenter Foreman, HVAC Engineer, Chief Engineer, AHS & Ellis Night Foreman, Oakland Foreman and Electrician are appointed positions and will be hired at the discretion of the Director of Facilities.

D. In the case of a layoff for lack of work, the least senior in point of service shall be laid off; when the force is increased, those formerly laid off for lack of work shall be rehired before others are employed. They shall be hired in the order of their seniority -- the most senior first, etc. The employer shall notify the employees in writing. Employee must make their decision and serve notice within one week if their desires to return to the staff. Laid off employees shall retain a right of seniority for recall for a period of twenty-four (24) months or individual's seniority, whichever is greater, commencing with the last day of work prior to layoff. If laid off employee refuses recall, the right to recall ends.

E. In order to explain and clarify the procedure which is to be followed in the event that a school is closed or if one of the jobs in the working unit is discontinued and as a result thereof one or more of the employees in this unit are to be laid off, the following information is submitted. In the event the above happens, the following procedure will be used in the layoff:

1. For example, if a school is closed, the employee(s) working at the school, who are affected, would take the place of the least senior employee(s) in their classification. The displaced employee would take the place of the employee lowest in seniority in the next lower classification if they have seniority to do so; if they do not have the seniority to do so, said employee would take the place of the employee lowest in seniority in the next lower classification, if such employee has the seniority to do so, and so on through each classification until the employee lowest in seniority in the overall work unit is laid off.

2. If thereafter the working force is increased, the employee who was laid off will be the first to be recalled and laid off employees shall be recalled in the order of their

seniority -- the most senior first, etc. The employer will give notice of recall to the last address which the laid off employee has given to the employer in writing and notice of recall will also be sent to the union. The employer's notice of recall to the employee shall be sent by certified mail, postage prepaid, return receipt requested, or by personal service to the employee. The laid off employee will have one week from the date of said notice within which they must notify the employer in writing that they will return to work and begin employment. Such notice by the employee to the employer shall be sent by certified mail, postage prepaid, return receipt requested, or by personal service upon the employer. If the employee does not do so, such employee will lose their rights to reemployment.

3. If the displaced employee is placed in a lower classification, they will step down to the lower classification wage by 33% of the difference between the two wages each contract year until they reach the wage of the lower classification. In the event of a vacancy, the employee will be entitled to exercise their seniority as provided in this Working Agreement.

4. This same procedure will be followed in the event of a discontinuance of positions in any of the classifications. If an appointed position is discontinued; those employees may displace other appointed positions based on seniority and contingent on job qualifications. The displacement of the less senior employee will be at the discretion of the employer contingent on job qualifications. This displacement will continue, based on job qualifications, through the non-appointed classifications as necessary. If the employee whose position was discontinued happens to be the employee with the least seniority, then, of course, such employee is the employee who would be laid off.

F. As vacancies occur, notice of same shall be emailed to employees giving all employees the opportunity on the basis of seniority to fill the vacant jobs of non-appointed positions. Applications shall be made by completing an application on the district website. Hours of labor and classification, subject always to adjustment, shall appear on all postings. Temporary or new positions under classification covered herein that are added shall be posted after ten working days before final appointment is made. Temporary positions shall state the anticipated length of duration. An employee posting for and moving into that vacancy will not be eligible to post back into their former position for a period of ninety (90) days. A copy of all postings shall be sent to the Union.

G. When an employee is off on sick leave, sick leave of absence, or a combination of the two, for a period of thirteen (13) months or longer, the job will be posted as a permanent job. Upon returning, the employee will replace the person with the lowest seniority in their classification, and the person with the lowest seniority who has been replaced, will step down to the next classification. If an employee is absent for illness, a statement from a

physician declaring eligibility to return to work may be required.

H. Any employee shall have the right to waive their seniority claim to any job. Failure to apply for a vacancy within five (5) working days by completing an application on the district website will mean forfeiture of seniority to the vacancy and the School District shall not be bound on seniority by a later application.

I. This article shall not be construed in such a way to give anyone a claim to a job, the duties of which they are unable to perform.

J. Seniority lists of all employees in each classification shall be posted at Austin High School and Ellis Middle School.

K. Employees applying for a position shall have all certifications required for that position at the time of posting. If a person is not qualified to perform his/their job within one-hundred eighty (180) days of being on the job and it is determined that he/they cannot perform the job, then he/they will revert back to his/their previous job.

L. The first one-hundred eighty (180) days of employment shall be considered a probationary period, and no seniority shall be held during that time. Upon completion of the probationary period, seniority shall date back to the original date of hire. It shall be agreed that an employee can be dismissed at any time during the probationary period without the sanction of the Union.

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ARTICLE 7: Conduct

Employees, of necessity, are constantly coming into contact with small children and youth and bear quite an influence on their lives. It is very necessary that they so conduct themselves in and about their work that they shall be a proper example to children. They shall not, in any way, engage in the use of intoxicating drugs upon school premises, or in the vicinity thereof, and in coming to the job shall not be in a condition that gives evidence of engaging in the use thereof. They shall not use tobacco products while engaged in duty about the school premises. They shall perform their duties and in no way be insubordinate to any member of the supervisory or administrative staff or use profane language. They shall also uphold professional behavior with all co-workers at all times, regardless of Unit or non-Unit.

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ARTICLE 8: Duties and Work Schedule

A. Hours of Labor:

1. The normal work week shall be five (5) days of eight (8) hours each day or forty (40) hours per week.
   a. The district utility position will be eight (8) hours per day or forty (40) hours per week and may be scheduled Tuesday through Saturday.

2. Hours in excess of forty (40) hours per week shall be paid on the employee's next payroll period.

3. For any special events, a custodian will provide coverage, as deemed appropriate by the Director of Facility Services or their designee, with a 2-hour minimum on weekends.

4.

Order of Opportunity for Weekend Inspections	**CLC**	**Woodson**	**Elementary**	**IJ Holton**
Custodian-Engineer	1	1	1	1
Assistant Custodian Engineer	2	2	2	2
Qualified Person	3	3	3	3
1 Hour at 1.5 Rate of Pay on Saturdays, 1 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				
Order of Opportunity for Weekend Inspections	**Oakland Education Center**			
Oakland Foreman	1			
Assistant Custodian Engineer	2			
Qualified Person	3			
1 Hour at 1.5 Rate of Pay on Saturdays, 1 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				
Order of Opportunity for Weekend Inspections	**Ellis**			
Night Foreman/CPO Certified	1			
Custodial Engineer/CPO Certified	2			
Qualified Person/CPO Certified	3			
1.5 Hour at 1.5 Rate of Pay on Saturdays, 1.5 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				
Order of Opportunity for Weekend Inspections	**AHS**			
Chief Engineer	1			
HVAC Engineer	2			
Night Foremen	3			
Qualified Person	4			

2 Hour at 1.5 Rate of Pay on Saturdays, 2 Hour at 2.0 Rate of Pay on Sundays and recognized holidays.

Order of Opportunity for Weekend Inspections	**Wescott Complex while Dome is Inflated**			
Grounds/Wescott	1			
Grounds Maintenance	2			
Carpenter Grounds	3			
Qualified Person	4			
1 Hour at 1.5 Rate of Pay on Saturdays, 1 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				

Weekend building inspections at the intermediate school, elementary schools and Woodson Kindergarten Center during the summer vacation (essentially June, July, and August) will be conducted as necessary when boilers are in operation for the dehumidification properties of the new HVAC systems. There will be no building checks in the summer (essentially June, July and August) at the Community Learning Center. In order to be eligible to work overtime an employee must work the day prior to that scheduled overtime unless no other building members have posted for the overtime. In order to be eligible to work building checks on Saturday and/or Sunday ("weekend"), an employee must work the Friday prior to that scheduled weekend unless no other building members have posted for the overtime. Employees that have not worked on the Friday prior to that scheduled weekend will be offered the overtime, if qualified, before the least senior employee in the building is required to work. If there is no licensed engineer in that building to do building check, it goes out to department seniority with qualifying license. For purposes of this paragraph, a workday is considered a minimum of four (4) hours worked. No inspections will take place at Wescott Field during the entire year.

If there is any other work, such as break-ins, mechanical failures, broken windows, etc., the custodian engineer shall receive premium pay for doing such work. However, before doing this work the custodian-engineer must check with the Director of Facility Services to get advance permission to do that work.

If custodian engineer is not available for duties listed in this section, the second person in the building shall be responsible for said duties.

5. Assistant and custodian-engineers shall hold a proper license to operate the boilers and shall, in addition to regular duties, operate the heating system during the employee's working day as needed.

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ARTICLE 9: Vacation

A. Employees hired between July 1 and December 31 will receive one week of vacation during the first year of employment, to be used following January 1. Employees hired between January 1 and June 30 will receive no vacation during the first part year of employment. On July 1, employees will receive the next fiscal year's allocation of two weeks' vacation.

B. Upon completion of five (5) years of service with the employer, employees shall receive three (3) weeks vacation and upon completion of ten (10) years of service with the employer, employees shall receive four (4) weeks of vacation. Upon completion of twenty-one (21) years of service with the employer, employee shall receive twenty-one (21) days of-vacation. Upon completion of twenty-two (22) years of service with the employer, employee shall receive twenty-two (22) days of-vacation. Upon completion of twenty-three (23) years of service with the employer, employee shall receive twenty-three (23) days of-vacation. Upon completion of twenty-four (24) years of service with the employer, employee shall receive twenty-four (24) days of-vacation Upon completion of twenty- five (25) years of service with the employer, employee shall receive five (5) weeks of-vacation. Vacation time shall not be cumulative, and all vacation time earned in a fiscal year shall be used by July 1 of the following year.

C. Vacations may be scheduled during the ensuing regular school year. If because of illness of other employees or other emergency the schools are not properly staffed during said school year, it is understood that the employer has the right to refuse to grant vacations during said school year or to recall employees who are on vacation during said school year. (It is understood that such action by the employer is a management prerogative, but it is mentioned here for clarity).

D. Employees who are terminated either voluntarily or by action of the employer shall be paid for any earned vacation days that have not been taken by the date of termination. Earned vacation days shall be calculated by dividing the employee's July 1 allocation by 12 and multiplying the result by the number of months the employee would work from July until termination. For Article 9 Section D a partial month shall be considered a full month. Example: An employee that has completed 12 years of employment receives 4 weeks of vacation on July 1. The employee resigns their position effective December On December 5th the employee has taken 6 days of vacation and has 14 days of vacation remaining. The employee is allocated 20 days of vacation, divided by 12 yields the employee's monthly allocation of 1.67 days per month. The employee is going to work from July 1 to December 5th or 6 total months. 6 months times 1.67 vacation days per month yields 10 earned vacation days. The employee is entitled to 4 days' paid vacation.

E. Deviations from the above schedule will be by mutual agreement between the employer and the employee, planned at least thirty (30) days in advance.

F. When an employee becomes entitled to income disability payments and is also entitled to accrued vacation, the employer shall pay the employee the difference between the amount of the employee's disability payment and the employee's regular rate of pay, from the employee's accrued vacation and if such payments by the employer have not exhausted the amount due employee for accrued vacation pay by the first pay period in July, then any unpaid balance due for said accrued vacation shall be paid in the first pay period of July, or at employee's option, said installment payments may be waived and instead elect to take all such accrued vacation pay in one lump sum in the first pay period in July. Vacation time shall not accrue while employee is receiving income protection payments.

G. Employees working less than twelve (12) months per year or eight (8) hours per day will have vacation time prorated accordingly. Vacation time is to be utilized at times when it would cause the least disruption, with the approval of the administration.

H. Perfect Attendance: The School District shall award one (1) vacation day to any custodian who has achieved one school year of perfect attendance with no tardies. Perfect attendance is defined as having completed one school year of continuous days of perfect attendance. This means the employee must not have been laid off, taken regular sick leave, taken an unpaid personal leave of absence, tardy or had an injury on the job (of more than 2 days) during that school year.

The vacation day must be used during the next school year in which it was awarded. If the vacation day is not used within that year, it will not accrue or carry over.

If a custodian qualifies for leave under FMLA leave, such leave will not disqualify an employee from achieving perfect attendance.

Terminated employees or employees who resign are not eligible to use or receive compensation for a vacation day award based on perfect attendance. An employee who has been awarded a vacation day based on perfect attendance and is subsequently placed on layoff the following school year, shall be compensated at their daily rate of pay for the vacation day awarded.

At the end of each school year, the Department of Human Resources will determine perfect attendance. If no disqualifying codes appear for an employee during the school year, a perfect attendance letter will be generated and sent to the employee and payroll indicating an additional vacation day will be added to the employee's bank for the following school year.

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ARTICLE 10: Leaves

A. Sick Leave

1. Employees shall earn one (1) day of sick leave for each month of service in the employ of the District. Sick leave may be used at any time for absences caused by illness or physical disability of the employee; a member of the employee's household; or emergency medical, dental appointment or treatment that is not of a routine nature and cannot be scheduled at a time other than during the work day or a specified and permitted by law.
https://www.revisor.mn.gov/statutes/cite/181.9447

2. Unused sick leave shall accumulate. Employee shall furnish satisfactory evidence that he or she is unable to work. The unlimited accumulation shall be reported to the employees. Unused days of sick leave shall be granted only where accident or illness disables the employee from performing his or her regular duties in the accustomed manner. An employee disabled by an accident arising out of and in the course of employment, may, upon return to work, apply any unused portion of sick leave or vacation upon any part of his or her period of disability for which he or she is not entitled to draw worker's compensation.
3. Proof of Illness: The district may require proof of illness when an individual's request for sick leave is in question, if an individual is requesting FMLA or Minnesota Paid leave per requirements of that Act.

4. In the event of a serious health condition of self or family, as defined by the Family Medical Leave Act (FMLA) employee would submit paperwork to HR for review. If HR determines leave meets FMLA criteria, leave will be granted. If HR determines it does not but employee feels it does meet FMLA criteria, employee has the right to ask doctor to verify if leave meets FMLA criteria. If doctor determines leave meets FMLA criteria, leave will be granted.

B. When an employee is off work with a compensable injury, the employee shall have the option to receive the difference between the employee's compensation check and the employee's regular check until accumulated sick leave is used up. The employee may also elect to not use any sick leave during this time. Notification to payroll needs to be made within one (1) week of injury.
When an employee is off work with a compensable injury which occurred at employer's place of business, the employer and employee will continue to pay its contribution of the insurance premium as active employees.

C. After an employee has used all accumulated sick leave, the employee shall be granted a medical leave of absence up to six (6) months, which can be extended on doctor's advice in increments of up to six (6) months for a minimum of two years (24 months) up to a maximum of the individual's seniority, whichever is greater, commencing with the last day of paid sick leave, with seniority frozen at the end of the first six (6) months leave of absence.

Employer shall continue to pay its contribution of the insurance premium as active employees for the first six (6) months of the employee's unpaid medical leave of absence. The employee shall continue to pay its contribution of the insurance premium as active employees and shall make the contribution one (1) month in advance during those six (6) months. Upon the start of month seven (7) of the employee's unpaid medical leave of absence, the employee will be eligible to remain, at their own expense, in the existing District health and hospitalization plan.

D. In the event of death in the immediate family (spouse, child, father, mother, father- in-law, mother-in-law, stepparent, sister, brother, step sibling, son-in-law, daughter-in-law, stepchild, grandparents, or grandchildren of the employee), the employee may be allowed up to a maximum of five (5) days absence. In the event of death in the extended family (aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law) the employee may be allowed up to a maximum of two (2) days absence. The total yearly maximum shall not exceed fifteen (15) days. This right shall have no accumulation privileges. In extenuating circumstances, the Superintendent or his designee may grant leave in excess of five (5) days in the case of immediate family and in excess of two (2) days in the case of extended family. In extenuating circumstances, the Superintendent or his designee may grant leave with pay in excess of fifteen (15) days.

E. Employees serving as pallbearers shall be allowed one-half day off if the funeral service is in Austin, and not to exceed one day off if the funeral is away from Austin.

F. Personal leave will be allowed per the following conditions:

1. Three days of leave allowance may be used for personal business per contract year. Requests for utilization of a personal leave day shall entered into the District's attendance reporting system and sent to the immediate supervisor, no later than three (3) days prior to the requested leave, except in cases of extreme emergency. Such request shall be subject to the approval in advance by the Superintendent or their designee.

2. Additional personal leave may be granted to cover personal emergency or

personal exceptional situations at the discretion of the Superintendent or his designee, but under such leave, employees will suffer full pay deduction. Under no circumstances shall the School District's decision to grant personal leave under this section be construed as establishing a past practice or prejudice the District's right to enforce such restriction at its discretion.

3. The employer reserves the right to limit the utilization of personal leave by employees on any given workday in order to provide an adequate work force to cover the needs of the School District.

4. An employee unable to utilize any paid personal leave day during their work year will be paid for unused personal days (hours worked per day x hourly rate of pay x number of personal days). Unused personal leave will be paid in July following the end of the fiscal year.

G. In the event the governor closes schools, individuals will be granted eight (8) hours pay per day of closing. Those individuals who report to work for building checks will be granted pay as provided in Article VIII.

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ARTICLE 11: Holidays

A. Employees shall have the following eleven (11) holidays off with pay: New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, the day before or after Christmas Day, Christmas Day, and the day before or after New Year's Day per year. The District reserves the right to make the decision on whether the day off is before or after Christmas and New Year's Day.

B. For the holidays listed, employees shall receive eight (8) hours pay or additional day off if the holiday falls on any day that is an employee's regular time off. Employees who work a Tuesday to Saturday schedule will have their schedule adjusted to accommodate holidays as per agreement with Director of Facility Services and the employee.

C. Employees working less than twelve (12) months per year or eight (8) hours per day will have paid holidays (following the provisions of this article) prorated accordingly.

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ARTICLE 12: General

A. The Austin Public Schools agree to maintain a bulletin board for union use in each building.

B. Seniority shall be accumulated while the employee is on leave of absence in the case of illness or injury. This shall be subject to the limitation under sick leave above (Article 10).

C. Payday shall be every two weeks. It is agreed and understood that the base salary and all other salaries related to the base salary as provided herein shall be for a period of fifty-two (52) calendar weeks rather than for a calendar year to enable employer to divide the total salary by twenty-six (26) and not have to make an adjustment for a part of a pay period being under an old pay schedule and a part of a pay period being under a new schedule.

D. In the event employee(s) are selected by a union to transact business for the local UAW Union, they shall be granted leave of absence for up to thirty (30) days cumulative, as long as such employment by the Union continues, and they shall continue to accrue seniority while on such leave.

1. Upon termination of the employment with the Union, the employee shall return to the job that he or she held with the employer provided the employee is in substantially the same physical and mental condition as he or she was in prior to his or her leaving employment with the School District, and provided, further, that the employee's ability to perform the duties required of him or her is substantially the same as it was prior to the time the employee left his or her employment with the School District.

E. The employer will provide at no cost to the employee three (3) standard district uniform shirts per year, Employer- provided shirts are to be worn at all times employee is at work. The Uniform shirts will be provided as soon as practicable following ratification of this agreement.

F. The District agrees to pay a $50.00 per month phone stipend for the following unit members: the Custodian who handles food delivery for Food Service, the Master Electrician, the Chief Engineer, HVAC Engineer, District Utility Maintenance, the Grounds Maintenance, the Grounds Wescott, Carpenter Foreman, and Carpenter Grounds for the use of their personal cell phone for District business.

1. No other position in the Unit will be eligible to receive a cell phone stipend.

G. The employer will reimburse each employee required to have a license in the scope of their daily work for the cost of renewal.

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ARTICLE 13: Wages and Job Classifications

A. The wages and conditions of employment on different job classifications are as follows:

	2025-2026		
	Step 1	*Step 2*	*Requirements*
CUSTODIAL			
Custodian I	$18.97	$22.06	none
Custodian II	$19.35	$22.50	Special or higher (Boiler)
Assistant Custodian Engineer I	$19.43	$22.60	Special (Boiler)
Assistant Custodian Engineer II	$19.81	$23.05	2nd Class or higher (Boiler)
Custodian Engineer I / Engineer I	$21.25	$24.71	2nd Class or higher (Boiler)
Custodian Engineer II / Engineer II	$21.66	$25.19	1st Class or higher (Boiler)
MAINTENANCE POSITIONS			
DIST UTILITIY MAINTENANCE	$25.56		
Carpenter/Grounds, Wescott Field	$26.67		
AHS / ELLIS NIGHT FOREMAN, GROUNDS MAINT, OAKLAND FOREMAN, DISTRICT UTILITY MAINTENANCE WITH JOURNEYMAN'S ELECTRICAL LICENSE	$27.58		
Carpenter Foreman	$28.55		
HVAC Engineer	$29.37		
Chief Engineer	$31.08		
Master Electrician	$31.98		

	2026-2027		
	Step 1	*Step 2*	*Requirements*
CUSTODIAL			
Custodian I	$19.35	$22.51	none
Custodian II	$19.74	$22.95	Special or higher (Boiler)
Assistant Custodian Engineer I	$19.82	$23.05	Special (Boiler)
Assistant Custodian Engineer II	$20.20	$23.51	2nd Class or higher (Boiler)
Custodian Engineer I / Engineer I	$21.68	$25.21	2nd Class or higher (Boiler)
Custodian Engineer II / Engineer II	$22.09	$25.69	1st Class or higher (Boiler)
MAINTENANCE POSITIONS			
DIST UTILITIY MAINTENANCE	$26.07		
Carpenter/Grounds, Wescott Field	$27.21		
AHS / ELLIS NIGHT FOREMAN, GROUNDS MAINT, OAKLAND FOREMAN, DISTRICT UTILITY MAINTENANCE WITH JOURNEYMAN'S ELECTRICAL LICENSE	$28.13		
Carpenter Foreman	$29.12		
HVAC Engineer	$29.95		
Chief Engineer	$31.70		
Master Electrician	$32.62		

B. Employees with more than two years of seniority shall receive the rate of the classification upon transfer.

C. If a custodian's wage is frozen due to economic reasons during their training wage period, once the wage freeze is lifted, they will receive whatever level of pay they normally should receive for their length of service. The training period will not be extended due to an economic freeze.

D. Employees that are assigned to more than one (1) building during the normal school year shall receive mileage reimbursement at the IRS rate. Mileage reimbursement shall be submitted monthly with distances traveled matching the district issued standards. Employees shall maintain insurance protection on their personal vehicle, according to district requirements, and may be required to submit verification as necessary.

E. The International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, U.A.W. and its Local No. 867, and any of their members, officers, or duly authorized agents are in violation of this agreement when a suspension or interruption of work occurs which is not authorized or approved by the International U.A.W. Any employee, or employees, who promotes or engages in such acts, may be subject to disciplinary action by the School Board. Such actions will mean discharge without breach of contract by employer. Any penalty because of the above paragraph shall be subject to grievance procedure.

F. <u>Longevity</u>:

Effective July 1, 2025, longevity payments, applicable on employee employment anniversary date shall be as follows:

- Employees who have completed seven (7) years of service will receive an annual salary adjustment of $650.00.
- Employees who have completed ten (10) years of service will receive an annual salary adjustment of $735.00.
- Employees who have completed fifteen (15) years of service will receive an annual salary adjustment of $885.00.
- Employees who have completed twenty (20) years of service will receive an annual salary adjustment of $935.00.

Payment of this benefit shall be paid (in a lump sum payment) on the first payroll following the eligible employee's anniversary date. Longevity will be prorated and added to an eligible employee's final pay period direct deposit when an employee resigns or retires.

G. Employees will be paid by direct deposit. All salary amounts due shall be posted to the financial institution of the employee's choice for crediting to the employee's account. The financial institution must be a member of the automated clearing house.

H. Overpayment or Underpayment: If the District overpaid or underpaid an employee, such payment will be reclaimed by the District or the employee. Before such action is taken, there will be a personal conference with the employee entitled to representation from the exclusive representative. The payment terms shall be mutually agreed upon.

I. Premium Pay:

1. An employee shall be paid for overtime at the rate the employee is drawing. All unscheduled work on Sundays or holidays shall be paid at double time.

2. Employees who are recalled to work after their regular workday hours, or on days off, shall receive a minimum of two hours' call-in pay. In addition, the Grounds Maintenance position or designee may be required to provide snow watch duties during the winter months and shall receive two (2) hours overtime pay for each night the duties are required by the Director of Facility Services.

3. A night Shift differential stipend shall be paid to all employees who begin their regular established hours from 1:00 pm and later. The full stipend will be based upon working and eligible shift for 10 months. The stipend will be prorated for less than 10 months.

Scheduled Start of Shift	Annual Stipend based upon 10 months
1:00 pm	$425
Between 1:01 pm and 2:00 pm	$540
After 2:00 pm	$660

4. Custodian-engineers at the Woodson Kindergarten Center, the intermediate school, elementary schools, Oakland Education Center and Community Learning Center working extra time in those particular schools and required to be present during noon hours shall be paid $500.00 prorated per year in addition to the employee's regular pay. This same benefit shall be paid to the day shift Austin High School custodian and the day shift Ellis custodian. In addition, this same benefit shall be paid to the foreman who works the night shift at Ellis Middle School and to the foreman who works the night shift at Austin High School. Employees receiving this benefit are required to physically be on the school site to be considered present. Employees may be allowed to leave with prior approval from the Director of Facility

Services or building level administration.

5. Employees performing snow removal from 6:00 PM to 6:00 AM. will be paid the night shift differential of sixty cents ($0.60) per hour.

6. Overtime pay at one and one-half times shall be paid on time over forty (40) hours per week, other than herein provided; or time off for overtime at the rate of one and one-half times on time over forty (40) hours per week as may be mutually arranged between the employee, supervisor and Director of Human Resources. Sick time used during the week will not be used to calculate overtime or compensatory time.
   Individuals who work in more than one building will be eligible for overtime in these buildings before the overtime is offered District wide. If no one who works in the building accepts the overtime, then seniority based on required qualifications of the position will determine who is assigned. Consideration will be given to employees that are on a scheduled leave. *Maintenance staff will be assigned to Wescott for overtime opportunities based on seniority.

   A. Within the normal work year of July 1 through June 30 each member of the Unit shall have the ability to accrue and use a total of 80 hours of compensatory time. Any hours carried over from the previous year(s) shall be deducted from the 80-hour maximum accumulation.

      Any employee, who has accrued compensatory time, has the option of payment for the compensatory hours worked. Employees must declare this to HR by June 30th for the previous contract year.

   B. Employees serving on jury duty shall be paid the difference between jury duty pay and regular compensation for the time off duty.

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ARTICLE 14: Retirement

A. The provisions of this Article 14 shall be available only to those employees who have at least ten (10) years of continuous employment in the custodial association with employer (including the year in which such notice of resignation is submitted) immediately preceding the year of retirement. (Continuous employment shall mean employment with no break in service due to resignation or termination.) This provision shall not apply to employees who have been on a long-term leave of absence without pay for more than one (1) year at the time of retirement, but shall apply to employees on long term disability or unrequested leave at the time of retirement.

B. New hires employed into the unit on July 1, 2003 and thereafter shall not be eligible to receive an employer contribution toward health and life insurance benefits upon retirement.

C. Members of the unit employed before July 1, 2003 will be grandfathered in for the following benefits described in paragraphs C and D. Employees who have been employed for at least ten (10) years in the District and after employee reaches the age of 62, they may request to retire. Such employees will be provided single coverage hospital and major medical coverage equal to the plans that are in force at the time of retirement until the month in which the retiree reaches the age of 65 in accordance with Article 16. The employer and retiree will pay the same monthly contribution (co-pay) and receive the same monthly district Health Savings Account (HSA) contributions as active employees in the unit pay. As the co-pay changes for active employees, it will do so in accordance for retirees. Dependent coverage within the group will be made available to the retiree at the retired employee's expense to be paid in advance.

D. Employees who have been employed for at least ten (10) years in the District and who have reached the age of fifty-seven (57) or reached the age of fifty-five (55) and are eligible to retire under the PERA "Rule of 90" and retire prior to age sixty-five (65) will be provided insurance per Article 14.

1. Single hospital and major medical coverage equal to that in effect at the time until the month in which the retiree reaches the age of 65. The employer and retiree will pay the same monthly contribution (co-pay) and receive the same monthly district Health Savings Account (HSA) contributions as active employees in the unit pay. As the co-pay changes for active employees, it will do so in accordance for retirees. Dependent coverage within the group will be made available to the retiree at the retired employee's expense to be paid in advance.

2. Term life insurance in the amount of $10,000 (without accidental death and dismemberment coverage) for the employee. Such term life insurance shall cease the month in which the retiree reaches the age of 65.

E. Employees retiring under the guidelines set forth in Article 14 shall be entitled to a buyout of their accumulated sick leave at the rate of $100 per day, up to 100 days or a maximum of $10,000 upon retirement. They must submit their intent to retire to the Human Resource Department by June 30th of the school year preceding their retirement date. The district will pay a maximum of $30,000 per year for the entire unit for this benefit. This benefit will be based on seniority and employees who do not sign up by June 30th will be paid from any remaining funds in the order in which they retire, regardless of seniority.

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ARTICLE 15: Tax Deferred Matching Contribution Plan 403(b)

A. Eligibility: A custodian in District No. 492 shall be eligible to receive a District matching contribution to a state-approved 403(b) tax deferred matching annuity, selected by the District, as described in M.S. §356.24, as amended, provided that:

1. The custodian has at least four (4) consecutive years of custodian experience in District No. 492.

2. The custodian is full-time 1.0 FTE (at least 6 hours) or part-time with an assignment of at least 0.5 FTEs (at least 3 hours). The District's annual maximum matching contribution for a part-time custodian shall be prorated based on the part-time custodian's FTEs. For example, 5th year, custodian working 3 hours per day would be eligible to receive one-half (50%) of the District's matching contribution, as provided under Section B of this Article.

3. The custodian voluntarily elects and authorizes a salary reduction contribution to a 403(b)-tax deferred annuity to be paid by payroll deduction, with equal contributions each pay period to go into effect September 1 of the same year.

4. The custodian notifies the District in writing by August 30, of his or her election under 3 above, and the amount of his or her elected salary reduction contribution.

5. The custodian notifies the District in writing within fifteen (15) days of any change to his or her participation in a 403(b)-tax deferred annuity under 4 above; including but not limited to a change in the amount of his or her elected salary reduction contribution.

6. The District is entitled to rely upon the information contained in the custodian's most recent notification received by the District.

B. Amount of District Contribution: Custodians, after their fourth (4th) consecutive year of custodian experience in District No. 492 shall be eligible to receive an annual maximum District matching contribution. The portion of the applicable annual maximum District matching contribution to which a particular custodian is entitled shall be determined on a dollar-for-dollar basis. For every dollar of elected salary reduction contribution for a year made by the custodian under Section A above, the custodian shall receive one dollar of District matching contribution up to the applicable maximum District contribution of Four Hundred Dollars ($400.00). The matching contribution shall be 100% non-forfeitable at all times.

C. Reduction in Severance Pay Due to District Contribution to Matching Fund Plan: The amount of severance pay to which a custodian would be entitled to, under the provision of Article 14, at the time of the custodian's retirement shall be reduced by the total amount of the District's contributions toward a 403(b)-annuity matching contribution plan for the individual custodian (maximum of $10,000.00).

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ARTICLE 16: Insurance

A. Hospital/Surgical:

Employer will furnish employees individual or family plan health and hospitalization insurance and such insurance shall be maintained at the actuarial equivalent of the plan in effect as of March 1, 1994. Coverage will be provided by a preferred provider organization. The employee will be allowed to choose from the following deductible plan options for the stated monthly cost to the employee.

As of July 1, 2025, and continuing through June 30, 2027, subject to the conditions described herein, the employee shall choose from two (2) health insurance plan options covering both single and family selections if they wish to elect coverage. The plan options and employer and employee contributions are as follows for each employee who qualifies for and is enrolled in the group health insurance plan:

1. $250/$500 Deductible Plan:

   a. Single Coverage: The employ will contribute $50.00 per month in 2025-2026 and the employer will contribute up to $1,475 per month in 2026-2027 toward the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects single coverage. The cost to the employee will not exceed the stated monthly costs. Any premium cost in excess of the following will be paid by the School District.

   b. Family Coverage: The employee will contribute $175.00 per month in 2025-2026 and the employer will contribute up to $2,990 per month in 2026-2027 toward the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects family coverage. The cost to the employee will not exceed the stated monthly costs. Any premium cost in excess of the following will be paid by the School District.

2. High Deductible Plan: The District shall offer a high-deductible health insurance plan coupled with a Health Savings Account (HSA) in addition to its $250/$500 Deductible Plan. The High Deductible Plan years will run July 1, 2025 through June 30, 2026 and July 1, 2026 through June 30, 2027. Each employee who chooses to enroll in the High Deductible/HSA Plan will receive a District contribution to a Health Savings Account set up for that employee. The following provisions apply to the High Deductible/HSA Plan offered by the District:

   a. Single Coverage: The employee will contribute $37.50 per month in 2025-2026 and the employer will contribute up to $1,350 per month in 2026-2027 toward

the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects single coverage.

The deductible for the single policy will be the IRS minimum. The School District will contribute 50% of the deductible annually to each qualified employee'sHSA account in 4 equal payments on the first payroll of each identified quarter.

The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.

b. Family Coverage: The employee will contribute $75.00 per month in 2025-2026 and the employer will contribute up to $2,825 per month in 2026-2027 toward the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects family coverage.

The deductible for the family policy will be the IRS minimum. The School District will contribute 50% of the deductible annually to each qualified employee's HSA account in 4 equal payments on the first payroll of each identified quarter.

The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.

c. If a qualified bargaining unit member enters the HSA plan as a participant on a date after the first day of the HSA Plan year, the School District shall prorate the amount of the School District contribution to reflect the late entry. This prorated amount will be determined by the number of days the employee is contracted compared to the total contracted days of a full-time employee.

All contributions on behalf of the HSA plan participant shall cease on the date the participant is no longer covered under the High Deductible health plan.

Contributions to the Health Savings Account arrangement described in this section in the future will be determined by a successor agreement.

d. The employer will be responsible for payment to the HSA for administrative fees during the time the employee is on the High Deductible insurance plan.

B. The cost of the premium not contributed by the School District for both single and family coverage shall be borne by the employee and paid by payroll deduction.

C. For part-time employees in this unit that work at least four (4) hours but less than six (6) hours per day, the employer will pay $25.00 per month for single coverage and $50.00 per month for family coverage for health insurance. If employee elects either coverage, they are responsible for the difference in monthly premiums, to be paid in advance.

D. Premiums will continue to be paid for employees who are on paid leave of absence for personal illness or for employees eligible under FMLA. Premium may be paid to the employer by employees who are on leave of absence without pay for other reasons.

E. Employees not eligible for hospital/surgical insurance may purchase this insurance at the group rate.

F. Long Term Disability: Employer will furnish all employees long term disability insurance and such insurance shall be maintained at the actuarial equivalent of the plan that was in force as of July 1, 1972. The employer will pay for the insurance, which must be maintained as a selected group insurance. All employees will be required to be members of the group.

To qualify for this benefit, employees must work at least six (6) hours per day and twelve (12) months per year. Sick leave may not be used once an employee has become eligible for long-term disability insurance payments. Sick leave may be used after the employee returns to work subject to this agreement and the terms and conditions of the District's long-term disability insurance policy.

G. Life: The district will furnish all employees term life insurance in the amount of $35,000 providing accidental death and dismemberment benefits. The employer will pay for the insurance, which must be maintained as a selected group insurance. All employees will be required to be members of the group.

I. Dental Insurance: The employer will furnish all full-time employees (to qualify for this benefit, employees must work at least six (6) hours per day and twelve (12) months per year) up to $21.89 per month for dental insurance providing for single coverage or family coverage.

Deductible per coverage year will be $50.00 per individual. Maximum amount payable per covered person per coverage year is $2,000.00. This insurance must be maintained as a selected group insurance. All eligible employees will be required to be members of the group. Any additional premium cost will be paid by the employee by payroll deduction and will be paid via the medical premium section of the district's flexible benefit plan. In the event the district offers a family dental plan or eyeglass coverage, this option will be made available to members of this unit.

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ARTICLE 17: Grievance Procedure

A. Grievance Definition: A "grievance" shall mean a dispute or disagreement between the employee and the employer as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this agreement.

B. Representative: The employee or employer may be represented during any step of the procedure by any person or agent designated by such party to act in their or its behalf. Such representative shall not exceed three in number.

C. Definitions and Interpretations:

1. Extension: Time limits specified in this agreement may be extended by mutual consent.

2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays (Monday through Friday) not designated as holidays by state law.

3. Computation of time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, or Sunday, or a legal holiday.

4. Filing and Postmark: The filing of service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

D. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is served in writing upon the employer within twenty days after the date the event giving rise to the grievance occurred, setting forth the facts and the specific provision of this agreement allegedly violated, and the particular relief sought. Failure to serve any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the employer or its designee.

E. Adjustment of Grievance: The employer and the employee shall attempt to adjust such grievances which may arise during the course of employment of any employee within the School District in the following manner:

1. Level I: If the written grievance is not resolved through informal discussions, the employer and its designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing to said Superintendent within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or their designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or their designee shall issue a decision in writing to the parties involved.

3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing to said School Board within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

F. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

G. Grievance Mediations: In the event that a grievant(s) and the School District are unable to resolve any grievance, the parties may jointly agree to participate in mediation for the purpose of compromising, settling, or resolving the grievance.

1. Request A request to submit a grievance to mediation must be made in writing signed by the grievant(s) or the School District and delivered to the designee of the other party. The other party shall respond within five (5) working days to accept or deny the submission of a grievance to mediation.

2. Selection of Mediator A joint request for mediation shall be submitted to the Commissioner to assign a mediator.

3. Mediation The assigned mediator shall schedule one or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures III.03 regarding Grievance Mediation. The mediator does not have authority to order discovery.

4. Cost of Mediation The cost of mediation shall be borne equally by both parties. Each party shall bear their own costs related to representation during the mediation process.

5. Recommendation The recommendations of the mediator, if any, shall be advisory only and shall not be binding on either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding.

H. Arbitration Procedures: In the event the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services, hereinafter referred to as BMS, to appoint an arbitrator, pursuant to
M.S. 179.70, Subdivision 4, providing such request is made within twenty (20) days after request for arbitration. The request shall ask the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

4. Submission of Grievance Information:

   a. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator with a copy to the School Board, the submission of the grievance which shall include the following:

      1. The issues involved
      2. Statement of the facts
      3. Position of the grievant
      4. The written documents relating to Paragraph D and Paragraph E of this Article XVII of the grievance procedure

   b. The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the year. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by and in the Public Employment Labor Relations Act. It is understood and agreed that there is a conflict between the parties as to the meaning of the language of PELRA regarding the final and binding nature of grievance arbitration decisions. The School District contends that the School District has ten (10) days from the receipt of the arbitration order to accept or reject the decision whether such decision deals with a grievance or any other matter. On the other hand, the Union contends that the School District has such right to accept or reject all arbitration decisions except grievance decisions.

   Each party herewith reserves unto itself the position stated above with respect to such arbitration decisions until such time as the PELRA has been finally interpreted by action of court or the legislature. However, until such final clarification, the parties may by mutual agreement modify their respective positions.

7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and such expenses as are mutually agreed upon by the parties.

8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public-school boards to efficiently manage and conduct its operation with the legal limitations surrounding the financing of such operations.

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ARTICLE 18: Administrative Procedure

When it becomes necessary to take disciplinary actions on any member of the appropriate unit, the following procedures should be followed:

1. Notify the employee of the deficiency by written notice. Send copies to the union stewards and the personnel files. Set a time limit for correcting the deficiency.

2. Check to see if the deficiency has been corrected.

3. If not corrected, send a second notice to the employee.
   Send copies to the union stewards and the personnel office. This notice should include statement of the possible disciplinary actions. Set a brief time for correction.

4. If not corrected in the specified time, take action at once.
   Notify the union.

The above does not apply to flagrant abuses or cases where immediate dismissal or other disciplinary action is required.

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ARTICLE 19: Strike, Slowdown or Withholding of Services

Absent a legal strike following the expiration of this negotiated contract called by the Custodian & Engineer Employees, U.A.W., Local #867, employees represented by the U.A.W., Local #867 shall not engage in strike, slowdown or withholding of services during their duty day as employees. Activities during the duty day which shall cause, encourage, participate in, or support any strike, slowdown, or other interruption or interference with the normal function of the District or with the normal work activities of any reporting employee, shall be deemed violation of this no-strike agreement. Further, an employee who is absent from their work assignment without permission of the employer, or who abstains wholly or in part from the full performance of their duties on the date(s) of a strike other than a legal strike called by the Custodian & Engineer Employees, U.A.W., Local #867, following the expiration of this negotiated contract, shall be deemed a violation of this no-strike agreement. Any employee in violation of this no-strike shall be subject to disciplinary action up to and including discharge.

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ARTICLE 20: Duration

A. Term and Reopening Negotiations: This agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this agreement.

B. Effect: This agreement constitutes the full and complete agreement between the School District and exclusive representative representing the employees.

C. Severability: The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provision thereof

In Witness Whereof, the parties have executed this agreement.

Dated this _____ day of _____, 2025.

For International Union, United Automobile, Aerospace, and Agriculture Implement Workers of America, UAW, Local No. 867
Austin, Minnesota 55912

_____
Union Representative

_____
Unit Negotiator

_____
Unit Negotiator

For Independent School District No. 492

Austin Public Schools
Austin, Minnesota 559912

_____
School Board Chair

_____
School Board Clerk

_____
Chief Negotiator for School Board

AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

DATE: August 25, 2025

TITLE: 2025-27 AEA Contract Approval

TYPE: Action

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

BACKGROUND:

Contract negotiations with the Austin Education Association (AEA) began in January 2025 and concluded on August 18, 2025. The process spanned several months of collaborative discussions focused on addressing staff needs, district priorities, and long-term sustainability, ultimately resulting in a mutually agreed-upon contract.
The following are highlights of the proposed 2025-27 contract:

1. Article 7: increase in the curriculum rate of pay and colleague coverage pay
2. Article 8: inclusion of professional development CEU graduate level coursed from an accredited university
3. Article 9: removal of frozen steps on the basic salary schedule
4. Article 12: increased employer contributions towards health and dental insurance
5. Article 16: collaboration on a new MOU outlining the transfer process for both in and out of building transfers
6. Article 22: increased professional development compensation
7. Schedule A and B: increased teacher compensation
8. Read Act MOU: revised and updated

The two-year total package for this proposed agreement is $5,333,498.93. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 11.46%

Superintendent, Dr. Joey Page supports this recommendation.

RECOMMENDATION: I recommend approving the proposed 2025-27 AEA collective bargaining agreement.

AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

Agreement Between

Austin Education Association

and

Independent School District No. 492

July 1, 2025 - June 30, 2027

401 3rd Ave NW
Austin, Minnesota

Phone: 507-460-1900 Fax: 507-355-2411

www.austin.k12.mn.us

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ARTICLE 1- AGREEMENT

A. This Agreement is entered into between Independent School District No. 492, Austin, Minnesota, hereinafter referred to as the School District, and the Austin Education Association, Austin, Minnesota, hereinafter referred to as the AEA, pursuant to and in compliance with the Public Employment Labor Relations Act, as amended, hereinafter referred to as PELRA.

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ARTICLE 2 – RECOGNITION OF EXCLUSIVE REPRESENTATION

A. In accordance with PELRA, the School District recognizes the AEA as the Exclusive Representative for teachers in the Appropriate Unit, employed by the School District, which Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.
B. In the event the membership of the Appropriate Unit selects an Exclusive Representative other than the Austin Education Association in accordance with the procedures found in M.S. 179A.12, then such new selection shall be considered the Exclusive Representative for all purposes herein.
C. The exclusive representative shall represent all teachers of the School District as defined in this Agreement and PELRA.

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ARTICLE 3 – DEFINITIONS

A. The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired teachers, and the School District's personnel policies affecting the working conditions of the teachers. In the case of professional employees, the term does not mean educational policies of the School District. The terms, in both cases, are subject to the provisions in PELRA, regarding the rights of public employers and the scope of negotiations.

B. The word, "teacher," shall mean all persons employed by the School District in a position for which the person must be licensed or certified by the PELSB but shall not include superintendent, assistant superintendent, principals and assistant principals who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential and supervisory employees and daily substitute teachers who do not replace the same teacher for more than thirty (30) days. All other employees excluded by law.

   Teachers in this unit whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and those who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any school year and emergency employees shall not be eligible for the following provisions of this Agreement:
   - ARTICLE 16 Teacher Vacancies and Transfers
   - ARTICLE 19 Retirement Benefits
   - ARTICLE 25 Sabbatical or Occupational Leave
   - ARTICLE 26 Leaves for Exchange Teacher Programs

   Other exclusions may occur as listed in individual articles

C. When the word, "teacher," is used, it shall mean a member of the Appropriate Unit.

D. The word, "Superintendent," shall mean Superintendent or the Superintendent's designee.

E. The term "School District," shall mean the School Board of Independent School District No. 492, Austin, Minnesota.

F. The term, "Qualified Teacher," shall mean a teacher who is licensed to teach full time in the subject matter category.

G. Terms not defined in this Agreement shall have those meanings as defined by PELRA.

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ARTICLE 4 – SCHOOL DISTRICT RIGHTS AND OBLIGATIONS

A. The School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

B. The School District has an obligation to meet and negotiate in good faith with the AEA as the teachers' Exclusive Representative regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the School District or its representative to agree to a proposal or require the making of a concession. The School District shall not meet and negotiate or meet and confer with any teacher(s) who is designated a member or part of the Appropriate Unit except through the AEA.

C. The School Board has the right to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the School District.

D. The School District's rights and duties set out in this Agreement shall not be deemed to exclude other inherent managerial rights and duties, which, unless expressly delegated herein, are reserved to the School District.

E. The AEA recognizes that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The AEA also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

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ARTICLE 5 - TEACHER RIGHTS AND OBLIGATIONS

A. All teachers covered by this Agreement shall perform the services prescribed by the School District and abide by the rules and regulations as established by the School District insofar as such rules and regulations are not inconsistent with the terms of this Agreement.

B. Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any teachers or the AEA as the teachers' Exclusive representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the AEA as the teachers' exclusive representative,

C. Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers within the Appropriate Unit shall have the right, by secret ballot, to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers of such unit with the School District.

D. Teachers, through their certified Exclusive Representative, have the right and obligation to meet and negotiate in good faith with the School District regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the Exclusive Representative to agree to a proposal or require the making of a concession

E. The School District must afford reasonable time off, with substitute pay deduction, not to exceed fifty (50) days in the aggregate to elected officers or appointed representatives of the AEA for the purpose of conducting the duties of the AEA as Exclusive Representative.
    a. Requests for such leave days shall be made through the President of the Exclusive Representative to the Superintendent or his/her designee no less than twenty-four (24) hours prior to the date of intended use of such days. In case of emergency, the time restriction may be waived. These days may be used in multiples of half days. This provision shall not apply to any days which are used in conjunction with a strike or strike activity.
    b. The School District must grant a leave of up to two (2) years without pay or fringe benefits to an elected or appointed official of the AEA for the purpose of serving as an official or staff member of the state association. Such leave shall not be granted for more than two (2) teachers in any one (1) year, and request for such leave must be requested through the President of the Exclusive Representative. Seniority shall continue to accrue while the teacher is on such leave, but the teacher shall not be given credit on the salary schedule and shall not advance on the salary schedule during such leave. A teacher on such leave is eligible to participate in group insurance programs under the insurance policy provisions by paying in advance, either monthly or quarterly, a sum equal to the premium cost of the insurance coverage for such programs as the teacher wishes to retain commencing with the beginning of the leave. The right to continue participation in such group insurance programs will terminate if the teacher does not return to the School District.

F. The teacher shall have the right to reproduce any of the contents of his/her personnel file at the his/her expense and to submit for inclusion in the file written information in response to any material contained in it. However, the School District may destroy such files as provided by law. A teacher shall be notified if any negative information is placed either in the teacher's personnel files maintained by the Human Resources Department or in files maintained by the teacher's supervisor(s).

G. The President of the Exclusive Representative (AEA) shall serve as the chief executive officer and official spokesperson for the local association in all matters pertaining to labor rights representation.

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ARTICLE 6 - PAYROLL DEDUCTIONS

A. Any teacher may sign and deliver to the School District authorization for deduction of membership dues in such teacher's organization. When a bargaining unit member has so authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, and cannot be canceled except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President.

Pursuant to such authorization, the School District shall deduct such dues from the last paycheck in September and ending with the last paycheck in the following June from the paychecks due to the teacher. Dues deductions for teachers after the commencement of the school year shall be appropriately prorated to complete payments by the end of said month of June. The School District shall not be liable to deduct any dues unpaid at the time of the withdrawal of such authorization or the termination of the teacher's employment with the School District.

B. With respect to all dues deducted by the School District, the School District shall, once a month, remit to the proper organization the dues deducted accompanied by a list of teachers for which such deductions have been made.

C. This article shall not apply to any organization that has lost its rights to dues check off under the provisions of PELRA.

D. Due to legal requirements or on the written authorization from the teacher, the School District shall also withhold from the teacher's paycheck the following:

1. State and federal withholding taxes
2. State and federal retirement contribution
3. Insurance premiums
4. Tax-sheltered annuities as provided by the School District in accordance to Federal Tax Regulations
5. United Way
6. Austin Public Education Foundation
7. One local community fundraising or local charitable activity is permissible. A minimum of twenty-five (25) teachers must request the deduction, in writing, for the same activity. Only one (1) such project for the unit is allowed per year. No changes in the deduction will be allowed.

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ARTICLE 7 - BASIC SCHEDULES AND RATES OF PAY

A. 2025/2026 Salary Schedule: The wages and salaries reflected in Schedule A shall be part of this Agreement for the 2025/2026 school year.
2026/2027 Salary Schedule: The wages and salaries reflected in Schedule B shall be part of this Agreement for the 2026/2027 school year.

B. Schedules A and B are not to be construed as a part of a teacher's continuing contract. Increment steps shown on said salary schedules are not to be construed as being applicable for any year beyond the 2025/2026 and 2026/2027 school year, and the School Board reserves the right to withhold said increment advancement for justifiable cause. If requested, in writing, by the teacher, causes for denying negotiated increments shall be given to the affected teacher, in writing, prior to such action.

C. No teacher shall be denied a negotiated salary increase without justifiable cause. If requested, in writing, by the teacher, causes for denying negotiated increases shall be given to the affected teacher, in writing, prior to such action.

D. For any properly posted position for which the School District receives fewer than five (5) applications from candidates holding licensure or anticipated licensure which allow them to perform the duties of the position, the School District may offer a candidate a one (1)-time lump sum compensation of up to $2000, as an incentive to employment, after School Board approval and upon proper licensure by the PELSB.

E. The salary schedules are based upon a school calendar of 192 contract days, which currently includes seven (7) paid holidays and 185 work-related days. Teachers whose employment for the same position is greater than 192 contract days shall be paid at a rate computed from their annual base contractual rate of pay. Employment for less than 192 contract days or less than a full school day shall be prorated accordingly. The two (2) E.M. days in October shall be non-student and non-teacher days.
    a. Teachers whose employment is greater than 192 contract days shall be paid at their placement on the current salary schedule. The current salary schedule is defined as July 1 – June 30. The hourly rate will be one-eighth (1/8) of the daily rate. (The 4th of July will be included if it falls within the extended period of employment.) This paragraph relates to those teachers, employed for summer school or similar duties, as defined by state statute for authorized use of summer program aid and levy. This paragraph shall not be construed to mean teachers who are employed to do curriculum work, community service work, or other special assignments included in Schedule C. Employment described in this paragraph shall be adjusted or prorated for more or less than a full school day.

F. Teachers will be paid by direct deposit. Salary amounts due shall be posted to the bank of the teacher's choice for crediting to the teacher's account, provided such bank is a member of the Automated Clearing House.

G. All teachers will be paid on a bi-weekly basis within each fiscal year. Teachers will have the option of electing to receive the last five (5) of their bi-weekly direct deposit payments on the last regularly scheduled pay day prior to the close of the school's fiscal year or every two (2) weeks on the regularly scheduled pay day through the summer. The process for electing this option shall comply with the following requirements:
    a. The election must be made, in writing, by the teacher and must be made prior to July 15 of each school year for extended year teachers and August 15 of each school year for regular school year teachers.
    b. The election is irrevocable for the school year selected, and a change cannot be made until the following school year.
    c. If a teacher fails to make an election before the deadline, the teacher will be paid on the basis of bi-weekly periods over the entire fiscal year and through the summer.
    d. Such election shall continue from year to year at the specified amount unless the teacher notifies the School District to the contrary, in writing, during the next election period.

H. If a teacher resigns, is terminated, or put on unrequested leave, such teacher shall be paid all earnings due in one (1) lump sum the second scheduled pay day following the effective date of resignation, termination, or placement upon unrequested leave.

I. A teacher being compensated for additional services shall be paid through direct deposit. The teacher may elect either:
    a. A lump-sum payment upon completion of services, or
    b. Spread evenly.
        i. Majority of year: Payment divided equally over twenty-one (21) pay periods beginning with the first pay period in September or upon execution of the additional services contract, whichever is later, for activities lasting the majority of the school year.
        ii. Fall activities: Payment divided equally following September 1. Winter activities: Payment divided equally following December 1. Spring activities: Payment divided equally following March 5.
        iii. Other activities: Activities not being paid pursuant to H. 1. a. or b.) above will be paid equally over the course of the activity or in a lump sum at the end of the activity.

J. When a teacher is unable to work because of an absence covered by the Minnesota Workers' Compensation Law, such teacher shall receive the regular pay until accumulated sick leave is exhausted. However, the teacher must return to the School District all money received from workers' compensation for the period covered by the sick leave and paid as temporary weekly benefits. The days charged against the said teacher's accrued sick leave, when the absence is covered by the Worker's Compensation law, shall be in proportion to the actual salary per day of said teacher less amounts paid by workers' compensation.

K. Teachers who are members of the Appropriate Unit, called on to substitute during their preparation period on a period basis in the necessary absence of a teacher, will be paid at a rate of$40.00 per period during 2025/2026 and $40.00 per period during 2026/2027.

L. Part-time teachers shall be paid a prorated salary as determined by other provisions of this Agreement.

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ARTICLE 8 - CREDIT EVALUATION

A. All credits submitted for advancement and status on the salary schedule must have written, preapproval of a committee made up of the Director of Human Resources, an elementary teacher and principal, and a secondary teacher and principal. Teachers are to be selected by the AEA. Credits for pre-approval must be germane to the teaching assignment and submitted on credit approval forms available in each office in the School District.

Completed credits along with an official transcript must be submitted to the committee for advancement on the salary schedule prior to September 1 and/or February 1 in order for an approved lane change to be implemented for the current school year. Lane changes submitted by September 1 and approved will result in a salary/lane change for the entire school year; those submitted by February 1 and approved will result in a one-half (1/2) year salary/lane change. Mid-year lane changes result in lateral step moves on the schedule, even when moving from a frozen lane. Experience while on a frozen step/lane is not added when moving to an unfrozen lane.

Credits and educational programs used to establish status and advancement on the salary schedule shall be earned from an accredited education program, as determined by the Superintendent and evaluated semi-annually.

The decision of the committee shall not be reversed through the grievance procedure, unless its decision was unreasonable and/or arbitrary.

The committee shall select a chairperson from among its committee members. Committee action shall be by majority vote of the full membership of the committee.

B. Credit evaluation and conversion: Reference to credits in this article and on Schedules A and B refer to quarter credits. Semester credits will be multiplied by a factor of 1.5 for calculation purposes and converted to quarter credits (i.e., 3 semester credits x 1.5 = 4.5 quarter credits).

C. Credits earned prior to a degree cannot count for credit beyond this degree.

D. An earned MA or doctorate must be attained before moving to the lane for the MA+ 6TH lane

E. The MA+6TH lane shall be interpreted as an earned doctorate degree or forty-five (45) graduate credits beyond the acquisition of a MA degree.

F. No credit shall be earned for auditing a course.

G. Courses which are a prerequisite to a Master's program which do not count as graduate credits cannot be accepted for graduate credit.

H. The proof of credits earned and their level rests with the teacher. On the request of the teacher, the Superintendent may assist in establishing verification.

I. Credits which are on file which have been verified to establish a position on the salary schedule shall not become outdated. For example, if a teacher has established his/her position on the salary schedule at the BA+15 lane, he/she will not lose this position because these credits are more than five (5) years old.

J. To advance on the salary schedule after the BA lane and each subsequent lane up to the MA lane, the credit must have been earned in the preceding five (5) years for each lane advancement.

K. All credits to be accepted for the MA+6TH lane from the MA or doctorate lane must have been earned in the ten (10) years preceding the date of application. Doctorate degree must be earned.

   i. Five (5) of the credits for the BA+15 lane, ten (10) of the credits for BA+30 lane and fifteen (15) of the credits for BA+45 lane may be undergraduate credits, provided that these credits are germane to the teaching assignment, have been earned subsequent to the granting of the BA degree, and have received prior approval of the Superintendent.

   ii. When a teacher earns undergraduate credits necessary for the completion of licensing requirements and has received prior approval by the committee for this course work, these credits

may be applied for lane change described in K.(1) and as follows: ten (10) of the credits for the MA+30 lane and fifteen (15) of the credits for the MA+6TH lane.

L. The teacher using a vocational license shall be given special consideration in credit evaluation since he/she does not necessarily have a BA and/or MA but rather are teaching with a license based on other factors. Initial vocational license shall be equivalent to a BA

M. A teacher possessing both a Bachelor's degree and using a vocational license shall be placed on the BA+15 lane and on the step commensurate with his/her teaching and/or occupational experience. An additional fifteen (15) quarter hours toward the MA+6TH lane will be granted for those who have a master's degree and are using a vocational license.

N. Advancement for teachers of Kindergarten through Grade 12 may include credits for state-approved and/or director-approved seminars in their instructional area or professional development CEU graduate level courses from an accredited university subject to the conditions below. Prior approval must be given in the personnel file.

   i. One (1) quarter credit will be granted for each thirty (30) clock hours of seminars or professional development CEU graduate courses as determined by the syllabus or other acceptable documentation from the university.

   ii. A maximum of ten (10) quarter credits granted through seminars or graduate level professional development may be used at the BA+15 lane, fifteen (15) quarter credits at the BA+30 lane, and twenty (20) quarter credits at the BA+45 lane.

   iii. A total of thirty (30) quarter credits may be granted for seminars or graduate level professional development for post Masters advancement.

   iv. The clock hours may be accumulated in order to reach the thirty (30) clock hours or a multiple of thirty (30) clock hours.

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ARTICLE 9 - PRIOR TEACHING EXPERIENCE

A. Teachers with previous experience will be given credit on the salary schedule for each year of teaching experience. One (1) full semester or more of teaching will be counted as a year. At its discretion, the School District may grant to newly employed teachers maximum credit for their years of experience.

   Military teaching experience will be allowed and counted as teaching experience with a maximum of five (5) years allowed. A calendar year of military teaching will be counted as a year of teaching experience. A fraction of a year of military teaching less than six (6) months will not be counted. Applicable military work experience may be counted as teaching experience for teachers employed in a capacity requiring vocational certification.

B. Placement may occur at a step higher than the sixth (6th) step, but prior teaching experience shall be necessary for placement at the ninth (9th) year of experience step.

C. Teachers with previous teaching experience in the School District shall, upon returning to the system, receive full credit on the salary schedule for all outside teaching experience up to five (5) years if the total number of years outside experience has not been previously credited and if the experience falls within allowances in paragraphs A. 1., A. 2., and B. above.

   Teachers who have not been engaged in teaching or other activities indicated above or who have been credited with the total amount of prior teaching experience shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left.

   Previously accumulated unused sick leave days shall be restored to all returning teachers.

D. The term, "teaching experience," shall also include related work experience as approved by the Superintendent.

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ARTICLE 10 - COMPENSATION FOR SPECIAL ASSIGNMENTS

Compensation for special assignments to teachers shall be as provided in Schedule C. The School District shall continue to have the right to develop new programs and new special assignments.

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ARTICLE 11 - COMPENSATION FOR STUDENT TEACHERS SUPERVISION

A. All proceeds from fees paid by colleges or universities for local supervision of student teachers shall be paid to the teacher(s) responsible for the supervision of the student teacher. The amount, in each case, will be prorated among the number of teachers supervising the student in proportion to the time involved and by the amount paid by each college or university for this purpose.

B. This provision will also apply to educational aide internships.

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ARTICLE 12 - INSURANCE

A. The School District will furnish health and hospitalization insurance, and such insurance plan shall be maintained at the actuarial equivalent of the plan in effect in the 1989 school year. Coverage will be provided by a preferred provider organization.

B. Teachers will be allowed to choose from two (2) health and hospitalization insurance plan options covering both single and family selections if they wish to elect coverage. The teachers will be allowed to choose between single and family coverage for dental. The plan options and the School District and teachers contributions are as follows for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan:

1. $250/$500 Deductible Plan:
   i. Single Coverage: The School District will contribute 93% per month of the teacher's premium up to a maximum of $1,259 in 2025-2026 and $1,360 in 2026-2027 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects single coverage.
   ii. Family Coverage: The School District will contribute 87% per month of the teacher's premium up to a maximum of $2,560 in 2025-2026 and $2,790 in 2026-2027 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects family coverage.

2. High Deductible Plan: The School District shall offer a high-deductible health and hospitalization insurance plan coupled with a Health Savings Account (hereinafter "HSA"). Each teacher who chooses to enroll in the High Deductible/HSA Plan will receive a School District contribution to a HSA set up for that teacher. See ARTICLE 33 regarding long term substitutes for specific information regarding their benefit. The following provisions apply to the High Deductible/HSA Plan offered by the School District:
   i. Single Coverage: The School District will contribute 100% per month of the teacher's premium up to a maximum of $1,270 in 2025-2026 and $1,384 in 2025-2026 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects single coverage.
      1. The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in one (1) annual installment the first business day of teacher's first qualifying (teaching) year.

         The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in four (4) equal payments on the first business day of each business quarter of teacher's second qualifying (teaching) year and thereafter.
      2. The teacher will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.
   ii. Family Coverage: The School District will contribute 100% per month of the teacher's premium up to a maximum of $2,608 in 2025-2026 and $2,843 in 2026-2027 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects family coverage.
      1. The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in one (1) annual installment the first business day of a teacher's first qualifying (teaching) year.

         The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in four (4) equal payments on the first business day of each business quarter of teacher's second qualifying year and thereafter.

2. The teacher will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.

iii. If a teacher enters the HSA plan as a participant on a date after the first day of the HSA Plan year, the School District shall prorate the amount of the School District contribution to reflect the late entry. This prorated amount will be determined by the number of days the teacher is contracted compared to the total teacher days of a fulltime teacher.

All contributions on behalf of the HSA plan participant shall cease on the date the participant is no longer covered under the High Deductible health and hospitalization insurance plan.

Contributions to the HSA arrangement described in this section in the future will be determined by a successor Agreement.

iv. The School District will be responsible for payment to the HSA for administrative fees.

3. The cost of the premium not contributed by the School District for both single and family coverage shall be borne by the teacher and paid by payroll deduction.

C. The School District will furnish all teachers long-term disability. The cap on coverage will be $70,000 in maximum benefits, effective July 1, 2009. The School District will pay for the insurance premium, which must be maintained as a selected group insurance. All teachers will be required to enroll.

D. The School District will furnish all teachers term life insurance in the amount of $35,000 accidental death and dismemberment benefits. The School District will pay for the insurance, which must be maintained as a selected group insurance. All teachers will be required to enroll.

E. Dental Insurance

1. The School District will contribute up to $15.89 per month per teacher, for single coverage, eighty percent – twenty percent (80% - 20%) (based upon usual and customary fee of dentists) co-insurance, diagnostic, preventative and restorative benefits, including fifty percent (50%) (based upon usual and customary fee of dentist) benefits for prosthetics removable and fixed; orthodontia shall not be covered. This insurance must be maintained as a selected group insurance. Any additional premium cost will be paid by the teacher by payroll deduction.
2. The School District will contribute up to $48.60 per month, for family coverage, eighty percent – twenty percent (80% - 20%) (based upon usual and customary fee of dentists) coinsurance, diagnostic, preventative and restorative benefits, including fifty percent (50%) (based upon usual and customary fee of dentist) benefits for prosthetics removable and fixed; orthodontia shall not be covered. This insurance must be maintained as a selected group insurance. Any additional premium cost will be paid by the teacher by payroll deduction.
3. Deductible per coverage year will be $50.00 per individual. Maximum amount payable per covered person per coverage year shall be $2000.00.

F. Insurance coverage will continue through August 31 for teachers placed on unrequested leave and for teachers whose contracts are not renewed.

G. In order to be eligible for the insurance benefits described in this article, teachers must have a contract equivalent to half time or more. Insurance benefits described in this article will be made available to all teachers whose contracts are for less than half time at the teacher's expense. This provision is dependent upon the availability of obtaining the coverage provided herein.

H. The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

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ARTICLE 13 - MILEAGE REIMBURSEMENT AND TRAVEL TIME

A. Teachers who may be required to use their own automobiles in the performance of their duties shall be reimbursed for such use according to the following:
    1. In- district mileage will be reimbursed at the federal IRS mileage rate upon submission of a mileage reimbursement claim form.
    2. Approved out-of-district travel will be paid upon submission of a mileage reimbursement claim form at the federal IRS mileage rate.
    3. All mileage reimbursement requests must be submitted within thirty (30) days of when the mileage is accrued.
    4. The School District will make every effort to afford teachers assigned to more than one (1) building adequate travel time, at a minimum of twenty (20) minutes. For the purpose of this Agreement, the buildings of Ellis Middle School and IJ Holton shall be considered a single campus. The building principals involved will work with the teacher to determine, on a case by-case basis, how much time is required for travel among the multiple sites.

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ARTICLE 14 - WORKING HOURS

A. The School District shall maintain as much uniformity in working hours as is reasonably possible. The normal working day shall mean a working day not to exceed eight (8) hours, which shall include a minimum duty-free lunch period of not less than thirty (30) minutes.

B. The Superintendent shall not require unreasonable or excessive assignments of unpaid nonteaching assignments after the regular school day.

C. When teachers are required to perform instructional/professional duties at times or on days other than those normally worked, they shall be compensated for that time, either by alternative time off or an equal amount at a time mutually agreed to, or by additional salary on a prorated basis, as determined by the School District.

D. Teachers will be allowed to leave each Friday or the last day of the work week ten (10) minutes after student dismissal, or arrive 10 minutes before student arrival, as mutually agreed upon between the AEA and the superintendent. If the last day of the work week is an early release day for students, teachers will be dismissed at their building's regularly scheduled student dismissal time.

~~E.~~ Program needs dictate educational opportunities for students at different times of the day and evening. For the Counseling Department, ALC, and AOA, if program needs determine that working in the late afternoon or evening is necessary, staffing may be arranged by scheduling a later start and finish time than the normal workday and/or necessitate flexible scheduling for the employee.

F. The placement of workdays within the Counseling Department may be different from that of the regular K-12 school year. Teacher workday placement established in the School Calendar shall be applicable to the extent possible. The administration will work with the counseling department and an AEA representative in developing counselor schedules which will take into account individual concerns and preferences to the extent possible.

G. Definitions:

   a. **Educator Preparation Time**: Shall be defined as a block of time during the student contact day for the educator's professional use.

   b. **Supervision:** "Supervision" as used herein shall be defined any non-instructional professional duties as assigned by the building administrator. Such duties may include, but are not limited to, hallway supervision, meal supervision, colleague coverage, recess, and arrival and dismissal of students.

H. Within the normal working day elementary teachers have 315 minutes of instructional time. Within the normal working week, five (5) working days, elementary teachers have 285 minutes of weekly preparation time inside the instructional day. If additional instructional time is added to the elementary teacher workday, an equal amount of elementary preparation time will also be added on a minute per basis. The instructional time and preparation time applies to elementary (K-4) teachers, elementary special education teachers, and elementary specialists. The goal will be usable blocks of time of twenty (20) minutes (or more) each day, with each block of preparation time being at least ten (10) minutes, with a minimum of one (1) ten (10)-minute block each day.

I. At the Intermediate School, teachers shall have, within the normal working day 300 minutes of instructional time, forty-five (45) minutes of daily preparation time and up to forty-five (45) minutes of supervision/teaming.

J. For those teachers working at the High School (9-12) and Middle School (7-8), in an eight (8)-period day, there will be two (2) preparation periods inside the instructional day. In a seven (7) period day, there will be one (1) preparation period and one (1) supervision period inside the instructional day, or an equivalent average over the two (2) semesters during the school year. In a six (6)-period day, there will be one (1) preparation period inside of the instructional day.

K. The workday at the Area Learning Center may be different from the K-12 system. Working hour provisions delineated in ARTICLE 14 shall be applicable to the extent possible. The administration will work with the teachers within the Area Learning Center and an AEA representative in developing teaching schedule assignments which will take into account individual concerns and preferences to the extent possible. A

committee consisting of all Area Learning Center teachers, an AEA representative, the High School Administration, and the Director of Human Resources shall meet to develop a solution to the situation.

L. Austin Public Schools and the Austin Education Association understands there is a need for mentorship and professional staff development for teachers in their probationary years. As part of the collective bargaining agreement, all 1st year probationary teachers and previously tenured teachers in their 1st year with Austin Public Schools will participate in 40 additional hours of development, 2nd year probationary teachers will participate in 30 additional hours of development, and 3rd year probationary teachers will participate in 20 additional hours of development. These additional hours will be considered part of their standard contract and not subject to Article 14, section C – Additional instructional/professional duties.

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ARTICLE 15 - WEATHER AND EMERGENCY-RELATED CLOSURES

A. When weather conditions or other emergency situations necessitate the closing of school or individual buildings on a student day, either for an entire day or a portion of a day, teachers are not required to be present, and no pay deduction shall be made. However, this paragraph shall not apply in those situations where schools are closed for an extended period of time, in which case teachers shall make themselves available for assignment.

B. Sick days used during school days that are canceled because of weather or other emergency conditions will be reinstated.

C. Pre-approved personal leave used on a day when school is subsequently canceled because of weather or emergency conditions will be reinstated if the teacher has been unable to complete his/her activity. The teacher will be responsible for notifying the Human Resources Office within two (2) working days that he/she was unable to complete his/her activity.

D. Pre-approved emergency leave days without pay will be reinstated when school is canceled because of weather or other emergency conditions. The teacher will be responsible for notifying the Human Resources Office within two (2) working days if they were unable to complete his/her activity. Emergency leave days arranged the day the school cancellation occurs will not be reinstated.

E. When a teacher is unable to get to work because of inclement weather conditions and school is still scheduled, he/she may request to use a personal day if they have one available, and the requirements of ARTICLE 29 are met. If a personal day is not available, a non-disciplinary unpaid leave will be assessed.

F. When school is canceled after a teacher has called the Human Resources Office to notify the School District that he/she was unable to make it to work because of inclement weather, the teacher will have the cost of a sub-deduction from his/her salary for that day. If a personal day was approved earlier that same day, the personal leave day will be reinstated, but the teacher will be charged the cost of a sub-deduction from his/her salary.

G. In the event a student day is lost for an emergency, teachers shall perform their duties on such other day in lieu thereof as the Superintendent or his/her designee may determine, except that teachers shall be required to make up time only on a day when students are required to be in attendance.

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ARTICLE 16 - TEACHER VACANCIES AND TRANSFERS

*Refer to MOU for A and B

A. Teachers who desire to change grade, subject matter, or building assignments must submit such a request to the Director of Human Resources in writing. Such requests shall indicate the reasons for the transfer, the school, position, or grade desired, and the applicant's qualifications. All requests not granted on or before July 1 for teachers for all teachers, shall be deemed automatically denied.

B. The School District shall have the absolute right to fill the vacancy and the newly created position from among then existing teachers or by hiring new teachers, subject to the recall provisions of ARTICLE 21, and, in addition, the School District reserves and retains the sole and absolute right to transfer teachers. The decision of the School District shall not, in any way, be a subject for grievance or in violation of this Agreement. This article shall not be construed in such way to give anyone a claim to such position.

   Notwithstanding the above, the teacher may grieve the failure of the School District to post said notice or the failure of the School District to comply with the recall provisions of ARTICLE 21.

C. Any teacher who shall be transferred to an administrative or executive position shall continue to accrue benefits as if the teacher belonged to the Appropriate Unit, and such accrued benefits shall be credited to such teacher when he/she returns to the Appropriate Unit, less any such benefits used by such teacher.

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ARTICLE 17 - TEACHER LICENSURE

A. To ensure teachers hired by the School District are properly licensed in the School District, the following procedure will be followed:

B. Teachers who have failed to obtain or renew their license by August 15 prior to beginning teaching with the School District will be given written notification of possible suspension without pay. If a continuing contract teacher's license has not been renewed or the PELSB does not list the license as 'Printed/Issued' on its website by 4:30 pm on the first student contact day of the year in which the teacher must renew, the teacher may be suspended without pay. Verification of license will be made by checking the PELSB website.

C. If said teacher has not achieved licensing status by October 1st , 4:30 p.m. of the year he/she has been placed on unpaid suspension the School District may initiate termination proceedings following M.S. 122A.40. If said teacher has not achieved licensing status by December 31, 4:30 p.m. of the year he/she has been placed on unpaid suspension, such teacher may be placed on a second unpaid suspension for the second semester, and the School District may initiate termination proceedings following M.S. 122A.40. Each individual teacher is obligated to file for record his/her most current teacher's license. The School District is not obligated to recognize a teacher's licensure classification unless it is included on his/her most recent license filed for record with the School District administration office. Any decision not to suspend shall not be construed as establishing a past practice or prejudice the School District's right to enforce such restrictions at its discretion.

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ARTICLE 18 - DISCIPLINE, SUSPENSION, AND DISMISSAL POLICY

A. PURPOSE

The purpose of this policy is to achieve the effective operation of the School District's programs through the cooperation of all teachers under a system of policies and rules applied fairly and uniformly.

B. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the School District intends that, in most cases, progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise is solely within the discretion of the School District.

The School District shall not meet with a member of the teacher bargaining unit for the purpose of questioning the teacher during an investigation that may lead to discipline without first offering the teacher an opportunity for AEA representation. Any teacher waiving the right to such representation must do so, in writing, prior to the questioning.

C. DISCIPLINE

1. Violation of School Laws and Rules

   The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge, depending upon factors such as the nature of the violation, whether the violation was intentional, knowing, and/or willful, and whether the teacher has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

   i. policies of the School District;
   ii. directives and/or job requirements imposed by administration and/or the teacher's supervisor; and
   iii. federal, state, and local laws, rules, and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies

2. Substandard Performance

   A teacher's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help, and encouragement to improve from the teacher's supervisor and reasonable time for correction of the teacher's deficiency.

3. Misconduct

   Misconduct of a teacher will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

   a. unprofessional conduct;
   b. failure to observe rules, regulations, policies, and standards of the School District and/or directives and orders of supervisors and any other act of an insubordinate nature;
   c. continuing neglect of duties in spite of oral warnings, written warnings, and/or other forms of discipline;
   d. personal and/or immoral misconduct;
   e. use of illegal drugs, alcohol, or any other chemical substance on the job or any use off the job which impacts on the teacher's performance;
   f. deliberate and serious violation of the rights and freedoms of other teachers, students, parents, or other persons in the school community;
   g. activities of a criminal nature relating to the fitness or effectiveness of the teacher to perform the duties of the position;
   h. failure to follow the canons of professional and personal ethics;
   i. falsification of credentials and experience;
   j. unauthorized destruction of School District property;

k. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
l. neglect of duty;
m. violation of the rights of others as provided by federal and state laws related to human rights.

D. FORMS OF DISCIPLINE

1. The forms of discipline that may be imposed by the School District include, but are not limited to:
    a. oral warning;
    b. written warning or reprimand;
    c. disciplinary suspension, demotion, or leave of absence with pay;
    d. disciplinary suspension, demotion, or leave of absence without pay; and
    e. dismissal/termination or discharge from employment.
2. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the School District's objective of stopping or correcting the offending conduct and improving the teacher's performance.
3. If the School District believes that just cause for suspension exists, the teacher and the AEA shall be notified, in writing, that the teacher has been proposed for suspension. Nothing in this section shall prevent the School District from suspending a teacher with pay indefinitely until the time of the disciplinary meeting.
4. Dismissal or termination of members of the bargaining unit shall be done in accordance with M.S. 122A.40, Subd. 9, and/or M.S. 122A.20, Subd. 13.

E. PROCEDURES FOR ADMINISTERING DISCIPLINE

1. In an instance where any form of discipline is imposed, the teacher's supervisor will:
    i. Advise the teacher of any inadequacy, deficiency, or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the teacher specifying the date, time, and nature of the oral warning.
    ii. Provide directives to the teacher to correct the conduct or performance.
    iii. Forward copies of all writings to the administrator in charge of personnel for filing in the teacher's personnel file.
    iv. Allow a reasonable period of time, when appropriate, for the teacher to correct or remediate the performance or conduct.
    v. Specify the expected level of performance or modification of conduct to be required from the teacher.
2. The School District retains the right to immediately discipline, terminate, or discharge an teacher as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

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ARTICLE 19 - RETIREMENT BENEFITS

A. New hires employed into the unit on July 1, 2019, and thereafter shall not be eligible to receive an employer contribution toward term life insurance and health insurance benefits upon retirement.
    1. Teachers whose hire date/seniority date is after July 1, 2019, are eligible for a Retiree Only HRA. The benefits outlined in this subdivision shall be available to regular teachers that work .50 FTE or more whose seniority date is on or after July 1, 2019, for the full school year. Teachers must be actively working for the full school year to be eligible for the Retiree Only Health Reimbursement Arrangement (HRA) contribution. Teachers on leave of absence during a school year will not be eligible for Retiree Only HRA contributions for that school year. The HRA contribution will not be prorated for partial school years worked with the following exception: teachers who retire prior to the end of the school year will receive a prorated contribution based on the number of days worked divided by the total number of teacher duty days in the school year during which they retire.
    2. Beginning in contract year 2021-2022, the district will set aside $400.00 annually for all newly hired full-time teachers. Regular part-time teachers that work .50 FTE or more will receive a prorated portion of the contribution. The district contribution will be made in July following the preceding full school year of service. The district contribution will be deposited into a district reserved account (IRS Section 115 Irrevocable Trust) on behalf of all eligible employees as outlined in this article; however, all district contributions will remain district assets until eligible employees meet the district's vesting requirements. Teachers will become vested when they have at least 10 years of continuous service to the district, including District approved leaves of absence and reach age 57. For each year of service thereafter, the district will continue to deposit $400.00 annually in the HRA account of all eligible full-time employees as outlined in this article. The deposit for part-time teachers will be prorated to the FTE for which they are contracted. The district contributions will be made in July following the preceding full school year of service. The vested teacher will have access to his/her HRA account balance upon separation of employment. Teachers whose seniority date is on or after July 1, 2019, shall not be eligible for other benefits provided under Article 19, Retirement Insurance; Section b.

B. The provisions of this article shall be available only to those teachers who were employed into the unit prior to July 1, 2019, and have at least ten (10) years of continuous employment with the School District (including the year in which such notice of resignation is submitted) immediately preceding the year of separation of service. This provision shall not apply to teachers who have been on long term leave of absence without pay for more than one (1) year at the time of separation of service but shall apply to teachers on long-term disability leave or unrequested leave at the time of separation of service.

C. Any teacher submitting a written resignation prior to March 1 of any school year, for the purpose of separation of service, who will reach the age of fifty-five (55) or older prior to June 30 of that calendar year shall:
    1. Choose from two (2) health and hospitalization insurance plans: (1) a single coverage $250/$500 deductible plan; or a single coverage High Deductible Plan coupled with a HSA), as outlined in ARTICLE 12. The teacher will pay the same monthly contribution as active teachers; therefore, as the contribution changes for active teachers, retiree contributions will change in accordance. Dependent coverage will be available for the teacher to purchase at his/her expense for the difference between single and dependent coverage.
        a. If the retired teacher retains employment with another employer after retiring from the School District and he/she opts out of the School District retiree insurance plan, the teacher shall not be eligible to re-enroll in any School District insurance plans.
    2. Receive term life insurance in the amount of $35,000 (without accidental death and dismemberment coverage) for the teacher at no cost.
    3. Health and hospitalization insurance and term life insurance benefits shall cease and no longer be available to said teacher upon reaching age 65 or if insurance benefits are provided by a different employer following retirement from Independent School District No. 492.

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ARTICLE 20 - TAX-DEFERRED MATCHING FUNDS PLAN 403(B)

A. To be eligible to receive a School District-matching contribution to a state-approved 403(B) tax deferred matching annuity, in accordance with M.S. 356.24, as amended, a teacher must have the following:

1. The teacher must reach tenure status with Austin Public Schools.
2. The teacher is full time or part time with an assignment of at least 0.5 full-time equivalent (FTE). The School District's annual maximum contribution for part-time teachers shall be prorated based on the part-time teacher's FTEs.
   a. For example, a fourth (4th) year, part-time (0.5 FTE) teacher would be eligible to receive fifty percent (50%) of the School District's contribution.
3. The teacher has elected and authorized a salary reduction contribution to a 403(B) tax deferred annuity to be paid by payroll deduction, with equal contributions each pay period to go into effect July 1 of the same year.
4. The teacher has notified the School District, in writing, by September 1 of that year of first time participation, of his/her intention to participate in this non-elective 403(B) tax-deferred annuity and the amount of his/her contribution. The teacher's participation in the 403(B) plan shall continue from year to year at the specified amount, unless the teacher notifies the School District to the contrary.

B. Teachers eligible, under paragraph A. of this article, upon tenure in the School District, shall be eligible for a maximum annual School District matching contribution according to the sliding scale shown below:

Year of Service to APS	Maximum Annual Matching Amount
Tenure-8	$ 600
9-12	$ 800
13-15	$ 1,200
16-19	$ 1,600
20+	$ 2,000

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ARTICLE 21 - UNREQUESTED LEAVE OF ABSENCE (ULA)

The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10, and shall constitute a plan for unrequested leave of absence because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

A. The School Board shall make the determination whether any teaching position shall be discontinued. Positions may be discontinued for various reasons, including lack of pupils, discontinuance of programs, changes in curricula offerings, financial limitations, merger of classes caused by consolidation of districts and other similar and reasonable situations, and such other reasons as provided in Minnesota Statutes.
    1. In the event of discontinuance of a position which, in turn, necessitates a reduction in teachers, then any teacher is subject to layoff according to and following the provisions of this article.
    2. Layoff, for the purposes of this article, shall mean and include placement on unrequested leave of absence, as provided herein, for tenured teachers, layoff without recall rights for teachers employed three fifths (3/5) time or less pursuant to paragraph E.11.b. of this article, and non-renewal of probationary teachers' contracts. The provisions of this article shall not limit or restrict the right of the School District to terminate tenured teachers' contracts or to non-renew probationary teachers' contracts under Minnesota Statutes other than M.S. 122A.40, Subd. 10.

B. ULA and recall shall be on the basis of seniority within a seniority unit, as defined in this article, and shall be according to the provisions set forth in this article. However, seniority shall not entitle a teacher to a position for which the teacher is not qualified.
    1. A seniority list shall be established which designates each seniority unit, as defined in paragraph F.2. of this article. The seniority list shall include the name of each teacher in the seniority unit (including probationary teachers, except that such inclusion shall not grant seniority to probationary teachers and is for information only), the years of seniority, the earliest (first) date of continuous employment, the step placement on the salary schedule, and the lane placement on the salary schedule. The seniority list shall be posted on or before November 1. A copy of the tentative list will be posted in the Human Resources Department, and a copy will be sent to the President of the AEA electronically or by certified or registered mail. The seniority list will become final ten (10) days of the AEA receiving it. Any teacher whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent. Within ten (10) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall thereupon be prepared by the School District, which list as revised shall be binding on the School District and any teacher. A copy of the final seniority list will be posted in the Human Resources Department, and a copy will be sent to the President of the AEA electronically or by certified or registered mail.
    2. If the posting is delayed, the time within which challenges to the seniority list may be made shall be extended to twenty (20) days following the date of the delayed posting. After the challenged period expires, a copy of such new official seniority list shall be posted in the Human Resources Department, and a copy will be sent to the President of the AEA electronically or by certified or registered mail.
    3. The column showing lane placement is final as of July 1, 1977, except that any subsequent change in lane placement, approved by School Board action, which advances a teacher to a lane different than shown herein, shall be taken into consideration for purposes of breaking ties involved in placements on unrequested leave of absence, and shall not include any midyear lane changes but, rather, only those lane changes which are effective for the entire year of the teacher's individual contract.

C. Seniority
    1. Seniority shall be defined as continuous employment from the most recent date of employment within a seniority unit, as described in paragraph E., and shall be by one-half (1/2) year or one (1)

full year of employment or multiples thereof. Continuous employment, for purposes of seniority, shall include all continuous employment in the School District as a qualified teacher.

2. Seniority shall be computed upon services as a qualified teacher rendered during a fiscal year (July 1 through June 30) rather than a calendar year. In any one (1) fiscal year, a teacher shall accrue a maximum of one (1) year's seniority for all services performed as a qualified teacher.
3. A half year of seniority shall be granted for one (1) semester or major fraction thereof. A full year of seniority shall be granted for any part of a school year more than one (1) semester up to a full fiscal year.
4. Seniority shall continue to accrue while on sabbatical/occupational leave of absence.
5. Seniority shall continue to accrue while on military leave of absence.
6. Seniority shall continue to accrue for a qualified teacher within his/her seniority unit while on an assignment with the School District but outside the enumerated seniority units.
7. Seniority shall continue to accrue while on sick leave or during the Family and Medical Leave Act (FMLA) covered portion of a child care leave within a school year but shall be frozen at the end of the school year until the teacher returns from sick leave.
8. Seniority shall be frozen while on child care leave after the FMLA covered portion of the leave has ended.
9. Seniority shall continue to accrue while on leaves for exchange teacher programs.
10. Seniority shall continue to accrue while on Leave of Absence Without Pay for less than one semester.
11. Seniority shall not be accrued while on long-term substitute teaching; however, when a longterm substitute teacher receives a teacher's continuing contract with the School District, as referred to in M.S. 122A.40, Subd. 7, then years of seniority shall be credited retroactively to the last date of continuous employment with the School District for which continuous years the teacher was employed as a qualified teacher in at least in a half-time capacity.
12. For teachers, other than long-term substitutes, seniority shall be granted to those qualified teachers who have a contract for more than three-fifths (3/5) time. For purposes of determining this formula relating to three-fifths (3/5) time, reference shall be made directly to the particular teacher's contract with the School District.
13. For purposes of computing the amount of seniority teachers covered by paragraph C.k and C.l are entitled, any such qualified teacher who qualifies for seniority shall have seniority computed in accordance with paragraph C.c. of this article without any prorating.
14. Seniority shall not accrue during the probationary period, but seniority shall be credited within a seniority unit retroactively for probationary time when tenure is achieved.
15. Seniority shall be frozen at time of layoff under the provision of this article.

D. A teacher will be assigned to a seniority unit according to the following provisions:

1. Teachers shall be assigned as a member of the seniority unit in which such teacher's assignment is more than half time.
2. Except as provided in i. below, a teacher will be a member of the seniority unit in which such teacher was assigned at the time of the discontinuance of position.
    a. Teachers who are transferred from one (1) seniority unit to another seniority unit shall be credited with their past seniority in the new seniority unit, and they shall also maintain their seniority in their former seniority unit for three (3) calendar years after the date of transfer after which time they shall not have seniority in their former seniority unit.
3. No kindergarten through sixth (6th) grade certified classroom teacher assigned to the middle school shall teach half time or more in grades seven (7) and eight (8). No seventh (7th) through twelfth (12th) grade certified teacher assigned to the middle school shall teach half time or more in grade six (6). Teachers in secondary (grades 7-12) seniority units or the K6 seniority unit shall stay in their existing seniority classification in the middle school, unless the teacher voluntarily elects to change classification.

E. Qualified teachers will be assigned to the following seniority units according to the provisions of this article. The listing of these seniority units shall not require the School District to continue each of such seniority units. The listing of these seniority units shall not be construed as departments for purposes of administration.

Seniority Units:

1. There shall be one (1) seniority unit in the elementary school composed of teachers assigned to kindergarten through sixth (6th) grade inclusive. except for those teachers who are specifically assigned to one of the other seniority units listed below.
2. There shall be the following seniority units within the secondary school, each of which shall be a separate seniority unit:

Mathematics:	Grades seven (7) through twelve (12) inclusive
Science and Health:	Grades seven (7) through twelve (12) inclusive
Social Studies:	Grades seven (7) through twelve (12) inclusive
Language Arts:	Grades seven (7) through twelve (12) inclusive
Business Education:	Grades five (5) through twelve (12) inclusive
Industrial Arts:	Grades seven (7) through twelve (12) inclusive
Agriculture:	Grades seven (7) through twelve (12) inclusive
Family & Consumer:	Grades seven (7) through twelve (12) inclusive
Work Experience:	Grades seven (7) through twelve (12) inclusive

3. There shall be the following additional seniority units, each of which shall be a separate seniority unit:

MSMH, MMMH, DCD:	Grades kindergarten through twelve (12) inclusive
SLD:	Grades kindergarten through twelve (12) inclusive
EBD:	Grades kindergarten through twelve (12) inclusive
ABS:	Grades kindergarten through twelve (12) inclusive
ASD:	Grades kindergarten through twelve (12) inclusive
Early Childhood Special Ed:	Grades Pre-K
Foreign Language:	Grades kindergarten through twelve (12) inclusive
Physical Education	Grades kindergarten through twelve (12) inclusive
Media Generalists:	Grades kindergarten through twelve (12) inclusive
Art:	Grades kindergarten through twelve (12) inclusive
Specialists:	Grades kindergarten through twelve (12) inclusive
(OT, PT, LSN, DHH, School Social Worker, BCBA)	
Guidance:	Grades kindergarten through twelve (12) inclusive
Music I:	Grades kindergarten through twelve (12) inclusive
(Classroom Music, General Music, and Vocal Music)	
Music II:	Grades kindergarten through twelve (12) inclusive
(All Instrumental Music, including Orchestra, Strings, and Band)	
School Psychologist:	Grades preschool through twelve (12) inclusive
Speech Language Pathologist:	Grades preschool through twelve (12) inclusive
English as a Second Language:	Grades kindergarten through twelve (12) inclusive

4. Notwithstanding any seniority provision herein to the contrary, any teacher transferred to the position of "In-School Suspension" retains such seniority in the seniority unit from which the teacher transferred and shall continue to accrue seniority in the same seniority unit from which transferred.

   If a vacancy occurs in the "In-School Suspension" position, the School District may select the person to fill the vacancy without regard to the provisions of the Agreement. If the person hired to fill the vacancy is a certified teacher, such teacher shall accrue seniority in the seniority unit of

his/her area of certification, and if such person is certified in more than one (1) area, then such person shall, upon employment, select, in writing, one (1) seniority unit for seniority purposes.

F. Discontinuance of positions and layoff shall be by seniority units. Within the seniority unit, seniority shall be according to the official seniority list. The order of layoff in the seniority unit shall be as follows:
    1. Probationary teachers in the seniority unit affected by discontinuance shall be laid off first, and they shall not be subject to the recall provisions of this article.
    2. Any probationary teacher's contract may be non-renewed whether, or not the discontinuance of position is in the probationary teacher's seniority unit, and the Superintendent has the prerogative to move a tenured teacher outside his/her seniority unit to the opening, although the Superintendent shall not be mandated to do so.

G. Tenured teachers within the seniority unit affected by the discontinuance shall be placed on ULA in inverse order to their seniority, meaning the least senior teacher within the unit will be placed on ULA first.
    1. If tenured teachers have equal seniority within an affected seniority unit, the following provisions shall be applied to break ties in the following order of priority:
        a. If seniority is equal, the teacher with the earliest (first) date of continuous employment shall be considered the most senior.
        b. If the earliest (first) date of continuous employment is the same, the teacher having the highest step placement on the salary schedule shall be considered the most senior.
        c. If the step placement on the salary schedule is the same, the teacher having the highest lane placement on the salary schedule shall be considered the most senior.
        d. If the lane placement on the salary schedule is the same, the teacher having the earliest date of School Board approval of his/her original contract shall be considered the most senior.
        e. If the date of School Board approval of their original contract is the same, the teacher having the earliest job application on file shall be considered the most senior.
        f. If the date of job application is the same, the Superintendent will recommend to the School Board which teacher is to be retained on the basis of qualifications, job performance, and other factors deemed relevant by the Superintendent.
    2. At the time of discontinuance of the position, if another position is available for which the teacher is qualified, such teacher shall have the opportunity for employment in that position on the basis of seniority within the seniority unit, as defined in this article. If more than one (1) qualified teacher exists who has equal seniority, ties in seniority shall be broken in accordance with paragraphs G.3., a., (i), (ii), (iii), (iv), (v), and (vi) of this article.
    3. This paragraph shall apply only to those teachers who are members of the Appropriate Unit at the time ULA.
    4. Teachers placed on ULA shall receive notice by July 1 of the school year prior to the commencement of such leave.

H. A recall list shall be maintained and updated yearly by the Human Resources Department. Teachers on the recall list for more than five (5) years shall be dropped from the recall list and not subject to the recall provisions of this article. The Superintendent will send, by certified mail, a Request for Reinstatement Form to teachers on ULA prior to March 1. Failure of a teacher to return the Request for Reinstatement Form prior to April 1, indicating a desire to return, will cause the teacher to lose the right to reinstatement.
    1. Notice of recall shall be sent to the secretary of the Exclusive Representative and also to the teacher's last address on file in the Human Resources Department. The teacher shall send written notice of change of address, by certified mail, to the Human Resources Department. Notice of recall shall be sent by certified mail. Within twenty-one (21) calendar days of the date of mailing, written acceptance of employment must be sent by the teacher, by certified mail, to the Human Resources Department. If no such written acceptance of employment is received within said

twenty-one (21) calendar days, the teacher shall lose all right of recall under the provisions of this article.

2. Teachers placed on ULA from full-time positions may refuse recall requests to less than full-time positions without losing their rights to recall.
3. Teachers placed on ULA from part-time positions shall be recalled to part-time positions as they become available. They may refuse recall to any part-time position two-tenths (2/10) or more different from the position from which they were placed on ULA . They may also refuse recall to full-time positions without losing recall rights.
4. Teachers accepting part-time positions after being placed on unrequested leave will be upgraded to full-time positions as they become available.

I. Recall shall be by designated seniority units at the time of layoff, as described above, according to seniority at time of layoff, with the highest seniority being recalled first. Refusal of employment shall waive all rights of recall provisions of this article. If teachers to be recalled have equal seniority within the affected seniority unit, the following provisions shall be applied to break ties in the following priority:
    1. If seniority is equal, the teacher with the earliest (first) date of continuous employment shall be considered the most senior.
    2. If the earliest (first) date of continuous employment is the same, the teacher having the highest step placement on the salary schedule shall be considered the most senior.
    3. If the step placement on the salary schedule is the same, the teacher having the highest lane placement on the salary schedule shall be considered the most senior.
    4. If the lane placement on the salary schedule is the same, the teacher having the earliest date of School Board approval of teacher's original contract shall be considered the most senior.
    5. If the date of School Board approval of teachers' original contracts is the same, the teacher having the earliest job application on file shall be considered the most senior.
    6. If the date of job application is the same, the School Board shall choose the teacher to be recalled on the basis of qualifications, job performance, and other factors deemed relevant by the School Board.

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ARTICLE 22 - PROFESSIONAL DEVELOPMENT

A. A teacher attending professional conferences which have been approved in writing by the Superintendent may be granted time to attend such conferences without salary deduction. Professional development leave would include, but not be limited to, such educational purposes as:
    1. Visitation to view other instructional techniques or programs both in the School District and in other school districts;
    2. Classes, conferences, workshops, or seminars which are related to the improvement of instruction; and
    3. Local, state, or national meetings in the teaching discipline of the applicant.

B. A teacher attending a conference or workshop during the summer months:
    1. If the request is from the School District, the teacher will be paid a stipend.
        a. $100 for ½ day
        b. $200for a full day
    2. If the request is from the teacher, no stipend will be paid.

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ARTICLE 23 - LEAVE LIMITATION

A. Absence or leave granted under a specific article may be extended at the discretion of the Superintendent. The Superintendent is to be notified, prior to March 1, of the desire to have a leave extended for another school year or a portion of a school year. The Superintendent's decision shall not be subject to grievance under the terms of this Agreement.

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ARTICLE 24 - LEAVES OF ABSENCE WITHOUT PAY

A. A leave of absence for not less than nor more than one (1) year may be granted a teacher by the School Board, upon the recommendation of the Superintendent, for advanced study, exchanging teaching or professional development in the field of education, or for a job experience in some other field. This leave is discretionary with the School Board, and the School Board reserves the right to withhold such leave if the School Board deems such leave not to be feasible or beneficial to the School District. In the event the request is denied, the teacher shall be notified, in writing, of the reasons.
    a. Such a long-term leave is without pay or fringe benefits. The teacher, while on the long term leave, shall retain his/her seniority as earned at the time the leave commences. Applications for long-term leave shall be submitted, in writing, to the Superintendent and/or his/her designee, setting out the dates for the proposed leave and the reasons therefore.
    b. This article is not intended to permit annual vacations during the school year.

B. These leaves may be granted under the following conditions:
    a. The leave shall coincide with the school year of the School District.
    b. A teacher wishing to apply for a leave of absence of one (1) year, which will be in effect during the regular school year, will make application, through the teacher's school administrator, to the Superintendent by March 1 preceding the year of absence.
    c. Leaves for periods shorter than one (1) year may be granted, if application is made to the Superintendent not less than two (2) months in advance of the departure date.
    d. If a suitable replacement can be secured.
    e. Teachers will be allowed three (3) days of absence, without pay, each school year for personal emergency leave. For purposes of this article, emergency leave shall be determined by the Superintendent or designee. Emergency leave days will result in all wages and benefits being deducted from the teacher's pay for each day taken. Emergency leave days will not be carried over from one (1) school year to the next. For absence due to inclement weather, if teachers are expected to be on duty and personal leave is not available, the teacher may be assessed an emergency leave day.
    f. The provisions of the article shall not affect the provisions of ARTICLE 5.F.2.

C. Any teacher granted leave under this policy may maintain health and hospitalization insurance by paying, in advance, a sum equal to the projected cost of the insurance coverage. If rates change during the absence, in order to maintain the coverage, the teacher must pay the difference, as determined by the Business Office. Income protection insurance is not continued on leave granted under this policy.

D. Any teacher returning from a leave granted under this article shall be reinstated with the same level of benefits available to all teachers in the unit.

E. Sick leave accumulated prior to the leave of absence shall be retained.

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ARTICLE 25 - SABBATICAL OR OCCUPATIONAL LEAVE

A. The School Board, upon the recommendation of the Superintendent, may grant a sabbatical or occupational leave of absence for a period not to exceed one (1) year to a teacher if the following conditions are met:
    a. Applicant for a sabbatical or occupational leave of absence must be a member in good standing of the School District and must have been such member for the seven (7) years immediately preceding request for leave. This seven (7)-year requirement may be waived, if recommended by the high school principal, for high school vocational teachers.
        i. Up to one and one-half percent (1½%) of the teachers may be granted sabbatical or occupational leave, if proper arrangements are made. Leaves of absence under the sabbatical or occupational leave plan may be granted only if suitable replacements can be obtained.
    b. The applicant shall apply to the Superintendent before March 1 during the school year preceding the school year for which leave is requested. A plan for study, travel, or other activities must be included with the application.
        i. The March 1 application date may be waived for occupational leaves.
        ii. The School District will notify the applicant not later than April 16 or within forty-five (45) days after application, if the request for sabbatical or occupational leave of absence is granted.

B. If sabbatical or occupational leave is granted, the following conditions shall apply:
    a. A teacher granted leave will receive up to one-half (1/2) the teacher's current salary. The teacher will continue membership in the state's Teachers' Retirement Association (TRA) and deductions from the teacher's salary will be made for the purpose of payment to TRA. Deductions from the salary paid to the teacher by the School District, and payments to the TRA will be made only if the TRA laws and regulations pertaining to the O.A.S.I. permit such deductions and payments.
    b. The teacher who is on leave may accept grants, scholarships, fellowships, or other sources of income. If the sum of the salary paid by the School District, plus the grant, scholarship, fellowship or salary, exceeds the amount that the teacher would receive if teaching for the School District, the amount of leave salary paid by the School District will be reduced to make the amount equal to the salary paid the teacher on the salary schedule.
    c. A teacher granted leave must return to the School District for two (2) years following leave, unless placed on ULA. If the teacher resigns or fails to return from ULA when recalled without fulfilling this obligation, such teacher must repay the salary granted during the year of such teacher's leave. Upon returning to the School District as a regular teacher, the teacher will be given credit on the salary schedule for one (1) year outside teaching experience allowable, providing the teacher has been employed as a full-time teacher while on leave, or, upon returning, the teacher will be allowed to use those credits earned which meet adopted criteria for advancement on the salary schedule which have been earned while on leave, but, in no instance, will the teacher be allowed to use both experience and college credits earned while on leave for advancement on the salary schedule while on leave.
    d. While on leave, a teacher is ineligible for any other leave provisions of the Agreement.
    e. The School District will provide health and hospitalization insurance coverage for teachers on leave at no cost to the teachers beyond any costs that would be incurred for teachers who remain on duty.
    f. Income protection insurance is continued while on leave at the salary the teacher received in the year immediately preceding the year of the leave.
    g. The provisions of ARTICLE 19 may apply to teachers on sabbatical leave or occupational leave.

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ARTICLE 26 - LEAVES FOR EXCHANGE TEACHER PROGRAMS

A. A leave of absence of one (1) year may be granted, upon approval of the School Board, to any teacher for the purpose of participating in exchange teaching programs in other school districts, states, territories, or countries.
B. Upon return from such leave, a teacher shall be reinstated with the same level of benefits available to all teachers in the unit.
C. Final approval of the leave is dependent upon the Superintendent's approval of the exchange teacher coming to the School District.

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ARTICLE 27 - SICK LEAVE/CARE OF RELATIVES

A. Full-time teachers will receive twelve (12) days of paid sick leave per year. Part-time teachers will have their sick leave pro-rated, based on their FTE*. Newly appointed teachers will receive ten (10) additional days of sick leave with pay the first year, which shall not accumulate, and will be used after the twelve (12) days have been exhausted. A teacher must report for work in order to secure sick leave. Unused sick leave shall accumulate. Teachers may use their sick leave to cover any absence due to the teacher's illness or injury.

B. Sick leave may be used at any time for absences caused by illness or physical disability of the employee; a member of the employee's household; or emergency medical, dental appointment or treatment that is not of a routine nature and cannot be scheduled at a time other than during the school day or a specified and permitted by law. https://www.revisor.mn.gov/statutes/cite/181.9447

    1. A domestic partnership is an interpersonal relationship between two (2) individuals who live together and share a common domestic life but are not married (to each other or to anyone else). Use of sick leave for care of a domestic partner may be granted with the approval of the Superintendent.

C. When a physician deems a teacher disabled and unable to work and accumulated sick leave is exceeded, such excess days from the teacher's salary will consist only of the cost of a substitute, not to exceed fifty percent (50%) of the teacher's salary. This provision will hold for a total period not to exceed ninety (90) calendar days, as determined by the Superintendent, after which time the income protection policy will be in effect.

D. Upon the option of the teacher, accrued sick leave may be used during the time of disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, except as otherwise provided in this Agreement. Such disability must be verified by a physician on forms provided by the School District. The School Board may, at its discretion, require a second opinion on such disability, the cost of such opinion to be at the expense of the School District. Teachers on sick leave as a result of pregnancy may apply for an unpaid child care leave under the provisions of this article, provided such application is made at least one (1) calendar month before the end of the period of disability.

E. In determining how much sick leave allowance a teacher has, the total number of days of credit shall be calculated at the end of each year. Then, prior to September 1, add the proper number of days allowable for that year as specified in paragraph A. above.

F. The School District may require proof of illness when a teacher's request for sick leave is in question.

G. Sick leave may not be used once a teacher has become eligible for long-term disability insurance payments. Sick leave may be used after the teacher's return to work, subject to this Agreement and the terms and conditions of the School District's long-term disability insurance policy.

*** Prorated table for sick leave usage found on District website at www.austin.k12.mn.us and click on HR-Forms**

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ARTICLE 28 - CHILD CARE LEAVE

A. A child care leave, without pay, may be granted by the School District subject to the provisions of this section and the provisions of the FMLA. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the teacher for an extended period of time. This Article applies equally to child care leave for adoptive parents.

B. A teacher making application for child care leave shall inform the Superintendent, in writing, of intention to take the leave at least two (2) calendar months before commencement of the intended leave.

C. The School District and the teacher may adjust the proposed beginning or ending date of a child care leave mutually. Teachers may, in the case of pregnancy, continue to work until they are certified as disabled by their physician. At this time, the School District retains the right to place the teacher on sick leave.

D. Pursuant to the FMLA, group health benefits will be maintained during the first 12-weeks of a child care leave as if employees continued to work instead of taking leave. After the first 12-weeks of the leave, an employee on an unpaid medical leave remains eligible for participation in all insurance programs available to the employee but must pay the entire premium for all such insurance coverage.

E. While on a child care leave, teachers may use accrued sick leave pursuant to Article 37 during a period of disability (6 weeks for normal delivery, 8 weeks for C-section or complicated delivery as certified by a physician).

F. In making a determination concerning the commencement and duration of a child care leave, the School District shall not, in any event, be required to:
    1. Grant any leave more than twelve (12) months in duration.
    2. Permit the teacher to return to his/her employment prior to the date designated in the request for child care leave.

G. A teacher returning from child care leave shall be reinstated, unless previously discharged or placed on ULA.

H. Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination, unless the School and the teacher mutually agree to an extension in the leave.

I. The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have the opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave shall not be counted as part of the probationary period.

J. A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave. Seniority is frozen while on child care leave after the FMLA covered portion is over.

K. Leave under this section shall be without pay, but a teacher on child care leave is eligible to participate in group insurance programs under the insurance policy provisions by paying, in advance, either monthly or quarterly, a sum equal to the premium cost of the insurance coverage for such program as the teacher wishes to retain, commencing with the beginning of the child care leave. If leave qualifies for FMLA, accrued leave balances may be used as permitted by law, and insurance premiums will be covered as provided by law.

L. While on child care leave, a teacher is ineligible for any other leave provisions of the Agreement.

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ARTICLE 29 - PERSONAL LEAVE

A. The School District shall provide up to three (3) personal leave days each year to each member of the appropriate unit. Such personal leave shall be used at the discretion of the teacher and may be used in one (1)-hour increments. Part-time teachers will have their personal leave pro-rated based on their FTE.

B. Except in cases of emergency, teachers will notify the Superintendent, through appropriate procedures as designated by the School District, three (3) working days in advance of intended leave. In cases of emergency, the advance written notice may be waived, but, in all instances, the teacher must make contact with the Superintendent for approval.

C. No usage of personal leave shall be granted during the first five (5) days of school or during the last ten (10) days of school (referring to student contact days). Any exceptions shall be granted and made at the discretion of the Superintendent and/or designee.

D. No usage of personal leave shall be requested prior to July 15. Any exceptions shall be granted and made at the discretion of the Superintendent.

E. Personal leave may not be granted for more than three percent (3%) of the teachers on any given day. The School District is not required to grant personal leave on curriculum days, staff development days, or conference days. Personal leave may not be used after the end of one school year and before the start of the next school year.

F. Under no circumstances shall the School District's decision to grant personal leave in excess of the maximum numbers listed in paragraph A., to grant personal leave in excess of three percent (3%) of the total teaching staff, or to grant personal leave on any of the days cited in paragraphs B. and C., be construed as establishing a past practice or prejudice the School District's right to enforce such restrictions at its discretion.

G. Additional personal leave may be granted to cover personal emergency (in excess of emergency days as noted in ARTICLE 24) or personal exceptional situations at the discretion of the Superintendent, but, under such leave, teachers will suffer substitute pay deduction.

H. In a given school year, teachers may carry over up to two (2) personal leave days. Personal leave days remaining in excess of two (2) at the end of the school year will automatically be paid out at the then current substitute rate of pay. Teachers have the option to request payout of any remaining unused personal leave days. To receive this payout of personal leave days, teacher must submit a form to payroll by May 1 of the calendar year. Total personal leave days used per year may not exceed five (5).

I. Granting of personal leave ~~s~~hall be dependent upon the availability of a suitable substitute.

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ARTICLE 30 - LEAVE FOR DEATH OF ANY MEMBER OF THE IMMEDIATE FAMILY

A. In the event of death in the immediate family (spouse, child, father, mother, step father, step mother, father- in-law, mother-in-law, sister, brother, step sibling, son-in-law, daughter-in-law, step-child, grandparents, or grandchildren of the employee), the employee may be allowed up to a maximum of five (5) days absence. In the event of death in the extended family (aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law) the employee may be allowed up to a maximum of two (2) days absence. The total yearly maximum shall not exceed fifteen (15) days. This right shall have no accumulation privileges. In extenuating circumstances, the Superintendent or his designee may grant leave in excess of five (5) days in the case of immediate family and in excess of two (2) days in the case of extended family. In extenuating circumstances, the Superintendent or his designee may grant leave with pay in excess of fifteen (15) days.

B. Distance and circumstances will determine the length of leave to be granted by the Superintendent. If a leave for the death of member of the immediate family is exceeded, for such excess days up to five (5) days, the deduction from the teacher's salary will consist only of the equivalent of a substitute's pay. For such excess days beyond five (5) days, the deduction from the teacher's salary will consist of a fifty percent (50%) salary deduction (daily rate). This provision will hold only for a reasonable period of time, as interpreted by the Superintendent; in no case, shall the period exceed ninety (90) calendar days.

C. A teacher will be allowed up to five (5) days for the death of any other relative, the substitute's pay to be deducted from the teacher's salary.

D. The Superintendent may call for proof of death to substantiate the leave under this article.

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ARTICLE 31 - JURY DUTY OR TESTIFYING UNDER SUBPOENA

A. A teacher who is called for jury duty or who is subpoenaed as a witness will not suffer a salary deduction if he/she misses work, unless he/she is a criminal defendant. If a teacher is a criminal defendant, he/she may use accrued personal time to receive pay if he/she needs to miss work. If a teacher suffers a salary deduction due to being a criminal defendant, and is later found not guilty, pay for missed work will be reinstated, if previously deducted or personal days will be reinstated, if used. Proof of verdict will be necessary.

B. While serving on jury duty or as a subpoenaed witness, the teacher shall receive full salary and benefits. However, such teacher must return to the School District the pay received for serving on jury duty or as a subpoenaed witness.

C. Teachers who are released from jury duty prior to the end of the normal work day will report to work on being released from jury duty.

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ARTICLE 32 - MILITARY LEAVE OF ABSENCE

A. All full-time teachers of the School District who are members of the Active Military Reserve will be granted military leave for the purposes of fulfilling the active duty requirements, such leave not to exceed fifteen (15) working days annually. No deduction in pay is to be made if properly excused by the Superintendent. To the greatest extent possible, active duty should be arranged for the summer recess, during Christmas holidays, and such other times as do not interfere with classroom duties.

B. Teachers called for selective service physical examination shall be excused without loss of pay for such purposes.

C. In other respects, the mandatory requirements of the laws of the United States and of the State of Minnesota shall be followed.

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ARTICLE 33 - LONG-TERM SUBSTITUTE TEACHERS

A. For the purpose of this article, substitute teachers shall be compensated in the following manner:
    a. Substitute teachers who hold a full license and who are employed twenty (20) consecutive work days or more in the same assignment replacing a teacher on an authorized leave shall be compensated on the teachers' salary schedule according to their training and experience, retroactive to the fifth (5th) day.
    b. Substitute teachers who are employed thirty (30) consecutive work days or more in the same assignment replacing a teacher on an authorized leave shall be compensated salary and prorated health and hospitalization insurance benefits according to terms of this Agreement, retroactive to the first (1st) day. If the long-term substitute selects the High Deductible Plan, the School District will contribute one-tenth ($1/10^{th}$) of the regular HSA contribution listed in ARTICLE 12.B.2. into the HSA account for every month worked.
B. The School District will make every effort to continue individual substitutes in long term assignments for the continuity of the program. The School District reserves the right to interrupt any substitute assignment due to emergency or extenuating circumstances.

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ARTICLE 34 - ASSAULTS ON TEACHERS

A. An assault upon a teacher in the course of performing professional duties for the School District shall be promptly reported to the Superintendent.

B. Time lost for injuries by a teacher as a result of assault which is covered by workers' compensation (i.e., in the scope and course of employment) shall be covered by the teacher's sick leave and the provisions of the long term disability policy. The sick leave coverage shall be limited to an amount equivalent to what has been accrued by the teacher. In the event the teacher, at a later date, becomes ill or injured requiring an absence and does not have sufficient sick leave accrued to cover such absence, any or all of the sick leave used due to assault as described above shall be reinstated as is necessary.

C. Any amount received through workers' compensation shall be remitted to the School District.

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ARTICLE 35 - MEET AND CONFER

A. A committee shall be established in accordance with the provisions of PELRA MN Statue 179A.03.

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ARTICLE 36 - GRIEVANCE PROCEDURE

A. A "grievance" shall mean a dispute or a disagreement between a teacher or a group of teachers and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

B. A grievance may be initiated or submitted only by the teacher or group of teachers involved. The grievance shall be reduced to writing by the AEA.

C. The School District may be represented during any step of the procedure by any person or agent designated by it to act in its behalf. Such representative shall not exceed three (3) in number.

D. The AEA shall be one of the teachers' representatives beginning with Level I, and the teacher may select not more than two (2) additional representatives.

E. A teacher may withdraw his/her specific grievance, in writing, at any time, and such withdrawal shall be final and binding upon the individual and the AEA. Such withdrawal shall not be construed to be a precedent to a determination on the merits of the grievance.

F. The AEA may also withdraw the grievance, in writing at any time, and such withdrawal shall be final and binding upon the AEA and upon the grieving teacher. Such withdrawal shall not be construed to be a precedent to a determination on the merits of the grievance.

G. Definitions and Interpretations:

1. Extension: Time limits specified in this Agreement may be extended by mutual written agreement.
2. Days: Reference to the word, “days,” regarding time periods in this procedure shall refer to working days. The term, “working day,” is defined as all week days (Monday through Friday) not designated as holidays by state law. For purposes of this paragraph, the days of Christmas recess and spring recess shall be considered holidays.
3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event, the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
4. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it bears a postmark of the United States mail within the time period or receipt thereof has been admitted by the School District.

H. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is served, in writing, upon the School District within twenty-five (25) days after the date the event giving rise to the grievance occurred, setting forth the facts and the specific provision or provisions of this Agreement allegedly violated and the particular relief sought. Failure to serve any grievance within such period shall be deemed a waiver of the grievance. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance.

I. Adjustment of Grievance: The School District and the teacher or the School District and a group of teachers shall attempt to adjust such grievances which may arise during the course of employment of any teacher or group of teachers within the School District in the following manner:

1. **Level I:** An effort shall first be made to adjust an alleged grievance informally between the teacher or group of teachers and the School District. If the grievance is not resolved through informal discussions, the grievance shall be reduced to writing by the AEA, and, thereafter, the Superintendent shall meet regarding the grievance within fifteen (15) days of receipt of the written grievance. Within seven (7) days after the meeting, the Superintendent or his/her designee shall issue a decision, in writing, to the teacher or teachers involved. A copy of the decision shall also be sent, by certified mail, to the AEA by sending it in care of one of the officers of the AEA at his/her last known address.
2. **Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made, in writing, to the School Board within fifteen (15) days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear and hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its findings and decision, in writing, to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board

(one of which shall be a School Board member) may be designated by the School Board to hear the appeal at this Level II and report its findings and recommendations to the School Board. The School Board shall then render its findings and decision, in writing, to the teacher or teachers involved. A copy of the decision shall also be sent, by certified mail, to the AEA by sending it in care of one of the officers of the AEA at his/her last known address.

Failure by the School Board or its representative to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the teacher or group of teachers may appeal it to the next level.

3. **Level III.** Grievance Mediations: In the event that a grievant(s) and the School District are unable to resolve any grievance, the parties will agree to participate in mediation for the purpose of compromising, settling, or resolving the grievance.
    a. Request: A request to submit a grievance to mediation must be made in writing signed by the grievant(s) or the School District and delivered to the designee of the other party. The other party shall respond within ten (10) working days to accept or deny the submission of a grievance to mediation.
    b. Selection of Mediator: A joint request for mediation shall be submitted to the Commissioner to assign a mediator.
    c. Mediation: The assigned mediator shall schedule one or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures III.03 regarding Grievance Mediation. The mediator does not have authority to order discovery.
    d. Cost of Mediation: The cost of mediation shall be borne equally by both parties. Each party shall bear their own costs related to representation during the mediation process.
    e. Recommendation: The recommendations of the mediator, if any, shall be advisory only and shall not be binding on either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding
4. **Level IV:** In the event the teacher or teachers involved and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined below:
    a. Request: A request to submit a grievance to arbitration must be in writing signed by one 1) of the aggrieved teachers and the President of the AEA or the President's designee, and such request must be filed in the office of the Superintendent within twenty (20) days following the decision in Level II.
    b. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.
    c. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the AEA and the Superintendent, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to M.S. 179A.21, providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided in this article shall constitute a waiver of the grievance.
    d. Hearing: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.
    e. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties subject, however, to the limitations of arbitration decisions as provided by and in PELRA.
    f. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in

connection with presenting its case in arbitration. A transcript of recording may be made of the hearing at the request of either party and shall be paid for by the party requesting the same. The parties shall share equally fees and expenses of the arbitrator.

g. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment contained in this Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedures as outlined in this article; nor shall the jurisdiction of the arbitrator extend to those matters set forth in M.S. 179A.07, except those specifically included in this article. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

J. A teacher may be permitted to grieve a violation of the layoff and recall provisions of ARTICLE 21 of this Agreement; however, no teacher shall have the right to grieve his/her discharge, dismissal, or termination under this article but may follow the procedures which are set forth in M.S. 122A.40, Subds. 1 through 18 inclusive.

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ARTICLE 37 - CONFORMITY TO LAW

A. If any provision of this Agreement is found contrary to law, then such provision shall be deemed invalid, but all other provisions shall continue in full force and effect.

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ARTICLE 38 - DURATION AND DATE OF AGREEMENT

This Agreement shall remain in full force and effect for a period commencing July 1, 2025, through June 30, 2027, and it shall continue thereafter until modifications are made pursuant to PELRA.

If either party desires to modify or amend this Agreement, it shall give written notice of such intent no later than April 1, 2027.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association	**Austin Public Schools – ISD #492**
_____	_____
President	Chair
_____	_____
Secretary	Clerk
_____	_____
Lead Negotiator	Lead Negotiator

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COMMUNITY EDUCATION ADDENDUM

A. Inclusion In The Bargaining Unit:
Teachers employed within a community education program and in a position requiring a license from the PELSB shall only be included in the AEA if they work more than fourteen (14) hours per week.

B. Seniority and Continuing Contract Rights:
Section 1. Definition and Eligibility: This article applies to all Early Childhood Family Education (ECFE) and Adult Basic Education (ABE) teachers who work more than fourteen (14) hours/week and meet the definition provided in Section 2. of this article.
Section 2. Statutory Consideration: Pursuant to M.S. 122A.26, an ECFE teacher who teaches in an ECFE program, which is offered through a community education program which qualifies for community education aid or ECFE aid, must meet licensure requirements as a teacher. However, M.S. 122A.26 specifically provides that such licensure shall not be considered to bring such an ECFE teacher within the definition of a teacher for purposes of M.S. 122A.40, Subd. 1. An ABE teacher is not included in the definition of teacher for purposes of M.S. 122A.40, Subd. 1.
Section 3. Probationary Period: The probationary period of ECFE/ABE teachers shall be three (3) school years of continuous service. During the probationary period, the School District may nonrenew the contract of any ECFE/ABE teacher as it sees fit, and the teacher shall not have access to the grievance procedure of this Master Agreement to challenge the non-renewal.
Section 4. Seniority: Separate seniority lists for all ECFE and ABE teachers will continue on the Community Education Seniority List for Certified Staff. ECFE and ABE teachers shall earn seniority in the School District from their original date of employment in the ECFE and ABE programs once they pass the probationary period. For purposes of layoff and recall, seniority rights may only be exercised within the particular categories, namely ECFE and ABE teachers. A teacher in one (1) of these two (2) categories shall have no seniority rights in the other category.
Section 5. Hours of Service: Recognizing the unique and irregular nature of the ECFE and ABE program, the hours of service and duty day shall be assigned by the School District and modified from time to time, based upon the needs of the program, as recommended by the Community Education Director. The duty year for ECFE and ABE teachers shall be from August 1 to June 30. Any job outside of these dates shall be posted as a new position.
Prior to July 1st of each year, all ECFE and ABE teachers shall be notified, in writing, of the hours of their employment for the upcoming school year.

C. Salary Schedule:
For certified Community Education teachers, the hourly rate of pay shall be based on the step and lane placement on Schedule A and B divided by 192 days then divided by 8 hours per day (1536 hours)

D. Preparation Time:
   a. Teachers in the ECFE and School Readiness Program will receive preparation time equal to a minimum of twenty (20) minutes for each instructional hour with children/families in those programs. Teachers in the Adult Education Programs will receive preparation time equal to a minimum of twenty (20) minutes for each hour of instruction.
   b. Teachers in the ECFE, School Readiness Program, and Adult Education Programs will receive additional curriculum planning time as follows:
      i. 1–15 hours worked per week: Earn 1 additional hour of planning time
      ii. 16-30 hours worked per week: Earn 2 additional hours of planning time
      iii. 31-40 hours worked per week: Earn 3 additional hours of planning time

E. Health and Hospitalization Insurance and Dental Insurance:
For certified Community Education teachers working thirty (30) or more hours per week, single health and hospitalization insurance coverage will be provided to the teacher. The monthly cost to the teacher for single health and hospitalization insurance coverage will be the same as all other teachers in the unit.

For certified Community Education teachers working thirty (30) or more hours per week, single or family dental insurance coverage will be offered to the teacher. The monthly cost to the teacher for family dental insurance coverage will be the same as all other teachers in the unit.

F. Sick Leave:

Certified Community Education teachers will earn one sick leave day per month of work in Community Education. One day of sick leave will equal to the average number of hours per week divided by 5. Sick leave may be used in accordance with the AEA article 27 section

G. Personal Leave:
Personal leave shall be allocated and used per article 29 A – D and E-I

Personal leave shall not be used on parent-teacher conference days or on pre-school workshop days. The number of teachers on PTO shall not exceed one (1) on any given day. Under no circumstances shall the building administrator's decision to grant personal leave in excess of one (1) teacher listed or to grant personal leave on any of the parent-teacher conference days or preschool workshop days be construed as establishing a past practice or prejudice the School District's right to enforce such restrictions at its discretion. PTO days shall not accumulate.

H. Only the provisions contained in this addendum or referenced below apply to Community Education teachers employed in a position requiring a license. All other provisions are excluded from all terms and conditions of this Agreement, except as contained in this addendum and/or specifically included by reference.

I. Employees working less than 192 days throughout the school year shall receive the following holidays: January 1, Thanksgiving Day, December 25, Floating Holiday.

The following articles of this Agreement are included by reference:

ARTICLE 1: Agreement
ARTICLE 2: Recognition of Exclusive Representative
ARTICLE 4: School District Rights and Obligations
ARTICLE 5: AEA Rights and Obligations
ARTICLE 6: Payroll Deductions
ARTICLE 7: H payroll periods
ARTICLE 10: Special Assignments
ARTICLE 11: Student Teachers
ARTICLE 13: Mileage Reimbursement and Travel Time
ARTICLE 20: Tax Deferred Matching Funds Plan 403 (B)
ARTICLE 22: Professional Development
ARTICLE 31: Jury Duty or Testifying Under Subpoena
ARTICLE 24: Assaults of Teachers
ARTICLE 30: Leave for Death of Any Member of the Immediate Family
ARTICLE 35: Meet and Confer
ARTICLE 36: Grievance Procedure
ARTICLE 37: Conformity to Law
ARTICLE 38: Duration and Date of Agreement

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SCHEDULE A - TEACHERS' COMPENSATION SCHEDULE

Effective for the 2025-2026 School Year

The following schedule shall not be considered as mandatory or binding upon the School District or as entitling any teacher to the amount mentioned except for the school year 2025-2026 unless and until the same has been specifically fixed by the School District. Said schedule consists of salary or salary and annuity contributions as agreed upon.

Year One

Step	BA	BA+15	BA+30	BA+45	MA+00	MA+30	MA+6TH
1	$45,500	$45,907	$47,559	$49,432	$51,314	$53,148	$54,720
2	$46,424	$47,755	$49,527	$51,557	$53,592	$55,541	$57,159
3	$48,186	$49,610	$51,497	$53,700	$55,867	$57,926	$59,610
4	$49,947	$51,465	$53,462	$55,804	$58,138	$60,321	$62,014
5	$51,707	$53,316	$55,439	$57,923	$60,419	$62,709	$64,502
6	$53,528	$55,234	$57,501	$60,134	$62,766	$65,175	$67,070
7	$55,414	$57,221	$59,640	$63,089	$65,853	$68,377	$70,367
8	$57,366	$59,279	$61,859	$67,259	$70,203	$72,893	$75,018
9	$59,387	$61,411	$64,160	$70,153	$73,224	$76,029	$78,245
10	$61,479	$63,622	$66,547	$76,622	$81,949	$84,969	$87,412

- Credit notations for lanes are shown as quarter credits. Semester credits will be multiplied by a factor of 1.5 for calculation purposes and conversion to this schedule (i.e. semester credits x 1.5 = quarter credits). See ARTICLE 8, paragraph A.

Base Salary + Career Increment

A career increment shall be added to the base salary for each teacher who has completed years of teaching service in District 492 as indicated below

At least 10 years but less than 15 years	$2,000
At least 15 years but less than 20 years	$2,500
At least 20 years but less than 25 years	$2,750
At least 25 years	$3,000

The following table represents the results obtained by adding the career increment to step 10 of each lane. It is intended for illustrative purposes only and is not part of the salary schedule.

Career Increments Years at the End of the 2025-26 School Year	BA	BA+15	BA+30	BA+45	MA+00	MA+30	MA+6TH
At least 10 years but less than 15 years	$ 63,479	$65,622	$68,547	$78,622	$83,949	$86,969	$89,412
At least 15 years but less than 20 years	$ 63,979	$66,122	$69,047	$79,122	$84,449	$87,469	$89,912
At least 20 years but less than 25 years	$ 64,229	$66,372	$69,297	$79,372	$84,699	$87,719	$90,162
At least 25 years	$ 64,479	$66,622	$69,547	$79,622	$84,949	$87,969	$90,412

SCHEDULE B - TEACHERS' COMPENSATION SCHEDULE

Effective for the 2026-2027 School Year

The following schedule shall not be considered as mandatory or binding upon the School District or as entitling any teacher to the amount mentioned except for the school year 2026-2027 unless and until the same has been specifically fixed by the School District. Said schedule consists of salary or salary and annuity contributions as agreed upon.

Year Two

Step	BA	BA+15	BA+30	BA+45	MA+00	MA+30	MA+6TH
1	$ 46,200	$46,596	$48,273	$50,174	$52,084	$53,945	$55,541
2	$ 47,120	$48,471	$50,270	$52,330	$54,396	$56,374	$58,016
3	$ 48,908	$50,354	$52,269	$54,506	$56,705	$58,795	$60,505
4	$ 50,696	$52,237	$54,264	$56,641	$59,010	$61,226	$62,944
5	$ 52,482	$54,116	$56,271	$58,792	$61,325	$63,650	$65,469
6	$ 54,331	$56,063	$58,364	$61,036	$63,708	$66,153	$68,076
7	$ 56,245	$58,079	$60,535	$64,035	$66,841	$69,402	$71,423
8	$ 58,226	$60,168	$62,787	$68,268	$71,256	$73,987	$76,143
9	$ 60,277	$62,332	$65,122	$71,205	$74,323	$77,170	$79,418
10	$ 62,401	$64,576	$67,545	$77,580	$82,973	$86,031	$88,505

- Credit notations for lanes are shown as quarter credits. Semester credits will be multiplied by a factor of 1.5 for calculation purposes and conversion to this schedule (i.e. semester credits x 1.5 = quarter credits). See ARTICLE 8, paragraph A.

Base Salary + Career Increment

A career increment shall be added to the base salary for each teacher who has completed years of teaching service in District 492 as indicated below

At least 10 years but less than 15 years	$2,000
At least 15 years but less than 20 years	$2,500
At least 20 years but less than 25 years	$2,750
At least 25 years	$3,000

The following table represents the results obtained by adding the career increment to step 10 of each lane. It is intended for illustrative purposes only and is not part of the salary schedule.

Career Increments Years at the End of the 2026-27 School Year	BA	BA+15	BA+30	BA+45	MA+00	MA+30	MA+6TH
At least 10 years but less than 15 years	$ 64,401	$66,576	$69,545	$79,580	$84,973	$88,031	$90,505
At least 15 years but less than 20 years	$ 64,901	$67,076	$70,045	$80,080	$85,473	$88,531	$91,005
At least 20 years but less than 25 years	$ 65,151	$67,326	$70,295	$80,330	$85,723	$88,781	$91,255
At least 25 years	$ 65,401	$67,576	$70,545	$80,580	$85,973	$89,031	$91,505

SCHEDULE C - SPECIAL ASSIGNMENT SCHEDULE

Effective for the 2025-2027 School Years

(Base group salary to equal 10% of MA+30, step 7, of the Teacher Compensation Schedule)

A. Extra-Curricular Schedule

Subd. 1. Schedule. The salaries set out in Schedule C shall be part of this Agreement.

Subd. 2. Create, Abolish, or Leave Vacant. The School District will discuss changes to Schedule C with the AEA, including creation, abolishment, and plans to leave vacant any extracurricular assignment before changes are made. Placement on the current schedule will be mutually agreed upon between the School District and the AEA.

B. Athletic/Activity Category Rationale

In developing the salary schedule for Schedule C, the following criteria were used to establish and maintain equity in compensation:

1. Time involved
2. Level of complexity
3. Preparation time of the coach/director outside of practice or activity time
4. Number of participants
5. Potential of student injury
6. Equipment and facility

		2025-2026	2026-2027
Group 1	100%	$6,837.66	$6,940.22
Group 2	86%	$5,880.39	$5,968.59
Group 3	67%	$4,581.23	$4,649.95
Group 4	63%	$4,307.73	$4,372.34
Group 5	55%	$3,760.71	$3,817.12
Group 6	52%	$3,555.58	$3,608.92
Group 7	44%	$3,008.57	$3,053.70
Group 8	39%	$2,666.69	$2,706.69
Group 9	35%	$2,393.18	$2,429.08
Group 10	28%	$1,914.54	$1,943.26
Group 11	23%	$1,572.66	$1,596.25
Group 12	17%	$1,162.40	$1,179.84
Group 13	11%	$752.14	$763.42

Schedule C ATHLETICS
2023-2025

Austin High School	Ellis Middle School	IJ Holton School	Elementary Schools
Group 1	**Group 8**		
Head Basketball	Basketball		
Head Dance	Gymnastics		
Head Football	Swimming		
Head Hockey	Wrestling		
Head Swimming	Football		
Head Wrestling	**Athletic Director		
Head Volleyball			
Head Gymnastics	**Group 10**		
	Baseball		
Group 2	Cross Country Boys		
Head Baseball	Cross Country Girls		
Head Cross Country Boys	Dance		
Head Cross Country Girls	Golf		
Head Soccer	Softball		
Head Softball	Soccer		
Head Track	Tennis		
	Track		
Group 3	Volleyball		
Head Adaptive Bowling			
Head Cheerleading	**Group 11**		
Head Golf	Assistant to Group 8		
Head Tennis	All Grade 6 Sports		
Varsity Assistant to Group 1	**Weight Room		
	Group 12		
Group 4	Assistant to Group 10		
Varsity Assistant to Group 2			
B Squad Group 1			
Head Diving			
Group 5			
B Squad Group 2			
Group 7			
C Squad (9th Grade)			
Group 8			
Varsity Assistant to Group 3			
Cheer Assistant			
Gymnastics Spotter			
Group 11			
***Head Coach – Summer Opportunity			

Schedule C ACTIVITIES
2023 - 2025

Austin High School	**Ellis Middle School**	**IJ Holton Intermediate School**	**Elementary Schools**
Group 2	**Group 9**	**Group 4**	**Group 7**
Head Debate	Play Director	Intramural Coordinator	2 Grade Classroom
FFA			
Head Speech	**Group 10**	**Group 9**	
	GT Coordinator	Drama Advisor	**Group 10**
Group 5			School Leadership Team
Austinian	Student Support Group A	**Group 10**	Gifted & Talented Leader
	Screaming Eagle/Yearbook		
Group 6	School Leadership Team	GT Coordinator	**Group 11**
Band			PBIS Coach
	Group 11		
Group 7	Art Club	WORD	**Group 12**
Choir	PBIS Coach	School Leadership Team	Student Council
Orchestra		**Group 11**	Safety Patrol
Student Council	**Group 12**	PBIS Coach	
Sentinel	Student Support Group B		**Group 13**
	Math League	**Group 12**	Drama Tech
Group 8	Speech	Student Council	Fall Play
Debate Assistant	Student Council	Strings	Robotics
Drama Director (3 Act)	Science Olympiad	Band	Math Masters
**Drama Director	Band		Spring Play
Mock Trial	Choir	**Group 13**	
Robotics	Strings	Robotics	
Speech Assistant	Music Ensemble (3 positions)	Math Masters Robotics	
	Robotics	Tech Club Math Masters	
Group 9		Video Production Club Tech Club	
Art Club	**Group 13**	Video Production Club	
One Act Director	Chess Club		
Go Green Club	Homework Supervisor **		
Skills USA	Drama Tech		
DECA	Music Coach		
	Math Masters		
Group 10	Table Tennis		
Math League	Stock Market		
GT Coordinator	National Jr Honor Society		
School Leadership Team			

Schedule C ACTIVITIES
2023-2025

Austin High School	**Ellis Middle School**	**IJ Holton School**	**Elementary Schools**
Group 11			
Austinaires			
Marching Band (Fall – Min. 6 events)			
Marching Band (Summer – Min. 6 events)			
Pep Band			
Youth Leadership			
AFS			
MAAP Stars			
National Honor Society			
Prom Coordinator			
ALC Student Council			
Group 12			
Chamber Strings			
Prom Assistant			
CHOICE			
Key Club			
Asst Marching Band (2 positions– Min. 6 events)			
Science Olympiad			
Group 13			
Homework Supervisor **			
Chess Club			
Diversity Club			
Drama Technician (Musical)			
Knowledge Bowl			
Music Coach (Musical)			
Table Tennis			
Stock Market			
Asst Science Olympiad			
Pep Band Assistant			
Robotics Assistant Coach			

** per season (Fall, Winter Spring)

*** See HS Athletics Director for qualifications.

	Schedule C General 2023-2025
	Group 9
	National Board Certification
	Certificate of Clinical Competency
	Group 11
	District Curriculum Leaders
	Doctoral Stipend (Defined as PhD, ED.D, Psych D)
	Group 12
	School Psychologists and SLP Internship Supervisor
	Curriculum Writing
	$40.00 per hour for both years of the contract
	Extra Classes (Overload)
	1/6 of participating teacher's base salary in a six (6) or seven (7) period day

SCHEDULE D – TEACHER CONTRACT

TEACHER CONTRACT
Independent School District No. 492
Austin, Minnesota

The School Board of Independent School District No. 492, Austin, Minnesota, enters into this agreement with_____, a legally qualified teacher, who agrees to serve in the following position: _____F.T.E., _____ teacher at _____ School.

Witness, that beginning on or about_____, the above named teacher shall faithfully perform the services prescribed by the School Board or its designated representative, and abide by the rules and regulations as established by the School Board during the life of this contract for the annual salary indicated below; and that said teacher agrees to teach in the schools of said district in such places, grades, and subjects as shall be designated by said School Board, subject to appropriate certification of said teacher by the Minnesota Department of Education.

Pursuant to M.S. 122A.40, this contract shall remain in full force and effect except as modified by mutual consent of the School Board and teacher or unless terminated as provided by said statute; it being understood that this contract is subject to all state laws relevant in any way to the qualification and employment of teachers and to the power and right of a school board to discharge for cause pursuant to statutory authority.

Pursuant to M.S. 120A.42, school will be conducted according to the calendar established by the School Board.

_____, _____ year experience.

Teacher's Salary:_____, ($_____) payable as authorized.

_____
Signed by Teacher Date

Independent School District No. 492
STATE OF MINNESOTA

_____
Signed by School Board Chair

_____
Signed by School Board Clerk

MEMORANDUM OF UNDERSTANDING

AEA Meeting Schedule

This Memorandum of Understanding is entered into by the parties for the purpose of providing for two (2) Wednesdays per month for AEA meetings.

The parties agree that, for the 2025-2026 and 2026-2027 school years, one (1) Wednesday of each month will be available at the end of the work day. The AEA will notify the School District of said schedule at the beginning of each school year. The parties also agree that a short AEA meeting will follow regular staff meetings at each building site. The School District agrees that it will make every effort to avoid the AEA-delineated Wednesday of each month for School District-scheduled meetings that involve AEA members and allow for a short AEA meeting following regular teacher meetings at each building site.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association

_____
President

_____
Lead Negotiator

_____
Date

Austin Public Schools – ISD #492

_____
Superintendent

_____
Lead Negotiator

_____
Date

MEMORANDUM OF UNDERSTANDING

Presidential Release Time

This Memorandum of Understanding is entered into by the undersigned parties to establish the parameters regarding AEA Presidential Release Time. In order to increase cooperation and collaboration, the President of the AEA shall be entitled to one (1) instructional period of release and one (1) supervisory period of release if a teacher at the Middle School or the High School. If the President of the AEA is a teacher at the intermediate or elementary level, the AEA and the School District will work together to create a schedule that will accommodate the necessary presidential release.

The AEA and the School District will establish expectations for this program which may include the following:

Mentorship

- Actively participate in the teacher mentorship program, working alongside the Director of Human Resources, the Director of Educational Services, and any other designee of the Superintendent
- Work with the School District designee on a successful teacher evaluation model that best suits the School District
- Be available for district level workshops on creating a successful on boarding program

Communication

- Attend School District administrative meeting
- Meet with the Director of Human Resources bi-weekly
- Meet with the Superintendent monthly
- Proactively schedule building visits for the purpose of being:
    - Available to instructional staff to build communication and cooperation
    - Available to building principals to build communication and cooperation

Collaboration

- Meeting with building leaders and AEA building representatives, as needed, to help foster communication and cooperation across the School District.
- Convene regular monthly meetings with the AEA Presidents Council
- Meeting with the Vice President of the AEA, the Superintendent, the Director of Human Resources, and other relevant personnel:
    - to help build continuity between the School District and AEA membership.to seek ways of on-going cooperation and problem solving

This memorandum will expire June 30, 2027 unless extended by mutual agreement. The AEA will be responsible for $3 per member for the costs of this program. The parties agree that this agreement shall not be precedent setting or constitute a past practice. Furthermore, this agreement constitutes the entire agreement between the parties relating to Presidential Release Time for the AEA President. No other oral or implied agreements have been made.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association

_____
President

_____
Lead Negotiator

_____
Date

Austin Public Schools – ISD #492

_____
Superintendent

_____
Lead Negotiator

_____
Date

MEMORANDUM OF UNDERSTANDING

CEO Program

This Memorandum of Understanding is entered into between the Austin Independent School District No. 492 (the District) and the Austin Education Association (the Exclusive Representative).

Be it therefore resolved that the parties agree to the following:

1) The program needs for the CEO program dictate that educational opportunities for students be operated at different times of the day and evening. Successfully implementation of this program necessitates flexible scheduling. For the purposes of FTE calculation, the CEO program director position will be considered a .5 FTE position. The staff member accepting this position will be responsible for determining, organizing and meeting the needs of the CEO program.

2) This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.

3) This agreement does not set any precedent for any future issue.

All provisions of the 2025-2027 collective bargaining agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association	**Austin Public Schools – ISD #492**
_____	_____
President	Superintendent
_____	_____
Lead Negotiator	Lead Negotiator
_____	_____
Date	Date

MEMORANDUM OF UNDERSTANDING

School Readiness Teachers and Rate of Pay

This Memorandum of Understanding is entered into between the Austin Independent School District No. 492 (the District) and the Austin Education Association (the Exclusive Representative), the parties are interested in changing Community Education Addendum. of the parties' 2023-2025 collective bargaining agreement.

Be it therefore resolved that the parties agree to the following:

1) The Community Education Addendum, Section C, will be revised to read: For certified Community Education Teachers, the hourly rate of pay shall be based on degree (BA/BS and MA) and years of teaching experience. Years of teaching experience will be determined at the discretion of the district. For those who are teaching in the School Readiness Program, they will be paid the same salary as their K - 12 colleagues as long as the Voluntary PK program grant money is available and Austin Public Schools has been awarded a grant.
2) If the funding should stop for the Voluntary PK program, School Readiness teachers will be paid on the Community Education Salary Schedule. This is found in Section C of the Community Education Addendum.
3) This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.
4) This agreement does not set any precedent for any future issue.

All provisions of the 2023-2025 collective bargaining agreement shall remain in full force and effect.

This memorandum will expire June 30, 2027 or if the School Readiness funding is no longer available unless extended by mutual agreement. The parties agree that this agreement shall not be precedent setting or constitute a past practice. Furthermore, this agreement constitutes the entire agreement between the parties relating to School Readiness teachers being placed on the salary schedule. No other oral or implied agreements have been made.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association

_____

President

_____

Lead Negotiator

_____

Date

Austin Public Schools – ISD #492

_____

Superintendent

_____

Lead Negotiator

_____

Date

MEMORANDUM OF UNDERSTANDING

E-Learning

WHEREAS, Independent School District No. 492, Austin ("District") and the Austin Education Association ("AEA") are parties to a 2023-2025 collective bargaining agreement ("CBA"); and

WHEREAS, the District has authorized the use of E-Learning;

NOW, THEREFORE, the AEA and District agree to follow Minnesota State statute 120A.414. Staff are also encouraged to utilize E-Learning days for collaboration with peers and building administration.

This Memorandum of Understanding will remain in effect for the 2025-2027 contract.

This Memorandum of Understanding contains the full and complete agreement between the parties relative to the subject matter addressed herein. No promises, guarantees, or representations relative to the subject matter addressed herein exist outside the terms of this document.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Memorandum of Understanding and is authorized to sign on behalf of the party he or she represents.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association

_____
President

_____
Lead Negotiator

_____
Date

Austin Public Schools – ISD #492

_____
Superintendent

_____
Lead Negotiator

_____
Date

MEMORANDUM OF UNDERSTANDING

Austin Online Academy

This Memorandum of Understanding is entered into by the Austin Education Association (Union) and Independent School District No. 492 (District), the Union and the District are referred to collectively as the "Parties". The purpose of this MOU is to clarify the parameters between the parties for teachers providing instruction in the District's Austin Online Academy program.

Therefore, the parties agree to the following:

1) The definition of "Online Academy teaching" is any mode of teaching other than face to face that uses any type of electronic means to deliver instruction between the teacher and the student.
2) Teachers will be assigned to teach online classes by mutual agreement between the district and the teacher.
3) The parties agree to adhere to the guidelines set forth by the Minnesota Department of Education for online instruction.
4) Individual class sizes for an online class will be limited to 40 students for any one class.
5) Teachers who teach an online class will not be assigned a supervisory period.
6) No teachers will be assigned to teach in dual modes (face to face and online) simultaneously.
7) The district will provide all onsite hardware, software and internet access for any online classes to be conducted.
8) This agreement shall be effective through the duration of the 2025-2027 contract cycle. The parties further agree to review this agreement at the end of the 2025-2026 school year for possible revisions by mutual agreement.

This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.

All provisions of the parties 2025-2027 collective bargaining agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association	**Austin Public Schools – ISD #492**
_____	_____
President	Superintendent
_____	_____
Lead Negotiator	Lead Negotiator
_____	_____
Date	Date

MEMORANDUM OF UNDERSTANDING

Teacher work time prior to the start of the school year

WHEREAS, the Austin Education Association ("Union") represents teachers employed by the Austin Public Schools ("District"); and

WHEREAS, the District and the Union have entered into a collective bargaining agreement effective July 1, 2025, through June 30, 2027 ("Master Agreement"); and

WHEREAS, the District and the Union are clarifying teacher work time prior to the start of the school year; and

WHEREAS, the parties wish to enter into this Memorandum of Understanding ("MOU");

NOW, THEREFORE, the parties stipulate and agree as follows:

For the 2025-26 and 2026-2027 school year, the district will designate 20 contract hours throughout the back-to-school professional development days as teacher work time.

- Eight hours, in one day, will be designated as teacher work time. If the calendar dictates the 8 hours falls on the first contract day, the administrator may flex up to 20 minutes for a welcome meeting. These 20 minutes will be flexed to another teacher workshop day to fulfill the 20 hours of work time.
- Twelve additional hours will be designated as teacher work time scheduled in no less than one-hour increments.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association	**Austin Public Schools – ISD #492**
_____	_____
President	Superintendent
_____	_____
Lead Negotiator	Lead Negotiator
_____	_____
Date	Date

MEMORANDUM OF UNDERSTANDING

Article 16 – Teacher Vacancies and Transfers

WHEREAS, the Austin Education Association ("Union") represents teachers employed by the Austin Public Schools ("District"); and

WHEREAS the District and Union are parties to a collective bargaining agreement ("CBA") for the period from July 1, 2025, through June 30, 2027 ("Master Agreement"); and,

WHEREAS the District and Union agree to address and clarify the processes for teacher vacancies and transfers that promotes transparency and the best interest of students and staff;

WHEREAS the parties wish to enter into this Memorandum of Understanding ("MOU");

NOW THEREFORE, be it resolved that the parties agree to the following:

A. **Grievability:** Notwithstanding the below, the teacher may grieve the failure of the School District to post said notice or the failure of the School District to comply with the recall provisions of ARTICLE 21 or its failure to comply with the agreed upon transfer provisions. However, the sole remedy for any such grievance shall be to address the procedural violation; the transfer itself shall not be rescinded or otherwise undone.

B. **Vacancies:** The School District shall have the absolute right to fill the vacancy and the newly created position from among then existing teachers or by hiring new teachers, subject to the recall provisions of ARTICLE 21.

C. **Transfers:** The School District reserves and retains the inherent managerial right to transfer teachers. The decision of the School District shall not, in any way, be a subject for grievance or in violation of this Agreement. This article shall not be construed in such way to give anyone a claim to such position.

   Both parties further acknowledge that certain unique or specialized programs within the District may require specific staffing continuity, credentials, training or experience. In such circumstances, the District may determine that adherence to out-of-building transfer protocols is not feasible without compromising the integrity or effectiveness of the program. Such determinations shall be within the sole discretion of the District and shall not be considered arbitrary, capricious, or subject to challenge under this Agreement.

   I. **Transfer Requests:** Teachers who desire to change grade, subject matter, or building assignments must submit such a request to the Director of Human Resources in writing. Such requests shall indicate the reasons for the transfer, the school, position, or grade desired, and the applicant's qualifications. All requests not granted on or before May 1 for teachers shall be deemed automatically denied.

   II. **Transfers – within building.** The School Board shall give written notice to a teacher being involuntarily transferred. Teachers to be involuntarily transferred from one teaching assignment to another or transferred from one elementary grade level to another shall be given notice on or before May 1 for transfers to take place the following school year. After May 1, staffing adjustments may be made due to enrollment or extenuating circumstances.

   III. **Transfers – out of building.** The School Board shall give written notice to a teacher being involuntarily transferred to another school building. Teachers to be involuntarily transferred from one teaching location to another shall be given notice on or before May 1 for transfers to take place the following school year. After May 1, staffing adjustments may be made due to enrollment or extenuating circumstances. District/administrative initiated transfers out of the building will be discussed collaboratively. If the transfer is not agreed upon, the district/administration will utilize seniority (least senior person, properly licensed) to make the transfer decision.

D. Any teacher who shall be transferred to an administrative or executive position shall continue to accrue benefits as if the teacher belonged to the Appropriate Unit, and such accrued benefits shall be credited to such teacher when he/she returns to the Appropriate Unit, less any such benefits used by such teacher.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association

_____
President

_____
Lead Negotiator

_____
Date

Austin Public Schools – ISD #492

_____
Superintendent

_____
Lead Negotiator

_____
Date

MEMORANDUM OF UNDERSTANDING

READ Act Training SY2025-26 and 2026-27

WHEREAS, the Austin Education Association ("Union") represents teachers employed by the Austin Public Schools ("District"); and

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2025, through June 30, 2027; and,

WHEREAS the District and Union desire to address the training requirements, expectations, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training; and,

WHEREAS the District and Union have agreed that teachers will participate in Online Language and Literacy Academy (OL&LA) and LETRS for Early Childhood Educators; and,

WHEREAS the total anticipated number of hours of training required for OL&LA: 54 hours and LETRS EC: 25 hours,

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Eligibility

The Union and District will establish a list of eligible teachers, who must:

a. Hold a license issued by the Professional Educator Licensing and Standards Board; and,
b. Be employed by the District between August 1, 2025, and June 30, 2027**;** and,
c. Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.

2. Read Act **MDE Phase I – Part 2: SY2025-26** Training Implementation Plan

During 2025-2026 the following staff will be enrolled in OL&LA:

a. 7-12 EL Staff
b. Mid-year hires during 2024-2025
c. Any staff moving to a K-6 classroom teaching reading, EL staff regardless of grade assignment if didn't participate during 2024-2025.

The chart below shares the training plan for **MDE Phase I – Part 2: SY2025-26** staff during the 2025-26 school year.

Activity	**IJ**	**Ellis**	**AHS**
BTS Week - Kick-off followed by Independent Online Work Time	2:30 pm Kickoff @ Ellis on August 13th With Ashley Kaplan	2:30 pm Kickoff @ Ellis on August 13th With Ashley Kaplan	12:30 PM Kickoff @ APS on August 12th With Andrea Malo
September PD Day 3 hours work time	PD Day		
October 1 hour meeting with Katie Keller and work time	PD Day		
November	PD Day		
January PD Day 1 hour meeting with Katie Keller and work time	PD Day		
February PD	PD Day		
March PD	PD Day		
April PD Day 1 hour meeting with Katie Keller and work time	PD Day		
Building work time between August 20 and May 15	Building Determined- Total of 54 hours throughout the course of the school year		

determined with your principal	

3. Read Act **New Hire SY 25-26 /New to Position SY 26-27** Training Implementation Plan

During 2026-27 the following staff will be enrolled in OL&LA beginning January 1 of 2027:

a. New to district PK-6 classroom teachers of reading, EL Teachers, Instructional Coaches that have not completed an MDE approved Read Act program.
b. Any staff moving to a PK-6 classroom teaching reading, EL staff regardless of grade assignment, and Instructional Coach if didn't participate in an MDE approved Read Act program.

The chart below shares the plan for **New Hire SY 25-26 /New to Position SY 26-27** in the district. When Principals are considering training for newly hired staff, they will work collaboratively with the staff in workload and rehire status to determine the starting date of training. The training calendar will run from January 1, 2027 to December 31, 2027.

Hire Status	**Year 1**	**Year 2**	**Year 3**	**Year 4**
New Hire (no previous tenure) *OL&LA	No Training Staff must successfully complete one year of employment and be returning before they can begin training for Read Act	Training *if feedback provided in the observation cycle by the principal indicates the teacher is on track for rehire	Training *if feedback provided in the observation cycle by the principal indicates the teacher is on track for rehire	Begin Training
New Hire (previously tenure) *OL&LA	No Training Staff must successfully complete one year of employment and be returning before they can begin training for Read Act	Begin Training	Complete Training	
EC Teacher *ECLTRS	No Training Staff must successfully complete one year of employment and be returning before they can begin training for Read Act	Training *Dependent upon Principal recommendation in observation cycle	Training *Dependent upon Principal recommendation in observation cycle	Begin Training

Teachers will be provided time to learn and earn compensation as follows:

a. Probationary Teacher and Mentorship hours will be set aside for staff required to complete Read Act Training
i. Year 2 = 20 hours of new teacher allotment focused on reading training
ii. Year 3 = 10 hours of new teacher allotment focused on reading training
b. Teachers who have completed OL&LA during the 2025-26 or 2026-27 school year will receive one of the following:
i. Stipend $1200
ii. Apply to lane change
iii. 5 days of substitute to cover assignment for work time on the READ ACT training course

4. Credit Recognition

Teachers who elect to be paid the stipend through this MOU – READ Act Training SY2025-26 and 2026-27 – Section 3 are not eligible to apply graduate credits from OL&LA and LETRS EC training toward a lane change.
Credits earned through completion of OL&LA and LETRS EC training shall be considered pre-approved by the district.

5. Proof of completion and payment timeline

In all cases, teachers shall submit proof of training completion to the Office of Teaching and Learning.

6. Failure to comply with the READ Act

Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to Article 18 of the CBA.

7. Effective Date and Duration

This MOU shall continue in effect until June 30, 2027.

This Memorandum of Understanding contains the full and complete agreement between the parties relative to the subject matter addressed herein. No promises, guarantees, or representations relative to the subject matter addressed herein exist outside the terms of this document.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Memorandum of Understanding and is authorized to sign on behalf of the party he or she represents.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association	**Austin Public Schools – ISD #492**
_____	_____
President	Superintendent
_____	_____
Lead Negotiator	Lead Negotiator
_____	_____
Date	Date

MEMORANDUM OF UNDERSTANDING

BA Step 10 and BA15 Step 10

WHEREAS, the Austin Education Association ("Union") represents teachers employed by the Austin Public Schools ("District"); and

WHEREAS the District and Union are parties to a collective bargaining agreement ("CBA") for the period from July 1, 2025, through June 30, 2027 ("Master Agreement"); and,

WHEREAS the District and Union agree to address and clarify employees placed at a BA Step 10 and BA15 Step 10 prior to July 1, 2025;

WHEREAS the parties wish to enter into this Memorandum of Understanding ("MOU");

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Employee(s) that were placed on a BA, Step 10 prior to 07/01/2025 will be compensated $67,107 for 1.0 FTE in the 2025-2026 school year and will receive the step 10 agreed upon percentage for years beyond.

2. That employee(s) that were placed on a BA15, Step 10 prior to 07/01/2025 will be compensated $70,710 for 1.0 FTE in the 2025-2026 school year and will receive the step 10 agreed upon percentage for years beyond.

3. The parties hereto agree that the terms and conditions of this agreement are non-precedential.
4. The parties acknowledge and represent that the undersigned have full power and authority to enter into this Memorandum of Understanding on behalf of ISD #492 and the AEA. The parties agree that all of the rest and remainder of the Working Agreement controls the terms and conditions of employment with ISD #492.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2025.

Austin Education Association	**Austin Public Schools – ISD #492**
_____	_____
President	Superintendent
_____	_____
Lead Negotiator	Lead Negotiator
_____	_____
Date	Date

TAX ABATEMENT POLICY 724

PURPOSE

The purpose of the Austin Public Schools Tax Abatement for new construction of single and multi-family homes is to provide incentives to encourage the construction of new owner occupied and rental residential housing units, and to encourage replacement of dilapidated housing structures within Mower County between ~~December 31, 2022 and December 31, 2025~~. December 31, 2025 and December 31, 2028.

TAX ABATEMENT AVAILABILITY

Minnesota Statute §469.1813 Subdivision 8 places limitations on tax abatement. In any given year, the total amount of taxes abated by a municipality shall not exceed 10% of the net tax capacity (NTC) of the political subdivision for the taxes payable year to which the abatement applies, or (2) $200,000, whichever is greater.

ELIGIBLE PARTICIPANTS

Any person who constructs a new single family home, duplex, or multi-family complex and who files application material and seeks formal approval from appropriate local jurisdiction between January 1, ~~2023~~ 2026 and December 31, ~~2025~~ 2028, may be eligible to receive 100% tax abatement of the School District's share of increased real estate taxes as a result of building newly constructed housing or a home, for a period of five (5) years provided all of the following criteria are met:

1. Property is located within the Austin Public Schools district and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is built to any and all applicable zoning and building codes adopted at the time the building/zoning permit is obtained.
4. Property taxes are current and paid on time and in full. Failure to keep property taxes current shall result in revocation of the tax abatement for each year taxes are not current.
5. Program approvals must be obtained prior to the start of construction of the new housing/home.

The real estate taxes to be abated shall be for up to the full amount of the real estate taxes collected due to the added tax base of the newly constructed housing/home annually. The current value of the property is not eligible for the abatement, will not be abated as part of this program and is further defined as the "original value." Any eligible abatement years are calculated on the tax increase due to a value increase over the original value.

Partially constructed housing may result in an abatement in the first abatement year that may be significantly less than the following years. This will still be considered one of the five years of eligible abatement.

In the event the property owner refuses access to County Assessor staff to perform an appraisal for tax assessment purposes, the tax abatement shall expire for the remaining term of the abatement period.

The abatement period will begin in the tax year the property realizes a value increase over original value due to construction of the housing project. In the event construction has not commenced within one year of approval, the abatement is eliminated and the property owner will need to reapply in accordance with this policy.

This abatement will transfer with the sale of the property for the balance of the five year abatement period.

This abatement will not include voter approved property tax referendums.

This abatement does not apply to, or include, existing and/or new assessments to the property.

Mower County shall provide the awarded abatement payment following payment of due real estate taxes annually. One single payment shall be made to the owner of record at the time of the payment, by December 30 for that calendar year.

APPLICATION

Statute requires the Austin Public Schools Board to approve each abatement application. Thus, all applications will be considered on a "first come – first served" basis. The acceptance of new applications will be contingent upon board approval and abatement capacity as defined above.

A complete application for Abatement shall consist of the following:

* A letter requesting abatement for eligible projects addressed to the Mower County Coordinator, City Administrator and Superintendent;
* Legal description of the subject property, including address and property identification number;
* A set of construction plans for the proposed project including site plan; and
* Submission of a copy of the building/zoning permit once received.
* Applicant shall sign a statement to the effect that no construction has started prior to the Austin Public Schools Board decision on the applicant's abatement request. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

The County Coordinator will forward the completed application to the Austin Public Schools Board for consideration. The Austin Public Schools Board shall schedule a date for a public hearing on the abatement request(s) pursuant to sections 469.1812 to 469.1815 to receive public input on each abatement request and shall pass a resolution to approve or deny said application.

The County Coordinator shall also forward the completed application to the appropriate City or Township and County in the event one or more of these taxing jurisdictions have adopted

policies and procedures for property tax abatements for single family or multi-family residential construction.

Each taxing entity retains its individual authority on property tax abatements. Austin Public Schools is solely responsible for its share of property tax abatements and this policy does not allow the Austin Public Schools to abate City, Township or County property taxes.

Policy Adopted: 04/09/18
Policy Reviewed: 05/13/19
Policy Revised: 11/14/22

AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

DATE: August 25, 2025

TITLE: 2024-2025 Dome Operations

TYPE: Information

PRESENTER: Todd Lechtenberg, Executive Director of Finance and Operations

BACKGROUND:

Austin Public Schools and community partners worked together to invest in the construction of the Packer Dome in 2015. The dome was designed and constructed at $5.2 million split between the district and a generous grant from the Hormel Foundation.

The Packer Dome operates for approximately 6 months each year and serves students and community members alike. The amenities include a walking/running track, batting cages, and turf field for various activities and rental uses.

Popular use includes softball, baseball, football, soccer, and private rentals.

Prior to COVID, the Packer Dome operated smoothly with few challenges and many opportunities for new offerings. Post COVID, new challenges have continued to interrupt the operations of the Dome. The most significant issues include a reliable labor force for inflation/deflation of the Dome and rapidly increasing operation costs (staffing, utilities, maintenance, etc.).

Other considerations include future replacement of the Dome fabric and related infrastructure that supports it.

The following slides include a summary of the 2024-2025 operational year.

Packer Dome Financial Review

School Board Meeting

Todd Lechtenberg



AUSTIN PUBLIC SCHOOLS
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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

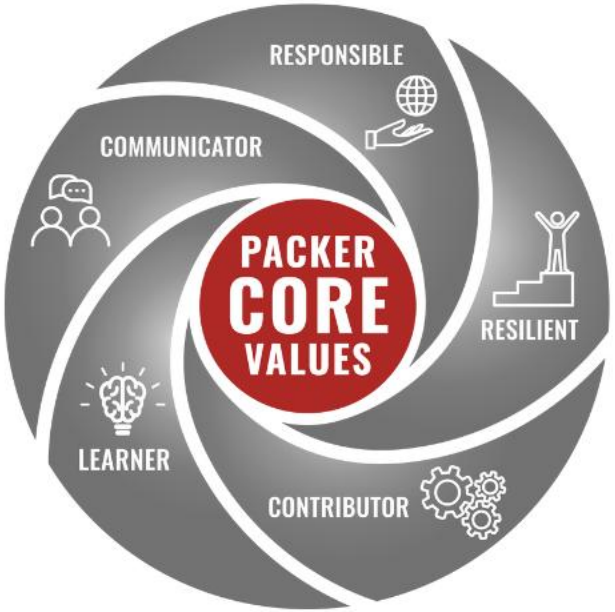
I work in a district that is willing to adapt and change when necessary to best meet the needs of all students

- 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

Dome Timeline

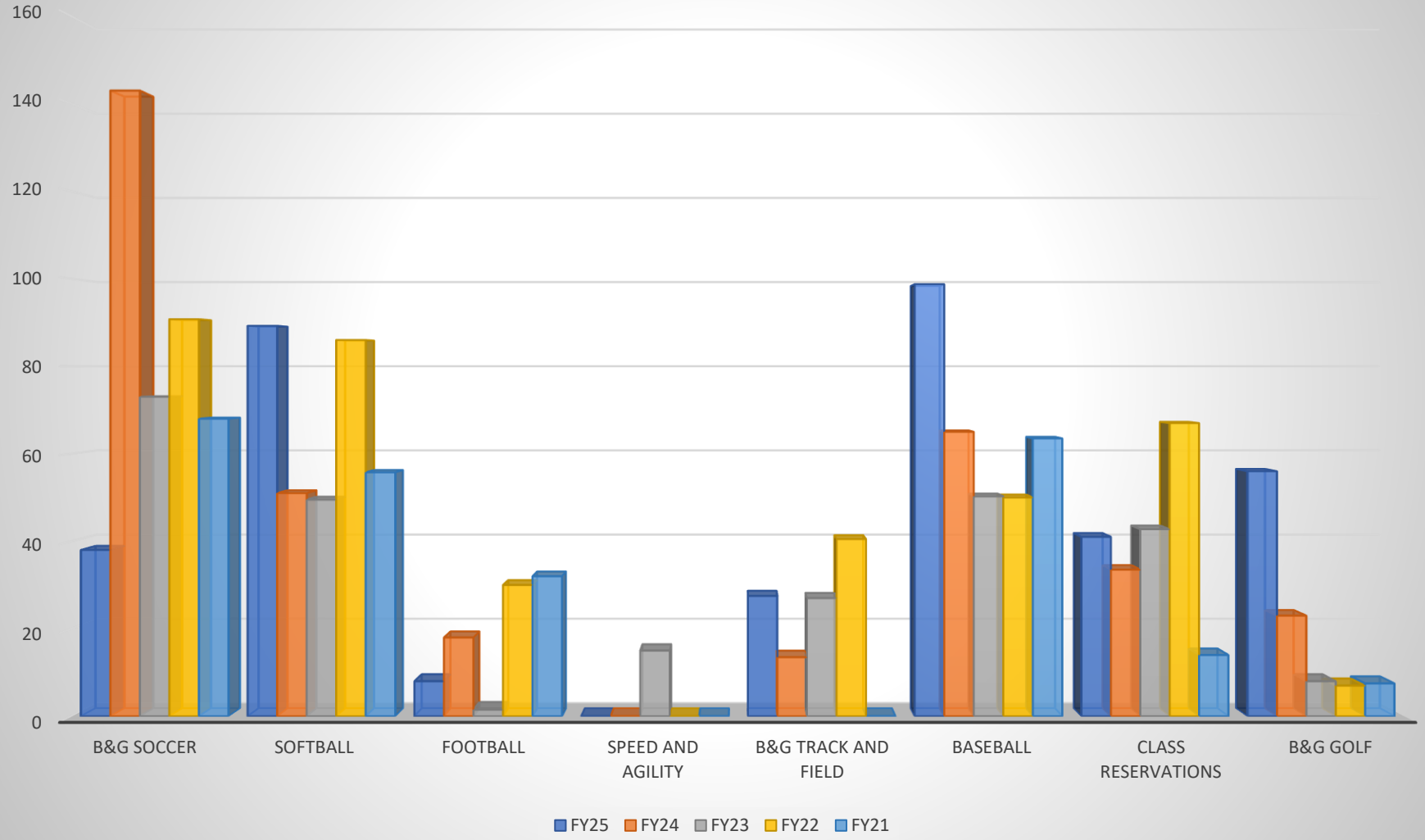
- Put Up-11/16/2024
- Opened-11/23/2024
- Take Down-05/17/2025

- Thank you to Joe Adamson for managing the process and how smooth the take down went.

Walkers

- Average Number of Walkers
  - Monday-Friday 60
    - Remains about the same average as last year
  - Saturday and Sunday 40
- Impact to the Walkers
  - Fewer people walk when dome is busy with rentals
  - Fewer hours on weekends

School Rentals



Dome Financials

Packer Dome Financials

	FY25	FY24	FY23	FY22
Rental Revenue				
Softball	$ 13,220	$ 15,915	$ 24,813	$ 32,875
Baseball	$ 3,480	$ 4,020	$ 7,477	$ 5,190
Football	$ 3,310	$ 1,535	$ 1,865	$ 4,620
Soccer	$ 3,570	$ 4,080	$ 1,350	$ 3,250
Private	$ 805	$ 1,325	$ 1,658	$ 595
Misc				$ 655
Total Revenue	**$ 24,385**	**$ 26,875**	**$ 37,163**	**$ 47,185**
Expenditures				
Salaries and Benefits	$ 69,893	$ 51,250	$ 51,343	$ 55,577
Purchased Services	$ 128,348	$ 115,283	$ 126,437	$ 132,717
Supplies	$ 150	$ 2,172	$ -	$ -
Utilities	$ 99,151	$ 91,450	$ 113,128	$ 124,200
Total Expenditures	**$ 297,542**	**$ 260,155**	**$ 290,908**	**$ 312,494**
Net Profit (Loss)	**$(273,157)**	**$ (233,280)**	**$ (253,745)**	**$ (265,309)**

Upcoming Expenditures

- Dome useful life and infrastructure
  - Dome fabric is expected to last 20 years
  - Two separate vandalism incidents affecting portions of the fabric
  - Best Case we have 9 years remaining
  - Estimated replacement cost $904,000
    - Includes cable, electrical, fabric

AUSTIN PUBLIC SCHOOLS

Project Proposal for Minnesota Department of Education Review + Comment

June 13, 2025

AMENDMENT

FOR:

Willie Jett
Commissioner

Minnesota Department of Education
400 Northeast Stinson Boulevard
Minneapolis, MN 55413

651.582.8200
mde.commissioner@state.mn.us

FROM:

Dr. Joey Page
Superintendent of Schools

Austin Public Schools
401 3rd Avenue Northwest
Austin, MN 55912

507.460.1900
joey.page@austin.k12.mn.us

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Architecture
Engineering
Environmental
Planning
ISGInc.com

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Austin Public Schools
401 3rd Avenue Northwest
Austin, MN 55912

507.460.1900
districtmedia@austin.k12.mn.us

June 13, 2025

Willie Jett
Commissioner

Minnesota Department of Education
400 Northeast Stinson Boulevard
Minneapolis, MN 55413

Dear Commissioner Jett:

In accordance with Minnesota Statute 123B.71, Independent School District No. 492 (Austin Public Schools) herein submits this improvement project for Department of Education Review and Comment. On May 12, 2025, the School Board authorized and directed the District's administration to prepare and submit this project proposal for Review and Comment.

Proposed Projects

Proposed projects address the needs identified in facility and conditions assessments, capacity analyses, enrollment projections, and community surveys. The District proposes to obtain financing for the projects from the sale of general obligation bonds, sought by voter approval of two ballot questions on November 4, 2025. The projects will be presented as a two-question ballot in the amounts of $54,700,000 and $12,000,000 and will be financed through a general obligation bond.

Ballot Question No. 1

Shall the School Board of Independent School District No. 492 (Austin Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed $54,700,000 for acquisition and betterment of school sites and facilities, including but not limited to safety, security, and accessibility improvements, building capital maintenance and infrastructure, and classroom improvements and renovation?

Ballot Question No. 2

If Ballot Question No. 1 is approved, shall the School Board of Independent School District No. 492 (Austin Public Schools) be authorized to issue general obligation school building bonds in an amount not to exceed $12,000,000 for acquisition and betterment of school sites and facilities including but not limited to, renovation, including an addition, of the pool at Ellis Middle School?

Specific details regarding the District, its educational and facility needs, project scope and cost, and finance plan are included herein for your review and comment.

Sincerely,

Dr. Joey Page
Superintendent of Schools

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INTRODUCTION

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INTRODUCTION

SCHOOL INFORMATION + BACKGROUND

This document has been assembled to provide proposed school construction project information to the Commissioner of Education for review and comment. The information is organized and presented in a format consistent with the Minnesota Department of Education's Review and Comment Checklist. Basic information regarding the proposed project is listed below, with detailed information included in the various sections.

School District	Austin School District	
School Board	Dr. Carolyn Dubé *Chairperson* Peggy Young *Vice-Chairperson* Carol McAlister *Treasurer* Cece Kroc *Clerk* Don Leathers *Director* Robert Hartman *Director*	Dan Zielke *Director* Anita Rao *Student School Board Representative* Michael Garry *Student School Board Representative* Dr. Joey Page *Superintendent of Schools*
Referendum Date	November 4, 2025	
Financing	General Obligation Bond	
Design Consultant	Kevin Bills, AIA *Education Business Unit Leader* ISG H3 Plaza 30 + 3rd Street Southeast + Suite 600 Rochester, MN 55904 608.518.7319 Kevin.Bills@ISGInc.com	
Financial Consultant	Michael Hart *Vice President, Managing Director* PMA Securities, LLC 5298 Kyler Avenue Northeast Albertville, MN 55301 612.509.2569 mhart@pmanetwork.com	

School District

MISSION STATEMENT

Inspire. Empower. Accelerate.

School District

VISION STATEMENT

Preparing all learners to make a difference in the world.

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SECTION 1: GEOGRAPHIC AREA + ENROLLMENT PROJECTIONS

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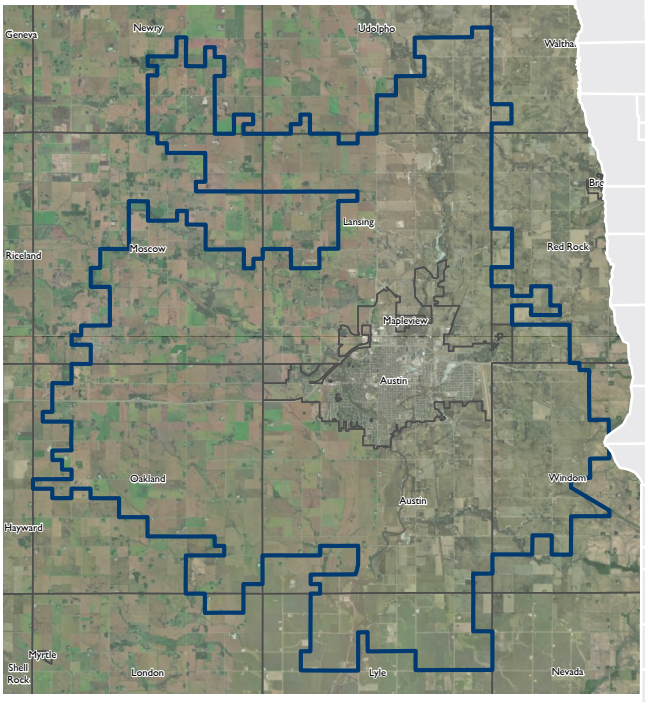
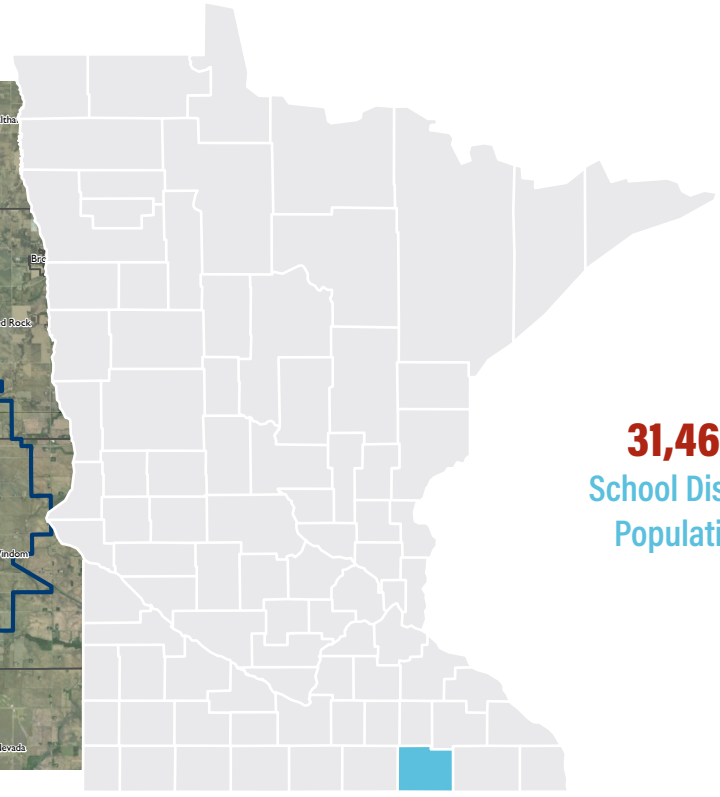
SECTION 1: GEOGRAPHIC AREA + ENROLLMENT PROJECTIONS

COMMUNITIES SERVED + GEOGRAPHIC AREA

All territories in the District are identified in the table and map below.

City	Type	County	Population
Austin	Township	Mower	847
Austin	City	Mower	25,111
Lansing	Township	Mower	936
London	Township	Freeborn	294
Lyle	Township	Mower	341
Mapleview	City	Mower	174
Moscow	Township	Freeborn	516
Nevada	Township	Mower	327
Newry	Township	Freeborn	442
Oakland	Township	Freeborn	382
Red Rock	Township	Mower	735
Udolpho	Township	Mower	445
Waltham	Township	Mower	326
Windom	Township	Mower	589





31,465
School District Population

SCHOOL DISTRICT DEMOGRAPHICS

2024 Key Facts

29,547	30,212	37.5	11,581	1,322
Population	Daytime Population	Median Age	Households	Attend Local Meetings

2024-2029 Average Household Expenditures

$77,365	$2,745	$1,287	$6,568
2024 Annual Budget Expenditures	2024 Property Taxes	2024 Education	2024 Health Care
↓	↓	↓	↓
$88,107	$3,121	$1,466	$7,474
2029 Annual Budget Expenditures	2029 Property Taxes	2029 Education	2029 Health Care

2024-2029 Families + Households

3.17	22,645	7,139
2024 Average Family Size	2024 Average Family Population	2024 Average Family Households
↓	↓	↓
3.18	22,723	7,147
2029 Average Family Size	2029 Average Family Population	2029 Average Family Households

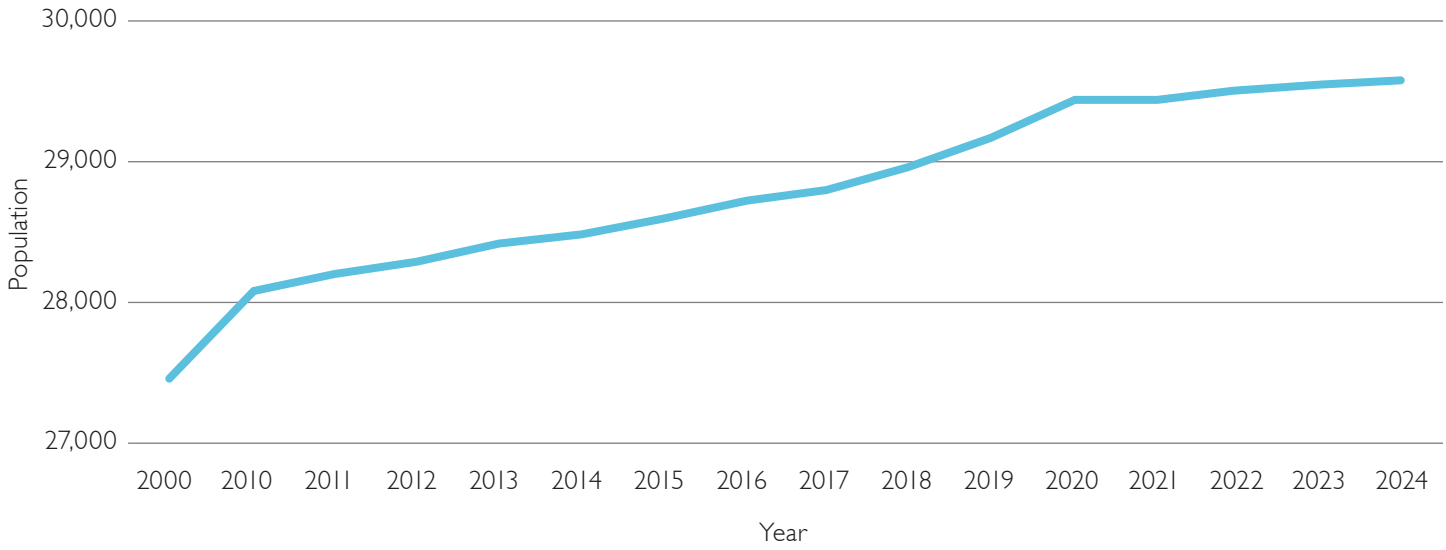
2024 Income Stats

$67,396	$34,157	$199,374	$185,790
Median Household Income	Per Capita Income	Median Net Worth	Median Home Value

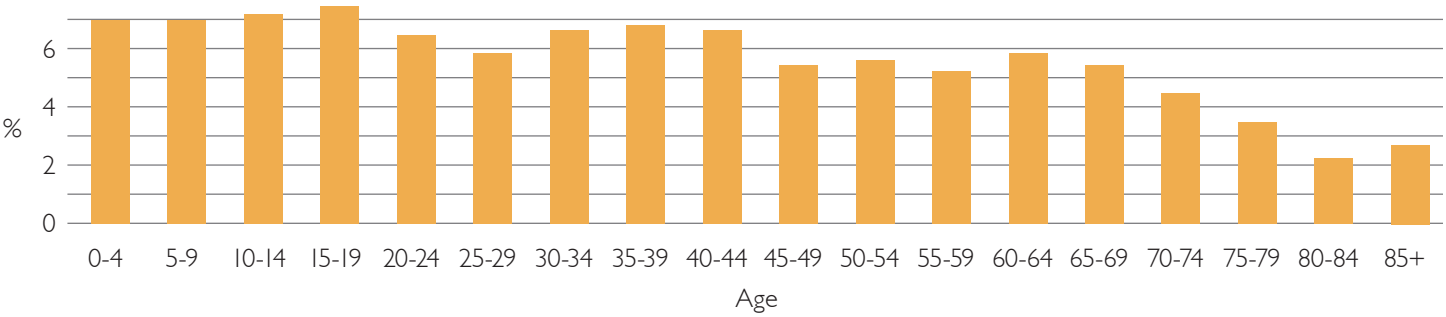
Housing

12,535	8%	69%	31%
Housing Units	Vacant Housing Units	Owner-Occupied Housing Units	Renter-Occupied Housing Units

Population



Age Distribution



2024-2029 School Age Children Population

2024 Population Age 0–4	2024 Population Age 5–9	2024 Population Age 10–14	2024 Population Age 15–19
2,044	**2,047**	**2,096**	**2,129**
↓	↓	↓	↓
2,073	**1,929**	**2,004**	**2,003**
2029 Population Age 0–4	2029 Population Age 5–9	2029 Population Age 10–14	2029 Population Age 15–19

ENROLLMENT DATA TABLE

The District anticipates a slight decrease in enrollment over the next five years. The table below shows student enrollment for the past five years and projections for five years beyond the current year.

School Year	Total Enrollment	Projected Enrollment*
2019–2020	5,296	
2020–2021	5,034	
2021–2022	5,182	
2022–2023	5,120	
2023–2024	5,146	
2024–2025	5,385	
2025–2026		5,293
2026–2027		5,217
2027–2028		5,169
2028–2029		5,144
2029–2030		5,099

**Calculated using ration of county births*

SECTION 2: SCHOOL FACILITIES

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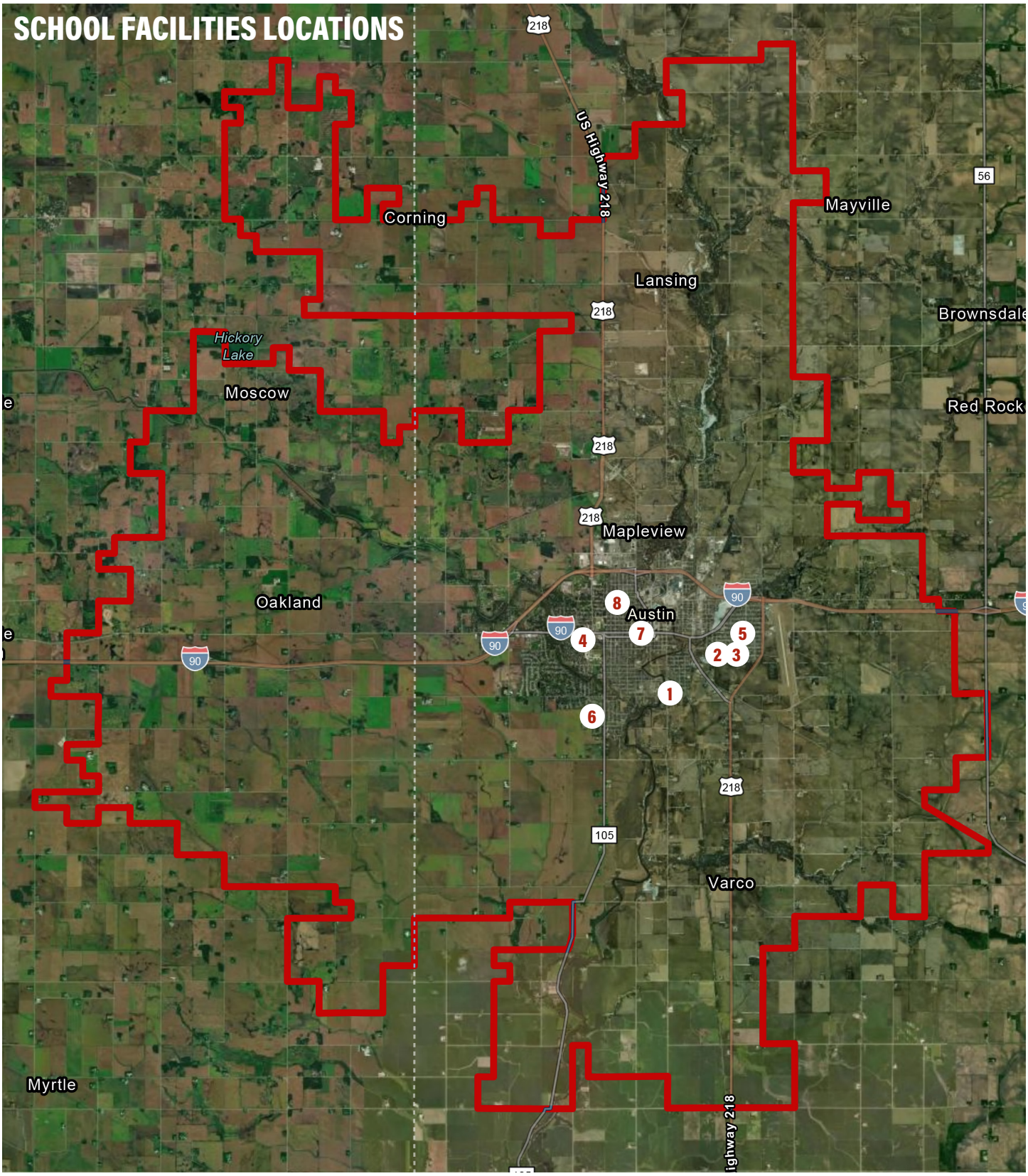
SECTION 2: SCHOOL FACILITIES

SCHOOL FACILITIES

The District has reviewed the availability of other facilities within and outside of its boundaries. The District has also assessed the enrollment and strategically identified program area enhancements based on educational needs and community priorities.

The District has found no other available alternate facilities within or outside the District in the service locations that would accommodate programmatic needs. There are no other facilities within the District boundaries that would be suitable for use as educational space.

School	Address	Site Size (Acres)	Construction Year	Building Area (Sq. Ft.)
1 Austin High School + Area Learning Center	301 3rd Street Northwest Austin, MN 55912	1.360677	Original: 1921 Addition 1: 1939 Addition 2: 1953 Addition 3: 1993 Addition 4: 2020 Addition 5: 2022	Original: 187,812 Addition 1: 245,897 Addition 2: 99,535 Addition 3: 60,113 Addition 4: 13,311 Addition 5: 1,600
2 Ellis Middle School	1700 4th Avenue Southeast Austin, MN 55912	14.549142	Original: 1957 Addition 1: 1971 Addition 2: 1988 Addition 3: 2010	Original: 44,516 Addition 1: 21,521 Addition 2: 125,837 Addition 3: 13,370
3 IJ Holton Intermediate School	1800 4th Avenue Southeast Austin, MN 55912	6.250786	2013	114,203
4 Banfield Elementary School	301 17th Street Southwest Austin, MN 55912	7.933086	Original: 1952 Addition 1: 1957 Addition 2: 1992	Original: 67,108 Addition 1: 22,923 Addition 2: 22,864
5 Neveln Elementary School	1918 East Oakland Avenue Austin, MN 55912	2.110518	Original: 1948 Addition: 1954	Original: 43,211 Addition: 31,712
6 Southgate Elementary School	1601 19th Avenue Southwest Austin, MN 55912	9.546342	Original: 1958 Addition 1: 1967 Addition 2: 1992	Original: 35,766 Addition 1: 9,179 Addition 2: 35,035
7 Sumner Elementary School	805 8th Avenue Northwest Austin, MN 55912	1.687244	Original: 1937 Addition 1: 1949 Addition 2: 1967 Addition 3: 1993	Original: 18,029 Addition 1: 44,058 Addition 2: 16,074 Addition 3: 228
8 Woodson Education Center	1601 4th Street Southeast Austin, MN 55912	4.085126	Original: 1952 Addition 1: 1954 Addition 2: 2006 Addition 3: 2012	Original: 44,899 Addition 1: 22,389 Addition 2: 2,938 Addition 3: 8,708


SCHOOL FACILITIES LOCATIONS
218
US Highway 218
Corning
Mayville
56
Lansing
Brownsdale
Hickory Lake
Moscow
Red Rock
Mapleview
Oakland
Austin
90
8
7
4
5
2
3
1
6
105
Varco
Myrtle

SECTION 3: DEFICIENCIES

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SECTION 3: DEFICIENCIES

PROCESS TO IDENTIFY SPECIFIC DEFICIENCIES

Over the last three years, the District has conducted a planned, lengthy assessment process to identify facility needs and deficiencies, and is proposing solutions to accommodate current and future programming needs. This process included a facility assessment, enrollment student, capacity study, educational adequacy study, and the following meetings with District stakeholders.

School Board Meeting Minutes + Process Timeline

Task	Completed
Facility Utilization Study Report with Facilities Committee	April 17, 2023
Facilities Assessment Update with Finance Committee	November 20, 2023
Future Facilities Planning with Facilities Committee	February 27, 2024
Ellis Pool Assessment Report with Facilities Committee	June 3, 2024
Facilities Study Update with Facilities Committee	September 11, 2024
Combined 2025 Polling Place Resolution with School Board	December 9, 2024
Facilities Study Update with Facilities Committee	December 11, 2024
Demographic + Enrollment Analysis with School Board	February 24, 2025
Facilities Study Update with Facilities Committee	March 12, 2025
Community Benchmark Survey Conducted	April 2–16, 2025
Community Benchmark Survey Results with School Board	April 28, 2025
Referendum Discussion with School Board	May 12, 2025

FUTURE MAINTENANCE

The facility assessment, enrollment student, capacity study, educational adequacy study identified multiple deficiencies. While this bond referendum addresses many of the issues and concerns, there are still many items yet to complete according to the studies completed by ISG, such as:

- Athletic facilities, including the track, football and soccer fields, due to lack of support identified in the community survey
- Long-term, future needs with over 10 years of use before improvements are needed, as the District prioritizes immediate and short-term needs first

Question No. 2 on the ballot seeks approval for funding upgrades to the pool and locker rooms at Ellis Middle School. This project had lower support according to the community survey. So, if Question No. 2 does not pass, then the pool and locker room upgrades would not be part of the final project.

LIST OF DEFICIENCIES

Below is a summarized list of deficiencies being addressed at each facility with this project.

School	Site	Building Exterior	Security	Interior + Classroom	Accessibility	Educational Adequacy	Pool	Mechanical Equipment	Electrical + Technology
Austin High School + Area Learning Center	X	X	X	X	X			X	X
Banfield Elementary School	X	X	X	X	X	X		X	X
Ellis Middle School	X	X	X	X	X		X	X	X
Neveln Elementary School	X	X	X	X	X	X		X	X
Southgate Elementary School	X	X	X	X	X				X
Sumner Elementary School	X	X	X	X	X	X			X
Woodson Education Center	X	X	X	X	X				X

EXISTING FACILITIES

Existing buildings have been maintained to the District's best ability. However, growing maintenance needs have outpaced the allowable funding needed to implement adequate updates and address deferred maintenance improvements. The facility assessment identified the following projects that would be completed through the proposed referendum.

Facility Assessment

Building	Element/Location	Details	Recommendations	Estimated Cost
Banfield Elementary	East Parking Lot	The accessible parking stall doesn't have an identified access aisle.	Install no parking sign and paint access aisle.	$1,000
Banfield Elementary	Receiving Area	Asphalt pavement and concrete curb is cracking.	Replace asphalt pavement and concrete curb.	$34,800
Banfield Elementary	East Asphalt Trail	Asphalt trail has extensive cracking.	Replace asphalt trail.	$18,100
Banfield Elementary	South Concrete Walk	Concrete walk from bus loading zone is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy. Replace panels that have extensive cracking.	$590
Banfield Elementary	West Concrete Walk	Concrete walks are cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$2,900
Banfield Elementary	Door 9 Concrete Walk	Vegetation is growing between concrete walk joints.	Remove vegetation, seal cracks and perform regular maintenance to prolong life expectancy.	$200
Banfield Elementary	Outdoor Learning Area	There is no accessible path to the outdoor learning area.	Construct concrete walk.	$4,000
Banfield Elementary	Asphalt Play Area	Asphalt pavement is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$10,700
Banfield Elementary	Playground	Accessible route to playground ramp entrance doesn't meet accessibility requirements.	Extend asphalt pavement to playground ramp entrance following accessibility requirements.	$2,900
Banfield Elementary	Roof	The Garland built-up roof (BUR) system consists of multiple layers of asphalt alternated with ply sheets (felts) are applied over the roof deck (vapor retarder) and, most often over insulation that is attached to the roof decking. All roof sections were installed between 2014 and 2022. The average useful life is 30 years. The roofing system has a 30 year warranty. See roofing restoration schedule in appendix.	Perform regular maintenance.	$0
Banfield Elementary	Roof Hatch	The roof hatch lacks fall protection.	Install fall protection.	$2,000
Banfield Elementary	Through Wall Flashing/'New' Gym	The through wall flashing is rusted. The waterproofing material has deteriorated.	Replace the through wall flashing.	$5,400

Building	Element/Location	Details	Recommendations	Estimated Cost
Banfield Elementary	'New' Gym Gutters	The seams on the gutters are leaking. In some locations the rivets are missing. The southeast section of gutter is sagging away from downspout.	Replace gutters and down spouts.	$10,000
Banfield Elementary	Roof Ladders	There is no fixed ladder to access the original gym.	Install a ladder between roof sections.	$10,000
Banfield Elementary	Exterior Brick	The building features a common course brick bond throughout the three vintages. There is minor damage to brick throughout. Sealants have been added to damaged mortar. There is evidence of recent repointing projects.	Perform exterior masonry repairs including repointing.	$69,900
Banfield Elementary	Exterior Masonry Sealants/Throughout	Control joints have failed or are missing in areas of the building.	Remove and replace masonry control joints.	$9,600
Banfield Elementary	Windows/Throughout	The operable windows are single pane glass with aluminum frames. Storm windows with screens have been installed. They were installed in 1991. The average useful life is 30 years.	Replace windows for better energy efficiency.	$395,000
Banfield Elementary	Window Sills/Throughout	The window sills are slate and stone. They are damaged and degraded throughout.	Replace sills in conjunction with window replacement.	$54,900
Banfield Elementary	Exterior Doors/Throughout	The two entrance doors to the north academic wing appear to be original. They have single pane glass with metal doors and frames. In addition, the boiler room exit door is rusted.	Replace entrance doors and boiler room exit door.	$26,600
Banfield Elementary	Entrance Door Columns/Door #10	Concrete columns at door #10 have heavy damage to the bases.	Replace concrete columns.	$4,000
Banfield Elementary	Window Lintels/1958 Addition	Window opening lintels are showing signs of corrosion throughout. The paint is missing in locations with exposed steel.	Prepare and repaint window lintels.	$4,600
Banfield Elementary	Corridor Ceilings	Existing corridor ceilings are worn/ dated and stained in spots.	Replace with new ACT ceiling and lighting. Incorporate soffits in specific locations to include school branding/ colors.	$131,000
Banfield Elementary	Corridor Walls	Corridor walls are dated, worn and damaged.	Replace corridor wall finishes. Bottom 2/3 of wall should be tile and re-paint top 1/3. Incorporate graphics/ branding in to wall treatments.	$153,000
Banfield Elementary	Gym	Existing gym lacks acoustical treatments on walls.	Add acoustical wall panels around perimeter.	$49,900
Banfield Elementary	Old Gym	Original gym wall color/ finish is dated and due to be re-refreshed. Operable partition is past its useful life.	Re-paint gym walls and replace operable partition.	$147,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Banfield Elementary	Interior Doors	Existing high traffic doors from classrooms to corridors are worn and showing signs of damage. Also many existing doors have knob style hardware. Doors/ sidelights have wire glass.	Replace doors and hardware for ADA compliant hardware. Replace sidelights with wire glass.	$250,000
Banfield Elementary	Kitchen Floor	The existing kitchen floor has a crack that should be repaired.	Replace kitchen floor with seamless epoxy (or alternative) flooring.	$24,000
Banfield Elementary	Gym with Carpet	Existing gym with carpet flooring is not ideal for student activities.	Replace with rubberized multi-purpose gym floor.	$107,000
Banfield Elementary	Lobby Flooring	Lobby rugs can be a trip hazard for students and staff.	Replace with walk-off carpet throughout lobby.	$6,400
Banfield Elementary	Classroom Casework	Existing classroom casework is worn and due for replacement.	replace existing classroom casework and increase amount of casework for sufficient storage.	$703,000
Banfield Elementary	Wash Fountains	Existing restroom wash fountains are not ADA compliant.	Replace with ADA compliant wash fountains.	$39,900
Banfield Elementary	Lockers	Lockers are worn and due for replacement.	replace existing lockers.	$360,000
Banfield Elementary	Restrooms	Restroom doors, floors, walls and ceiling finishes and fixtures are due for replacement.	Update restroom layouts, finishes and fixtures.	$639,000
Banfield Elementary	Trumbull Panelboard	Trumbull brand panelboard appears to be original to the building and is rusted.	Replace panelboard.	$30,000
Banfield Elementary	Fire Alarm System	Notifier brand NFW2-100 control panel has a horn/strobe system manufactured in 2010. Fire code requires education occupancies to have a voice evacuation communication system. Main panel has capabilities to be expanded to include voice. Notification devices to be replaced to be speakers. Any remodel or addition could trigger requirement for immediate upgrade.	Update fire alarm code to include voice command within the next five to 10 years. Any additions or renovations may require a system upgrade.	$282,000
Banfield Elementary	Fan Coil/Former Computer Lab	Former computer room classroom currently has dedicated fan coil unit with condensing unit on the roof recommend adding the VAV to replace fan coil if capacities allow.	Add VAV zone and ductwork.	$20,000
Banfield Elementary	Chilled Water System/Throughout	There is very low chilled water system pressure. Leak in piping somewhere and can damage pump and inside of piping if not pressurized.	Find and repair leak.	$26,600
Banfield Elementary	Special Education Classrooms	There are two SPED rooms being utilized currently. These rooms could be combined into one room, and the other becomes a general classroom.	Renovate the two rooms.	$1,300,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Ellis Middle School	NE Corner Drainage	There is erosion along the north side of the building near door 23, that doesn't provide proper drainage away from the building and causes sediment to build up in front of door 23	Clean up sediment and fill eroded area to provide proper drainage away from building. Restore disturbed area.	$2,000
Ellis Middle School	West parking Lot ADA Stall	Missing no parking accessible aisle sign.	Install no parking accessible aisle sign.	$670
Ellis Middle School	South Access Drive	Extensive cracking around catch basin on west side. This is likely caused from a catch basin or storm sewer failure that is washing out pavement aggregate underground.	Replace catch basin and storm sewer.	$9,000
Ellis Middle School	South Access Drive	Asphalt is in fair condition.	Perform regular maintenance.	$8,400
Ellis Middle School	South Parking Lot	There is extensive cracking around manhole near curb island and there is a sink hole on south side of access drive over storm sewer.	Televise storm sewer and repair areas of pipe failure.	$24,700
Ellis Middle School	South Parking Lot ADA Stall	Missing no parking accessible aisle sign.	Install no parking accessible aisle sign.	$2,700
Ellis Middle School	South Parking Lot	Concrete curb has settled in front of southeast catch basin.	Replace concrete curb.	$1,900
Ellis Middle School	Door 30 Stairs	The soil has eroded along the concrete walk at the top of the stairs. Aggregate is starting to washout under the concrete walk.	Infill aggregate under the concrete walk, replace soil to top of concrete walk.	$4,700
Ellis Middle School	Flag pole concrete walk	Concrete walk around flag pole is cracking.	Replace concrete walk.	$1,400
Ellis Middle School	West Parking Lot Southeast Concrete Walk	Concrete walk is separating from the concrete curb.	Seal joint and perform regular maintenance to prolong life expectancy.	$2,000
Ellis Middle School	Door 12 Concrete Wall/Walk	The soil has eroded along the concrete walk at the south end of the wall. Aggregate is starting to washout under the concrete walk.	Install retaining wall. Remove and replace concrete walk.	$20,000
Ellis Middle School	South Access Drive Concrete Walk	Concrete walk is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$2,500
Ellis Middle School	Door 17 Concrete Walk	The longitudinal slope exceeds accessibility maximum.	Replace concrete walk.	$8,800
Ellis Middle School	North Concrete Walk	Concrete walk is cracking.	Replace concrete walk.	$8,000
Ellis Middle School	North Concrete Walk	Concrete walk is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$2,300
Ellis Middle School	North Exterior Stair	Handrail is missing.	Install handrail.	$3,400
Ellis Middle School	Door 28 Concrete Walk	Concrete walk has deteriorated at cracks.	Replace concrete walk.	$4,500
Ellis Middle School	West North Parking Lot Entrance	Concrete walk is cracking.	Replace concrete walk.	$12,000
Ellis Middle School	Skylights	Several skylights have cracking on the outer acrylic material. There is no fall protection.	Replace skylights and install fall protection.	$168,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Ellis Middle School	Roof Hatch	The roof hatch lacks fall protection.	Install fall protection.	$2,000
Ellis Middle School	Exterior Brick/EIFS	There are several ages of brick on the exterior. The majority of the academic wing is free from damage. Areas around the gym space show signs of moisture damage. The mortar has failed in several locations along with spalling brick. The EIFS is this area is damaged due to moisture.	Perform exterior masonry repairs including repointing and replace EIFS.	$454,000
Ellis Middle School	Exterior Masonry Sealants/Throughout	Control joints have failed or are missing in areas of the building.	Remove and replace masonry control joints.	$24,000
Ellis Middle School	Chiller Privacy Screen Wall/South	The brick wall has a damaged top cap. Many of the bricks are cracking.	Replace brick wall.	$4,300
Ellis Middle School	EIFS Wrapped Columns/South	Several structural columns are covered with EIFS. The EIFS is damaged in several locations.	Replace damaged material and paint to match.	$2,000
Ellis Middle School	Window Caulking/Throughout	Many of the windows have caulking that has failed or is missing.	Remove and replace window caulking.	$14,400
Ellis Middle School	Exterior Doors/Throughout	The doors at the auditorium and gym have not been replaced. In addition, the frames are rusted.	Replace doors.	$42,600
Ellis Middle School	Stair Railings/Auditorium Exit	The paint is peeling and missing on the south stairs. The west exit railing is showing signs of peeling paint.	Prepare and repaint railings.	$2,700
Ellis Middle School	Window Lintels/Throughout	Window opening lintels are showing signs of corrosion throughout. The paint is missing in locations with exposed steel.	Prepare and repaint window lintels.	$13,300
Ellis Middle School	IMC	Ceiling tile is worn/ dated and 2x4 which will begin to sag over time.	Replace with 2x2 ACT ceiling.	$89,400
Ellis Middle School	Music Suite	Existing ceiling has some tiles missing and is worn/ dated.	Replace with new ACT ceiling and lighting. Incorporate acoustical treatments for music room.	$93,100
Ellis Middle School	Gym 1 + 2	Walls are worn and damaged.	Re-paint walls and add acoustical panels to walls.	$91,000
Ellis Middle School	Music Suite	Exposed brick walls are dated.	Replace with drywall furred out for additional outlets and add acoustical wall treatments.	$176,000
Ellis Middle School	Gym 3	Walls are worn and damaged.	Re-paint walls and add acoustical panels to walls.	$43,100

Building	Element/Location	Details	Recommendations	Estimated Cost
Ellis Middle School	East Wing	Walls are worn and damaged. Exposed brick is worn and has some joint cracking.	Replace corridor wall finishes. Bottom 2/3 of wall should be tile and re-paint top 1/3. Incorporate graphics/ branding in to wall treatments.	$85,800
Ellis Middle School	Fabric Walls Near Computer Lab	Walls are worn and damaged.	Replace with gypsum + metal stud partition.	$53,200
Ellis Middle School	East Wing	Doors are worn and have wire glass.	Replace doors and hardware with panic hardware. Replace wire glass with tempered glass.	$183,000
Ellis Middle School	Theatre	Theatre flooring is worn and due for replacement.	Replace theatre carpet.	$121,000
Ellis Middle School	East Wing	Flooring in the east wing (Athletics/ Music Area) is worn and due for replacement.	Replace flooring.	$305,000
Ellis Middle School	Gym 3	Floor is worn.	Replace with rubberized sports floor.	$60,700
Ellis Middle School	Music	Existing casework is worn and due for replacement.	Replace existing classroom casework.	$99,800
Ellis Middle School	Science Labs	Science lab casework is worn/ dated.	Replace casework with new science lab casework.	$266,000
Ellis Middle School	IMC	Existing casework is worn and due for replacement.	Replace existing casework.	$21,300
Ellis Middle School	Restrooms	Some restrooms do not have ADA stall (boys) and finishes are dated. East wing restrooms are worn.	Re-configure for ADA stalls and update finishes.	$395,000
Ellis Middle School	Panelboards/Throughout	Siemens brand panelboards were manufactured in 1988 and appear to be in good condition but are nearing the end of their useful service life.	Replace panelboards.	$102,000
Ellis Middle School	Transformers/Mechanical Mezzanine	Siemens brand transformers in mechanical mezzanine are dated, exceed normal operating temperatures, and have a loud buzz.	Replace transformers.	$10,700
Ellis Middle School	Disconnects/Boiler Plant	Alan Bradley brand disconnects appear to be original to building and past its useful service life.	Replace gear.	$1,400
Ellis Middle School	Main Service Gear/Main Electrical Room	Main service gear manufactured in 1988 and nearing end of useful service life. Only (1) spare fuse bucket available.	Replace gear to circuit breaker switchboard with more space capacity for future.	$114,000
Ellis Middle School	Existing GE Panelboards/East Wing of School	GE panelboard appears to be original to the building and past their useful service life.	Replace panelboard.	$41,900
Ellis Middle School	Exterior Parking Lot Lighting Controls	Parking lot pole lights were observed on while during the daytime with ample sunlight.	Program exterior lighting for dusk to dawn control.	$2,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Ellis Middle School	Fire alarm system	Notifier NFS2-320 main control panel with horn strobe notification system installed in 2014. Fire code requires education occupancies to have a voice evacuation communication system. Main panel to be replaced. Notification devices to be replaced to be speakers except. Any remodel/addition could trigger requirement for immediate upgrade.	Update fire alarm code to include voice command within the next five to 10 years. Any additions or renovations may require a system upgrade.	$716,000
Ellis Middle School	Unit Heater/Throughout	Original cabinet unit heaters are past their useful service life.	Replace cabinet unit heaters.	$16,000
Ellis Middle School	Boiler Room	Boiler and air handler room has four pumps which are lead lag with two serving one side of building and two serving the other side of building. Three expansion tanks have pumps with variable frequency drives (VFD). A newer water softener was installed within two years and is in good condition. Two water heaters serve the space, although one is in repair on the east side. Upgrade new water heaters in the next five years. A large water storage tank is in decent condition. The third water heater most likely serves the kitchen dishwasher and three compartment sink, two boilers with three million BTUs each. One has been re-tubed. The other will probably need to re-tubing in the next five years. Four new PVI brand condensing boilers, unknown capacity were installed in the last year. Each boiler has its own pump. AHU-1 has chilled and hot water. Air handler one appears to serve the office and front entry area.	Retube or replace standard efficient boiler	$20,000
Ellis Middle School	Welding Booths/CTE	Old welding booths do not have proper exhaust ventilation system. Paint booth appears to be under sized. A casting part system lacks a proper exhaust system.	Update exhaust hood and make-up air system. Replace paint booth.	$53,200
Ellis Middle School	Dust Collector/CTE	Dust collection system is past its expect useful service life.	Replace dust collection system.	$66,500
Ellis Middle School	Wash Fountain/CTE	Wash fountain is past its expected useful service life.	Replace wash fountain.	$21,300
Ellis Middle School	Dust Collector/CTE	Dust collection return airbags should be replaced with new system and technology.	Replace duct collection return air bags.	$10,700
Ellis Middle School	Domestic Water Piping/East	Gym locker room wing domestic water is galvanized and should be replaced.	Replace domestic water piping on east portion of building.	$631,000
Ellis Middle School	AHU/Gyms	Gym HVAC system most likely uninsulated ductwork, no cooling.	Replace HVAC and add cooling.	$1,400,000
Ellis Middle School	AHU/Band + Choir	Band and choir air handler unit is original to the building hot water chilled water original to the building that should be replaced. Extremely noisy.	Replace air handling unit.	$994,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Ellis Pool Area	Locker Rooms	Existing locker room doors, lockers, finishes and fixtures are due for replacement. Showers entry has curb and showers are gang showers.	Complete remodel of existing locker rooms and associated toilet rooms and showers. Provide accessible route to locker rooms for increased function.	$4,000,000
Ellis Pool Area	AHU/Locker Rooms	Locker room and small gym unit original to the building there is no cooling. The unit is past its useful life.	Replace air handling unit.	$1,200,000
Ellis Pool Area	Roof	The Garland built-up roof (BUR) system consists of multiple layers of asphalt alternated with ply sheets (felts) are applied over the roof deck (vapor retarder) and, most often over insulation that is attached to the roof decking. All roof sections were installed between 2009 and 2022. The section over the pool is an EPDM membrane that was installed in 1998. There is water damage throughout. The average useful life is 30 years. The roofing system has a 30 year warranty. See roofing restoration schedule in appendix.	Replace pool roof.	$450,000
Ellis Pool Area	Exterior Brick/Pool	Areas around the pool show signs of moisture damage. The mortar has failed in several locations along with spalling brick.	Perform exterior masonry repairs including repointing.	$300,000
Ellis Pool Area	Exterior Door/Pool Seating Entrance	The double door on the west side appears to be original. Paint is peeling and the door is rusted. The window transom has single pane glass.	Replace doors.	$10,600
Ellis Pool Area	Pool Panelboards	Panelboards in pool area appear to be original to building and are rusting and past their useful service life.	Replace panelboard.	$18,000
Ellis Pool Area	Pool Water Treatment Room Electrical	All electrical equipment, gear, and conduit appears to be original and showing major signs of rust.	Replace all electrical in room	$12,700
Ellis Pool Area	AHU/Pool	Pool unit is original to the building. No dehumidification no cooling, outside air mesh is 50% open filter section is very dirty. Fan is original heating coil.	Air handling unit for the pool is well past its expected useful service life and should be replaced.	$1,400,000
Ellis Pool Area	Diving Well	Diving well too shallow for current standards	Increase diving well area	$1,100,000
Ellis Pool Area	Surge Capacity	Surge Tank capacity is insufficent	Increase surage tank capacity with building addition	$732,000
Ellis Pool Area	Pool Equipment	Pool equipment is in need of replacement	Replace pool equipment	$532,000
Ellis Pool Area	Pool Area Finishes	Pool area finishes are due for replacement	Replace flooring of deck, pool wall finishes and ceiling finishes, and associated items	$2,200,000

Building	Element/Location	Details	Recommendations	Estimated Cost
High School	3rd Street NW	The asphalt pavement is cracking.	Replace asphalt pavement.	$123,000
High School	South Parking Lot	The asphalt pavement is cracking.	Replace asphalt pavement.	$80,900
High School	South Parking Lot	The accessible parking stall doesn't have a sign.	Install accessible parking sign.	$670
High School	Door 2	Handrail doesn't meet accessibility requirements.	Install new handrail.	$3,400
High School	Door 1	There is no handrail on bottom section of ramp.	Install new handrail.	$10,000
High School	Concrete Walk	Overtime concrete walks start to crack, as seen throughout the site.	Seal the cracks in the concrete walk to prolong life expectancy.	$12,700
High School	Concrete Walk	The concrete walk has settled in areas on the site.	Replace settled concrete walks.	$20,000
High School	Skylights	The existing skylights were installed in 1992. Several have cracking on the outer acrylic material. There is no fall protection.	Replace skylights and install fall protection.	$320,000
High School	Roof	The Garland built-up roof (BUR) system consists of multiple layers of asphalt alternated with ply sheets (felts) are applied over the roof deck (vapor retarder) and, most often over insulation that is attached to the roof decking. All roof sections were installed between 2007 and 2022. The average useful life is 30 years. The roofing system has a 30 year warranty. See roofing restoration schedule in appendix.	Perform regular maintenance.	$0
High School	Exterior Brick/East	The building features a running course brick bond throughout the three vintages. The district has completed repointing projects on the west side and gym addition. Portions of the brick on the east side are showing signs of moisture intrusion.	Repoint select areas on the east side of the building.	$221,000
High School	Exterior Stone/Throughout	Stone accents are found throughout the exterior. The sealants have failed at the upper and lower copings and at the upper tower sections. Damaged stones were observed at entrances. Staining has occurred due to water intrusion.	Remove and replace exterior stone sealants and replace damaged stone. Wash stones with staining.	$59,900
High School	Exterior Masonry Sealants/Throughout	Control joints have failed or are missing in areas of the building.	Remove and replace masonry control joints.	$24,000
High School	Exterior Brick/Boiler Plant Building	The building features a common course brick bond. There is minor damage to brick throughout. There is stair-step cracking in the northwest corner.	Repair stair-step crack and complete selective repointing.	$30,300
High School	Window Caulking/Throughout	The window caulking is cracking and becoming brittle to the touch. The average useful life of window caulking is 7-10 years.	Remove and replace window caulking.	$139,000

Building	Element/Location	Details	Recommendations	Estimated Cost
High School	Windows/Boiler Plant Building	There are several broken windows. Openings have been infilled with plywood on the north. Concrete window sills on the south are delaminated.	Replace windows and sills.	$81,500
High School	Exterior Doors/Boiler Plant Building	There are two entrance doors. One of which appears to be original. They are free from damage.	Replace original door.	$6,700
High School	Window Lintels/Throughout	Window opening lintels are showing signs of corrosion throughout. The paint is missing in locations with exposed steel.	Prepare and repaint window lintels.	$58,600
High School	Generator Intake/Boiler Plant Building	The generator intake grate is protected by plywood. The wood has been impacted by the elements.	Replace wood screen with permanent material.	$2,000
High School	Corridor Ceilings	Corridor ceilings are worn/ dated and due for replacement	Replace ceilings and update lighting.	$612,000
High School	Packer Gym Lobby	The Packer Lobby ceiling is showing some ceiling and wall water damage.	Address water leak from roof, repair wall and replace ceiling.	$77,200
High School	Corridors	Corridor walls are dated, worn and damaged.	Replace corridor wall finishes. Bottom 2/3 of wall should be tile and re-paint top 1/3. Incorporate graphics/ branding in to wall treatments.	$798,000
High School	Mezzanine	Walls are worn and damaged.	Re-paint mezzanine walls.	$18,100
High School	Existing Doors	Many doors with knob style hardware which is not ADA compliant.	replace door hardware with ADA compliant lever-style hardware.	$99,800
High School	Corridor Doors	Existing corridor doors (doors from one corridor to another) do not all have panic hardware.	Replace doors and hardware with panic hardware.	$300,000
High School	Classroom doors	Existing high traffic doors from classrooms to corridors are worn and showing signs of damage. Also floor stops are not preferred way of holding doors open.	Replace doors and add hold opens on doors.	$665,000
High School	Rated doors	Existing rated doors with wire glass which is a safety hazard if it breaks.	Replace existing rated doors with wire glass.	$79,800
High School	Remaining Rooms with Original Flooring	Some rooms still have original flooring.	Install new flooring and base.	$32,000
High School	Kitchen Stair	The existing stairs leading down to the kitchen are worn and due to be updated.	Re-fresh stairs for proper nosing and replace flooring.	$26,600
High School	Classroom Casework	Existing classroom casework is worn and due for replacement.	replace existing classroom casework and increase amount of casework for sufficient storage.	$2,100,000
High School	Ag Lab	Casework is worn/ dated.	Replace casework.	$183,000
High School	Stairs	Guardrails at stairs are not tall enough for current code.	Replace or increase height of existing stair guardrails.	$126,000

Building	Element/Location	Details	Recommendations	Estimated Cost
High School	Drinking Fountains	Existing drinking fountains are not ADA compliant (some only have one, others don't have dual height).	Upgrade drinking fountains to be dual height fixtures.	$99,800
High School	Ramp in Corridor	Handrail missing on one side of ramp.	Add handrail on wall-side.	$13,300
High School	271 - Theatre	There is no ADA accessible route from seating area to stage. Stage ladder to mezzanine does not have cage.	create accessible route from seating area to stage. Replace ladder to mezzanine to include cage.	$71,900
High School	Egress From Storage Room to Cafeteria In Basement	There is no clear floor space in front of door.	re-configure stair, walls and doors for proper clear floor space.	$59,900
High School	Ove Berven Gym	There is no landing at existing gym ramp in front of egress doors.	Reconfigure gym egress doors to provide proper landing and add handrails.	$120,000
High School	Lockers	Lockers are worn and due for replacement.	Replace existing lockers.	$1,100,000
High School	Packer Gym Locker Rooms	Existing Packer Gym Locker Room have gang showers and worn lockers.	Re-configure showers for private single user showers and replace lockers.	$168,000
High School	Ove Berven Gym Locker Rooms	Existing locker room doors, lockers, finishes and fixtures are due for replacement. Showers entry has curb and showers are gang showers.	Complete remodel of existing locker rooms and associated toilet rooms and showers. Provide accessible route to locker rooms for increased function.	$2,000,000
High School	Restrooms	Restroom doors, floors, walls and ceiling finishes and fixtures are due for replacement.	Update restroom layouts, finishes and fixtures.	$2,400,000
High School	Branch Panelboard/East Stage Electrical Room	Eaton panelboard is missing dead-front cover exposing live bussing. Door unlocked and accessible to students.	Install dead-front cover and lock room door or panel door to limit access.	$340
High School	Old Panelboard Box/Lower Level	Old panelboard box being utilized as junction box. Holes in cover and not locked, screwed shut or secured allowing for exposed conductors.	Provide proper electrical enclosure for conductor splicing.	$670
High School	Old Panelboard/021 Lower Level Workshop	Square D fuse panel appears to be original to building and past its useful service life. Located in space where painting/staining was occurring.	Replace panelboard.	$6,000
High School	Old Disconnects/021 Lower Level Workshop	Square D disconnects appear to be original to building and past its useful service life. Located in space where painting/staining was occurring.	Replace gear.	$1,400

Building	Element/Location	Details	Recommendations	Estimated Cost
High School	Fire Alarm System	Notifier brand NFS2-3030 main control panel with horn strobe notification system installed in 2015. Fire code requires education occupancies to have a voice evacuation communication system. Main panel has capabilities to be expanded to include voice. Notification devices to be replaced to be speakers except for previous office remodel area that has been updated. Any remodel/addition could trigger requirement for immediate upgrade.	Update fire alarm to include voice command within the next 5-10 years. Any additions or renovations may require a system upgrade.	$1,700,000
High School	Branch Panel Electrical Rooms Egress Exiting/North First, Second, and Third Floors/Branch Panel Electrical Rooms	Two post- and wall-mounted information technology (IT) racks have been installed in front of an entrance to the electrical rooms. It prevents the required working space and/or egress to exit from the electrical space.	Relocate IT equipment inside of room to allow for proper egress exiting.	$0
High School	Office Electrical Closet Doors/Office Electrical Closet	Doors were unable to open to allow proper access and required working space for electrical panels.	Repair doors.	$670
High School	Panelboard/Lower Level Storage	Storage was blocking path to panel not allowing proper access and required working space for electrical panel.	Remove items blocking egress path and working space.	$0
High School	Emergency Lighting/Lower Level	Outdated emergency lighting fixtures that are no longer utilized for emergency egress. If installed need to be properly maintained.	Remove existing/outdated emergency lighting fixtures that are no longer utilized for emergency egress.	$270
High School	Ranges, Washer, and Dryer Circuits/Family + Consumer Science (FACS)	Ranges, washers, and dryer circuits are not ground-fault circuit interrupter (GFCI) protected.	Replace washer receptacles with GFCI receptacles and ranges and dryer circuit breakers with GFCI circuit breakers.	$940
High School	3rd Street NW	The concrete walk is cracking.	Replace concrete walk.	$57,800
High School	South Parking Lot	The concrete walk is cracking.	Replace concrete walk.	$14,400
High School	Condensing Unit/Roof	Server unit rooftop appears to be installed in 2007 getting close to expected the useful life of 20 to 25 years.	Replace unit.	$167,000
High School	AHU/Area B	AHU-15 that serves area B third floor classrooms the return fan was replaced but still be noisy. It appear the sound criteria was not evaluated when the fan was selected and still remains quite loud.	Replace return fan or add sound attenuation near the fan.	$26,600

Building	Element/Location	Details	Recommendations	Estimated Cost
High School	Water Heaters/Basement	Domestic water heating plant consists of (4) A.O. Smith water heaters sized at 199 each. Then a second domestic hot water plant consist of a water heater storage tank sized at 120,000 BTUs. The storage tank water heater serves the building providing 140° water. The A.O. Smith tank glass water heaters are trying to maintain 140° water which does not maintain the large storage tank underneath the stage as it continually less than setpoint. There is not a building mixing valve shall be added to prevent scolding and further review of the domestic water system heating plant should be performed.	Further research and test shall be preformed to validate existing domestic water heater system but in conversation with staff, the water temperature can be maintain for the 120F lavatory and sink water and the 140F for kitchen sinks. Recommended update piping, recirculation pump, install new building mixing valves and update water storage system.	$133,000
High School	AHU/Area C	AHU-8 serves area C second Floor Classrooms. The Air Handler is typically maxed out and not enough airflow.	Root cause shall be determined with further testing by balance contractor. Possible under sized ductwork, blockages in ductwork, undersized fan and motors.	$133,000
High School	Boilers/Boiler House	The High School system is separate from the Annex, and consists of two Fulton brand pulse boilers condensing units with 1,400,000 BTU. It is near the end of its useful service life as it was installed in 2001. There are two LES brand units with new Riello brand burners with 3,500,000 BTU. Separate pumping systems serve the High School and the Annex. The Annex does not have condensing boilers, only the LES brand unit with Riello brand burner's with 1.5 million BTUs each. Main High School building circulation pumps are not running lead lag. Both operate consistently at 30 hertz (Hz). Annex building circulation pumps operate lead lag with one pump at 30 Hz. Both systems use propylene glycol.	Combine boiler plants so that one plant serves both the High School and the Annex. Replace and add condensing boilers. Replace High School building circulator.	$732,000

Building	Element/Location	Details	Recommendations	Estimated Cost
High School Annex	North Parking Lot	Accessible parking signs do not meet the height requirement. Accessible parking stall doesn't have an access aisle.	Install new parking signs and restripe parking stalls.	$2,700
High School Annex	Door 1	Concrete outside door doesn't meet accessibility requirements.	Replace concrete walk.	$8,000
High School Annex	West Concrete Walk	Concrete walk is cracking and doors 8, 9, and 11 are not accessible.	Replace concrete walk.	$31,200
High School Annex	Roof	The Garland built-up roof (BUR) system consists of multiple layers of asphalt alternated with ply sheets (felts) are applied over the roof deck (vapor retarder) and, most often over insulation that is attached to the roof decking. All roof sections were installed between 2009 and 2022. The average useful life is 30 years. The roofing system has a 30 year warranty. See roofing restoration schedule in appendix.	Perform regular maintenance.	$0
High School Annex	Exterior Brick/Throughout Original Building	The building features a common course brick bond. There is minor damage to brick throughout. Window sills specifically have degraded mortar. There is stair-step cracking in the northwest corner.	Replace damaged bricks. Repoint window sill throughout and repair stair-step cracking.	$26,800
High School Annex	EIFS Sealant/Throughout	The sealant on the EIFS is cracking and showing signs of failure, specifically on the west and south sides.	Remove and replace sealant.	$12,000
High School Annex	Exterior Doors/Throughout	Exit/Entrance doors vary in age around the building. The majority are free from damage. Door frames on the north side are rusted. Door #8 is rusted and the frame is damaged.	Repair door frames on the north side. Replace door #8 and frame.	$8,000
High School Annex	Overhead Doors/Throughout	There are three overhead shop doors and one freight elevator. The elevator door is rusted.	Replace the freight elevator door.	$15,700
High School Annex	Interior Doors (not part of last project)	Some original doors still have knob style door hardware. Also corridor doors are damaged and due for replacement.	replace doors and hardware and repair frames. Replace with ADA compliant hardware.	$167,000
High School Annex	Drinking Fountains	Existing drinking fountains are not ADA compliant (some only have one, others don't have dual height).	Upgrade drinking fountains to be dual height fixtures.	$13,300
High School Annex	Restrooms	Restroom doors, floors, walls and ceiling finishes and fixtures are due for replacement.	Update restroom layouts, finishes and fixtures.	$201,000
High School Annex	Bulldog panelboards/Throughout	Bulldog electric Pushmatic panelboards(1953) is past its useful service life.	Replace panelboard.	$47,900
High School Annex	Bulldog Service Gear/LL Electrical Room	Bulldog electric switchgear(1953) is past its useful service life.	Replace gear.	$114,000
High School Annex	ITE Panelboard/LL Auditorium	ITE panelboard is past its useful service life.	Replace panelboard.	$6,000

Building	Element/Location	Details	Recommendations	Estimated Cost
High School Annex	Main Electrical Gear/Boiler Plant	Westinghouse brand main service disconnect and distribution panel are past their useful service life.	Replace gear.	$7,000
High School Annex	Disconnects/Boiler Plant	Square D disconnects appear to be original to the building and past their useful service life.	Replace gear.	$5,400
High School Annex	Fire Alarm System/Throughout	Notifier NFS2-320 main control panel with horn strobe notification system installed in 2015. Fire code requires education occupancies to have a voice evacuation communication system. Main panel to be replaced. Notification devices to be replaced to be speakers. Any remodel/addition could trigger requirement for immediate upgrade.	Update fire alarm code to include voice command within the next 5-10 years. Replace out dated manual pull devices. Any additions or renovations may require a system upgrade.	$473,000
High School Annex	Corridor Ceilings	Corridor ceilings are worn/ dated and due for replacement.	Replace ceilings and update lighting.	$63,900
High School Annex	Pumps/Basement	Storm sewer pumps original to building should be replaced in storm sewer pump pit, ground water. One pump is original. One pump has been replaced.	Provide new pumps and floats and monitoring control.	$20,000
High School Annex	AHU/Stage	Air handling unit (AHU)-18 serves the annex old choir room, which now serves as a storage room, this unit has a heating coil. The chilled water coil is past its useful service life.	Replace air handler.	$543,000
High School Annex	AHU/Stage	AHU-28 serves the annex auditorium and is past its expected useful service life. This unit is heating only.	Replace air handler and add cooling.	$422,000
High School Annex	RTU/Roof	Rooftop unit is a 6-ton cooling only serving the construction lab and is lacking a condensate trap.	Install new condensate trap.	$400
High School Annex	RTU/Roof	Rooftop Aeon brand 6-ton cooling unit serves the shop and was relocated from the McPhail center. Installation year is unknown, but appears to be in working order.	Install a heat coil to duct system.	$20,000
High School Annex	AHU/First Floor	AHU-19 provides air to the McPhail Center with all the practice rooms and office space. Heating and cooling unit with heating coil before the cooling coil thus reheat of dehumidified air must be performed at the VAV reheat coil.	Switch the coils so that the air is cooled first then reheated at the AHU.	$26,600
High School Annex	AHU/First Floor	AHU-20 provide air the band and orchestra rooms. Heating and cooling unit with heating coil before the cooling coil thus reheat of dehumidified air must be performed at the VAV reheat coil.	Switch the coils so that the air is cooled first then reheated at the AHU.	$26,600
High School Annex	AHU/Basement	AHU-23 serves facility maintenance and one classroom appears to also be installed around 2006 2004 date needs to be verified. Heating and chilled water cooling 3/4 way through it's useful life.	Replace air handler.	$431,000
High School Annex	AHUs/Basement Multi-Purpose Room + Weight Room	AHU-24, AHU-25 and AHU-26 heating only units installed in 2015 serves storage in the basement gym and weights. Didn't notice that the weight room had a large barn fan trying to move some cool air into the space.	Add cooling to unit.	$689,000
High School Annex	AHU/CTE Spaces	AHU-22 supplies metal shop and small engine shop and possibly wood shop unknown age currently one of the older units I've seen in the building possibly heating and cooling unit.	Replace air handler	$982,000

Building	Element/Location	Details	Recommendations	Estimated Cost
IJ Holton Intermediate School	East Parking Lot	Accessible parking sign is located in front of the access aisle stall.	Replace with no parking sign.	$540
IJ Holton Intermediate School	Trash/Maintenance Area Concrete Walk	Concrete walk has extensive cracking at trash entrance.	Remove concrete walk and curb. Replace with concrete pavement design to handle vehicle traffic.	$3,200
IJ Holton Intermediate School	South Trail	Asphalt pavement is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$6,100
IJ Holton Intermediate School	Door 3 Concrete Walk	Concrete has settled along retaining wall. Concrete pavement is cracking.	Replace concrete pavement. Seal cracks and perform regular maintenance to prolong life expectancy.	$7,300
IJ Holton Intermediate School	Door 6 Concrete Walk	Concrete walk has deteriorated at cracks.	Replace concrete walk.	$3,200
IJ Holton Intermediate School	Door 10 Concrete Walk	Concrete walk is deteriorating at cracks.	Seal cracks and perform regular maintenance to prolong life expectancy.	$340
IJ Holton Intermediate School	Patio Privacy Wall/North	The concrete top cap on the patio wall is missing skyfacing joints allowing water to infill the brick.	Remove and replace skyfacing joints.	$170
IJ Holton Intermediate School	Common Areas	Drywall walls in common areas do not have corner protection and are getting damaged.	Add corner guards to outside corners of drywall walls in common areas.	$23,300
IJ Holton Intermediate School	IMC	IMC does not have window shades to control daylighting.	Add motorized window shades for daylight control.	$19,000
IJ Holton Intermediate School	Fire Alarm System	Notifier brand NFW-320 control panel manufactured in 2013 uses a horn/strobe system. Fire code requires education occupancies to have a voice evacuation communication system. Main panel has capabilities to be expanded to include voice. Notification devices to be replaced to be speakers. Any remodel or addition could trigger requirement for immediate upgrade.	Update fire alarm code to include voice command within the next five to 10 years. Any additions or renovations may require a system upgrade.	$555,000
IJ Holton Intermediate School	Boiler/Boiler Room	Boiler room all equipment appears to be original 2013 install one boiler to appear to be leaking. Much of the shell is rusted at the bottom boiler three of four very light rust.	Replace boiler.	$266,000
IJ Holton Intermediate School	Circulating Pump/Boiler Room	Pump 4A is really noisy and is need of maintenance or replacement.	Replace pump.	$46,600
IJ Holton Intermediate School	AHU/Classrooms	AHU-5 serves classrooms east, hot water chilled water with ERV. Large unit has a bad fan vibration should be reviewed and root cause shall be determined if the fan needs balancing or bad blades, or bad bearings or high static due to under sized ductwork.	Repair fan or replace ductwork.	$133,000
IJ Holton Intermediate School	AHU/Classrooms	AHU-2 serves classrooms Large unit has a bad fan vibration should be reviewed and root cause shall be determined if the fan needs balancing or bad blades, or bad bearings or high static due to under sized ductwork. The Fan VDF is operating well above the 60 he at 90 he.	Repair fan or replace ductwork.	$133,000
IJ Holton Intermediate School	Water Valve	Tempered water pumping system appears to have issues with control valve slipping. Should be replaced. Install three-way valve in lieu of mixing valve.	Replace valves and actuator	$33,300
IJ Holton Intermediate School	HVAC System	There were reports from staff that the building over cools in the summer and the air handlers are very loud. The energy usage of the building is higher than expected for its age.	The HVAC system should be recommissioned.	$399,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Neveln Elementary	Accessible Stalls	The cross slope of the accessible parking stalls exceeds the maximum allowable slope. An access aisle is not provided.	Relocate stalls	$3,400
Neveln Elementary	Door 3, 4, and 5	There is no accessible door along the west side of the building.	Construct an accessible route from the most used door.	$4,700
Neveln Elementary	Roof Hatch	The roof hatch lacks fall protection.	Install fall protection.	$2,000
Neveln Elementary	Exterior Brick/Throughout	The building features a common course brick bond throughout. There is damage to brick throughout. Sealants have been added to damaged mortar. There is evidence of recent repointing projects. There seems to be a reoccurring gap in the brick above the tie in joint.	Perform exterior masonry repairs including repointing. The gap in the brick course should be further investigated by a structural engineer to see the cause.	$46,600
Neveln Elementary	Exterior Masonry Sealants/Throughout	Control joints have failed or are missing in areas of the building. Skyfacing joints on stone window sills and copings is missing and cracked.	Remove and replace masonry control joints including skyfacing window sill joints.	$18,000
Neveln Elementary	Windows/Throughout	The operable windows are single pane glass with aluminum frames. Storm windows with screens have been installed. Metal panels have been infilled in window openings. The install date is unknown. The average useful life is 30 years. Window caulking has failed throughout.	Replace windows for better energy efficiency.	$323,000
Neveln Elementary	Glass Block Windows/Northeast	There are glass block windows in the northeast corner. It appears damaged windows have been replaced. Sheet metal has been added to protect lower windows.	Replace windows for energy efficiency.	$10,200
Neveln Elementary	Exterior Doors/Throughout	The exterior doors are metal with metal frames. Some of them have been replaced. There are four remaining doors that appear original.	Replace original doors.	$26,600
Neveln Elementary	Window Lintels/Throughout	Window opening lintels are showing signs of corrosion throughout. The paint is missing in locations with exposed steel.	Prepare and repaint window lintels.	$26,600
Neveln Elementary	Concrete Stairs/Door #2	The concrete stairs are severely damaged. There is exposed reinforcing material.	Replace the stairs and hand rails.	$16,000
Neveln Elementary	Classrooms	Classroom ceilings are worn/ dated and ceiling tiles are beginning to sag.	Replace with 2x2 ACT ceiling with updated lighting.	$296,000
Neveln Elementary	Corridors + Common Areas	Existing corridor ceilings are worn/ dated and stained in spots.	Replace with new ACT ceiling and lighting. Incorporate soffits in specific locations to include school branding/ colors.	$364,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Neveln Elementary	Common Areas	Corridor walls are dated, worn and damaged.	Replace corridor wall finishes. Bottom 2/3 of wall should be tile and re-paint top 1/3. Incorporate graphics/ branding in to wall treatments.	$171,000
Neveln Elementary	Doors	Doors are worn/ damaged. Also many doors have knob style hardware which is not ADA compliant.	Replace doors and hardware for ADA compliant hardware. Replace sidelights with wire glass.	$336,000
Neveln Elementary	Classroom Casework	Existing classroom casework is worn and due for replacement.	Replace existing classroom casework and increase amount of casework for sufficient storage.	$256,000
Neveln Elementary	IMC	IMC casework is worn/ dated.	Replace IMC casework.	$21,300
Neveln Elementary	drinking fountains	Existing drinking fountains are not ADA compliant (some only have one, others don't have dual height).	Upgrade drinking fountains to be dual height fixtures.	$26,600
Neveln Elementary	IMC Furniture	Existing IMC furniture is dated and not flexible.	Replace with modern furniture that can be easily re-configured for different learning styles.	$66,500
Neveln Elementary	Classroom Furniture	Existing classroom furniture is dated and not flexible.	Replace with modern furniture that can be easily re-configured for different learning styles.	$479,000
Neveln Elementary	Lockers	Lockers are worn and due for replacement.	Replace existing lockers.	$293,000
Neveln Elementary	Lower Level	The lower level corridor and music exposed piping and wall finishes are not proper for school environments.	Refinish walls and install proper ceilings and lighting.	$412,000
Neveln Elementary	Window treatments	Classroom windows do not have window shades.	Install manual window shades.	$46,600
Neveln Elementary	Restrooms	Restroom doors, floors, walls and ceiling finishes and fixtures are due for replacement.	Update restroom layouts, finishes and fixtures.	$834,000
Neveln Elementary	Main Service Gear/Main Electrical Room	Main service gear was manufactured in 2011. Service conduits are corroded and letting in water from parking lot into main service gear. Main switch section has significant corrosion and rust issues.	Replace service damaged service conduits and conductors. Replace switchboard main and feeder sections.	$147,000
Neveln Elementary	Fire Alarm System	Notifier control panel has a horn/strobe system. Fire code requires education occupancies to have a voice evacuation communication system. Main panel has capabilities to be expanded to include voice. Notification devices to be replaced to be speakers. Any remodel or addition could trigger requirement for immediate upgrade.	Update fire alarm code to include voice command within the next five to 10 years. Any additions or renovations may require a system upgrade.	$241,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Neveln Elementary	Boilers/Boiler Room	2 LES boilers steam 1.2 million BTU input in fair condition. Steam condensate pump shows lots of rust and corrosion near the pump portion of the Condensate. The steam feed water pump is also fairly corroded. Both should be replaced. Boiler three upright, all rich 1 million BTU boiler starting to corrode a Faribault at the bottom May need to be replaced in the next few years. Heating water pumps appear to be in good working order. He exchangers appear to be in good working order.	Replace steam boilers, heat exchangers, condensate pumps, and boiler feed pumps with new condensing boiler hot water system.	$798,000
Neveln Elementary	Domestic Water System	The domestic water piping has mastic insulation and piping is galvanized.	Re-piping domestic water systems throughout building.	$1,100,000
Neveln Elementary	Sump Pump/Boiler Room	Submergible sump pump system that handles boiler level drainage pumps and piping should be replaced along with float controls.	Replace pumping system.	$2,700
Neveln Elementary	Kiln/Boiler Room	Kiln lacks exhaust hood.	Install exhaust hood.	$13,300
Neveln Elementary	Exhaust Fan/Elevator Equipment Room	Elevator equipment room exhaust fan turns on with lights. It should turn on with temperature sensor above 80°.	change controls to turn exhaust fan on when temperature is above set point.	$1,400
Neveln Elementary	Boiler Piping/Throughout	Music room gets hot due to steam piping and Condensate piping. Some of which is uninsulated.	Remove all steam from the building in re-pipe.	$665,000
Neveln Elementary	Fin tube Heat/Throughout	Fin tube radiation along exterior steam should replaced and converted to hot water.	Remove all steam from the building in re-pipe. Cost is included in re-pipe item.	$0
Neveln Elementary	Technology Closet	Mini split not operating correctly. Error code indicates room is hot. The HVAC staff have had ongoing issues.	Replace mini split as required.	$16,000
Neveln Elementary	AHU/Classrooms	AHU-2 serves west classrooms Condensate drain trap is broke unit exhaust fans are operating in the wrong direction should be off or should be exhausting air out. Unit is not cooling properly either even though the condenser fans are on.	Replace condensate drain and repair relief/exhaust fans.	$13,300
Neveln Elementary	Chimney/Roof	Chimney bricks have cracked and needs repair.	Repoint damaged areas on chimney.	$2,400
Neveln Elementary	Secure Entrance	The existing entrance to the office is past vestibule doors allowing for access to the building.	Install door into office inside the existing vestibule.	$30,000
Neveln Elementary	Basement Classrooms	The basement music and art rooms are under utilized.	Repurpose spaces.	$725,000
Neveln Elementary	Original Auditorium	The original auditorium on the second floor could be better served as a classroom.	Repurpose room.	$878,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Southgate Elementary	North Parking Lot	The cross slope of the accessible parking stalls exceeds the maximum allowable slope. An access aisle is not identified.	Relocate parking stall and install required signs and parking lot paint.	$6,700
Southgate Elementary	West Parking Lot	Asphalt pavement is cracking.	Replace asphalt pavement.	$22,700
Southgate Elementary	Kids Corner Dropoff	There is no accessible drop-off for Kids Corner.	Replace asphalt pavement with accessible drop-off area.	$15,100
Southgate Elementary	Door 12 Concrete Walk	Concrete walk has deteriorated at cracks.	Seal cracks and perform regular maintenance to prolong life expectancy.	$700
Southgate Elementary	Asphalt Walk	Asphalt pavement is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$4,700
Southgate Elementary	Door 1 and 17 Concrete Walk	Curb cut at bottom of steps exceeds maximum allowable longitudinal slope. Ramp exceeds maximum allowable longitudinal slope.	Replace concrete walk and ramp to meet accessibility requirements.	$20,000
Southgate Elementary	16th Street Entrance	Concrete walk doesn't meet accessibility requirements.	Replace concrete walk.	$6,400
Southgate Elementary	Door 4 Concrete Walk	Concrete walk doesn't meet accessibility requirements.	Replace concrete walk.	$6,800
Southgate Elementary	Asphalt Play Area	Asphalt pavement is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$22,000
Southgate Elementary	Skylights	The skylights lack fall protection.	Install fall protection.	$8,000
Southgate Elementary	Roof Hatch	The roof hatch lacks fall protection.	Install fall protection.	$4,000
Southgate Elementary	Roof/Storage Building	The roof on the small storage building appears worn. The metal flashing around the perimeter is damaged and rusted.	Replace roof.	$8,700
Southgate Elementary	Upper EIFS Walls/Gym + Clerestory	The north facing EIFS wall of the gym is stained due to water running off the roof. There is also staining on the small clerestory walls.	Wash EIFS with mild detergent.	$1,700
Southgate Elementary	EIFS/Original Building	EIFS was added to the exterior walls in 1991 along with the building addition. The wall system has damage throughout. Cracking and holes were observed. The EIFS sealants have failed.	Repair damaged EIFS walls. Remove and replace sealants. Repaint to match. (see wall replacement line item)	$0
Southgate Elementary	Brick/Original Building	The lower brick courses feature a stacked bond appearance. The mortar has deteriorated throughout.	Perform exterior masonry repairs including repointing.	$75,700
Southgate Elementary	Structural Columns + Beams/Original Building	The paint is peeling and missing throughout on the columns and beams.	Prepare and repaint the columns and beams.	$26,500

Building	Element/Location	Details	Recommendations	Estimated Cost
Southgate Elementary	EIFS/1991 Addition	The wall system has damage throughout. Cracking and holes were observed. The EIFS sealants have failed.	Repair damaged EIFS walls. Remove and replace sealants. Repaint to match. (see wall replacement line item)	$0
Southgate Elementary	Brick/1991 Addition	The lower brick courses feature a stacked bond appearance. The mortar has deteriorated throughout.	Perform exterior masonry repairs including repointing.	$124,000
Southgate Elementary	CMU Block/Pod	The painted concrete block walls are showing signs of moisture intrusion throughout. Cracking is visible at wall connection points.	Perform exterior masonry repairs including repointing. Repaint to match using proper masonry specific paint.	$63,900
Southgate Elementary	Structural Columns + Beams/1991 Addition	The paint is faded and starting to peel throughout on the columns and beams.	Prepare and repaint the columns and beams.	$26,000
Southgate Elementary	Exterior Walls/Storage Building	The EIFS walls are damaged and stained throughout.	Repair damaged EIFS walls. Repaint to match.	$3,000
Southgate Elementary	Windows/Original Building + 1991 Addition	The operable windows are single pane glass with aluminum frames. Storm windows with screens have been installed. They were installed in 1991. The average useful life is 30 years. Window caulking has failed throughout.	Replace windows for energy efficiency.	$255,000
Southgate Elementary	Windows/Pod	There is a combination of fixed and operable single pane glass, wood frame windows. These windows appear to be original to construction in the 1960s.	Replace windows for energy efficiency.	$44,300
Southgate Elementary	Exterior Doors/Throughout	The entrance doors to the north and south have been replaced. Secondary exit doors and doors in the pod were not. These doors range in age from 32 years to over 50 years old. The average useful life is 30 years.	Replace doors.	$58,600
Southgate Elementary	Exterior Doors/Storage Building	There are two doors to the storage building. Both are rusted including the frames. The east door was not operable due to swelling.	Replace doors and frames.	$8,000
Southgate Elementary	Common Areas	Existing corridor ceilings are worn/ dated and stained in spots.	Replace with new ACT ceiling and lighting. Incorporate soffits in specific locations to include school branding/ colors.	$149,000
Southgate Elementary	SPED Wing	Ceiling is exposed with many exposed pipes and conduit which should be concealed.	Replace with new ACT ceiling and lighting.	$99,800
Southgate Elementary	Common Areas	Corridor walls are dated, worn and damaged.	Replace corridor wall finishes. Bottom 2/3 of wall should be tile and re-paint top 1/3. Incorporate graphics/ branding in to wall treatments.	$236,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Southgate Elementary	Doors	Existing high traffic doors from classrooms to corridors are worn and showing signs of damage. Also many existing doors have knob style hardware. Doors/ sidelights have wire glass.	Replace doors and hardware for ADA compliant hardware. Replace sidelights with wire glass.	$390,000
Southgate Elementary	SPED Wing	Carpet is worn and due for replacement.	Replace flooring and base.	$99,800
Southgate Elementary	Classroom Casework	Existing classroom casework is worn and due for replacement.	replace existing classroom casework and increase amount of casework for sufficient storage.	$298,000
Southgate Elementary	Restrooms	Restroom doors, floors, walls and ceiling finishes and fixtures are due for replacement. Stalls are not ADA compliant.	Update restroom layouts, finishes and fixtures.	$613,000
Southgate Elementary	Panelboards	Kinney brand panelboards appear to be original to the building and are past their useful service life.	Replace panelboards.	$12,000
Southgate Elementary	Panelboards/Custodial Closet	GE brand panelboards installed around 1989 are nearing the end of their useful service life and are located in a room with cleaning supplies. Panel covers are showing signs of rusting.	Perform regular maintenance. Relocate cleaning supplies from room to lengthen panel life span.	$0
Southgate Elementary	Boiler Disconnects	Boiler room disconnects appear to be original to the building and past their useful service life.	Replace gear.	$2,700
Southgate Elementary	Original Square D Equipment/Old Main Electrical Room	Original building square D main disconnect and Kinney panelboards are original to the building and are pasted their useful service life.	Replace gear.	$18,000
Southgate Elementary	Fire Alarm System	Notifier NFW2-100 control panel with Horn/strobe system manufactured in 2010. Fire code requires education occupancies to have a voice evacuation communication system. Main panel has capabilities to be expanded to include voice. Notification devices to be replaced to be speakers. Any remodel/addition could trigger requirement for immediate upgrade.	Update fire alarm code to include voice command within the next 5-10 years. Any additions or renovations may require a system upgrade.	$397,000
Southgate Elementary	Outbuilding	Lighting uses filament bulbs, and all electrical devices conduit, and equipment appear to be corroded.	Replace all electrical within outbuilding.	$13,300
Southgate Elementary	Boiler/Boiler Room	Fulton boiler is past its expected useful service life installed in 1994. The average useful life is 25 years.	Replace boiler.	$200,000
Southgate Elementary	Mini Split Units/Media Center	Media center mini splits install 2013. Condensing unit number one appears to cycle very frequently on low load proximately every 30 seconds.	Repair condensing unit.	$2,000
Southgate Elementary	Exterior EIFS/Brick	Consider replacing exterior walls vs repairing them, which is listed above.	Install new wall system.	$612,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Sumner Elementary	Roof Hatch	The roof hatch lacks fall protection.	Install fall protection	$2,000
Sumner Elementary	Exterior Brick/Throughout	The building features a common course brick bond throughout with stacked bond infills around windows. There is minor damage to brick at door #5 and door #11. A large amount of graffiti was observed in the courtyard. There is evidence of recent repointing projects.	Perform exterior masonry repairs including repointing. Consider installing an anti-graffiti coating to the walls in the courtyard.	$16,700
Sumner Elementary	Windows/Throughout	The operable windows are single pane glass with aluminum frames. Storm windows with screens have been installed. Metal panels have been infilled in window openings. The install date is unknown. The average useful life is 30 years.	Replace windows for energy efficiency.	$203,000
Sumner Elementary	Cafeteria	Existing ceiling is exposed dark wood with exposed piping that should be concealed.	Install new 2x2 ACT ceiling and new lighting.	$22,700
Sumner Elementary	Common Areas	Existing corridor ceilings are worn/ dated and stained in spots.	Replace with new ACT ceiling and lighting. Incorporate soffits in specific locations to include school branding/ colors.	$399,000
Sumner Elementary	Classrooms	Existing corridor ceilings are worn/ dated and stained in spots. Ceiling tiles are sagging.	Replace with new ACT ceiling and lighting.	$348,000
Sumner Elementary	Gym	Ceiling is 2x4 ACT and shows some signs of sagging.	Replace with 2x2 ACT ceiling with updated lighting.	$35,300
Sumner Elementary	Cafeteria	Wall finishes are dated and due for replacement.	Replace corridor wall finishes. Bottom 2/3 of wall should be tile and re-paint top 1/3. Incorporate graphics/ branding in to wall treatments.	$74,500
Sumner Elementary	Common Areas	Corridor walls are dated, worn and damaged.	Replace corridor wall finishes. Bottom 2/3 of wall should be tile and re-paint top 1/3. Incorporate graphics/ branding in to wall treatments.	$358,000
Sumner Elementary	Gym	Walls with glazed block are dated.	Re-finish glazed block and paint wall above glazed block.	$37,100
Sumner Elementary	South Wing Corridor	Flooring is worn in the corridor and due for replacement.	Replace corridor walk-off carpet.	$6,000
Sumner Elementary	Classroom Casework	Existing classroom casework is worn and due for replacement.	Replace existing classroom casework and increase amount of casework for sufficient storage.	$288,000
Sumner Elementary	Lockers	Lockers are worn and due for replacement.	Replace existing lockers.	$320,000

Building	Element/Location	Details	Recommendations	Estimated Cost
Sumner Elementary	Original Auditorium	The original auditorium on the second floor could be better served as a classroom.	Repurpose room.	$938,000
Sumner Elementary	Pumps/Boiler Room	One of the chilled pumps appears to be leaking glycol. Condensate is dripping into insulation.	Repair piping and reinsulate.	$5,400
Sumner Elementary	Domestic Water Piping/Throughout	Most piping throughout the building is galvanized and original to the building.	Replace galvanized piping.	$998,000
Sumner Elementary	Unit Heater/Throughout	Original cabinet unit heaters at entry doors have past their useful service life.	Replace cabinet unit heaters.	$2,700
Sumner Elementary	AHU/Classrooms	AHU-3 serves the south end of school. Temperatures in three classrooms are extremely hot.	Repair glycol leak and fill system. Repair rooftop unit.	$26,600
Sumner Elementary	AHU	AHU-1 door does not close all the way on east side.	Repair door handle.	$1,400
Sumner Elementary	AHU/Classrooms	AHU-2 serves east classrooms and was installed in 2012. Piping leaks below the unit.	Replace coil or repair piping leak.	$26,600
Sumner Elementary	AHU/Lower Level	AHU-7 serves the over lower level. There is a vibration coming from the air handler, possibly at the return. There is air flowing in the chilled water piping.	Replace return fan, and bleed air out of chilled water piping.	$26,600
Sumner Elementary	ITE Panelboards	ITE panelboards appears to be original to the building and is nearing the end of their useful service life.	Replace panelboard.	$24,000
Sumner Elementary	Square D Original Panels	Square D distribution panel appears to be original to the building and pasted it's useful service life.	Replace panelboard.	$12,000
Sumner Elementary	Fire Alarm System	Notifier control panel with Horn/strobe system. Fire code requires education occupancies to have a voice evacuation communication system. Main panel has capabilities to be expanded to include voice. Notification devices to be replaced to be speakers. Any remodel/addition could trigger requirement for immediate upgrade.	Update fire alarm code to include voice command within the next 5-10 years. Any additions or renovations may require a system upgrade.	$202,000
Sumner Elementary	Exterior Doors/Throughout	Entrance and exit doors are metal with metal frames. Rust was observed on frames, mullions, and lower sections of doors.	Replace doors and frames.	$90,500
Sumner Elementary	Doors	Existing high traffic doors from classrooms to corridors are worn and showing signs of damage. Also many existing doors have knob style hardware. Doors/ sidelights have wire glass.	Replace doors and hardware for ADA compliant hardware. Replace sidelights with wire glass.	$270,000
Sumner Elementary	Drinking Fountains	Existing drinking fountains are not ADA compliant (some only have one, others don't have dual height).	Upgrade drinking fountains to be dual height fixtures.	$33,300
Sumner Elementary	Corridor to south Classroom Wing	There is no accessible route to 2nd floor classroom wing on south end of building.	Create accessible route with elevator addition.	$599,000
Sumner Elementary	Restrooms	Restroom doors, floors, walls and ceiling finishes and fixtures are due for replacement. Stalls are not ADA compliant.	Update restroom layouts, finishes and fixtures.	$639,000
Sumner Elementary	Accessible Stall	The cross slope of the accessible parking stalls exceeds the maximum allowable slope. An access aisle is not identified and signs do not meet requirements.	Replace asphalt pavement to meet accessibility requirements. Install accessible parking signs and identify access aisle.	$10,700
Sumner Elementary	Concrete Steps Along South Side of Building	Top of concrete stairs is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$1,200

Building	Element/Location	Details	Recommendations	Estimated Cost
Woodson Education Center	North Parking Lot	Missing no parking accessible aisle sign.	Install no parking accessible aisle sign.	$670
Woodson Education Center	Southeast Parking Lot	Accessible parking signs are too far from the stalls. Missing no parking accessible aisle signs.	Install accessible parking signs.	$4,000
Woodson Education Center	Door 1 Concrete Walk	Concrete walk doesn't meet accessibility requirements.	Replace concrete walk.	$14,700
Woodson Education Center	Door 2 Concrete Walk	Concrete walk has settled at stoop.	Replace concrete walk.	$3,900
Woodson Education Center	Asphalt Play Area	Asphalt pavement is cracking.	Seal cracks and perform regular maintenance to prolong life expectancy.	$5,900
Woodson Education Center	Outdoor Learning Area	There is no accessible path to the outdoor learning area.	Construct concrete walk.	$5,800
Woodson Education Center	Flag Pole	There is no accessible walk to the flag pole.	Construct concrete walk.	$1,500
Woodson Education Center	Roof Hatch	The roof hatch lacks fall protection.	Install fall protection.	$2,000
Woodson Education Center	Exterior Brick/Throughout	The building features a common course brick bond throughout the three vintages. There is damage to brick on the north and south ends of the 1953 additions and around the cafeteria on the original building. Sealants have been added to damaged mortar.	Repoint select areas on the east side of the building.	$95,800
Woodson Education Center	Foundation Wall/1953 Additions (North + South)	There is damage to the poured foundation wall on the northwest and southeat corners of the 1953 additions. The concrete is cracked and spalled.	Investigate to the cause of the issues. Repair foundation wall.	$4,000
Woodson Education Center	EIFS/Throughout Original Building and 1953 Addition	The wall system has damage throughout. Cracking and holes were observed. The worst of the damage was observed on the west and south sides of the building.	Repair damaged EIFS walls. Repaint to match.	$40,000
Woodson Education Center	Windows/Throughout Original Building + 1953 Addition	The operable windows are single pane glass with aluminum frames. Storm windows with screens have been installed. The install date is unknown. The average useful life is 30 years.	Replace windows for energy efficiency.	$250,000
Woodson Education Center	Window Sills/Original Building + 1953 Addition	The window sills are slate and appear to be original to building. They are damaged and degraded throughout.	Replace sills in conjunction with window replacement.	$44,900
Woodson Education Center	Exterior Doors/Throughout	Exterior doors have been replaced with the exception of door #7 on the west side. This door appears to be original. It has single pane, wired glass, with metal door and frame.	Replace door.	$16,000
Woodson Education Center	Corridors	Ceilings are worn and show signs of sagging.	Replace ceiling tiles and grid.	$97,100

Building	Element/Location	Details	Recommendations	Estimated Cost
Woodson Education Center	Corridors	Some of the existing corridors have been re-finished with wall tile on bottom half of wall and paint finish above. Remaining corridors have glazed block bottom	For non-tiled corridor walls, install tile over glazed block areas and paint above.	$346,000
Woodson Education Center	Gym	Walls are dated and do not have acoustical treatments.	Re-finish and paint walls and add acoustical wall panels.	$47,900
Woodson Education Center	1/4 of interior doors	Approx. 1/4 of interior doors are damaged/ worn.	Replace doors and hardware.	$66,500
Woodson Education Center	Corridors + Classrooms	VCT flooring is worn and dated.	Replace with carpet tile/ LVT in classrooms and polished concrete in corridors.	$414,000
Woodson Education Center	Restrooms Near Gym	Restroom doors, floors, walls and ceiling finishes and fixtures are due for replacement. Stalls are not ADA compliant.	Update restroom layouts, finishes and fixtures.	$479,000
Woodson Education Center	Trumbull Electric Panelboards/Throughout	Trumbull brand panelboard appears to be original to the building and is rusted.	Replace panelboard.	$30,000
Woodson Education Center	Existing Boiler Disconnects + Starters	Existing Westinghouse brand disconnects and starters located throughout boiler room appear to be original to the building and past their useful service life.	Replace gear.	$670
Woodson Education Center	Fire Alarm System	Notifier brand NFW-50 control panel with a horn/strobe system is installed. Fire code requires education occupancies to have a voice evacuation	Update fire alarm code to include voice command within the next five to 10 years. Any additions or	$206,000
Woodson Education Center	Receptacles	Two prong receptacle and no tamper resistant receptacles were observed.	Replace two prong receptacles. Replace receptacles with tramper resistant receptacles while existing	$200
Woodson Education Center	Kitchen Receptacles	All receptacles within kitchen are single phase 50 amps or less and three phase 100 amps or less. GFCI receptacles are needed.	Provide GFCI receptacles or breakers for kitchen equipment receptacles that does not currently	$10,800
Woodson Education Center	Backflow Preventor/Boiler Room	The water main backflow preventor appears to be leaking.	Repair leak.	$4,000
Woodson Education Center	Piping/Boiler Room	Re-insulate Hydronic heating piping, both glycol fill tanks are empty. Hydronic system pressure is zero must have a leak should be around 15-20 psi. Chilled	Repair pipe insulation, fill glycol fill tanks, find hydronic leaks, reinstall pressure gauges.	$20,000

EXTENSIVE RENOVATION + REMODELING

After examining capacity, enrollment, and existing facility conditions, the District has determined that no additional space is needed at this time. Rather, the District must invest in its current facilities and reconfigure educational space based on student needs. A facility condition index rating and a ratio that compares the cost of needed repairs and maintenance to the replacement cost of the facility was completed for each building. Results ranged from 6% to 30% for the cost of new construction, indicating that an investment in a new facility would not be a strategic decision.

TIMELINE OF PROCESS FOLLOWED

Task	Completed
Enrollment Studies	March 2022 + November 2024
Capacity Study	June 2022
Facility Assessment	January 2023
Board Meetings	April 2023–May 2025
Pool Study	March 2024
Staff Interviews + Community Survey	March–April 2025

BENEFITS OF IMPROVEMENTS

- The proposed project will follow current accessible guidelines for Americans with Disabilities Act (ADA)-compliance and provide more adaptability to serve current and future needs of students.
- Safer and more secure entrances will provide better control for staff to monitor individuals who enter, leave, and are around the building.
- Improved parking will address safety concerns with traffic flow, such as vehicle traffic, buses, parents, and pedestrians.
- New mechanical and electrical systems will improve building efficiencies, reduce operational costs, streamline maintenance, and be tailored to the District's service area to reduce service costs.
- Updated building systems will be more energy-efficient and save on operational costs. In addition, address water inflow concerns.
- The proposed project will incorporate private restroom and locker facilities which will allow the District to better respond to current and future needs of the public and students.
- Improved lighting, air flow, and air filtration will create better learning environments.

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SECTION 4: PROJECT DESCRIPTION

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SECTION 4: PROJECT DESCRIPTION

PROJECT DESCRIPTION

Overview

The proposed project is for the betterment of school sites and facilities, including for the students and community long-term. Existing buildings have been maintained to the best of the District's ability but they have reached a point where the needs of the facilities far out-weigh their ability to address them.

The School Board has reviewed cost data and discussed facility replacement versus renovation and has determined that the proposed project costs do not exceed 60% of the replacement value of the facility. The School Board has determined that facility renovation is in the best interest of the District. The renovation project will span multiple District facilities and include:

- Site Improvements
- Building Exterior Improvements
- Security Upgrades
- Interior + Classroom Updates
- Accessibility Upgrades
- Educational Adequacy
- Ellis Middle School Pool
- Mechanical Equipment Upgrades
- Electrical + Technology Upgrades

BALLOT

Special Election Ballot
School District Ballot
Independent School District No. 492
(Austin), Minnesota

November 4, 2025

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.
To vote against a question, fill in the oval next to the word "No" for that question.

School District Question 1
Approval of School Building Bonds



YES
NO

Shall the board of Independent School District No. 492 (Austin), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed $54,700,000 for acquisition and betterment of school sites and facilities including, but not limited to, safety, security and accessibility improvements, building capital maintenance and infrastructure, and classroom improvements and renovation?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

School District Question 2
Approval of School Building Bonds



YES
NO

If School District Question 1 is approved, shall the board of Independent School District No. 492 (Austin), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed $12,000,000 for acquisition and betterment of school sites and facilities including, but not limited to, renovation, including an addition, of the pool at Ellis Middle School?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

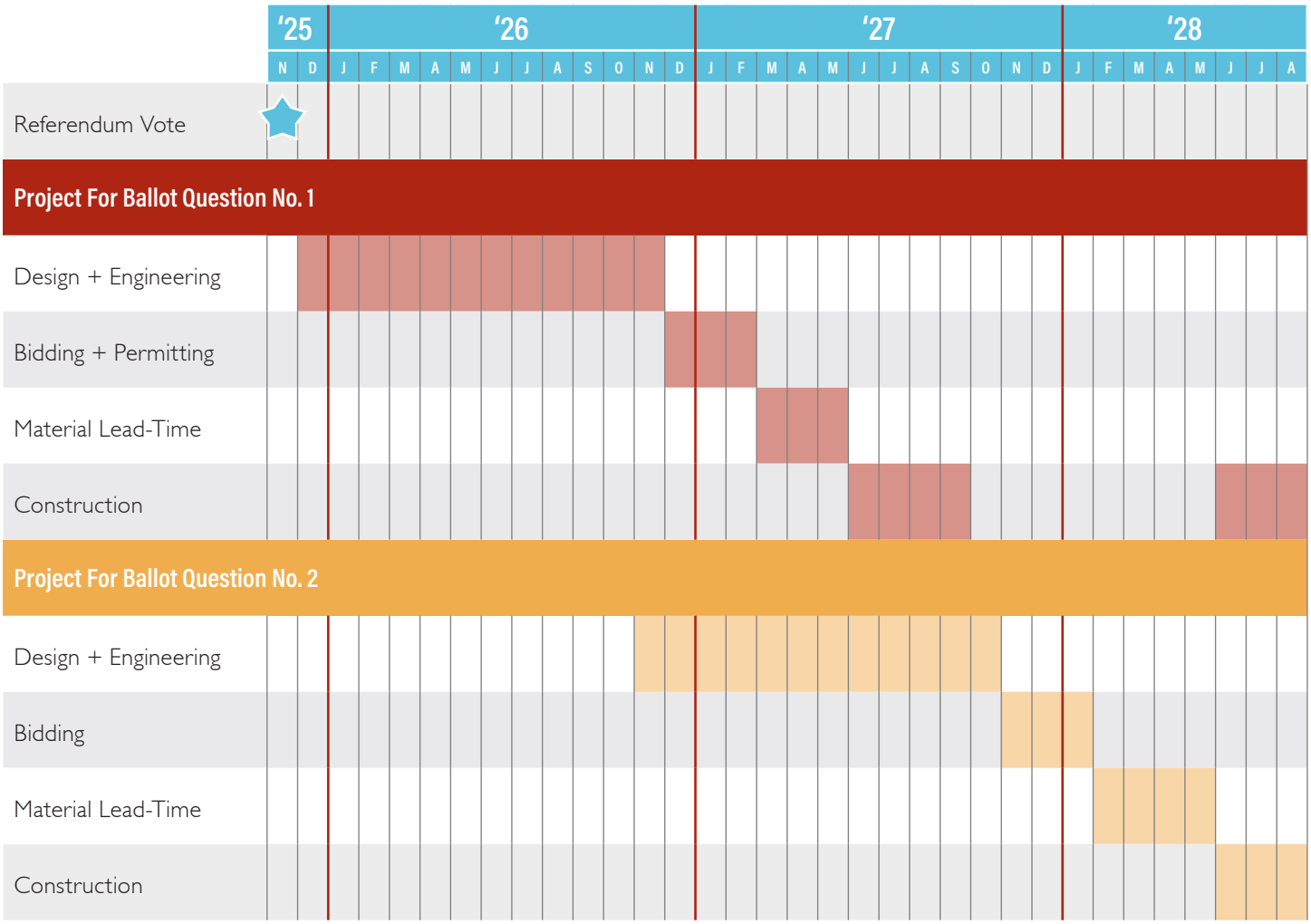
ESTIMATED EXPENDITURES

Ballot Question	Construction Cost	Soft Cost	Contingency	Total
No. 1				
Austin High School + Area Learning Center	$13,186,712.20	$5,520,705.63	$974,242.17	$19,681,660.00
Ellis Middle School	$4,777,347.90	$2,000,068.79	$352,953.32	$7,130,370.00
Banfield Elementary School	$3,307,113.30	$1,384,545.20	$244,331.51	$4,935,990.00
Neveln Elementary School	$6,371,834.00	$2,667,611.10	$470,754.90	$9,510,200.00
Southgate Elementary School	$2,649,917.00	$1,109,405.55	$195,777.45	$3,955,100.00
Sumner Elementary School	$4,698,241.00	$1,966,950.15	$347,108.85	$7,012,300.00
Woodson Education Center	$1,481,597.80	$620,280.87	$109,461.33	$2,211,340.00
No. 2				
Ellis Middle School Pool	$8,010,051.00	$3,353,461.65	$591,787.35	$11,955,300.00
Total Deposited to Construction Fund				$66,700,00.00
Other Costs				$500,250.00
Cost of Issuance				$387,470.85
Total Bond Amount				$67,587,720.85

ESTIMATED CHANGES IN OPERATING COSTS

The proposed renovation project will not add square footage to the existing facilities. However, it will significantly enhance system efficiencies. These improvements will lead to reduced operating costs for the District over time. By investing in more efficient and updated systems, the District will benefit from long-term savings and improved performance.

PROJECT SCHEDULE



SECTION 5: PROJECT FINANCING

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SECTION 5: PROJECT FINANCING

FINANCING DESCRIPTION

Provided By PMA Securities

ISD No. 492 Austin Public Schools proposes to obtain financing from the sale of General Obligation School Building Bonds. The School District will seek voter approval on November 4, 2025 pursuant to Minnesota Statute 123B.63 and Chapter 475 which would result in a bond issue totaling $66,700,000, $54,700,000 (Question 1) and $12,000,000 (Question 2).

The costs of issuing the bonds are estimated to be $390,000 plus an underwriter's discount of 0.75% of the bonds ($500,000). The finance plan assumes that the underwriter's discount will be taken from bond premium as a part of the underwriter's bid. The estimated deposit to the construction fund is $66,700,000. This is shown in more detail in the sources and uses below. The following assumptions have been made in the preparation of the preliminary numbers included in this packet.

- Tax exempt interest rates as of May 5, 2025 plus 0.75%
- 20-year bond term
- The Bonds will be issued in February 2026 with final payment 2/1/2046.
- Taxes will be first levied for taxes payable in 2026 with the initial interest payment on 8/1/2026.
- Tax impact calculations are based upon total net tax capacity for taxes payable in calendar year 2025 with 0% tax base growth.
- We are assuming that the bonds will qualify for debt service equalization through the state. Based on the equalization formulas under current law and preliminary ANTC and State Average ANTC provided by MDE, the District will receive debt service equalization in FY 2027.

PMA™ SECURITIES

May 19, 2025

Pre-Election Information Packet

ISD 492, Austin Public Schools

Question 1	$54,700,000 General Obligation School Building Bonds
Question 2	$12,000,000 General Obligation School Building Bonds

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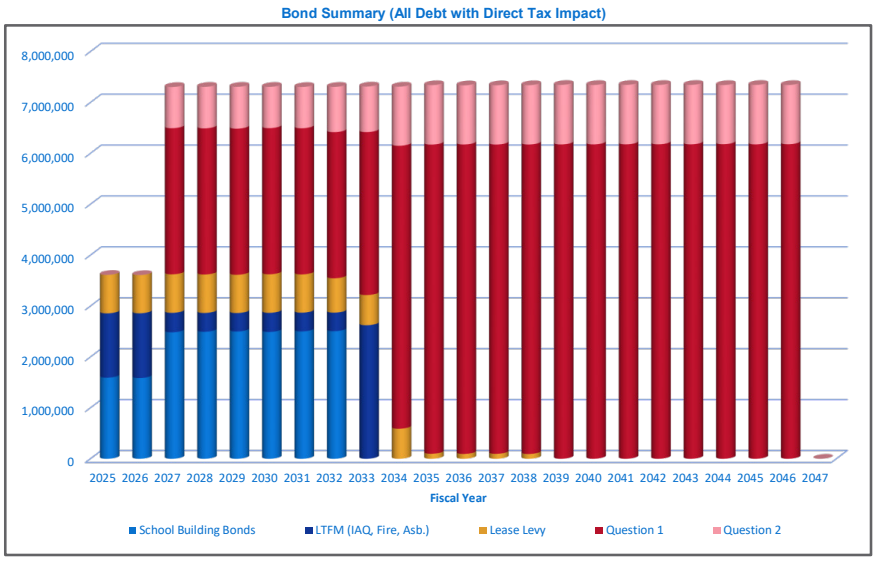
Registered with SEC and MSRB

Financial Strategies for Stronger Communities.

Pre-Election Information Packet
ISD 492, Austin Public Schools

Preliminary Bond Structure

The bonds are structured so that the new bond payments increase as the District's current bond issues payoff in the coming years. This results in level overall debt service payments for the next 20 years. The charts below illustrate the proposed structure and how it relates to the District's current outstanding debt.



	Question 1		Question 2		Combined	Current Bond	Combined Bond
	Principal	Interest	Principal	Interest	Total P&I	Payments	Payments
02/01/2027	-	2,735,000.00	170,000.00	600,000.00	3,505,000.00	3,486,653.22	6,991,653.22
02/01/2028	-	2,735,000.00	185,000.00	591,500.00	3,511,500.00	3,483,350.71	6,994,850.71
02/01/2029	-	2,735,000.00	200,000.00	582,250.00	3,517,250.00	3,477,898.22	6,995,148.22
02/01/2030	-	2,735,000.00	200,000.00	572,250.00	3,507,250.00	3,487,448.21	6,994,698.21
02/01/2031	-	2,735,000.00	210,000.00	562,250.00	3,507,250.00	3,485,098.21	6,992,348.21
02/01/2032	-	2,735,000.00	295,000.00	551,750.00	3,581,750.00	3,408,955.36	6,990,705.36
02/01/2033	315,000.00	2,735,000.00	315,000.00	537,000.00	3,902,000.00	3,091,025.00	6,993,025.00
02/01/2034	2,575,000.00	2,719,250.00	585,000.00	521,250.00	6,400,500.00	590,275.00	6,990,775.00
02/01/2035	3,195,000.00	2,590,500.00	620,000.00	492,000.00	6,897,500.00	97,675.00	6,995,175.00
02/01/2036	3,360,000.00	2,430,750.00	645,000.00	461,000.00	6,896,750.00	94,275.00	6,991,025.00
02/01/2037	3,525,000.00	2,262,750.00	680,000.00	428,750.00	6,896,500.00	96,300.00	6,992,800.00
02/01/2038	3,705,000.00	2,086,500.00	715,000.00	394,750.00	6,901,250.00	93,150.00	6,994,400.00
02/01/2039	3,980,000.00	1,901,250.00	755,000.00	359,000.00	6,995,250.00	-	6,995,250.00
02/01/2040	4,180,000.00	1,702,250.00	790,000.00	321,250.00	6,993,500.00	-	6,993,500.00
02/01/2041	4,390,000.00	1,493,250.00	830,000.00	281,750.00	6,995,000.00	-	6,995,000.00
02/01/2042	4,610,000.00	1,273,750.00	870,000.00	240,250.00	6,994,000.00	-	6,994,000.00
02/01/2043	4,840,000.00	1,043,250.00	915,000.00	196,750.00	6,995,000.00	-	6,995,000.00
02/01/2044	5,085,000.00	801,250.00	955,000.00	151,000.00	6,992,250.00	-	6,992,250.00
02/01/2045	5,335,000.00	547,000.00	1,010,000.00	103,250.00	6,995,250.00	-	6,995,250.00
02/01/2046	5,605,000.00	280,250.00	1,055,000.00	52,750.00	6,993,000.00	-	6,993,000.00
Total	**$54,700,000.00**	**$40,277,000.00**	**$12,000,000.00**	**$8,000,750.00**	**$114,977,750.00**	**$24,892,103.93**	**$139,869,853.93**

PMA SECURITIES

May 19, 2025

Pre-Election Information Packet
ISD 492, Austin Public Schools

Sources and Uses of Funds

Below is a preliminary set of estimated sources and uses of funds for the bond issue:

	Question 1	Question 2	Summary
Sources Of Funds			
Par Amount of Bonds	$54,700,000.00	$12,000,000.00	$66,700,000.00
Reoffering Premium	675,900.85	211,820.00	887,720.85
Total Sources	**$55,375,900.85**	**$12,211,820.00**	**$67,587,720.85**
Uses Of Funds			
Deposit to Project Construction Fund	54,700,000.00	12,000,000.00	66,700,000.00
Total Underwriter's Discount (0.750%)	410,250.00	90,000.00	500,250.00
Cost of Issuance	265,650.85	121,820.00	387,470.85
Total Uses	**$55,375,900.85**	**$12,211,820.00**	**$67,587,720.85**

The costs of issuance include fees for financial advisor, bond counsel, rating agency, paying agent and other miscellaneous costs related to the issuance of the bonds.

PMA™ SECURITIES

May 19, 2025

Pre-Election Information Packet
ISD 492, Austin Public Schools

Preliminary Debt Service Schedule

Question 1

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2026	-	-	-	-	-
08/01/2026	-	-	1,367,500.00	1,367,500.00	-
02/01/2027	-	-	1,367,500.00	1,367,500.00	2,735,000.00
08/01/2027	-	-	1,367,500.00	1,367,500.00	-
02/01/2028	-	-	1,367,500.00	1,367,500.00	2,735,000.00
08/01/2028	-	-	1,367,500.00	1,367,500.00	-
02/01/2029	-	-	1,367,500.00	1,367,500.00	2,735,000.00
08/01/2029	-	-	1,367,500.00	1,367,500.00	-
02/01/2030	-	-	1,367,500.00	1,367,500.00	2,735,000.00
08/01/2030	-	-	1,367,500.00	1,367,500.00	-
02/01/2031	-	-	1,367,500.00	1,367,500.00	2,735,000.00
08/01/2031	-	-	1,367,500.00	1,367,500.00	-
02/01/2032	-	-	1,367,500.00	1,367,500.00	2,735,000.00
08/01/2032	-	-	1,367,500.00	1,367,500.00	-
02/01/2033	315,000.00	5.000%	1,367,500.00	1,682,500.00	3,050,000.00
08/01/2033	-	-	1,359,625.00	1,359,625.00	-
02/01/2034	2,575,000.00	5.000%	1,359,625.00	3,934,625.00	5,294,250.00
08/01/2034	-	-	1,295,250.00	1,295,250.00	-
02/01/2035	3,195,000.00	5.000%	1,295,250.00	4,490,250.00	5,785,500.00
08/01/2035	-	-	1,215,375.00	1,215,375.00	-
02/01/2036	3,360,000.00	5.000%	1,215,375.00	4,575,375.00	5,790,750.00
08/01/2036	-	-	1,131,375.00	1,131,375.00	-
02/01/2037	3,525,000.00	5.000%	1,131,375.00	4,656,375.00	5,787,750.00
08/01/2037	-	-	1,043,250.00	1,043,250.00	-
02/01/2038	3,705,000.00	5.000%	1,043,250.00	4,748,250.00	5,791,500.00
08/01/2038	-	-	950,625.00	950,625.00	-
02/01/2039	3,980,000.00	5.000%	950,625.00	4,930,625.00	5,881,250.00
08/01/2039	-	-	851,125.00	851,125.00	-
02/01/2040	4,180,000.00	5.000%	851,125.00	5,031,125.00	5,882,250.00
08/01/2040	-	-	746,625.00	746,625.00	-
02/01/2041	4,390,000.00	5.000%	746,625.00	5,136,625.00	5,883,250.00
08/01/2041	-	-	636,875.00	636,875.00	-
02/01/2042	4,610,000.00	5.000%	636,875.00	5,246,875.00	5,883,750.00
08/01/2042	-	-	521,625.00	521,625.00	-
02/01/2043	4,840,000.00	5.000%	521,625.00	5,361,625.00	5,883,250.00
08/01/2043	-	-	400,625.00	400,625.00	-
02/01/2044	5,085,000.00	5.000%	400,625.00	5,485,625.00	5,886,250.00
08/01/2044	-	-	273,500.00	273,500.00	-
02/01/2045	5,335,000.00	5.000%	273,500.00	5,608,500.00	5,882,000.00
08/01/2045	-	-	140,125.00	140,125.00	-
02/01/2046	5,605,000.00	5.000%	140,125.00	5,745,125.00	5,885,250.00
Total	**$54,700,000.00**	**-**	**$40,277,000.00**	**$94,977,000.00**	**-**

PMA SECURITIES

May 19, 2025

Pre-Election Information Packet
ISD 492, Austin Public Schools

Preliminary Debt Service Schedule

Question 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2026	-	-	-	-	-
08/01/2026	-	-	300,000.00	300,000.00	-
02/01/2027	170,000.00	5.000%	300,000.00	470,000.00	770,000.00
08/01/2027	-	-	295,750.00	295,750.00	-
02/01/2028	185,000.00	5.000%	295,750.00	480,750.00	776,500.00
08/01/2028	-	-	291,125.00	291,125.00	-
02/01/2029	200,000.00	5.000%	291,125.00	491,125.00	782,250.00
08/01/2029	-	-	286,125.00	286,125.00	-
02/01/2030	200,000.00	5.000%	286,125.00	486,125.00	772,250.00
08/01/2030	-	-	281,125.00	281,125.00	-
02/01/2031	210,000.00	5.000%	281,125.00	491,125.00	772,250.00
08/01/2031	-	-	275,875.00	275,875.00	-
02/01/2032	295,000.00	5.000%	275,875.00	570,875.00	846,750.00
08/01/2032	-	-	268,500.00	268,500.00	-
02/01/2033	315,000.00	5.000%	268,500.00	583,500.00	852,000.00
08/01/2033	-	-	260,625.00	260,625.00	-
02/01/2034	585,000.00	5.000%	260,625.00	845,625.00	1,106,250.00
08/01/2034	-	-	246,000.00	246,000.00	-
02/01/2035	620,000.00	5.000%	246,000.00	866,000.00	1,112,000.00
08/01/2035	-	-	230,500.00	230,500.00	-
02/01/2036	645,000.00	5.000%	230,500.00	875,500.00	1,106,000.00
08/01/2036	-	-	214,375.00	214,375.00	-
02/01/2037	680,000.00	5.000%	214,375.00	894,375.00	1,108,750.00
08/01/2037	-	-	197,375.00	197,375.00	-
02/01/2038	715,000.00	5.000%	197,375.00	912,375.00	1,109,750.00
08/01/2038	-	-	179,500.00	179,500.00	-
02/01/2039	755,000.00	5.000%	179,500.00	934,500.00	1,114,000.00
08/01/2039	-	-	160,625.00	160,625.00	-
02/01/2040	790,000.00	5.000%	160,625.00	950,625.00	1,111,250.00
08/01/2040	-	-	140,875.00	140,875.00	-
02/01/2041	830,000.00	5.000%	140,875.00	970,875.00	1,111,750.00
08/01/2041	-	-	120,125.00	120,125.00	-
02/01/2042	870,000.00	5.000%	120,125.00	990,125.00	1,110,250.00
08/01/2042	-	-	98,375.00	98,375.00	-
02/01/2043	915,000.00	5.000%	98,375.00	1,013,375.00	1,111,750.00
08/01/2043	-	-	75,500.00	75,500.00	-
02/01/2044	955,000.00	5.000%	75,500.00	1,030,500.00	1,106,000.00
08/01/2044	-	-	51,625.00	51,625.00	-
02/01/2045	1,010,000.00	5.000%	51,625.00	1,061,625.00	1,113,250.00
08/01/2045	-	-	26,375.00	26,375.00	-
02/01/2046	1,055,000.00	5.000%	26,375.00	1,081,375.00	1,107,750.00
Total	**$12,000,000.00**	**-**	**$8,000,750.00**	**$20,000,750.00**	**-**

PMA SECURITIES

May 19, 2025

Pre-Election Information Packet
ISD 492, Austin Public Schools

Preliminary Tax Impact Chart

	Question 1	Question 2
Bond Amount	$54,700,000	$12,000,000
Term of Bond	20	20
Payment	$2,735,000	$770,000
Estimated FY 27 Equalization Aid	-$166,746	-$262,713
Reduction in Debt Excess	$143,588	$40,425
Net Levy Increase at 105%	$2,848,591	$586,212
District NTC Value (Pay 25)	29,838,680	29,838,680
Additional NTC Tax Rate	9.55%	1.96%

Property Type	Est. Market Value	Estimated Tax Increase				Combined Tax Impact	
		Annual	Monthly	Annual	Monthly	Annual	Monthly
Residential Homestead	$75,000	$43	$4	$9	$1	$52	$4
	100,000	60	5	12	1	72	6
	150,000	112	9	23	2	135	11
	200,000	164	14	34	3	197	16
	250,000	216	18	44	4	260	22
	300,000	268	22	55	5	323	27
	400,000	372	31	77	6	448	37
Commercial - Industrial	$250,000	$406	$34	$83	$7	$489	$41
	500,000	883	74	182	15	1,065	89
	750,000	1,360	113	280	23	1,640	137
	1,000,000	1,838	153	378	32	2,216	185
	$/acre						
Agricultural Homestead*	$9,000	$1.29	$0.11	$0.27	$0.02	$1.55	$0.13
	10,000	1.43	0.12	0.29	0.02	1.73	0.14
	11,000	1.58	0.13	0.32	0.03	1.90	0.16
	12,000	1.72	0.14	0.35	0.03	2.07	0.17
Agricultural Non Homestead	$9,000	$2.58	$0.21	$0.53	$0.04	$3.11	$0.26
	10,000	2.86	0.24	0.59	0.05	3.45	0.29
	11,000	3.15	0.26	0.65	0.05	3.80	0.32
	12,000	3.44	0.29	0.71	0.06	4.14	0.35

* Homestead land limited to first $3,800,000 in value. All additional land taxed like Ag non-homestead land.

*Tax impact chart illustrates only the tax changes related directly to the proposed debt service levy on the proposed bond and Capital Projects Levy and do not include levies for other purposes.

PMA™ SECURITIES

May 19, 2025

Pre-Election Information Packet
ISD 492, Austin Public Schools

Property Tax Calculator

PMA will provide the District an online property tax calculator for the community to better assess the potential tax impact specific to their property. The calculator will allow district residents to input a parcel id number and the website will calculate an estimated tax impact based on the specific valuation and assessment classification of the property.

PMA™ SECURITIES

May 19, 2025

SECTION 6: OBLIGATION TO CODE COMPLIANCE

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SECTION 6: OBLIGATION TO CODE COMPLIANCE

OBLIGATION TO CODE COMPLIANCE

The District and project architect have signed Attachment 1, Review and Comment Section #6 Documentation (as amended by the 2014 Legislature). This signed document is located on the following page.

Attachment 1
Review and Comment
Section #6 Documentation
(as amended by the 2014 Legislature)

Documentation obligating the school district and contractors to comply with items (i) to (vii) in planning and executing the project:

(i) The school district will be in compliance with Minnesota Statutes, section 471.345, governing municipal contracts issued for this project.

(ii) The school district and the architects will include elements of sustainable design for this project.

(iii) If the project installs or modifies facility mechanical systems, the school district, architect/engineers and contractors will be in compliance with school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for the heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including the ASHRAE air filtration standard 52.1.

(iv) If the project creates or modifies interior spaces, the district, architects/engineers and relevant contractors have considered the *American National Standards Institute Acoustical Performance Criteria, Design Requirements and Guidelines for Schools* on maximum background noise level and reverberation times.

(v) The project will be in compliance with Minnesota State Fire Code.

(vi) The project will be in compliance with Minnesota Statutes, chapter 326B, governing building codes.

(vii) The school district and the architects/engineers have been in consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

The school district and architect/engineers will maintain documentation showing compliance with these items upon, and subsequent to, project completion.

Superintendent signature	Date 6/5/25
Board chair signature	Date 6/9/25
Architect/engineer signature Kevin M. Bell	Date 6/11/2025

Updated June 2019 6

APPENDIX

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APPENDIX

COMMITTEE + BOARD MEETINGS

April 17, 2023
Facility Utilization Study Report with Facilities Committee

November 20, 2023
Facilities Assessment Update with Finance Committee

February 27, 2024
Future Facilities Planning with Facilities Committee

June 3, 2024
Ellis Pool Assessment Report with Facilities Committee

September 11, 2024
Facilities Study Update with Facilities Committee

December 9, 2024
Combined 2025 Polling Place Resolution with School Board

December 11, 2024
Facilities Study Update with Facilities Committee

February 24, 2025
Demographic + Enrollment Analysis with School Board

March 12, 2025
Facilities Study Update with Facilities Committee

April 2-16, 2025
Benchmark Survey Conducted

April 28, 2025
Benchmark Survey Results with School Board

May 12, 2025
Referendum Discussion with School Board

AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

FACILITIES COMMITTE
Agenda

• April 17, 2023 • Austin District Office Conference Room •

I. Call To Order

II. Review Agenda

III. Energy Efficiency Grant Project

   a. Ameresco Update from Kent Wolf

IV. Packer Dome

V. Facilities Utilization Study

   a. ISG Update from Kevin Bills and Sue Peterson

VI. Facilities Director Update

VII. Committee Feedback

VIII. Future Meetings

   a. June 9, 2023
   b. TBD - Discussion

IX. Adjournment

• 401 3rd Ave NW, Austin, MN 55912 • www.austin.k12.mn.us

AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

FINANCE COMMITTEE
Agenda

• November 20, 2023 • Austin District Office Conference Room •

I. Call To Order

II. Review Agenda

III. Facility Assessment Update

IV. Feedback

V. Future Meetings
   a. December 4, 2023
   b. March 18, 2023
   c. June 17, 2023

VI. Adjournment

• 401 3rd Ave NW, Austin, MN 55912 • www.austin.k12.mn.us

AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

FACILITIES COMMITTEE
Agenda

• February 27, 2024 • Austin District Office Conference Room •

I. Call To Order

II. Review Agenda

III. Facilities Committee Norming

IV. Summer Project List

V. Woodson Transition

VI. Future Facilities Planning

VII. Facilities Committee Membership

VIII. Feedback

IX. Future Meetings
   a. May 20, 2024 4pm

X. Adjournment

• 401 3rd Ave NW, Austin, MN 55912 • www.austin.k12.mn.us

AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

FACILITIES COMMITTEE
Agenda

• September 11, 2024 • Austin District Office Conference Room •

I. Call To Order

II. Review Agenda

III. Summer Project List
   a. 2024 Review
   b. 2025 Preview

IV. Guaranteed Energy Savings Contract

V. Facilities Study Update

VI. Roundtable

VII. Future Meetings

   a. December 11, 2024 3:30pm
   b. March 12, 2025 3:30pm
   c. June 11, 2025 10 am

VIII. Adjournment

• 401 3rd Ave NW, Austin, MN 55912 • www.austin.k12.mn.us

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD **REGULAR MEETING**
Independent School District No. 492
Monday, December 9, 2024 5:30 pm
Annex Recital Hall
205 4th Street NW, Austin, Minnesota

MEMBERS PRESENT:	Carolyn Dube	Evan Sorenson
	Cece Kroc	Peggy Young
	Don Leathers	Daniel Zielke
	Carol McAlister	Superintendent Dr. Joey Page
MEMBERS ABSENT:	None	

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

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

SORENSON RECOGNIZED: Outgoing school board member Evan Sorenson was recognized for his four years of service on the Austin School Board.

FALL ACTIVITIES REVIEW: Activities Director Katie Carter and several fall coaches and advisors shared highlights of their fall season.

STUDENT REPORTS: Student Representatives Anita Rao and Michael Garry shared their reports on happenings at Austin High School.

TRUTH IN TAXATION HEARING: Executive Director of Finance and Operations Todd Lechtenberg provided a review of the Truth in Taxation information. He also fielded one question from a member of the public.

SUPERINTENDENT'S REPORT: Superintendent Page welcomed new board member Dan Zielke, congratulated Christoph Dundas on being named AEA Teacher of the Year, thanked The Hormel Foundation for their support of nearly $1.7 million to our schools, congratulated Ryan Stanley for his work on securing welding grant, congratulated Ellis teacher Mark Poppe on being awarded KAAL's Excellent Educator in November, shared highlights of the new Superintendent Student Advisory Council, and thanked Evan Sorenson for his service on the Austin School Board.

SCHOOL BOARD REPORTS: Don Leathers provided highlights of recent MSBA Delegate Assembly, McAlister provided kudos to APS athletes for continuing to show great sportsmanship, and Dube encouraged all teachers to start thinking about submitting their grant requests to the Austin Public Education Foundation.

MINUTES APPROVED: Young made a motion, seconded by Sorenson and carried unanimously to approve the regular meeting minutes of 11/12/24 and special meeting minutes of 11/14/24 and 11/25/24 as printed.

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

PERSONNEL REPORT APPROVED:

Young made a motion, seconded by Sorenson and carried unanimously to approve the following personnel items.

Certified Staff:
Contracts for Approval – Fairy Apolo, EL teacher, effective 12/16/24; Steve Blacker, math teacher, effective 1/13/25; and Cheryl Smith, SPED teacher, effective 1/13/25
Requests for Leave – Kristen Becker, kindergarten teacher, effective 12/9/24-1/20/25 and Nicole Zoske, EL teacher, effective 12/20/24-3/14/25
Resignations – Joey Accardo, social studies teacher (rescinded), effective 1/13/25; Yvette Crescioni, SPED teacher, effective 11/1/24; and Emma Walsh, EL teacher, effective 12/13/24

Non-certified Staff:
Contracts for Approval – Alanya Aguilar, SPED para, 6.5 hrs/day, effective 11/11/24; Adison Chandler, SPED para, 27 hrs/week, effective 11/11/24; Johnatha Collings, SPED para, 6.5 hrs/day, effective 11/11/24; Kathryn Garcia, ABE program asst, 31 hrs/week, effective 12/9/24; Kimberly Hillson, SPED para, 6.5 hrs/day, effective 11/11/24; Melissa Joseph, food service helper, 3.75 hrs/day, effective 11/20/24; Sarh Nelson, due process clerk, 8 hrs/day, effective 12/16/24; Holly Newman, food service helper, 3.75 hrs/day, effective 12/3/24; Molly Kirtz, SPED para, 6.5 hrs/day, effective 11/13/24; Abby Ring, SPED para, 6.5 hrs/day, effective 12/2/24; Kaitlin Smith, food service helper, 3.25 hrs/day, effective 12/2/24; Sarah Qualey, SPED para, 6.5 hrs/day, effective 11/11/24 and Michelle Stehlik, SPED para, 6.5 hrs/day, effective 11/20/24
Changes in Assignment – Morgan Batalden, due process clerk to attendance secretary, effective 12/3/24; Matira Balsley, 7 hrs/day 2nd cook at Ellis to 3.75 hrs/day food service helper at AHS, effective 11/21/24; Christina Beyer Fink, 27 hrs/week SPED para at CLC to 7 hrs/day SPED para at AHS, effective 11/11/24; Marlys Lerum, 6 hrs/day food service helper at AHS to 3.75 hrs/day food service helper at CLC; and Teri Wermager, 40 hrs/week Community Education coordinator to 30 hrs/week Community Education enrichment coordinator, effective 11/25/24
Resignations – Melanie Atkins, SPED para, effective 11/26/24; Josephine Avelar, SPED para, effective 11/11/24; Felicia Howie, SPED para, effective 11/26/24; and Molly Kirtz, SPED para, effective 12/20/24
Retirements – Lisa Groth, benefits specialist, effective 2/28/25; Deb Huckaby, Mental Health Practitioner, effective 12/6/24; and Cheryl Jensen, custodian, effective 1/31/25
Termination – Louis Dali, SPED para, effective 11/7/24

BILLS APPROVED:

A motion was made by Young, seconded by Sorenson and carried unanimously to approve the bills for payment as of 12/9/24.

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

TREASURER'S REPORT APPROVED:

A motion was made by Young, seconded by Sorenson and carried unanimously to approve the October 2024 treasurer's report.

(A COPY OF THE TREASURER'S REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

REPORTS: Department/school updates from Superintendent Cabinet members and principals were available for review.

2025-26 AHS COURSE REGISTRATION GUIDE APPROVED: Young made a motion, seconded by Sorenson and carried unanimously to approve the 2025-26 AHS Course Registration Guide.

REVISED POLICY 216 APPROVED: A motion was made by Young, seconded by Sorenson and carried unanimously to approve revised policy 216 – School Board Electronic Communications.

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

FINAL 2024 PAYABLE 2025 LEVY APPROVED: Leathers made a motion, seconded by Young and carried unanimously to approve the levy certification at $11,424,681.51, reflecting an increase of 6.73%.

DONATIONS: A motion was made by McAlister, seconded by Kroc and carried unanimously to approve the donations as presented by Executive Director of Finance and Operations Todd Lechtenberg.

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

COMBINED POLLING PLACE RESOLUTION APPROVED: Sorenson made a motion, seconded by Zielke and carried unanimously to approve the combined polling place resolution for 2025.

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

MEETING REMINDERS: Chairperson Dube reminded School Board members there will be no study session December, organizational meeting is set for 12 pm on Monday, January 6, 2025, and the next regular meeting is scheduled for Monday, January 13, 2025 at 5:30 pm.

MEETING ADJOURNED: A motion was made by Sorenson, seconded by Young and carried unanimously to adjourn the meeting at 7:32 p.m.

Peggy Young, Clerk

Regular School Board Meeting
Monday, December 9, 2024 5:30 pm -Truth in Taxation Public Hearing 6 pm

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

Agenda

1. Call to order/roll call
   Speaker(s): Chairperson Dube
2. Pledge of Allegiance
3. Approval of agenda (Action)
   Speaker(s): Chairperson Dube
4. Recognition of outgoing school board member
   Speaker(s): Chairperson Dube
5. Fall activities review
   Speaker(s): Activities Director Katie Carter
6. Public hearing - Truth in Taxation information and public comment
   Speaker(s): Exec Dir of Finance and Operations Todd Lechtenberg
7. Delegations
8. Superintendent's report
   Speaker(s): Superintendent Dr. Joey Page
9. School board reports
10. Student representative reports
    Speaker(s): Anita Rao and Michael Garry
11. Consent agenda (Action)
    Speaker(s): Chairperson Dube
    - 11.A. Regular meeting minutes of 11/12/24
    - 11.B. Special meeting minutes of 11/14/24
    - 11.C. Special meeting minutes of 11/25/24
    - 11.D. Personnel
    - 11.E. Bills as of 12/9/24
    - 11.F. Treasurer's report - October 2024
    - 11.G. APS site reports
    - 11.H. Cabinet reports
      - 11.H.1. Special Services
      - 11.H.2. Academics and Administrative Services
      - 11.H.3. Technology Services
      - 11.H.4. Information Services
      - 11.H.5. Finance and Operations
    - 11.I. 2025-26 AHS Course Registration Guide
    - 11.J. Revised policy 216
12. Request approval of final certified 2024 payable 2025 levy (Action)
    Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
13. Request approval of donations (Action)
    Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
14. Request approval of combined polling places resolution for 2025 (Action)

Speaker(s): Superintendent Dr. Joey Page

15. Meeting reminders: No study session in December. The organizational meeting will be held at 12:00 pm on Monday, January 6, 2025 in the District Office Conference Room. The regular meeting will be held January 13, 2025 in the Annex Recital Hall.
16. Adjournment (Action)
    Speaker(s): Chairperson Dube

AUSTIN PUBLIC SCHOOLS
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FACILITIES COMMITTEE
Agenda

• December 11, 2024 • Austin District Office Conference Room •

I. Call To Order

II. Review Agenda

III. Summer Project List

IV. Facilities Study Update
   a. Review identified needs from facility assessment data
   b. Current capacity/enrollment
   c. Timeline and steps for potential November referendum
   d. Next steps on enrollment projections

V. Roundtable

VI. Future Meetings
   a. March 12, 2025 3:30pm
   b. June 11, 2025 10 am

VII. Adjournment

• 401 3rd Ave NW, Austin, MN 55912 • www.austin.k12.mn.us

School Board Study Session
Monday, February 24, 2025 4:00 PM

District Office Conference Room, Room 164
Austin High School
401 3rd Ave. NW
Austin, MN 55912

Agenda

1. Call to order/roll call
   Speaker(s): Chairperson
2. Approval of agenda
   Speaker(s): Chairperson
3. FY25 Revised Budget draft presentation
   Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
4. First reading of revised policy 714 - Fund Balances
   Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
5. Demographic and Enrollment Analysis presentation
   Speaker(s): Teamworks Consultant Dr. Sheri Allen
6. Adjournment
   Speaker(s): Chairperson

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD **STUDY SESSION**
Independent School District No. 492
Monday, February 24, 2025 4:00 pm
District Administration Office Conference Room
401 Third Avenue NW, Austin, MN

MEMBERS PRESENT: Carolyn Dube, Robert Hartman, Cece Kroc, Don Leathers (4:18 pm), Carol McAlister, Dan Zielke, Superintendent Dr. Joey Page

MEMBERS ABSENT: Peggy Young

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 McAlister, seconded by Kroc and carried unanimously to approve the agenda as printed.

LEATHERS ARRIVED AT 4:18 PM

FY25 REVISED BUDGET: Executive Director of Finance and Operations Todd Lechtenberg provided an overview of the proposed FY25 revised budget. The revised budget will be presented for approval at the regular March 10 meeting.

(A COPY OF PROPOSED REVISED BUDGET IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

FIRST READING OF REVISED POLICY 714: Todd Lechtenberg provided information on the recommended change to fund balance policy 714. The policy currently notes the school district will maintain a minimum unassigned general fund balance of 8.33%. The recommendation is to increase the minimum to 10%. The revised policy will be reviewed again at an upcoming meeting.

DEMOGRAPHIC AND ENROLLMENT ANALYSIS PRESENTATION: Teamworks Consultant Dr. Sheri Allen presented the findings of the demographic, housing, and enrollment analysis conducted by Teamworks in November 2024.

ZIELKE & LEATHERS LEAVE MEETING: Zielke left the meeting at 5:28 pm, and Leathers left the meeting at 5:46 pm.

COMMUNITY SURVEY DISCUSSION: Architecture and engineering services company ISG provided general information on conducting a community survey.

ADJOURNMENT: A motion was made by Hartman, seconded by Kroc and carried unanimously to adjourn at 6:04 pm.

Cece Kroc

Cece Kroc, Clerk

AUSTIN PUBLIC SCHOOLS
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FACILITIES COMMITTEE
Agenda

• March 12, 2025 • Austin District Office Conference Room •

I. Call To Order

II. Review Agenda

III. Buildings and Grounds Update-Director Adamson
   a. Current Projects Ongoing
   b. Summer 2025 Projects
   c. Lead-in water
      i. Initial report
      ii. Retesting report
   d. Radon testing results

IV. Update on Energy Savings Project- Ex Director Lechtenberg

V. Facilities Study Update-ISG
   a. Breakdown of facilities study into buckets
   b. Review cost to build vs maintain
   c. Next Steps

VI. Roundtable

VII. Future Meetings
   a. June 11, 2025 10 am

VIII. Adjournment

• 401 3rd Ave NW, Austin, MN 55912 • www.austin.k12.mn.us

School Board Study Session
Monday, April 28, 2025 4:00 PM

District Office Conference Room, Room 164
Austin High School
401 3rd Ave. NW
Austin, MN 55912

Agenda

1. Call to order/roll call
   Speaker(s): Chairperson
2. Approval of agenda (Action)
   Speaker(s): Chairperson
3. Hormel Assurance Scholarship update
   Speaker(s): Career Pathway Coordinator Jane Carlson and Riverland Program Coordinator Taylor Flugge
4. Benchmark Survey results
   Speaker(s): Peter Leatherman, Morris Leatherman Company
5. Board discussion on roles, processes, and procedures
   Speaker(s): Gary Lee, MN School Boards Association
6. Board discussion on district climate
   Speaker(s): Chairperson
7. Adjournment (Action)
   Speaker(s): Chairperson

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD **STUDY SESSION**
Independent School District No. 492
Monday, April 28, 2025 4:00 pm
District Administration Office Conference Room
401 Third Avenue NW, Austin, MN

MEMBERS PRESENT:	Carolyn Dube	Carol McAlister
	Robert Hartman	Peggy Young
	Cece Kroc	Dan Zielke
	Don Leathers	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 Young, seconded by Hartman and carried unanimously to approve the agenda as printed.

HORMEL ASSURANCE SCHOLARSHIP UPDATE: Career Pathway Coordinator Jane Carlson and Riverland Program Coordinator Taylor Flugge provided an overview of the Hormel Assurance Scholarship including the statistics of students participating in the scholarship program.

BENCHMARK SURVEY RESULTS: Peter Leatherman from the Morris Leatherman Company shared the results of the recent community benchmark survey completed by their company over the last several weeks. Results showed considerable support for several facility improvements. Additional information regarding a possible bond referendum later this year will be brought forward for additional discussion.

REVIEW OF BOARD PROCESSES: Gary Lee from the Minnesota School Boards Association led discussion on school board roles, processes and procedures.

DISTRICT CLIMATE: Board members took turns sharing their thoughts on recent concerns being raised on district climate. It was decided there would be another opportunity to touch base on this topic at the next study session.

ADJOURNMENT: A motion was made by Young, seconded by Kroc and carried unanimously to adjourn at 7:00 pm.

_____
Cece Kroc, Clerk

Regular School Board Meeting
Monday, May 12, 2025 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
   Speaker(s): Chairperson
2. Pledge of Allegiance
3. Approval of Agenda (Action)
   Speaker(s): Chairperson
4. Culture Week Recap
   Speaker(s): Student Group Leaders
5. Recognition of outgoing Student School Board Representative
   Speaker(s): Chairperson
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 4/14/25
   - 9.B. Study session minutes of 4/28/25
   - 9.C. Personnel
   - 9.D. Bills as of 5/12/25
   - 9.E. Treasurer's report - March 2025
   - 9.F. Request approval of dissolution of three cooperative agreements
   - 9.G. Request approval of two co-op agreements with Pacelli Catholic Schools
   - 9.H. Request approval of 2025-26 MN State High School League membership renewal
   - 9.I. APS site reports
   - 9.J. Cabinet reports
     - 9.J.1. Academics and Administrative Services
     - 9.J.2. Finance and Operations
     - 9.J.3. Information Services
     - 9.J.4. Special Services
     - 9.J.5. Technology Services
10. BARR (Building Assets, Reducing Risks) update
    Speaker(s): BARR Coordinators Karen Dunbar and Angie Taylor
11. Gifted and Talented/Math Audit Update
    Speaker(s): GT and 5-12 Curriculum Coordinator Andrea Malo and K-4 Curriculum Coordinator Sheila Berger
12. Multi-tiered System of Support (MTSS) Update
    Speaker(s): Exec Dir of Academics and Administrative Services Katie Baskin and Exec Dir of Special Services Sheri Willrodt
13. Referendum Discussion

    Speaker(s): Superintendent Dr. Joey Page, ISG Representative Sue Peterson, and PMA Representative Michael Hart

Austin School District

2025 Residential Study

The Morris Leatherman Company

Survey Methodology

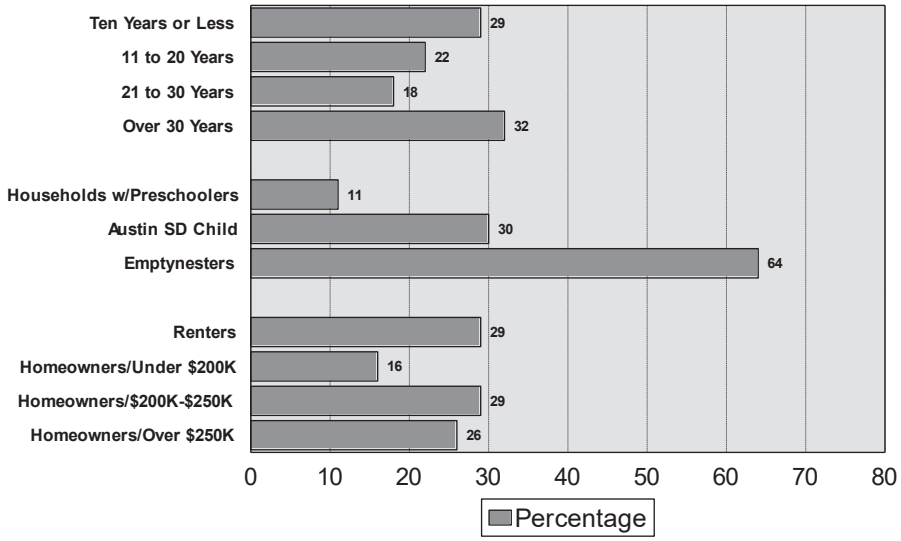
2025 Austin Public Schools

- 400 random sample of Austin School District residents.
  - Results projectable within +/-5.0% in 95 out of 100 cases
- Average interview time of 10 minutes
- Non-response level of 6.5%
- Telephone interviews conducted between April 2nd and April 16th, 2025
- Cellphone only households: 55%
- Landline only households: 12%
- Both landline and cellphone households: 33%

The Morris Leatherman Company

Demographics I

2025 Austin Public Schools



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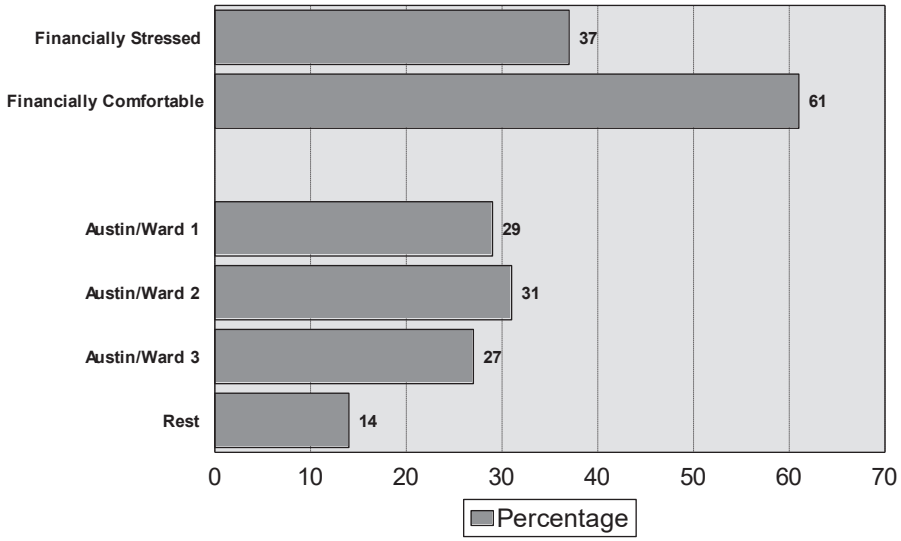
Demographics II

2025 Austin Public Schools



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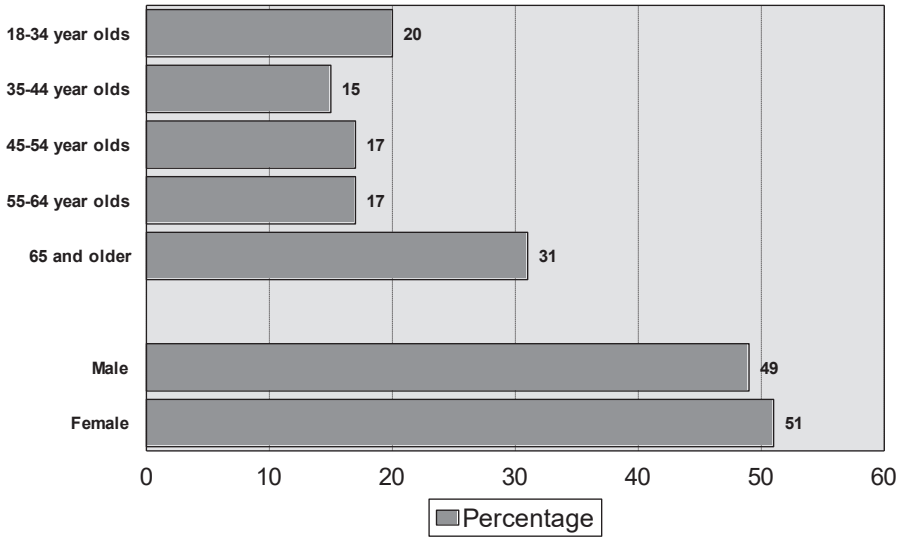
Demographics III

2025 Austin Public Schools



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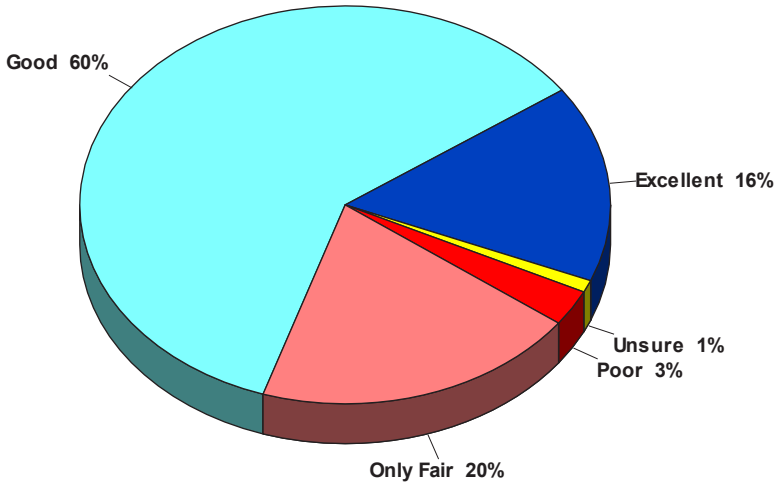
Quality of Education

2025 Austin Public Schools



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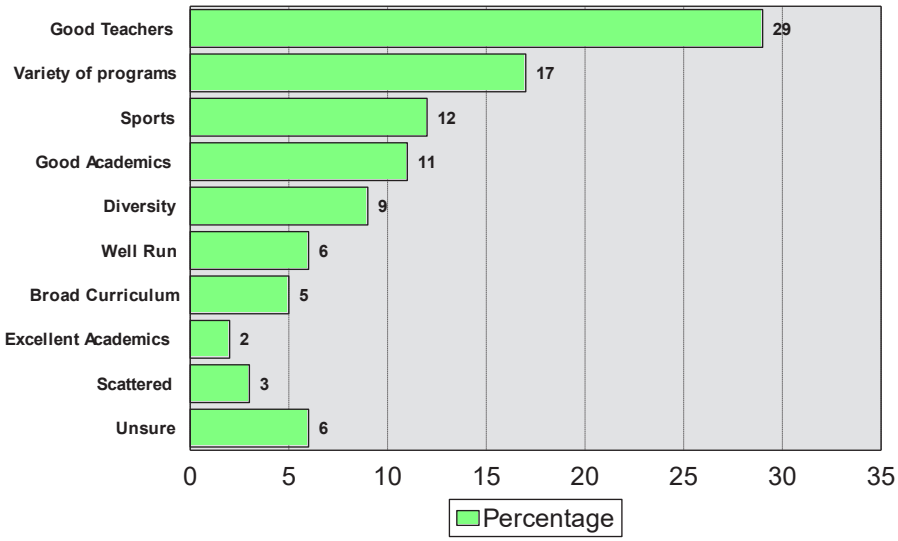
Like Most

2025 Austin Public Schools



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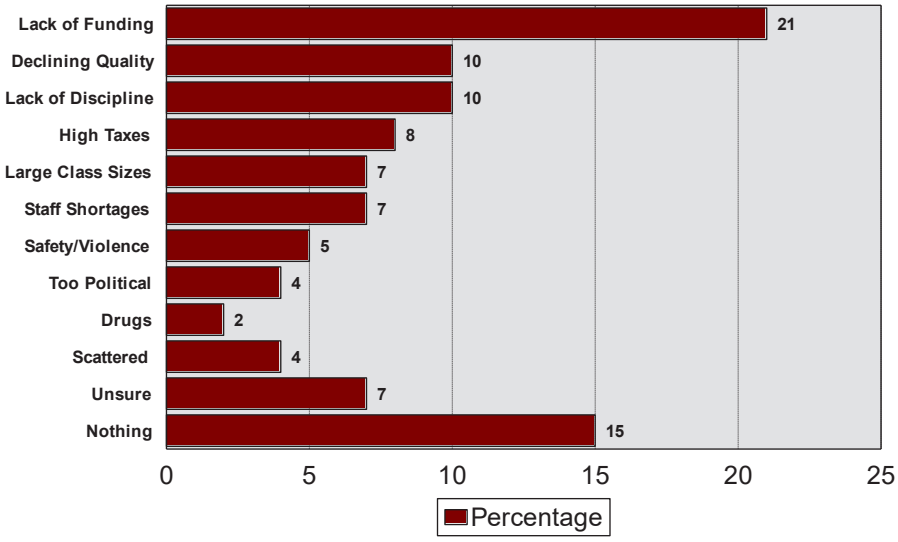
Most Serious Issue

2025 Austin Public Schools



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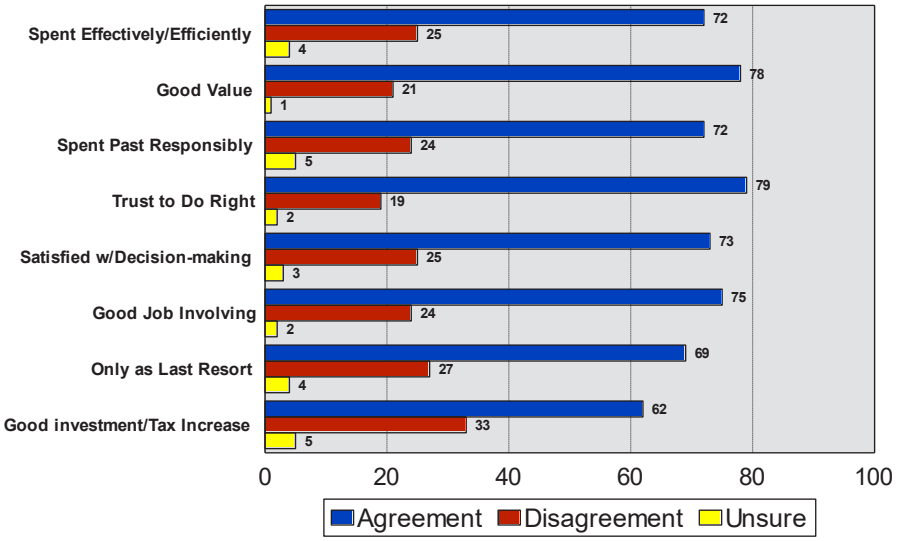
Specific School District Perceptions

2025 Austin Public Schools



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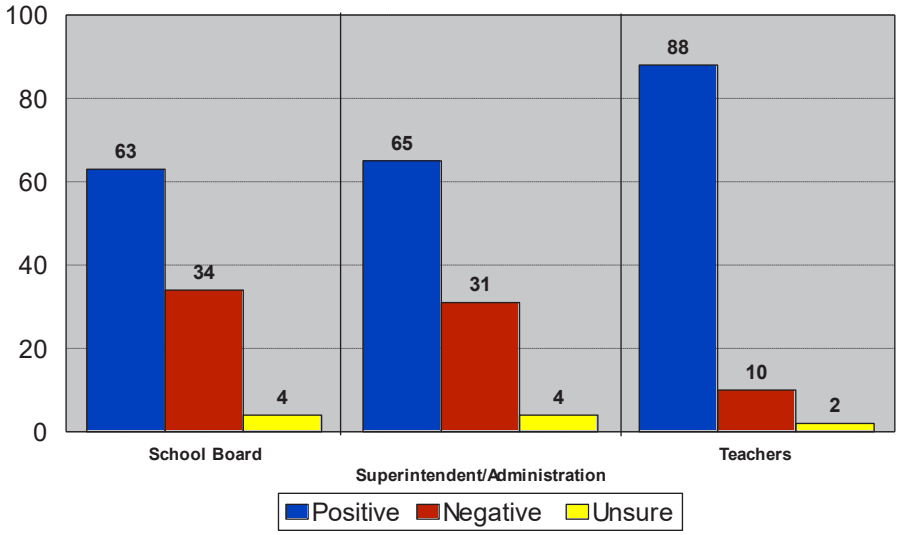
Job Performance Ratings

2025 Austin Public Schools



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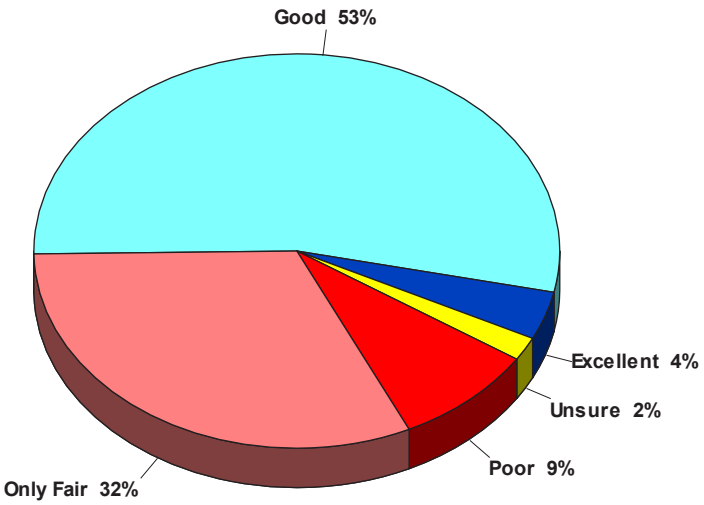
Financial Management

2025 Austin Public Schools



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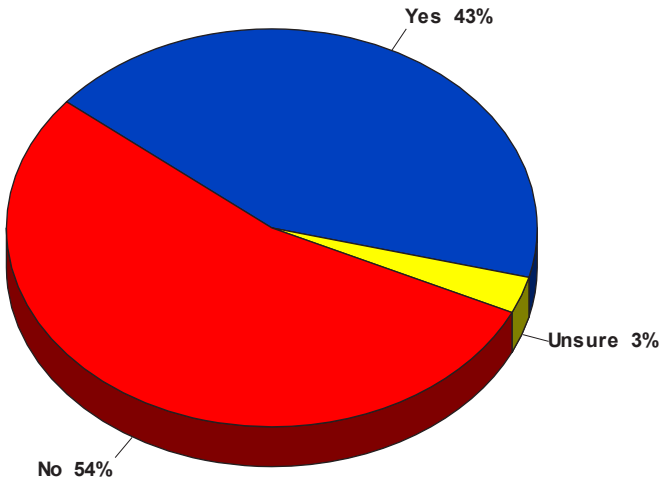
District Adequately Funded

2025 Austin Public Schools



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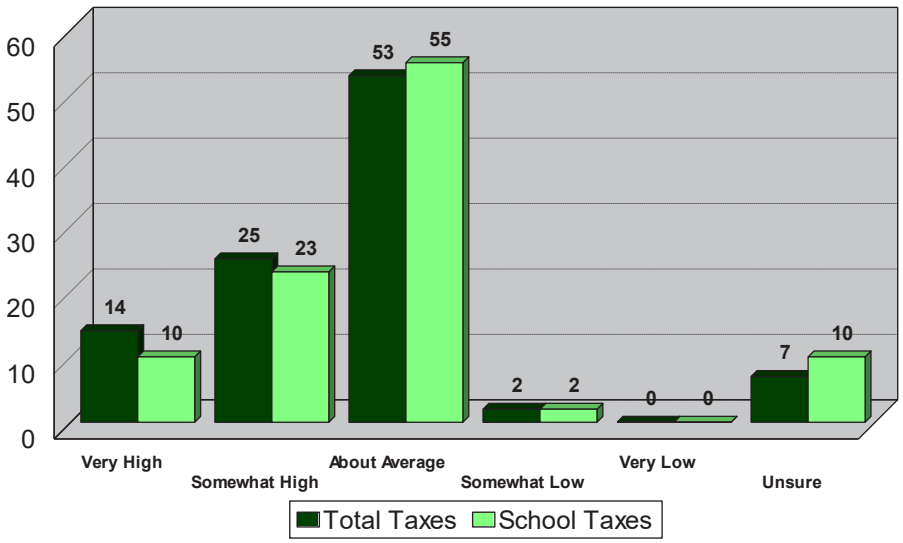
Property Tax Comparisons

2025 Austin Public Schools



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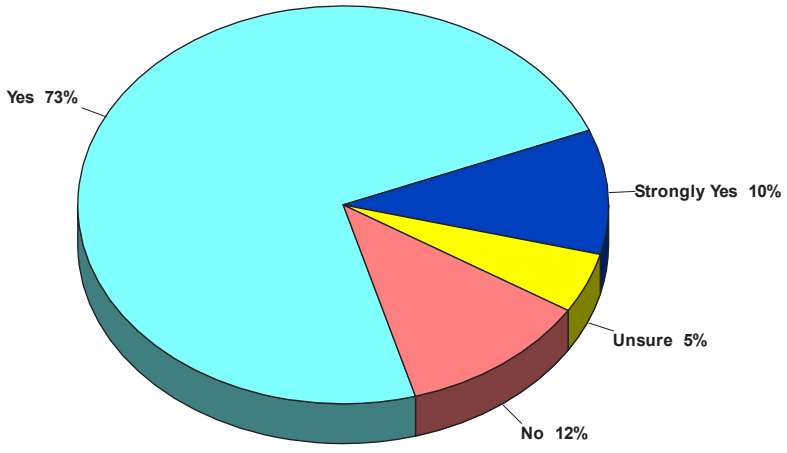
Buildings & Facilities Meet Needs

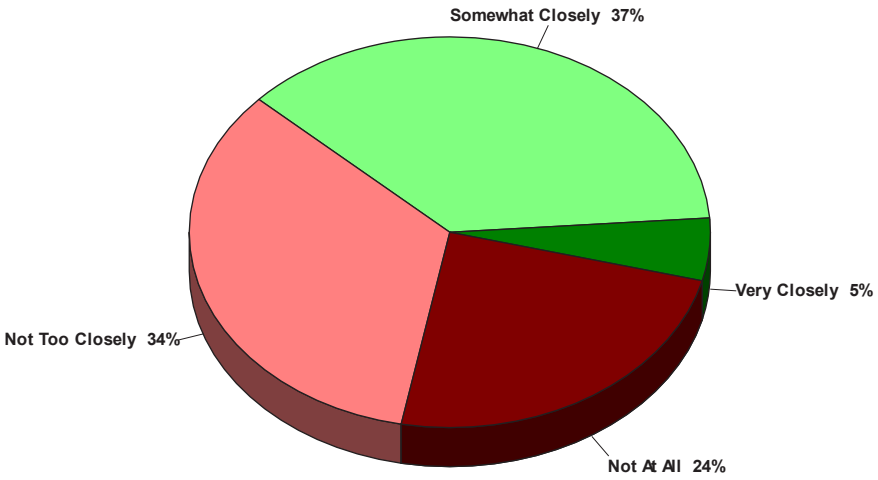
2025 Austin Public Schools



Morris Leatherman Company

Following Discussions

2025 Austin Public Schools



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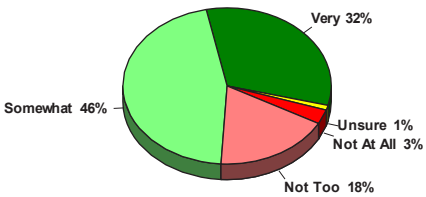
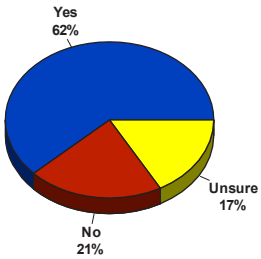
Flexible Learning Spaces

2025 Austin Public Schools



Importance of classroom design to student learning

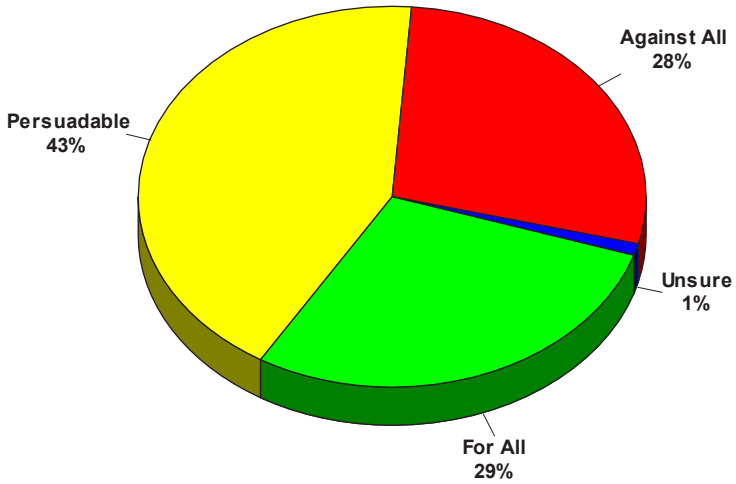


Austin Public Schools currently provide sufficient spaces

Morris Leatherman Company

Referendum Predisposition

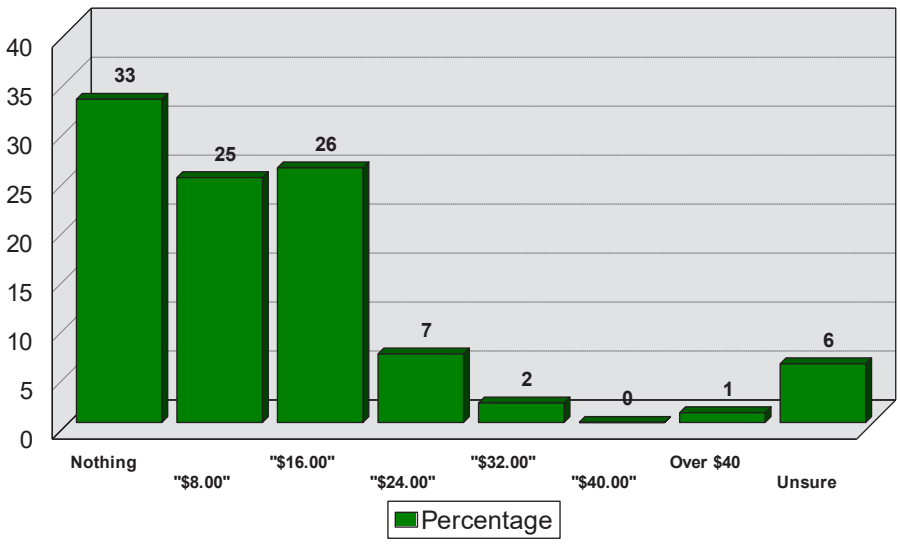
2025 Austin Public Schools



The Morris Leatherman Company

Property Tax Increase for Bond Referendum

2025 Austin Public Schools



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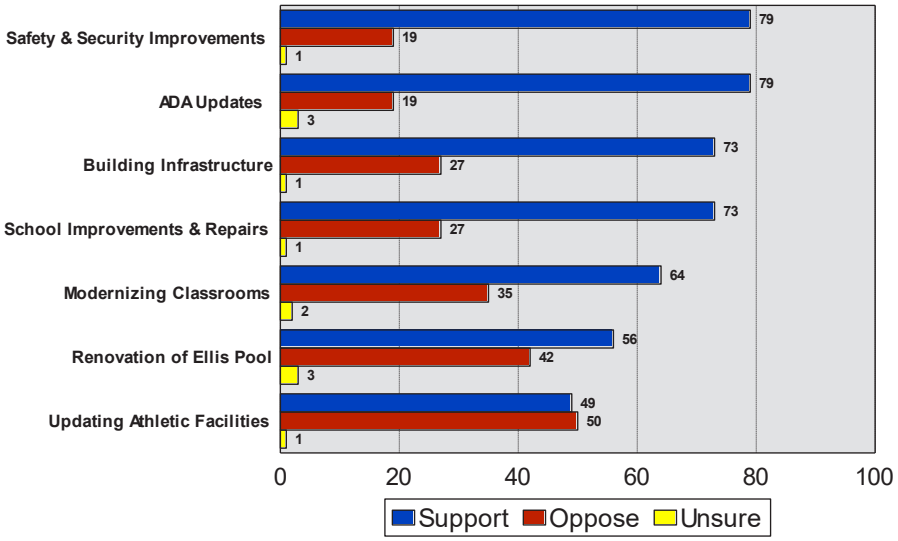
Property Tax Increase for....

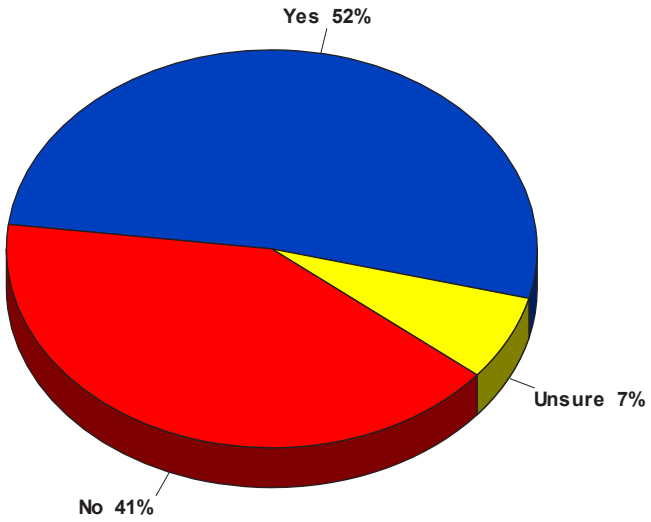
2025 Austin Public Schools



Morris Leatherman Company

$84MM Fair Price

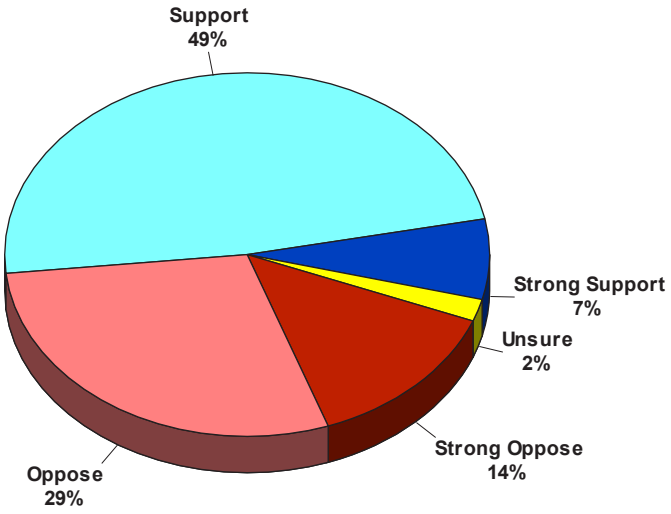
2025 Austin Public Schools



Morris Leatherman Company

$84MM Bond Referendum

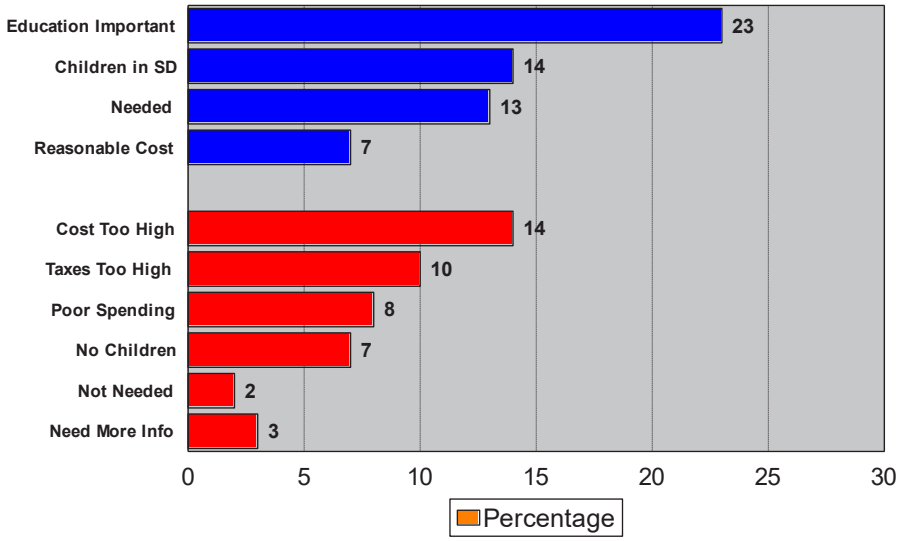
2025 Austin Public Schools



The Morris Leatherman Company

Reason for Bond Position

2025 Austin Public Schools



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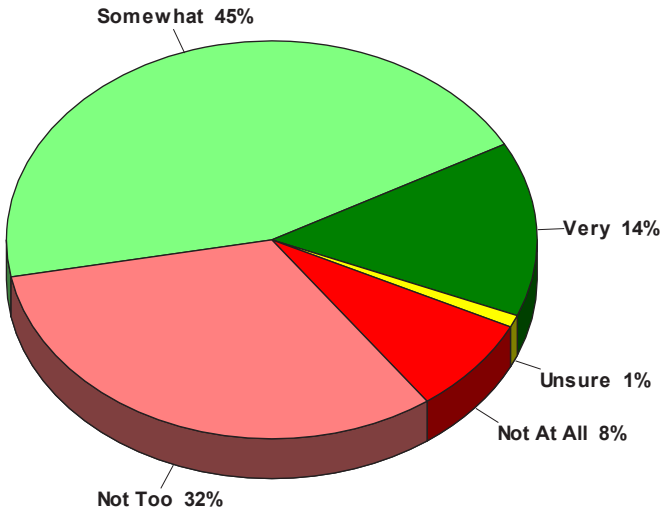
Informed about School District

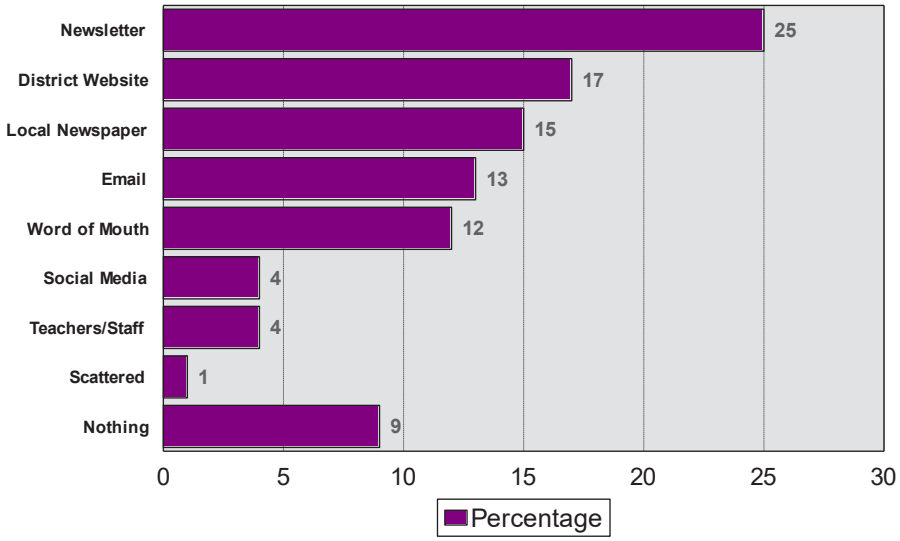
2025 Austin Public Schools



The Morris Leatherman Company

Principal Source of Information

2025 Austin Public Schools



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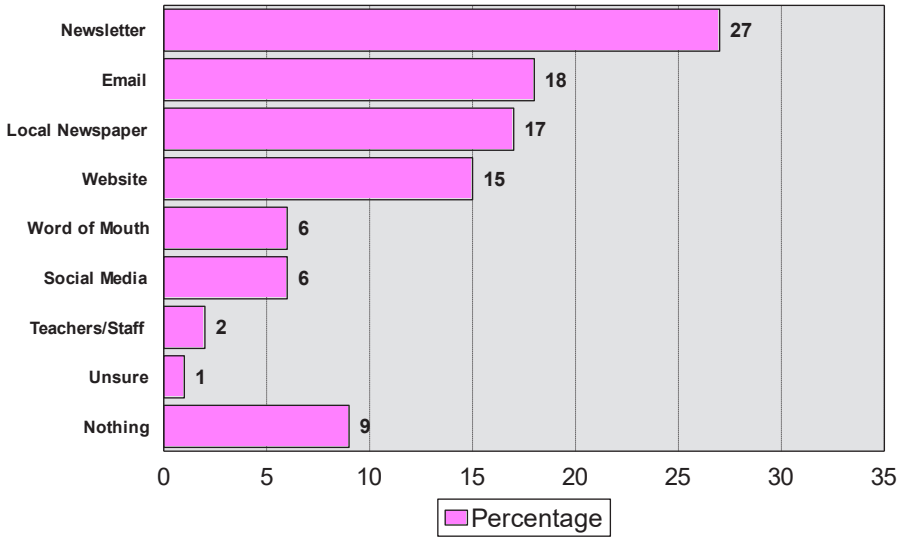
Most Effective Way

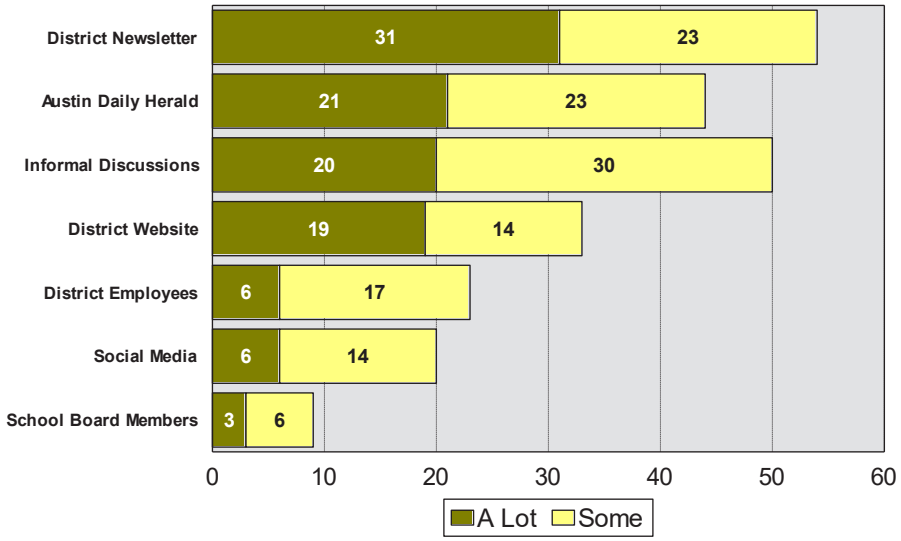
2025 Austin Public Schools



The Morris Leatherman Company

Information Sources

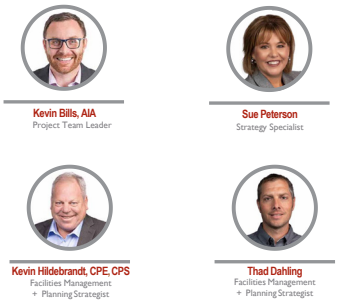
2025 Austin Public Schools



Morris Leatherman Company



Project Team



Agenda

- Team Introductions
- Facility Conditions Summary
- Capacity Analysis
- Next Steps
- Questions

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Facility Conditions Summary — Austin High School



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Facility Conditions Summary — Austin High School

	Completed	Partially Completed	To Be Completed
Site + Grounds	Sidewalks		
Exterior Building	Roofing	Tuckpointing Sealants	
Interior Building	Flooring	Ceilings	Locker Room Upgrade Restroom ADA
Mechanical Equipment	Boiler Burners Domestic Water Piping Replacement (2021)		
Electrical Equipment	Fire Alarm Public Address System Security	LED lighting	

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Facility Conditions Summary — Austin High School






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Facility Conditions Summary — Annex

	Completed	Partially Completed	To Be Completed
Site + Grounds	Parking Lots		
Exterior Building			Tuckpointing
Interior Building		Interior Finishes	
Mechanical Equipment	HVAC System		
Electrical Equipment	LED Upgrade in CTE Spaces Fire Alarm PA System Security		Electrical Panels

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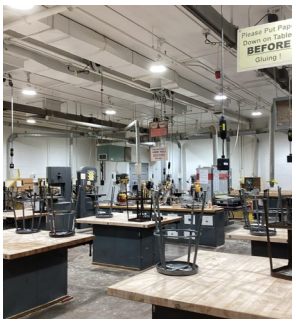
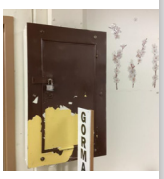
Facility Conditions Summary — Annex







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Facility Conditions Summary — Ellis Middle School



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Facility Conditions Summary — Ellis Middle School

	Completed	Partially Completed	To Be Completed
Site + Grounds	Parking Lots		
Exterior Building	Exterior Doors		Tuckpointing Pool Wing
Interior Building	Interior Doors Classroom Flooring Ceilings	Casework	Corridor Flooring Doors/Door Hardware (Gym/Pool Wing) CTE Space Upgrade Restroom ADA Pool/Gym Areas Upgrade
Mechanical Equipment	Drinking Fountains Domestic Hot Water	HVAC	
Electrical Equipment	Security Cameras Fire Alarm PA System	Finish LED Upgrade	Electrical Distribution

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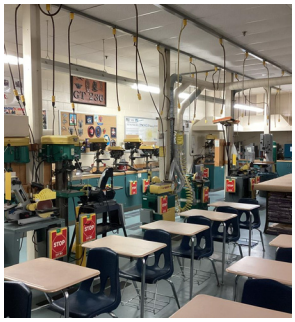
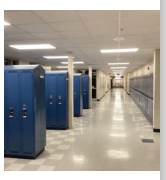
Facility Conditions Summary — Ellis Middle School



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Facility Conditions Summary — Banfield Elementary School



Facility Conditions Summary — Banfield Elementary School

	Completed	Partially Completed	To Be Completed
Site + Grounds	Parking Lot Playground		
Exterior Building	EFIS Painting Roofing	Exterior Doors	Windows
Interior Building	Corridor Flooring Ceilings		Classroom Flooring Carpet in Gym Restroom ADA Upgrade Classroom Doors Lockers
Mechanical Equipment	HVAC		
Electrical Equipment	Corridor Lighting Cafeteria Lighting Fire Alarm PA System Security	Electrical Distribution	Classroom Lighting

Facility Conditions Summary — Banfield Elementary School



Facility Conditions Summary — Nevein Elementary School



Facility Conditions Summary — Nevein Elementary School

	Completed	Partially Completed	To Be Completed
Site + Grounds			Tennis Courts Playground
Exterior Building	Tuckpointing Roofing		Sealants Windows
Interior Building			Interior Doors Lockers Restroom ADA Ceilings
Mechanical Equipment			HVAC (Steam)
Electrical Equipment	Corridor Lighting Motor Distribution Panels Fire Alarm PA System Security		Classroom Lighting

Facility Conditions Summary — Nevein Elementary School



Facility Conditions Summary — Southgate Elementary School



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Facility Conditions Summary — Southgate Elementary School

	Completed	Partially Completed	To Be Completed
Site + Grounds			Playground
Exterior Building	Roofing	Exterior Doors Windows	EIFS Replacement Tuckpointing Painting
Interior Building	Ceilings		SPED Area Upgrade Doors/Door Hardware Casework Restroom ADA Classroom and Cafeteria Flooring
Mechanical Equipment	HVAC Drinking Fountains		
Electrical Equipment	Corridor Lighting Fire Alarm PA System Security	Electrical Distribution	Classroom and Gym Lighting

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Facility Conditions Summary — Southgate Elementary School









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Facility Conditions Summary — Sumner Elementary School



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Facility Conditions Summary — Sumner Elementary School

	Completed	Partially Completed	To Be Completed
Site + Grounds	Parking Lots	Playgrounds	
Exterior Building	Roofing	Exterior Doors	Windows
Interior Building		Casework	Restroom ADA Lockers Interior Doors Classroom (3) ADA Access Ceilings
Mechanical Equipment	HVAC Drinking Fountains		
Electrical Equipment	Corridor Lighting Fire Alarm PA System Security	Electrical Distribution	Classroom/Gym Lighting

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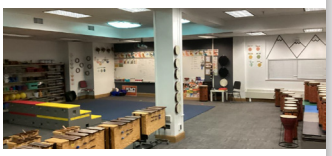
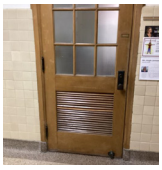
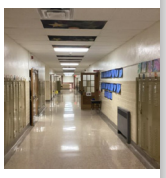
Facility Conditions Summary — Sumner Elementary School









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Facility Conditions Summary

Woodson Kindergarten Center



Facility Conditions Summary

Woodson Kindergarten Center

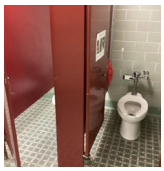
	Completed	Partially Completed	To Be Completed
Site + Grounds	Parking Lots		Playground
Exterior Building		Windows Exterior Doors	EIFS Tuckpointing Sealants Foundation
Interior Building	Corridor Flooring Ceilings	Interior Doors Casework	Restroom ADA Dead-End Corridor Next to Café Classroom Flooring
Mechanical Equipment	HVAC Drinking Fountains		
Electrical Equipment	Corridor Lighting New addition Lighting Fire Alarm PA System Security	Electrical Distribution	Remaining Classroom Lighting

Facility Conditions Summary

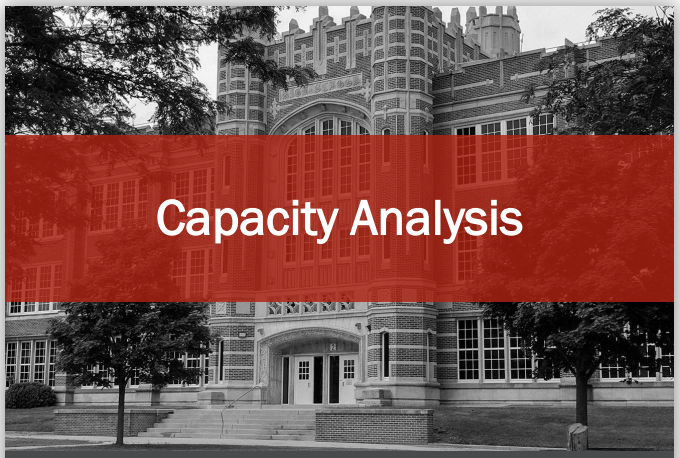
Woodson Kindergarten Center











Capacity Analysis

School Overview

School	Grades Served
Woodson Kindergarten Center	EC +Kindergarten
Banfield Elementary	EC + Grades 1–4
Neveln Elementary	EC + Grades 1–4
Southgate Elementary	ECFE + Grades 1–4
Sumner Elementary	EC + Grades 1–4
I.J. Holton Intermediate School	Grades 5–6
Ellis Middle School	Grades 7–8
Austin High School	Grades 9–12

Objectives/Goals

- Analysis based on the following:
  - MDE School Planning Guide
  - ISG's experience as a leader in K-12 planning and design
  - Input from the District's leadership team regarding how spaces are currently used
  - Maximum capacity for each site

Methodology

Students per Classroom

*AHS classrooms are approximately 750 sq. ft., which limits class size

Grade	Students per Classroom
Early Childhood	18
Kindergarten	22-24
1st Grade	22-24
2nd Grade	24 - 26
3rd Grade	25-27
4th Grade	26-28
5th Grade	28-30
6th Grade	30-32
Grades 7–8	30-32
Grades 9–12	25*

Methodology

- **Utilization Rates**
  Not realistic to operate at 100% capacity

School Type	Average Utilization Rate	Utilization Rate for Study
Elementary	90% - 95%	90%
Middle School	70% - 85%	80%
High School	75% - 85%	75%

Capacity Analysis

School	Enrollment	100% Capacity	Functional Capacity
Woodson (EC+K)	350	529 (23 clsrms x 23)	476 (90%)
Banfield (EC+1-4)	477	675 (27 clsrms x 25)	607 (90%)
Neveln (EC+1-4)	301	550 (22 clsrms x 25)	495 (90%)
Southgate (EC+1-4)	493	500 (20 clsrms x 25)	450 (90%)
Sumner (EC+1-4)	287	650 (23 clsrms x 25)	517 (90%)
I.J. Holton (5-6)	743	975 (39 clsrms x 25)	877 (90%)
Ellis MS (7-8)	765	1,200 (40 clsrms x 30)	960 (80%)
AHS + Annex (9-12)	1,475	See Spreadsheet	1,800 (75%)

ENROLLMENT PROJECTIONS

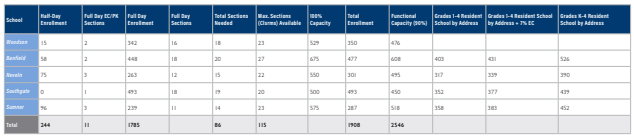
	K-4	5-6	7-8	9-12	Total
2021-22	**1,872**	**733**	**824**	**1,545**	**4,974**
2026-27					
Low K/Low Mig	2,143	763	748	1,578	5,232
High K/Low Mig	2,192	763	748	1,578	5,281
Low K/ High Mig	2,134	781	794	1,630	5,339
High K/High Mig	2,183	781	794	1,630	5,388
2031-32					
Low K/Low Mig	2,176	880	871	1,673	5,600
High K/Low Mig	2,224	900	890	1,683	5,698
Low K/ High Mig	2,167	900	918	1,773	5,758
High K/High Mig	2,215	920	939	1,784	5,858

Excludes Early Childhood and prekindergarten

Capacity Clarifications

- Assumes the following
  - Early childhood/ prekindergarten enrollment is 50% actual student count (AM & PM groups)
  - Early childhood/ prekindergarten factored at 7% above K-4 projections assuming AM & PM groups

Elementary Capacity Analysis ISG



Capacity vs Projected Enrollment

School	Enrollment	Functional Capacity	Current Enrollment	Projected Enrollment (2026-27)	Projected Enrollment (2031-32)
Woodson (EC +K)	350	476	EC – 4th Grade 1,908	EC – 4th Grade 2,293 – 2,336	EC – 4th Grade 2,328-2,370
Banfield (EC+1-4)	477	607			
Neveln (EC+1-4)	301	495			
Southgate (EC+1-4)	493	450			
Sumner (EC+1-4)	287	517	Functional Capacity Available 2,546		
I.J. Holton (5-6)	743	877	743	764 - 782	881-921
Ellis MS (7-8)	765	960	765	748 - 794	890 - 939
AHS + Annex (9-12)	1,475	1,800	1,475	1,578 – 1,630	1,673 - 1,784

Elementary Enrolled vs Residency

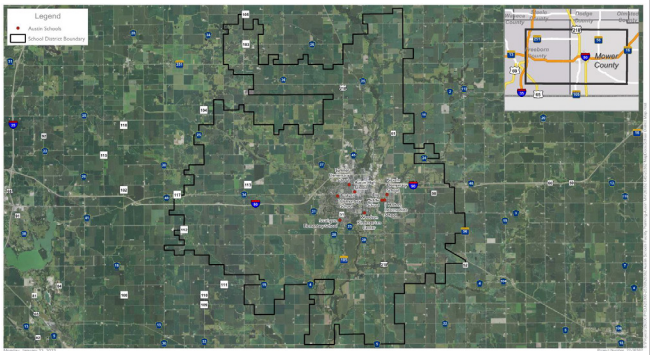
AUSTIN PUBLIC SCHOOLS
Information Services

Resident School by Address

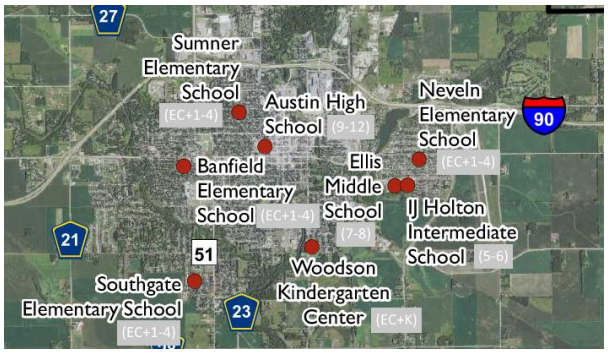
2021-2022 Enrolled School	Banfield Elementary	Neveln Elementary	Southgate Elementary	Sumner Elementary	Open Enrolled	Grand Total	Percent In Zone	Percent Out Zone
Banfield Elementary	280	21	19	101	10	431	65.0%	35.0%
Neveln Elementary	11	206	16	34	7	274	75.2%	24.8%
Southgate Elementary	69	63	296	71	12	511	57.9%	42.1%
Sumner Elementary	43	27	21	152	0	243	62.6%	37.4%
Total	403	317	352	358	29	1459	64.0%	36.0%
Woodson Kindergarten Center	123	73	87	94	12	389		

Source: Infinite Campus Extracts 2022.01.12

District Map



Enlarged District Map





Next Steps

Considerations

What do we know?
- Capacity
- Building conditions
- Enrollment trends

What do we value?
- Number of transitions in education journey
- Neighborhood schools/ boundaries
- Size of schools
- Family/school relationship and culture

What is our process?
- Develop options
- Gather feedback
- Build consensus


Planning Process
Facilities Conditions Understanding
• Capital Maintenance
• Educational Options
Options + Scope Development
• Cost Estimates
• Prioritization
Community Engagement
Refine Needs + Determine Next Steps
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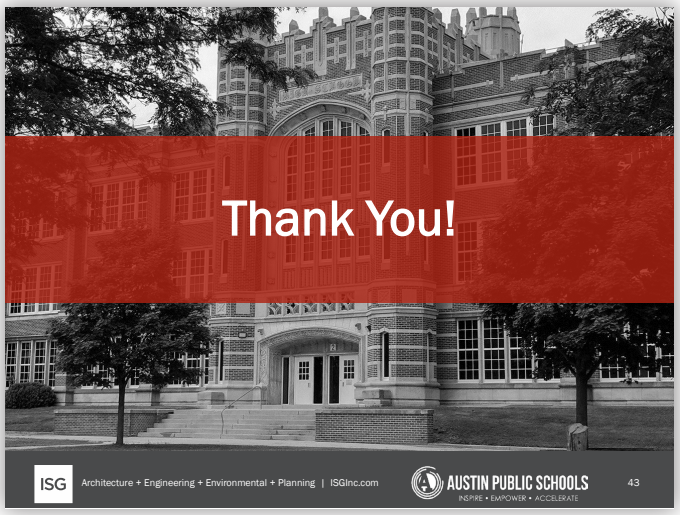
Thank You!
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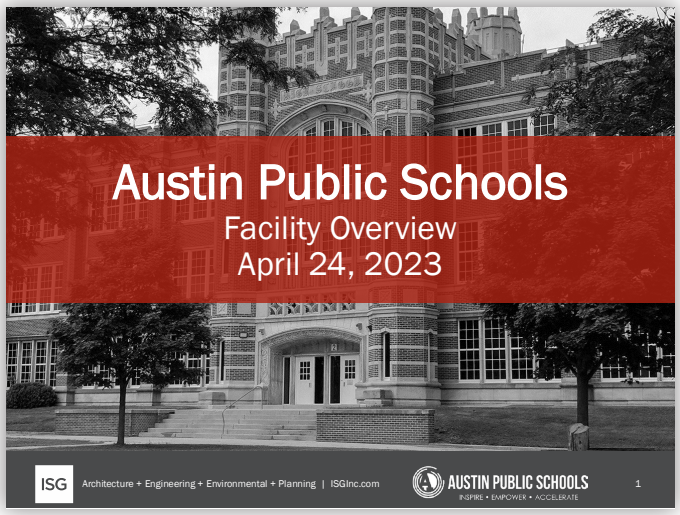
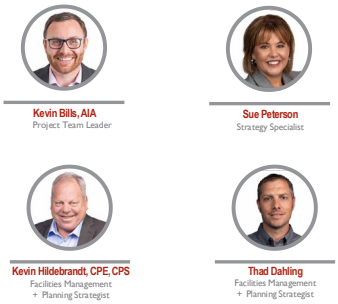
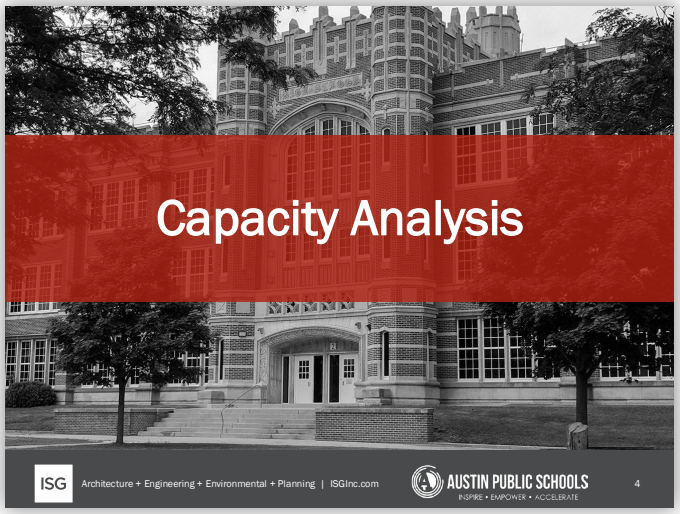


Project Team



Agenda

- Recap Elementary Capacity
- Discuss Enrollment vs Sections
- Building Overview



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  - ISG's experience as a leader in K-12 planning and design
  - Input from the District's leadership team regarding how spaces are currently used
  - Maximum capacity for each site

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Capacity Clarifications

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  - Early childhood/ prekindergarten factored at 7% above K-4 projections assuming AM & PM groups

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Capacity vs Projected Enrollment

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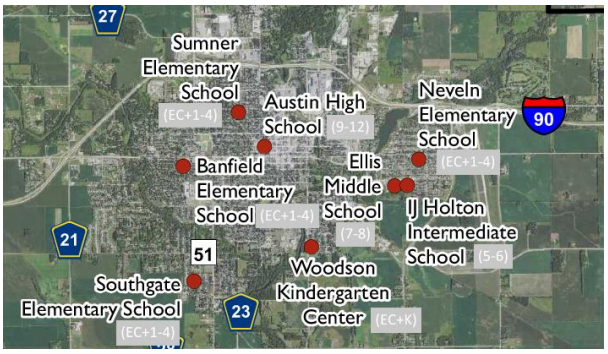
Enlarged District Map



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Facility Conditions Summary

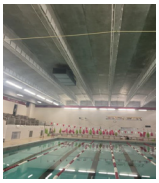
Indoor Pool

- Roof replacement
- Exterior wall repairs
- Mechanical unit replacement
- Electrical distribution replacement
- Pool deck drainage
- Locker room ADA + finish updates
- ADA upgrades
- Pool mechanical equipment replacement
- Pool diving well size conformance
- Pool accessible entry

Facility Conditions Summary

Indoor Pool



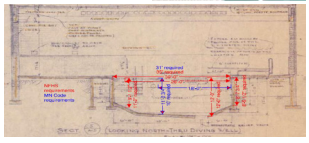




Facility Conditions Summary

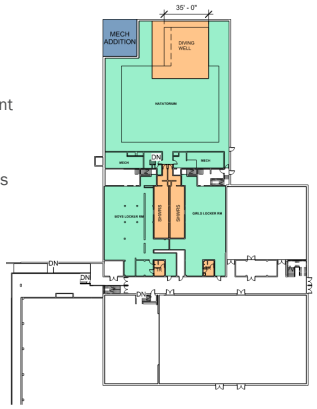
Indoor Pool



Potential Pool Updates

- Increase diving well area
- Replace pool mechanical equipment
- Replace Natatorium finishes
- Update locker rooms
- Address capital maintenance needs
- Total project cost: $9.9MM





Next Steps

1. Continue prioritization with key District stakeholders
2. Review funding options for short-term + long-term needs
3. Gather input from community stakeholders
4. Refine needs and determine next steps

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Key Dates

Special Election Calendar

Election Calendar for:	November 4, 2025 No Later than:
Finalize Project Scope and Finance Plan	June 2025
School Board approval and Submittal of Review and Comment	July 7, 2025
Adopt Resolution Calling for Election	August 22, 2025
Publication of Review and Comment Response	September 17, 2025
Absentee Ballots Available	September 19, 2025
Conduct Election	November 4, 2025
Adopt Resolution Canvassing Results	November 7, 2025 to November 14, 2025
Notify Commissioner of the Results	November 19, 2025

Notes:

The steps identified in blue require action by the school board.

Election law includes several other notices and actions. This list is not intended to be comprehensive but rather to provide a broad outline of the key dates. Please consult District legal counsel for a comprehensive review of election laws and requirements.

PMA SECURITIES

Prepared on: 03/12/24

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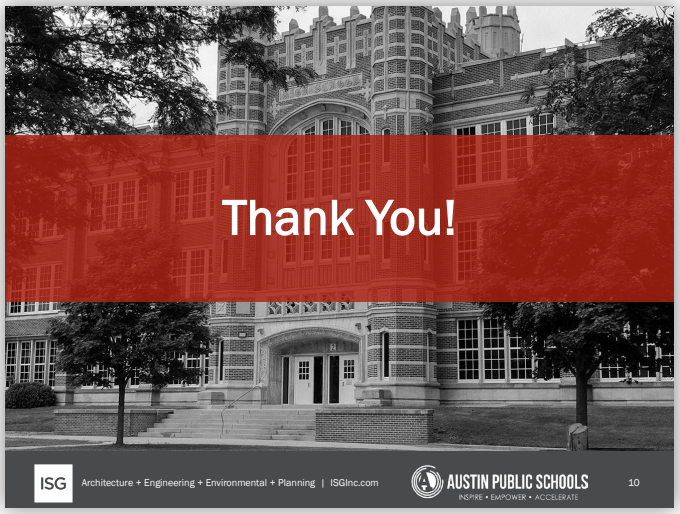
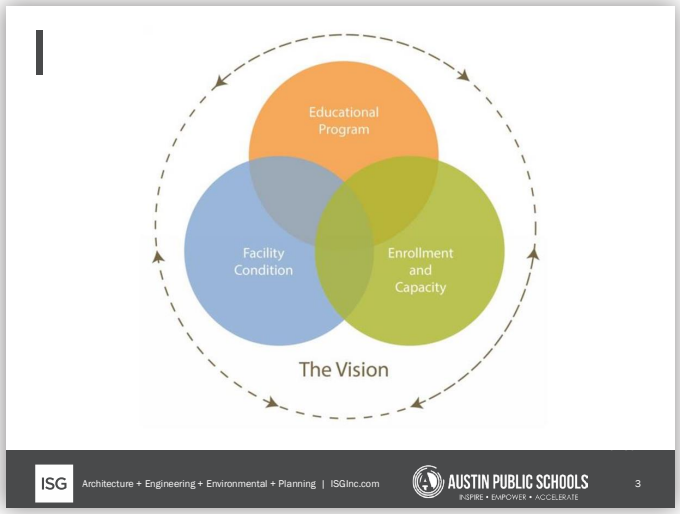
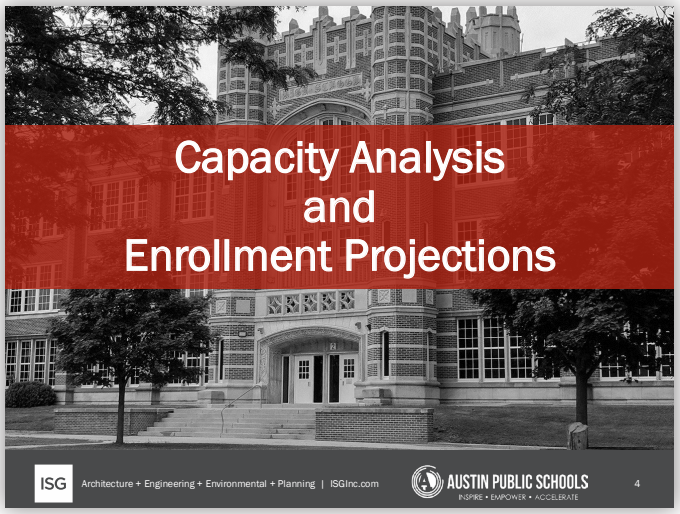




Today

- Facility Analysis
  - Condition Assessment
  - Capacity
  - Educational Adequacy
- Project Prioritization
- Community Survey
- Tax Impacts
- Referendum Timeline





Capacity and Enrollment Projections

- Available general education classrooms
- Support space and specialist classrooms

- Enrollment Projections from Hazel Reindardt – March 2022
- Enrollment Projections from TeamWorks – November 2024

Determined you have enough space across the District to meet current and future capacity.



Facility Assessment Existing Conditions

PRIORITY RATING SYSTEM

	Priority	Time Frame
1	Immediate	0-2 Years
2	Short-Term	3-5 Years
3	Long-Term	6-10 Years

GOOD	FAIR	POOR
In working condition and does not require immediate or short-term repairs.	In working condition yet may require immediate or short-term repairs.	Not in working condition or requires immediate or short-term repairs.

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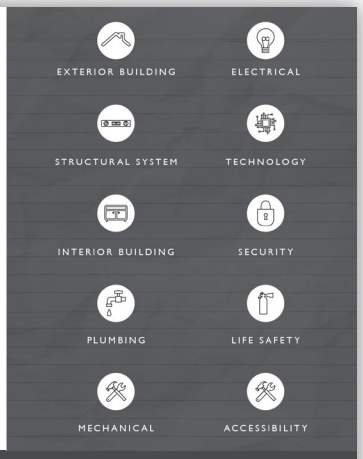
Facility Assessment Conditions

Assessment Categories

- Site + Grounds
- Architectural + Structural
- Mechanical + Plumbing
- Electrical + Technology



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Priority 1 and 2 Projects

Austin Public Schools - Facility Planning Summary

	Woodson Education Center	Banfield Elementary	Nevein Elementary	Southgate Elementary	Sumner Elementary	Ellis Middle School	High School	HS Annex	
Project Area Breakdown									Totals By Priority
Priority 1	$ 773,570	$ 2,425,890	$ 2,394,900	$ 2,390,700	$ 3,180,900	$ 4,435,270	$ 8,311,060	$ 2,285,000	$ 26,197,290
Priority 2	$ 1,437,770	$ 2,510,100	$ 7,115,300	$ 1,564,400	$ 3,831,400	$ 2,695,100	$ 7,007,100	$ 2,078,500	$ 28,239,670
Priority 3 (not included)	$ 544,540	$ 657,700	$ 557,470	$ 1,199,780	$ 745,400	$ 1,571,700	$ 4,452,400	$ 432,900	$ 10,161,890
	2,755,880	5,593,690	10,067,670	5,154,880	7,757,700	8,702,070	19,770,560	$ 4,796,400	$ 64,598,850
Totals									

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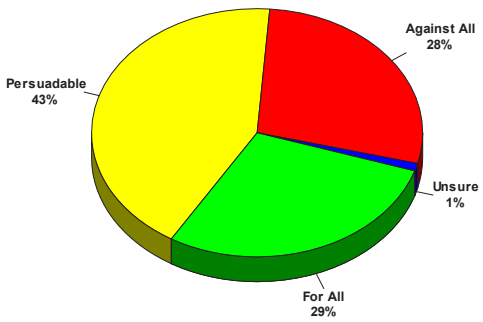
Referendum Predisposition

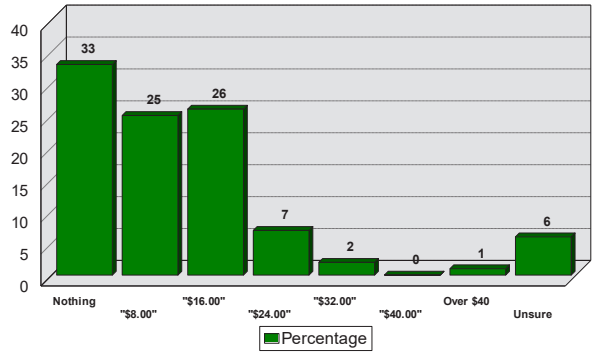
2025 Austin Public Schools



The Morris Leatherman Company

Property Tax Increase for Bond Referendum

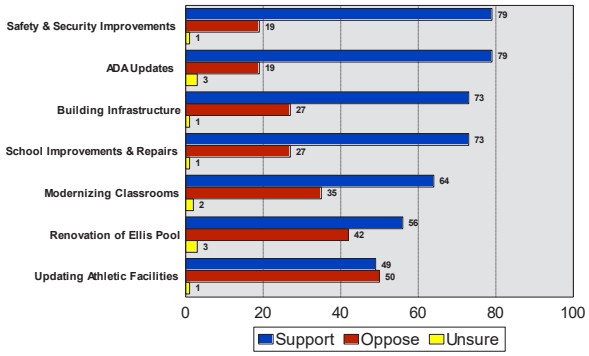
2025 Austin Public Schools



The Morris Leatherman Company

Property Tax Increase for....

2025 Austin Public Schools



Morris Leatherman Company



2 Question Ballot

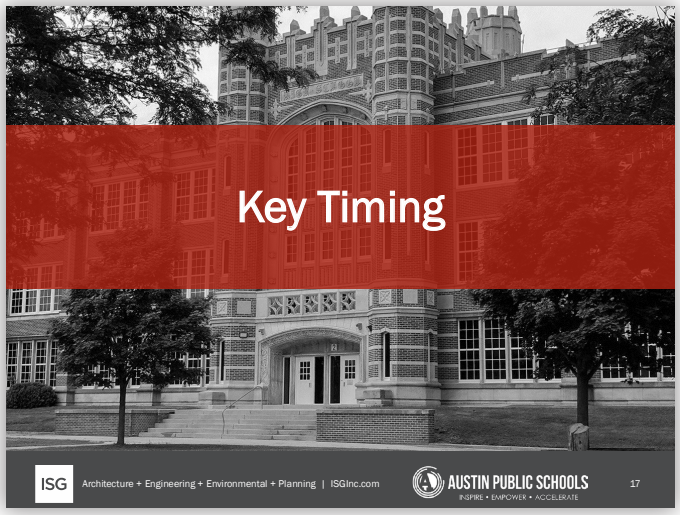
Categories		Question 1	Question 2	
Site	$ 1,518,500	$ 1,518,500		
Building Exterior Improvements	$ 4,583,200	$ 4,583,200		
Security Upgrades	$ 7,496,540	$ 7,496,540		
Interior & Classroom Updates	$ 11,202,000	$ 11,202,000		
Accessibility Updates	$ 10,363,900	$ 10,363,900		
Educational Adequacy	$ 6,978,000	$ 6,978,000		
Ellis Pool	$ 11,955,300		$ 11,955,300	
Mechanical Equipment Upgrades	$ 11,534,500	$ 11,534,500		
Electrical & Technology Upgrades	$ 760,320	$ 760,320		
Athletics	$ -			
Totals		$ 54,436,960	$ 11,955,300	$ 66,392,260

2 Question Ballot

ISD No. 492, Austin
Tax Impact Analysis

	Question 1	Question 2
Bond Amount	$54,700,000	$12,000,000
Term of Bond	20	20
Payment	$2,735,000	$770,000
Estimated FY 27 Equalization Aid	-$166,746	-$262,713
Reduction in Debt Excess	$143,588	$40,425
Net Levy Increase at 105%	$2,848,591	$586,212
District NTC Value (Pay 25)	29,838,680	29,838,680
Additional NTC Tax Rate	9.55%	1.96%

Property Type	Est. Market Value	Estimated Tax Increase				Combined Tax Impact	
		Annual	Monthly	Annual	Monthly	Annual	Monthly
Residential Homestead	$75,000	$43	$4	$9	$1	$52	$4
	100,000	60	5	12	1	72	6
	150,000	112	9	23	2	135	11
	200,000	164	14	34	3	197	16
	250,000	216	18	44	4	260	22
	300,000	268	22	55	5	323	27
	400,000	372	31	77	6	448	37



Key Timing

DATE	Task
March/April 2025	Community Survey
April 27, 2025	**Board Work Session:** Receive survey results and discuss next steps
May 12, 2025	**Board Meeting:** Direct submittal of review and comment
June 17, 2025	**DEADLINE:** Review and Comment Submitted to MDE
July, 14, 2025	**Board Meeting:** Adopt resolution calling election
August 12, 2025	**DEADLINE:** Adopt resolution calling election
August- November 2025	Information Campaign Begins
September 19, 2025	Early/Absentee Voting Begins
October 31- November 4, 2025	Get out to Vote
November 4, 2025	Election Day

Ballot Questions

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this:

To vote for a question, fill in the oval next to the word "Yes" for that question.
To vote against a question, fill in the oval next to the word "No" for that question.

School District Question 1
Approval of School Building Bonds

YES / **NO** Shall the board of Independent School District No. 492 (Austin), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed $54,700,000 for acquisition and betterment of school sites and facilities including, but not limited to, safety, security and accessibility improvements, building capital maintenance and infrastructure, and classroom improvements and renovation?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

School District Question 2
Approval of School Building Bonds

YES / **NO** If School District Question 1 is approved, shall the board of Independent School District No. 492 (Austin), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed $12,000,000 for acquisition and betterment of school sites and facilities including, but not limited to, renovation of the pool at Ellis Middle School?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

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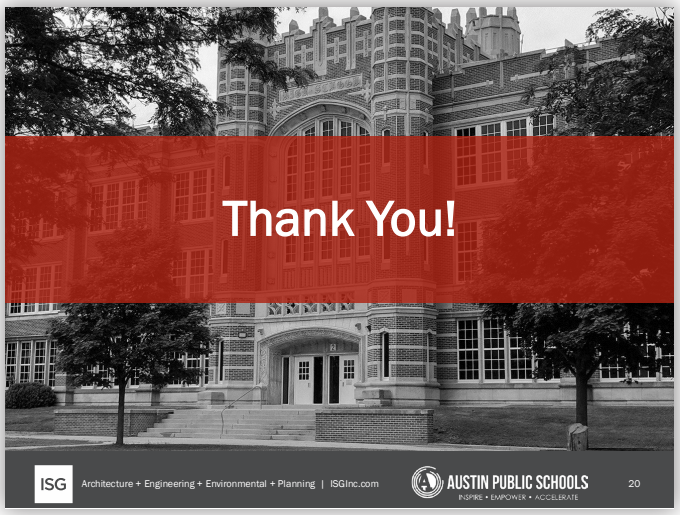

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