

## **Regular Meeting**

Monday, June 10, 2024 7:00 PM

ECC Room 349, 5701 Normandale Road, Edina, MN 55424

I. **Determination of Quorum and Call to Order**

II. **Approval of Agenda**



**School Board Regular Meeting  
Monday, June 10, 2024; 7:00 PM  
ECC Room 350 and Virtual\***

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Excellence in Action**
- IV. **Hearing from Members of the Public**
- V. **Consent Agenda**
  - A. Commendation for Assistant Superintendent Randy Smasal
  - B. Designation of Identified Official with Authority for the MDE External User Access Recertification System
  - C. Minutes: *May 13 work session and regular meetings, May 21 work session, and May 31 special meeting*
  - D. Personnel Recommendations
  - E. Check Register - May 2024
  - F. Electronic Fund Transfers - month
  - G. Gifts and Bequests – May 2024
  - H. Copier and Printer Management Proposal
  - I. Property, Casualty, and Liability Insurance Renewal - Fiscal Year 2025
  - J. Workers' Compensation Insurance Renewal - Fiscal Year 2025
  - K. Food Service Management Contract Renewal - Fiscal Year 2025
  - L. Lease Agreement with West Metro Credit Union
  - M. Minnesota International Chinese School Room Rental Agreement
  - N. Minnesota Japanese School Room Rental Agreement
  - O. Membership in the Minnesota School Boards Association (MSBA) 2024-2025
  - P. Student Support Services Agreements
    - 1. Amergis Educational Staffing
    - 2. Stepping Stones Group LLC
    - 3. Strategic Behavioral Solutions
- VI. **Discussion**
  - A. Strategic Plan Core Planning Team Update
    - Description:** District staff, students, and community members met for two days in April to visit sites and programs, receive reports, monitor, assess and provide feedback on District progress towards meeting our Strategic Plan outcomes and benchmarks.
    - Presenter(s):** Dr. Stacie Stanley, Superintendent; and Paula O'Loughlin, PartnerEd
  - B. Media Specialists Board Update
    - Description:** The purpose of this report is to provide a board update on the roles and responsibilities of Edina Public School Media Specialists for the 2024-25 school year and to share the staffing model that was solidified through numerous meetings with principals and media specialists.

**Presenter(s)**: Dr. Randy Smasal, Assistant Superintendent; Nathaniel Lindley, Director of Media and Technology Services; and Matt Flugum, Digital Learning Coordinator

C. Legislative Action Committee (LAC) 2023-2024 Recap

**Description**: In January, 2022, the Board approved a three-year plan to integrate the LAC into Board responsibilities and work in partnership with the District. In addition, advocacy efforts on behalf of our schools also work to meet priorities outlined in the District's Strategic Plan Strategy E.

**Presenter(s)**: Legislative Action Committee

D. Policy Review (506, 717, 805, 811)

**Description**: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.

**Presenter(s)**: Board Policy Committee

**VII. Action**

A. 2024 Metro South Adult Basic Education Joint Powers Agreement

**Description**: The 2024 Joint Powers Agreement for the Metro South Adult Basic Education (ABE) Consortium is to cooperatively provide adult education programs and services for adults 17 years and older who are not currently enrolled in public school regular day classes. This Consortium includes the following independent school districts: Bloomington, Eden Prairie, Edina, and Richfield. The purpose of this agreement is to support collaborative, no cost, and accessible adult education for students seeking to develop their English language and basic skills, obtain their GED or Adult Diploma, or enhance essential skills for postsecondary and career opportunities.

**Presenter(s)**: Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships

**Recommendation**: Approval of the request to enter into the 2024 Metro South Adult Basic Education Joint Powers Agreement.

B. Preliminary Budget - Fiscal Year 2025

**Description**: The preliminary budget for fiscal year 2025 was developed using audited financial data from fiscal year 2023, the included revised budget, year-to-date activity of fiscal year 2024, estimates of year end results for fiscal year 2024, the certified property tax levy for taxes payable in 2024, forecasts of the future activity per the assumptions of the administration, and the results of cost containment measures approved by the School Board in the aggregate amount of \$3,620,000. Estimates of the aid the District anticipates receiving from the state are derived from Minnesota education laws 2023.

**Presenter(s)**: Mert Woodard, Director of Finance and Operations

**Recommendation**: Adopt the District administration's recommended budget revision for fiscal year 2024 and preliminary budget for fiscal year 2025.

C. Policy Review (714, 716, 718, 720, 721, 801, 802, 804, 808, 813)

**Description**: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.

**Presenter(s)**: Board Policy Committee

**Recommendation**: Accept the revised policies as presented.

**VIII. Leadership and Committee Updates**

**IX. Superintendent Updates**

**X. Adjournment**

**XI. Information**

- A. Enrollment Mobility
- B. Investment Summary - May 2024
- C. Expenditure Summary - May 2024
- D. Deep Portage October 14 - 16, 2024
- E. Deep Portage February 24 - 26, 2025
- F. Eagle Bluff February 26 - 28, 2025
- G. Deep Portage May 12 - 14, 2025
- H. Camp Foley May 21 - 23, 2025
- I. Calendar Changes for the 2024-25 School Year

\* Board members will participate virtually from the Edina Public Schools Transportation Center (5201 W 76th Street, Edina 55439) and the South Metro Public Safety Training Facility (7525 Braemar Blvd, Edina 55439).

**III. Excellence in Action**

**IV. Hearing from Members of the Public**

**V. Consent**

V.A. Commendation for Assistant Superintendent Randy  
Smasal

## FOR CONSENT

### INDEPENDENT SCHOOL DISTRICT 273 Regular Meeting, June 10, 2024

SUBJECT: COMMENDATION OF RANDY SMASAL

Be it Resolved, That The School Board

Commend and recognize Randy Smasal for his service to Edina Public Schools from 2012 to 2024.

### BACKGROUND INFORMATION

The Board hereby expresses its sincere appreciation, and that of the staff and residents of the School District, for Randy Smasal's twelve years of devoted service to the Edina Public Schools and its affairs during the period 2012 through 2024.

For the past twelve years, Assistant Superintendent Smasal has been instrumental in bringing Edina Public Schools' mission, vision and values to life. His embodiment of the district's mission-to help each and every student discover their possibilities and thrive-has been inspiring. Dr. Smasal is guided by integrity, compassion, courage, commitment, appreciation and responsibility. Some of his most apparent values are his compassion and care, his ability to listen and collaborate with others and his enthusiastic passion for our students and what they are learning - especially all things science!

In his roles as both Director of Teaching and Learning and Assistant Superintendent, there are very few district initiatives that Dr. Smasal has not been involved in. Some highlights include:

- Engaging community, students and staff in developing the NEXT GEN EPS strategic plan in the early 2010s as well as the current 2020-20230 strategic plan.
- Implementing and leading the coordination of an Early Childhood through grade twelve program to create a personalized learning experience for all students.
- Coordinating the use of technology and learning spaces to enhance the learning experience for students.
- During COVID, Edina Public Schools was fortunate to have the leadership in place to launch learning into the Edina kids' homes. Randy was a key leader in making this difficult transition and provided collaborative leadership to ensure student engagement was top of mind for schools.
- Launching our Spanish Dual Language Immersion program at Countryside Elementary School, our marquee STEAM programming.

Randy has worked under the leadership of three different Superintendents, who each had the following commendations for him:

**Ric Dressen:**

Dr. Randy Smasal has numerous leadership talents that have been instrumental in advancing the mission of the district. His visionary skills blended with his innovative talents, caring ways and collaborative connections helped him champion numerous educational initiatives that enhanced personalized learning of all students. His leadership impact will be part of the Edina Public Schools for years to come.

**John Schultz:**

Randy Smasal is a special administrator. In his leadership, he is always committed to understanding what kids need for their day-to-day growth and future. Randy would often be found at Edina schools participating in a variety of activities with Edina students in classrooms. He was found most often in science classrooms pushing students to inquire, asking them why they are amazed at what they see. Randy always brings his teaching expertise to conversations with school and community leaders, and as a result, students are at the core of his work.

**Stacie Stanley:**

Dr. Randy Smasal's value for the people he works with undergirds all of his work. His warm personality and genuine interest in the well-being of others have made him an admired leader throughout the district. In recent years, Randy led design teams to launch two of our new marquee programs - the Spanish Dual Language program at Countryside Elementary and the Student Spaceflight Experiment Program (SSEP). These programs embody the district's vision for each and every student to discover their possibilities and thrive.

We are grateful for Dr. Smasal's many contributions and wish him much happiness and fulfillment as he prepares for this new chapter of his life.

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Over your years of service to the district, the Board has had the privilege of watching you grow as a leader and work diligently to advance the Edina School District's goals in numerous ways. We will greatly miss your enthusiasm, strategic mindset and compassionate leadership.

The Board members congratulate Randy Smasal on your retirement and extend a collective and individual "thank you" for a job well done! Go Vikings!

V.B. Designation of Identified Official with  
Authority for the MDE External User Access  
Recertification System



**Board Meeting Date:** 6/10/24

**Title:** Designation of Identified Official with Authority for the MDE External User Access Recertification System

**Type:** Consent

**Description:** The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority (IOwA) assigns job duties and authorizes external user access to MDE secure systems for their local education agency (LEA).

**Recommendation:** Reauthorize Superintendent Stacie Stanley to act as the Identified Official with Authority (IOwA) and reauthorize Executive Assistant Anne Naas to act as the IOwA proxy to add and remove names only for Edina Public School District 0273-01.

**Desired Outcome(s) from the Board:** Review background and approve annual designation of MDE IOwA and IOwA proxy.

**Attachment(s):** MDE EDIAM Authorization Form



## Education Identity and Access Management Board Resolution

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

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

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

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

Organization Name: Edina Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0273-01

Superintendent or Exec. Director Name: Dr. Stacie Stanley

Will act as the IOWA?  Yes  No

If no, identify below the individual who will act as the IOWA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Dr. Stacie Stanley

Title: Superintendent

Board Member Signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)

V.C. Minutes: *May 13 work session and regular meetings, May 21 work session, and May 31 special meeting*

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF MAY 13, 2024

WORK SESSION  
5:00 PM

Edina Community Center  
ECC 350  
and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (virtual)  
Mr. Dan Arom  
Ms. Cheryl Barry (virtual)  
Mr. Michael Birdman (virtual)  
Ms. Karen Gabler (virtual)  
Ms. Jennifer Huwe (virtual)  
Mr. Elliot Mann (virtual)

PRESIDING OFFICER: Chair Erica Allenburg

5:01 PM - 6:14 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent (virtual)  
Mert Woodard, Director of Finance and Operations (virtual)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

\_\_\_\_\_  
Mr. Dan Arom, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
MAY 13, 2024

5:01 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom (arrived at 5:02), Barry (virtual), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual). Staff present: Stanley (virtual), Woodard (virtual).

APPROVAL OF AGENDA

DISCUSSION

- A. Superintendent Student Leadership Team Updates
- B. Food Service Contract – 2023-2024 School Year
- C. Preliminary Budget – Fiscal Year 2025

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:14 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 13, 2024 WORK SESSION

5:01 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom (arrived at 5:02), Barry (virtual), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual). Staff present: Stanley (virtual), Woodard (virtual).

APPROVAL OF AGENDA

Member Mann moved and Member Barry seconded to approve the agenda. All members present voted Aye by roll call. The motion passed unanimously.

DISCUSSION

Superintendent Student Leadership Team Updates: Student teams from South View, Valley View, and Edina High School presented information about their work on school culture during the 2023-2024 school year.

Food Service Contract – 2023-2024 School Year: Review of the history and agreement with Chartwells and discussion of plans for ongoing agreement.

Preliminary Budget – Fiscal Year 2025: Director Woodard presented preliminary budget information for Fiscal Year 2025.

ADJOURNMENT

At 6:14 PM, Member Birdman moved, and Member Mann seconded to adjourn the meeting. All members voted Aye by roll call. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE REGULAR MEETING OF MAY 13, 2024

REGULAR MEETING  
7:00 PM

Edina Community Center Room 349  
5701 Normandale Road, Edina  
and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (virtual)  
Mr. Dan Arom  
Ms. Cheryl Barry (virtual)  
Mr. Michael Birdman (virtual)  
Ms. Karen Gabler (virtual)  
Ms. Jennifer Huwe (virtual)  
Mr. Elliot Mann (virtual)

PRESIDING OFFICER: Chair Erica Allenburg

7:00 PM - 9:22 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent (virtual)  
Dr. Randy Smasal, Assistant Superintendent (virtual)  
Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming (virtual)  
Jody De St. Hubert, Director of Teaching and Learning (virtual)  
Daphne Edwards, Director of Marketing and Communications (virtual)  
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships (virtual)  
Jody Remsing, Director of Student Support Services (virtual)  
Sonya Sailer, Director of Human Resources (virtual)  
Mert Woodard, Director of Finance and Operations (virtual)

Heather Edam, Cornelia Elementary School Teacher  
Molly O'Keefe, Cornelia Elementary School Teacher

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Mr. Dan Arom, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA MAY 13, 2024

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry (virtual), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual). Staff present: Stanley (virtual), Smasal (virtual), Becquer (virtual), De St. Hubert (virtual), Edwards (virtual), Leland (virtual), Rensing (virtual), Sailer (virtual), Woodard (virtual); Edam, O'Keefe.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *April 8 work session and regular meetings; April 23 work session*
- B. Personnel Recommendations
- C. Termination and Non-Renewal of Probationary Teachers
- D. Secondary Online Teaching Pilot Program MOU
- E. Check Register - April 20224
- F. Electronic Fund Transfers - April 2024
- G. Gifts and Bequests – April 2024
- H. Copier & Printer Paper Request for Proposals
- I. Quality Compensation Annual Report 2023-2024
- J. Apple iPad Refresh Proposal
- K. Audio Enhancement
- L. Student Support Services Agreement(s)
  1. Children's Hospital Medical Center

DISCUSSION

- A. Request for Additional District Professional Calendar Day on the 2024-25 Calendar
- B. Marketing Update
- C. Policy Review (*103, 714, 716, 717, 718, 720, 721, 801, 802, 804, 808, 813*)

ACTION

- A. Response to American Indian Vote of Non-Concurrence for American Indian Education Aid
- B. Intermediate School District No. 287 – Long-Term Facilities Maintenance Expenditure
- C. 6-8 English Language Arts Curriculum Adoption Recommendation
- D. School Board Election Resolution - Even Years
- E. Policy Review (*403, 407, 409, 410, 431, 432, 435, 437, 439, 812*)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Enrollment Mobility Report
- B. Investment Summary - April 2024
- C. Expenditure Summary - April 2024
- D. Radon Testing - 2024
- E. Kids Club Update

ADJOURNMENT

The meeting adjourned at 9:22 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

draft

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 13, 2024 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry (virtual), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual). Staff present: Stanley (virtual), Smasal (virtual), Becquer (virtual), De St. Hubert (virtual), Edwards (virtual), Leland (virtual), Remsing (virtual), Sailer (virtual), Woodard (virtual); Edam, O'Keefe.

APPROVAL OF AGENDA

Member Mann moved and Member Arom seconded to approve the agenda. All members voted Aye by roll call. The motion passed unanimously.

EXCELLENCE IN ACTION

Fifth-grade teachers Heather Edam and Molly O'Keefe, from Cornelia Elementary School, along with two students, shared about the annual craft bazaar. The craft bazaar serves as a fundraiser for local charity and has been operating for more than 40 years.

CONSENT

Member Mann moved and Member Birdman seconded to approve the consent agenda. All members voted Aye by roll call. The motion passed unanimously.

The resolutions were:

- A. Minutes: *April 8 work session and regular meetings; April 23 work session*
- B. Personnel Recommendations
- C. Termination and Non-Renewal of Probationary Teachers
- D. Secondary Online Teaching Pilot Program MOU
- E. Check Register - April 20224
- F. Electronic Fund Transfers - April 2024
- G. Gifts and Bequests – April 2024
- H. Copier & Printer Paper Request for Proposals
- I. Quality Compensation Annual Report 2023-2024
- J. Apple iPad Refresh Proposal
- K. Audio Enhancement
- L. Student Support Services Agreement(s)
  - 1. Children's Hospital Medical Center

DISCUSSION

Request for Additional District Professional Calendar Day on the 2024-25 Calendar: Director De St. Hubert shared information about the need for an additional professional development day.

Marketing Update: Director Edwards shared information about the 2023-2024 marketing initiatives that were undertaken and plans for 2024-2025.

Policy Review (103, 714, 716, 717, 718, 720, 721, 801, 802, 804, 808, 813): Policy Committee members presented the following policies for discussion. Policies 103 and 717 will go back to

committee for additional review and the rest will move forward for approval at the next regular meeting.

- Policy 103 Equal Educational Opportunity
- Policy 714 Use of District-Owned Vehicles
- Policy 716 Vending Machines
- Policy 717 Video/Electronic Surveillance
- Policy 718 Construction and Remodeling of Facilities and Grounds
- Policy 720 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- Policy 721 Service Animals in Schools
- Policy 801 Equal Access by Students to School Facilities
- Policy 802 Disposition of Obsolete Equipment and Material
- Policy 804 Energy Utilization Management
- Policy 808 Naming Facilities and Educational Programs
- Policy 813 Aquatics Policy

### ACTION

Response to American Indian Vote of Non-Concurrence for American Indian Education Aid: Member Mann moved and Member Birdman seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Intermediate School District No. 287 – Long-Term Facilities Maintenance Expenditure: Member Birdman moved and Member Huwe seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

6-8 English Language Arts Curriculum Adoption Recommendation: Member Barry moved and Member Mann seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

School Board Election Resolution - Even Years: Member Arom moved and Member Gabler seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Policy Review (403, 407, 409, 410, 431, 432, 435, 437, 439, 812): Member Huwe moved and Member Arom seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

- Policy 403 Discipline of School District Employees
- Policy 407 Employee Right to Know – Exposure to Hazardous Substances
- Policy 409 Employee Publications, Instructional Materials, Inventions, and Creations
- Policy 410 Family and Medical Leaves
- Policy 431 Compensatory Practices
- Policy 432 Assignment and Transfer of Teachers
- Policy 435 Employee Evaluation and Improvement
- Policy 437 Resignation, Termination, or Nonrenewal of Activity Position
- Policy 439 Outside Employment and Conflict of Interest
- Policy 812 Health and Safety Program

### LEADERSHIP AND COMMITTEE UPDATES

Member Arom shared that applications for the Legislative Action Committee are available on the website.

## SUPERINTENDENT UPDATES

Dr. Stanley shared about the art on display in the Boardroom and that there are viewing times this week. There is also student artwork on display at the Edina library. She also read emails: one from a parent whose students volunteer with the Unified program at Valley View and also with an adaptive swim club and how they helped another student get connected to that club with the assistance of Student Support Services and a cultural liaison. Another email thanking the district for the exceptional educators in the Early Learning Center.

## ADJOURNMENT

At 9:22 PM, Member Gabler moved, and Member Mann seconded to adjourn the meeting. All members voted Aye by roll call. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF MAY 21, 2024

WORK SESSION  
5:00 PM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Ms. Cheryl Barry  
Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Jennifer Huwe  
Mr. Elliot Mann

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM - 8:08 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Jody De St. Hubert, Director of Teaching and Learning  
Jody Remsing, Director of Student Support Services  
Mert Woodard, Director of Finance and Operations

Patrick Bass, Valley View Middle School Principal  
Eric Hamilton, Director of Buildings and Grounds  
Indra Khariwala, EPS Student  
Tim O'Neill, EPS Parent  
Paul Paetzel, Edina High School Principal  
Cara Rieckenberg, Highlands Elementary Principal

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Mr. Dan Arom, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
MAY 21, 2024

5:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, De St. Hubert, Remsing, Woodard; Bass, Hamilton, Khariwala, O'Neill, Paetzel, Rieckenberg.

APPROVAL OF AGENDA

DISCUSSION

- A. Facilities Update
- B. Cell Phone/Smart Watch/Smart Device Work Group Board Update
- C. Feedback Pathways for Education Minnesota - Edina Staff (EME) at a Governance Level
- D. Process Parameters for Budget Discussion

ACTION – *added to the agenda*

- A. End of Year Thank You Letter to Staff

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:08 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 21, 2024 WORK SESSION

5:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, De St. Hubert, Remsing, Woodard; Bass, Hamilton, Khariwala, O'Neill, Paetzel, Rieckenberg.

APPROVAL OF AGENDA WITH ADDITION

Member Arom moved and Member Gabler seconded to approve the agenda with the addition of the Action item. The motion passed unanimously.

DISCUSSION

Facilities Update: Staff provided an update on several projects, including the Countryside Elementary addition and playground, as well as other planned deferred/preventative maintenance projects taking place from the summer of 2024 through summer of 2027.

Cell Phone/Smart Watch/Smart Device Work Group Board Update: Staff and work group members shared information about appropriate use of cell phones and other smart devices and the impact on engagement in learning.

Feedback Pathways for Education Minnesota - Edina Staff (EME) at a Governance Level: Board members discussed pathways for educator feedback.

Process Parameters for Budget Discussion: Board members discussed their expectations and the possible parameters around the process that the administration will use to analyze district budgetary options.

Chair Allenburg left the meeting at 8:05.

ACTION

End of Year Thank You Letter to Staff: Member Arom moved and Member Birdman seconded to approve the motion. The motion passed unanimously.

LEADERSHIP AND COMMITTEE UPDATES

Member Arom shared about Legislative Action Committee (LAC) interviews this week, and that a summary of the legislative session would be provided at a future meeting.

SUPERINTENDENT UPDATES

Dr. Stanley shared that Mayor Hovland presented a Commendation for Youth award to Edina High School senior Evangelia Karoussos. Evangelia has served on the LAC and is an active leader in

the Project Earth club. And, she reminded all seniors to stay focused as the school year is rapidly coming to a close.

It was also noted that the Badminton team won the state championship.

#### ADJOURNMENT

At 8:08 PM, Member Mann moved, and Member Huwe seconded to adjourn the meeting. The motion passed unanimously.

draft

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE SPECIAL MEETING OF MAY 31, 2024

SPECIAL MEETING  
8:00 AM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Ms. Cheryl Barry  
Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Jennifer Huwe  
Mr. Elliot Mann

PRESIDING OFFICER: Chair Erica Allenburg

8:00 AM - 8:25 AM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

Steven Cullison, Edina Virtual Pathways Supervisor

Paul Paetzel, Principal, Edina High School

Michael Pretasky, Assistant Principal, Edina High School

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Mr. Dan Arom, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL MEETING  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
MAY 31, 2024

8:00 AM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Cullison, Paetzel, Pretasky.

ACTION

- A. Acceptance of Edina High School Graduate Lists *(to be walked in)*
- B. Acceptance of Edina Virtual Pathway Graduate Lists *(to be walked in)*

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:25 AM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 31, 2024 SPECIAL MEETING

8:00 AM Chair Allenburg called to order the special meeting of the School Board.  
Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present:  
Stanley, Cullison, Paetzel, Pretasky.

Member Arom arrived at 8:01 AM.

APPROVAL OF AGENDA

Member Birdman moved and Member Barry seconded to approve the agenda. The motion passed unanimously.

ACTION

Acceptance of Edina High School Graduate Lists (to be walked in): Member Mann moved and Member Gabler seconded to approve the motion. The motion passed unanimously.

Acceptance of Edina Virtual Pathway Graduate Lists (to be walked in): Member Mann moved and Member Arom seconded to approve the motion. The motion passed unanimously.

LEADERSHIP UPDATES

Member Gabler shared that August 7 and 8 would be the dates for the summer Board retreat.

ADJOURNMENT

At 8:25 AM, Member Mann motioned, and Member Huwe seconded to adjourn the meeting. The motion passed unanimously.

V.D. Personnel Recommendations



**Board Meeting Date:** June 10, 2024

**Title:** Personnel Recommendations

**Type:** Consent

**Presenter(s):** Sonya Sailer, Director of Human Resources

**Description:** Personnel recommendations are made monthly. These conditional offers of employment are subject to successful completion of a criminal background check, I-9 Employment Eligibility Verification and, where applicable, the issuance of the required license. Salary subject to change upon verification of correct step and lane placement.

**Recommendation:** Approve the attached personnel recommendations.

**Desired Outcome(s) from the Board:**

**Attachment(s):**

1. Report (next page)

## LICENSED STAFF

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BASS, JESSICA	EHS	ENGLISH TEACHER, 1.0 FTE	\$69,457	08/19/2024
BROVOLD, KRISTEN	HL	INTERVENTION, 0.7 FTE	\$49,958.30	08/19/2024
BYRNES, ALYSSA	CS/ND	SPEL RESOURCE, 1.0 FTE	\$67,500	08/19/2024
GEAROU, MARISSA	VV	PHY ED/HEALTH, 1.0 FTE	\$75,060	08/19/2024
GIANNAKAKIS, CYNTHIA	ND	SPEL RESOURCE, 1.0 FTE	\$73,235	08/19/2024
GILDER, ELEN	CN	ACADEMIC INTERVENTION, 1.0 FTE	\$71,369	08/19/2024
KIND, MAREN	ND	SPEECH-LANG PATH, 0.5 FTE	\$34,728.50	08/19/2024
MANS, GRACE	ECSE	SPEECH-LANG PATH, 1.0 FTE	\$65,497	08/19/2024
MICHAUD, STEPHAN	EHS	WL - FRENCH, 0.4 FTE	\$36,168	08/19/2024
MORALES, JESSICA	EHS	SOCIAL WORKER, 1.0 FTE	\$76,841	08/19/2024
NELSON, LAURA	DW	MEDIA SPECIALIST, 0.5 FTE	\$43,037	08/19/2024
OLSON, PAMELA	CC	INTERVENTION, 0.25 FTE	\$19,897.75	08/19/2024
PRATT, CYNTHIA	CN	MEDIA SPECIALIST, 1.0 FTE	\$69,457	08/19/2024
REICHERT, KELLIE	VV	MATHEMATICS, 0.92 FTE	\$47,465.56	08/19/2024
ZABAWA, ELIZABETH	EHS	ASL TEACHER, 1.0 FTE	\$67,500	08/19/2024

### B. 2024-25 ADDITIONAL DUTY DAY ASSIGNMENTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Number of Days</u>
FEILY, LEIGH ANN	DW	SCHOOL PSYCHOLOGIST, 1.0 FTE	\$7,348.94	15
HARLEY, SANDRA	DW	LITERACY COACH, 1.0 FTE	\$8,710.43	15

### C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
BACA, RENE	DW	PEER COACH, 1.0 FTE	06/04/2024
BIDERMAN, SARAH	CC	MUSIC TEACHER, 1.0 FTE	06/04/2024

DUNN, CHRISTOPHER	VV	ADMINISTRATIVE DEAN	06/21/2024
ORTIZ PEREZ, LIZABETH	CN	MEDIA SPECIALIST, 1.0 FTE	06/04/2024
SLATTERY, ASHLEY	HL	GRADES 2-3 CP, 1.0 FTE	06/04/2024

### C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
SPAULDING, ANNE	DW	FROM SPEECH-LANG. PATH, 0.5 FTE TO SPEECH-LANG. PATH, 0.8 FTE	\$61,472.80	08/19/2024

### D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
WAAGE, EMILY	HL	GRADE 1 TEACHER	05/16/2024 - 06/03/2024

## NON-LICENSED STAFF

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
FINN, KYLE	DW	CUSTODIAN	\$22.06/HR	05/28/2024
HILLIGOSS, SARAH	ECC	MTSS & EXTENDED LEARNING COORDINATOR	\$90,591	06/17/2024
ISLEY, KIMBERLY	ELC	ASSISTANT DIRECTOR OF EARLY LEARNING	\$138,750	07/01/2024
MALONEY, TUCKER	ECC	CUSTODIAN	\$22.06/HR	06/10/2024
MCLENNON, JESSICA	ECC	CAREER EXPLORATION COORDINATOR	\$78,596	06/24/2024
PAMEL, MICHAEL	DW	CUSTODIAN	\$22.06/HR	05/28/2024
PETERSON, RODNEY	ECC	DIRECTOR OF BUILDINGS & GROUNDS	\$144,260	07/01/2024
SEPULVEDA, MONTSERRAT	ECC	WELCOME CENTER SPECIALIST, CLASSIFICATION B	\$23.20/HR	05/28/2024
WESTROM, EMILY	ECC	DISTRICT ACCOUNTANT	\$83,587	06/17/2024

### B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ADKISSON, TRAVON	EHS	EA SECURITY MONITOR	05/31/2024

CARLSON, JEFFREY	TC	BUS DRIVER	05/13/2024
DEGENAAR, DANIEL	ECC	PAYROLL MANAGER	05/31/2024
DENUCCIO, SAMANTHA	SV	EA SECURITY MONITOR	05/31/2024
DESENS, CATHERINE	HL	INSTRUCTIONAL ASSISTANT	05/31/2024
DRAVES, SHAWN	EHS	CUSTODIAL SUPERVISOR	08/16/2024
GAWBOY, GRAY	HL	EA SPED PARA	05/31/2024
HOLTER-VANG, TYMENG	EHS	HOURLY CUSTODIAN	06/07/2024
KETEN, COURTNEY	ELC	INSTRUCTIONAL ASSISTANT	05/29/2024
LINK, DEBORAH	EHS	HEALTH SERVICES ASSOCIATE	05/31/2024
MAGNUSON, SUZANNE	CS	EA PARA	05/31/2024
NASH, BAILLIE	ECC	DISTRICT ACCOUNTANT	07/07/2024
POPOVA, LEAH	HL	INSTRUCTIONAL ASSISTANT	05/31/2024
WATKINS, MARY	ECC	BOARD CERTIFIED BEHAVIOR ANALYST	06/20/2024

### C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
BRETOI, ALEX	EHS ELC	FROM: INSTRUCTIONAL ASSISTANT TO: OFFICE ASSISTANT, CLASSIFICATION D	\$18.75/HR \$22.29/HR	06/05/2024
FITZSIMMONS, JAMES	TC	FROM: ROUTE PROGRAMMER TO: TRANSPORTATION SAFETY COORDINATOR	\$27.42/HR \$69,493	06/03/2024
KILANOWSKI, MICHAEL	VV EHS	FROM: CUSTODIAL SUPERVISOR TO: CUSTODIAL SUPERVISOR	\$73,089 \$80,604	05/29/2024
LINDLEY, NATHANIEL	ECC	FROM: INTERIM DIRECTOR OF MEDIA & TECHNOLOGY SERVICES TO: DIRECTOR OF MEDIA & TECHNOLOGY SERVICES	\$140,064 \$140,064	05/24/2024

### D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
AMUNDSON, DANIEL	SV	CUSTODIAN	05/13/2024 - 06/25/2024

## E. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
AHMED, FAISA	CS	ESY EA SPED PARA	\$19.00/HOUR	06/17/2024
AHMED, IKRAM	ELC	ESY EA SPED PARA	\$19.75/HOUR	06/17/2024
ALECKSON, SHARON	CS	ESY EA SPED PARA	\$22.55/HOUR	06/17/2024
AMBRIZ, KRYSTAL	EHS	ESY EA SPED PARA	\$19.00/HOUR	06/17/2024
ANDERSON, PATRICK	VV	ESY EA SPED PARA	\$22.55/HOUR	06/17/2024
ANDERSON, VIRGINIA	EHS	EA OPTIONS PARA	\$22.10/HOUR	06/06/2024
ARTIS, SEAN	CS/EHS	ESY EA SPED PARA	\$19.75/HOUR	06/17/2024
BARSENAS, PERLA	EHS/ECSE	ESY EA SPED PARA	\$21.15/HOUR	06/17/2024
BERDAHL, JAMES	VV	ESY EA SPED PARA	\$21.15/HOUR	06/17/2024
BUETTNER-SALIDO, RAFAEL	DW	TECH ASSISTANT	\$23.60/HOUR	06/03/2024
CARLSON, WILL	EHS	ESY EA SPED PARA	\$21.15/HOUR	06/17/2024
CARRERA, LILIA	CS	ESY EA SPED PARA	\$19.75/HOUR	06/17/2024
CERVANTES, ELIZABETH	CS	ESY EA SPED PARA	\$21.15/HOUR	06/17/2024
CHAVEZ ROMERO, JESUS	DW	TECH ASSISTANT	\$23.60/HOUR	06/03/2024
CHANDRAKUMAR, DIVYA	CS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
DUNSMORE, KATHLEEN	EHS	EA OPTIONS PARA	\$24.48/HOUR	06/06/2024
DYKINS-KLOPP, JUDY	CS	ESY EA SPED PARA	\$22.55/HOUR	06/17/2024
FORSTER, KARLA	EHS	ESY EA SPED PARA	\$24.48/HOUR	06/17/2024
HANNAN, MARK	CS/VV	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
HANSEN, NANCY	CS	ESY EA SPED PARA	\$25.00/HOUR	06/17/2024
HENNIGAR, LESLIE	CS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
JOHNSON, JASMINE	CS/VV	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
KELLY, LOURDES	CS/EHS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
KILIBARDA, ANDREW	DW	TECH ASSISTANT	\$22.40/HOUR	06/03/2024
KLUS, ANNA	VV/ECSE	ESY EA SPED PARA	\$19.00/HOUR	06/17/2024
LUNDBORG, STEPHANIE	EHS	EA OPTIONS PARA	\$22.10/HOUR	06/06/2024
LYTLE, RACHEL	CS/VV	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
MASON, EMMA	EHS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024

MATZ, MAGGIE	DW	TECH ASSISTANT	\$23.60/HOUR	06/03/2024
MATTSON, THERESA	EHS	ESY EA SPED PARA	\$21.15/HOUR	06/17/2024
MEERSMAN, NICHOLAS	EHS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
MUNSON-DANIELS, TAMI	CS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
MURDOCH, ELIZABETH	CS	ESY EA SPED PARA	\$19.75/HOUR	06/17/2024
NOUR, SUCDI	CS	ESY EA SPED PARA	\$22.55/HOUR	06/17/2024
ORTEGA, DERWINS	CS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
PARSONS, MARTHA	CS/VV	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
PERTERSON, GARY	VV	ESY EA SPED PARA	\$22.55/HOUR	06/17/2024
REIMRINGER, CHRISTINE	EHS	EA OPTIONS PARA	\$22.10/HOUR	06/06/2024
RESBERG, AMY	ELC	INSTRUCTIONAL ASSISTANT	\$18.00/HOUR	06/11/2024
ROBY, JENNIFER	CS/VV	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
ROTHGEB, LISA	CS/VV	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
SACKS, JULIA	VV	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
SCHADOW, ROBERT	CS/EHS	ESY EA SPED PARA	\$22.10/HOUR	06/17/2024
TAYLOR, KATHERINE	CS	ESY EA SPED PARA	\$22.55/HOUR	06/17/2024
UHLEMANN, DEBORAH	EHS	EA OPTIONS PARA	\$25.00/HOUR	06/06/2024
ULTAN, ROSLYE	EHS	EA OPTIONS PARA	\$22.55/HOUR	06/06/2024
VAN HOUTEN, JASON	EHS	ESY EA SPED PARA	\$22.55/HOUR	06/17/2024

### **COMMUNITY EDUCATION SERVICES STAFF**

#### **A. RECOMMENDATIONS FOR EMPLOYMENT**

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
CAMPBELL, HOLLY	DW	AUDITORIUM TECHNICIAN	\$20.00/HR	05/28/2024
COLEMAN, ELLIE	CC	KIDS' CLUB LEAD	\$17.33/HR	05/20/2024
SPRATT, BRANDON	EHS	EVENT WORKER	\$15.00/HR	05/15/2024

#### **B. RESIGNATIONS, RETIREMENTS, TERMINATIONS**

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
BOCK, ZACHARY	CV	KIDS' CLUB LEAD	05/24/2024
MILLER, NAKIMA	ND	PROGRAM SPECIALIST	05/20/2024

### C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BJORK, LORI	DW	INSTRUCTIONAL ASSISTANT ADDING SUMMER KIDS' CLUB LEAD	\$22.00/HR	06/03/2024
FLORES, PAIGE	DW	EA SPED PARA ADDING SUMMER ENRICHMENT LEAD	\$22.00/HR	06/03/2024
HIGHLAND, TODD	DW	EA SPED PARA ADDING SUMMER ENRICHMENT LEAD	\$22.00/HR	06/03/2024
JOHNSON, JASMINE	DW	TEACHER - SPED ADDING ENRICHMENT LEAD	\$22.00/HR	06/03/2024

### D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
NONE.			

### E. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ADDINGTON, MADELINE	ND	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
ATKINS, AIDAN	CN	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
BEN-OZILIO, JULIA	CV	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
BRASTAD, LILLY	ND	KIDS'S CLUB LEAD	\$17.33/HR	06/03/2024
BUGGEINANI, RAMIT	CN	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
BURGER, CARSON	CN	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
CARTER, KYLIAH	ND	KIDS' CLUB LEAD	\$16.00/HR	06/03/2024
CHARETTE, MARGOT	CV	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
CLAUSMAN, SOPHIA	DW	YOUTH ENRICHMENT LEAD LIFEGUARD	\$17.33/HR \$20.05/HR	06/03/2024
CROSSON, JESSICA	ND	KIDS' CLUB LEAD	\$18.77/HR	06/03/2024
DENARDO, RYAN	CN	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
DOOM, KATHERINE	CN	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
DUWENHOEGGER, GRACE	ND	KIDS' CLUB LEAD	\$16.00/HR	06/03/2024

HONOUR, ADDISON	ND	KIDS' CLUB LEAD	\$16.00/HR	06/04/2024
JEZIERSKI, SAGE	CN	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
KARPAVA, TATSIANA	CV	KIDS' CLUB LEAD	\$20.32/HR	06/03/2024
KNOWLES, JOHN	ND	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
LETTOW, CASSIDY	CN	KIDS' CLUB LEAD	\$20.32/HR	06/03/2024
LINDAHL, KARI	ND	KIDS' CLUB LEAD	\$20.32/HR	06/03/2024
MORROW, ISSABELA	ND	KIDS' CLUB LEAD	\$16.00/HR	06/03/2024
PODRATZ, GABRIEL	CN	KIDS' CLUB LEAD	\$16.00/HR	06/03/2024
RASMUSSEN, SEAN	ND	KIDS' CLUB LEAD	\$16.00/HR	06/10/2024
RUNENSTEIN, ERROL	CN	KIDS' CLUB LEAD	\$22.00/HR	06/03/2024
RIAN, ARNE	CV	KIDS' CLUB LEAD	\$16.00/HR	06/03/2024
SANNES-ECKOFF, SOPHIE	ND	KIDS' CLUB LEAD	\$17.33/HR	06/04/2024
SHAW, COOPER	DW	KIDS' CLUB LEAD	\$16.00/HR	06/03/2024
SMITH, MICHAEL	ND	KIDS' CLUB LEAD	\$22.00/HR	06/03/2024
SOLGA, MEGAN	DW	KIDS' CLUB LEAD	\$20.32/HR	06/17/2024
TIERNEY, JOSEPH	ND	KIDS' CLUB LEAD	\$16.00/HR	06/03/2024
TRAN, JOHNNY	CV	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
VEDDER, JAMES	CN	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
WEINBERGER, PETER	CV	KIDS' CLUB LEAD	\$17.33/HR	06/03/2024
WILLMUTH, ELLA	CV	KIDS' CLUB LEAD	\$16.00/HR	06/07/2024

V.E. Check Register



**Board Meeting Date:** 6/10/2024

**Title:** Check Register – May 2024

**Type:** Consent

**Presenter(s):** Mert Woodard – Director, Finance & Operations

**Description:** Presented for approval by the Board of Education are monthly disbursement totals, by fund, for the month of May 2024:

<u>Fund</u>	<u>Amount</u>
General	\$ 3,690,811
Food Service	389,950
Community Service	233,720
Building Construction	718,680
<b>Total</b>	<b>\$ 5,033,161</b>

**Recommendation:** Approve the disbursements as presented for the month of May 2024.

**Desired Outcomes from the Board:** Compliance with Minn. Stat. § 123B.02 Subd. 18

**Attachments:**

1. Check Register – May 2024

# Check Register

FOR THE MONTH ENDED MAY 31, 2024

Check No.	Vendor	Description	Date	Amount
398529	MN PEIP	CURRENT TEACHERS	5/29/2024	759,916.18
398348	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	5/22/2024	440,328.32
398499	CHARTWELLS DINING S	APR24 FOOD SERVICES	5/29/2024	386,643.98
398243	METRO TRANSPORTATIO	APR24 - SPED TYPE I	5/15/2024	197,257.89
398108	CORPORATE MECHANICA	EHS BOILER CONVERSI	5/7/2024	146,544.00
398080	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	5/7/2024	91,048.87
398127	GMH ASPHALT CORPORA	VV SITE IMPROVEMENT	5/7/2024	83,299.29
398529	MN PEIP	COBRA/RETIREEES	5/29/2024	69,754.20
398083	ACOUSTICS ASSOCIATE	CS 2023 ADDITION 09	5/7/2024	69,364.44
398398	METRO ELEVATOR	MOBILIZATION DWN PM	5/22/2024	69,210.90
398554	THE CAULKERS COMPAN	ECC EXTERIOR ENVELO	5/29/2024	59,667.55
398239	KRAUS-ANDERSON CONS	EHS LTFM CONST/SITE	5/15/2024	58,909.00
398274	XCEL ENERGY	EHS 2/23-3/25/24 US	5/15/2024	55,822.45
398158	NEW LOOK CONTRACTIN	CS 2023 ADDITION 31	5/7/2024	54,137.54
398277	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	5/22/2024	50,892.03
398109	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	5/7/2024	47,682.44
398243	METRO TRANSPORTATIO	APR24 - HHM TRANSP	5/15/2024	43,246.69
398181	SUPERSET TILE & STO	EHS MECHANICAL 09-B	5/7/2024	42,270.25
398532	NATIONAL INSURANCE	HAMANN LIFE CLAIM	5/29/2024	39,626.00
398314	CHESS & STRATEGY GA	CHESS CLUBS/TOURNEY	5/22/2024	37,545.90
398107	COMMERCIAL DRYWALL	CS 2023 ADDITION 09	5/7/2024	36,420.06
398230	ISD 271 - BLOOMINGT	23-24 ADULT BASIC E	5/15/2024	36,004.00
398533	NOW MICRO INC	SERVERS-4	5/29/2024	35,200.00
398107	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	5/7/2024	34,570.07
398203	CDW GOVERNMENT	CLEARPASS SOFTWARE	5/15/2024	34,389.21
398187	TWIN CITY TRANSPORT	APR24 - SPED TRANSP	5/7/2024	33,258.74
398324	CORVAL CONSTRUCTORS	EHS MECHANICA 23-B	5/22/2024	32,403.08
398355	INTERMEDIATE DISTRI	LEASE LEVY	5/22/2024	29,394.82
398092	B&D ASSOCIATES, INC	EHS MECHANICAL 04-A	5/7/2024	29,207.75
398480	WOLD ARCHITECTS & E	EHS 25-26 RENOVATIO	5/22/2024	25,540.89
398515	INGINA LLC	JAN24 STEAM/ROBOTIC	5/29/2024	22,372.00
398355	INTERMEDIATE DISTRI	CONTRACTED NSO	5/22/2024	20,882.52
398348	HEALTHPARTNERS INSU	COBRA/RETIREEES	5/22/2024	20,654.89
398355	INTERMEDIATE DISTRI	ITINERANT	5/22/2024	20,501.40
398454	TEACHERS ON CALL, A	EHS - SUBSTITUTES	5/22/2024	20,443.85
398047	KINECT ENERGY, INC	HS 2/29-3/31 USE	5/1/2024	20,317.61
398265	TEACHERS ON CALL, A	EHS - SUBSTITUTES	5/15/2024	19,856.90
398246	NATIONAL INSURANCE	LTD DISTRICT W/H	5/15/2024	19,004.35
398274	XCEL ENERGY	SV 3/25-4/23/24 USE	5/15/2024	18,294.06
398539	PARALLEL TECHNOLOGI	EHS - CARD READERS	5/29/2024	17,640.08
398203	CDW GOVERNMENT	FORTIANALYZER - 3 Y	5/15/2024	17,548.00
398515	INGINA LLC	STEAM/ROBOTICS 401	5/29/2024	17,272.50
398072	TEACHERS ON CALL, A	EHS - SUBSTITUTES	5/1/2024	17,132.49
398246	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	5/15/2024	16,356.88

Check No.	Vendor	Description	Date	Amount
398047	KINECT ENERGY, INC	SV 2/29-3/31 USE	5/1/2024	15,922.78
398144	KATH FUEL OIL SERVI	DIESEL	5/7/2024	15,534.41
398182	TEACHERS ON CALL, A	EHS - SUBSTITUTES	5/7/2024	14,742.12
398243	METRO TRANSPORTATIO	APR24 - SPED BUS AI	5/15/2024	14,718.41
398274	XCEL ENERGY	VV 3/25-4/23/24 USE	5/15/2024	14,692.01
398306	CAMP FOLEY	CAMP TRIP - FINAL P	5/22/2024	14,600.00
398242	LAKETOWN ELECTRIC C	SV LIGHTING REPLACE	5/15/2024	14,250.00
398259	SAMSARA INC	GPS YEARLY - GEN ED	5/15/2024	14,077.20
398239	KRAUS-ANDERSON CONS	EHS LTFM MGMT SERVI	5/15/2024	13,475.00
398274	XCEL ENERGY	ECC 3/25-4/23/24 US	5/15/2024	13,033.13
398294	BAYCOM INC	KC RADIOS	5/22/2024	12,815.53
398480	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	5/22/2024	12,591.93
398521	KINECT ENERGY, INC	EHS - APR24 USE	5/29/2024	12,473.70
398243	METRO TRANSPORTATIO	APR24 - SPED TRANSP	5/15/2024	12,398.82
398310	CDW GOVERNMENT	ARUBA CLEARPASS	5/22/2024	11,641.78
398549	SAFeway DRIVING SCH	JAN-FEB24 DRIVER'S	5/29/2024	11,520.00
398047	KINECT ENERGY, INC	ECC 2/29-3/31 USE	5/1/2024	11,166.66
398355	INTERMEDIATE DISTRI	CORE FEE	5/22/2024	11,151.32
398355	INTERMEDIATE DISTRI	SAFE SCHOOL	5/22/2024	11,114.29
398299	BRAEMAR GOLF COURSE	APR24 GOLF COURSE F	5/22/2024	11,081.00
398454	TEACHERS ON CALL, A	VV - SUBSTITUTES	5/22/2024	11,048.85
398449	STRATEGIC BEHAVIORA	CONTRACT - A.A.	5/22/2024	10,997.50
398503	DEEP PORTAGE	2/26-2/28 FIELD TRI	5/29/2024	10,864.00
398144	KATH FUEL OIL SERVI	DIESEL	5/7/2024	10,659.05
398471	WEBBER RECREATIONAL	CC - ENG WOOD FIBER	5/22/2024	10,570.00
398265	TEACHERS ON CALL, A	VV - SUBSTITUTES	5/15/2024	10,332.90
398323	CORPORATE MECHANICA	EHS BOILER REPAIR	5/22/2024	10,262.10
398454	TEACHERS ON CALL, A	CC - SUBSTITUTES	5/22/2024	10,120.70
398521	KINECT ENERGY, INC	SV - APR24 USE	5/29/2024	10,011.36
398501	COMMERCIAL INFRASTR	CC - EXT CAMERA INS	5/29/2024	9,662.50
398164	PLANSOURCE	SERVICES FOR APR24	5/7/2024	9,659.35
398541	PLANSOURCE	SERVICES FOR MAY24	5/29/2024	9,659.35
398377	KATH FUEL OIL SERVI	DIESEL	5/22/2024	9,620.71
398270	TONeworks MUSIC THE	APR24 MUSIC THERAPY	5/15/2024	9,611.50
398384	LEXIA LEARNING SYST	LETRS FACILITATOR	5/22/2024	9,600.00
398047	KINECT ENERGY, INC	VV 2/29-3/31USE	5/1/2024	9,523.90
398072	TEACHERS ON CALL, A	VV - SUBSTITUTES	5/1/2024	9,462.15
398265	TEACHERS ON CALL, A	CS - SUBSTITUTES	5/15/2024	9,339.60
398182	TEACHERS ON CALL, A	CC - SUBSTITUTES	5/7/2024	9,210.60
398265	TEACHERS ON CALL, A	CC - SUBSTITUTES	5/15/2024	8,946.15
398452	SUPERSET TILE & STO	EHS MECHANICAL 09-B	5/22/2024	8,915.75
398182	TEACHERS ON CALL, A	VV - SUBSTITUTES	5/7/2024	8,855.85
398182	TEACHERS ON CALL, A	SV - SUBSTITUTES	5/7/2024	8,752.65
398265	TEACHERS ON CALL, A	HL - SUBSTITUTES	5/15/2024	8,751.68
398454	TEACHERS ON CALL, A	CS - SUBSTITUTES	5/22/2024	8,649.45
398219	FLICEK WELDING	WINDOW GUARDS CITY	5/15/2024	8,600.00
398182	TEACHERS ON CALL, A	CS - SUBSTITUTES	5/7/2024	8,552.70
398524	LEXIA LEARNING SYST	LTRS ONLINE TRAININ	5/29/2024	8,500.00
398144	KATH FUEL OIL SERVI	DIESEL	5/7/2024	8,432.01
398144	KATH FUEL OIL SERVI	DIESEL	5/7/2024	8,431.00
398130	H2I GROUP INC	HL SYNTHETIC GYM FL	5/7/2024	8,334.00
398180	SUNBELT STAFFING LL	4/27 PSYCHOLOGISTS	5/7/2024	8,284.88
398115	EBERT CONSTRUCTION	EHS MECHANICAL 02-A	5/7/2024	8,110.90
398070	SUNBELT STAFFING LL	PSYCHOLOGISTS	5/1/2024	7,902.50
398193	XCEL ENERGY	VV 2/25-3/25/24 USE	5/7/2024	7,841.87
398454	TEACHERS ON CALL, A	HL - SUBSTITUTES	5/22/2024	7,791.60
398182	TEACHERS ON CALL, A	HL - SUBSTITUTES	5/7/2024	7,772.25
398471	WEBBER RECREATIONAL	CV - ENG WOOD FIBER	5/22/2024	7,690.00

Check No.	Vendor	Description	Date	Amount
398162	OWENS COMPANIES INC	A/C CHILLER MAINT	5/7/2024	7,608.00
398072	TEACHERS ON CALL, A	CS - SUBSTITUTES	5/1/2024	7,505.22
398334	DEEP PORTAGE	CAMP - MOLITER/FRIE	5/22/2024	7,492.00
398454	TEACHERS ON CALL, A	CV - SUBSTITUTES	5/22/2024	7,456.20
398264	SUNBELT STAFFING LL	5/4 - PSYCHOLOGISTS	5/15/2024	7,387.25
398157	NATIONAL TREASURE K	KUNGFU 127-B2105-9	5/7/2024	7,245.00
398265	TEACHERS ON CALL, A	CV - SUBSTITUTES	5/15/2024	7,088.55
398336	EBERT CONSTRUCTION	EHS MECHANICAL 02-A	5/22/2024	7,054.23
398072	TEACHERS ON CALL, A	CC - SUBSTITUTES	5/1/2024	7,042.11
398182	TEACHERS ON CALL, A	CV - SUBSTITUTES	5/7/2024	6,966.00
398265	TEACHERS ON CALL, A	SV- SUBSTITUTES	5/15/2024	6,966.00
398454	TEACHERS ON CALL, A	SV - SUBSTITUTES	5/22/2024	6,875.70
398336	EBERT CONSTRUCTION	EHS MECHANICAL 06-A	5/22/2024	6,864.70
398072	TEACHERS ON CALL, A	HL - SUBSTITUTES	5/1/2024	6,807.33
398471	WEBBER RECREATIONAL	CN - ENG WOOD FIBER	5/22/2024	6,730.00
398244	MIKKONEN MUSIC LLC	APR24 MUSIC LESSONS	5/15/2024	6,615.00
398295	BEMIDJI STATE UNIVE	SPR24 MATH 1180 TRI	5/22/2024	6,600.00
398451	SUNBELT STAFFING LL	5/11 PSYCHOLOGISTS	5/22/2024	6,567.88
398519	JOHNSON FITNESS & W	WELLNESS CENTER SUP	5/29/2024	6,562.70
398274	XCEL ENERGY	CC 3/25-4/23/24 USE	5/15/2024	6,505.52
398091	AVI SYSTEMS INC	"43" " VIEWBOARDS"	5/7/2024	6,458.00
398460	TIMECLOCK PLUS DATA	UPGRADE FOR LEAVES	5/22/2024	6,199.00
398063	RIVER BOTTOM PRODUC	TECH/BUILD FOR CLUE	5/1/2024	6,150.00
398544	RADAR CONSULTING LL	CE SPECIALIST RECRU	5/29/2024	6,000.00
398103	CENTURY FENCE COMPA	CS GATE/FENCE WORK	5/7/2024	5,964.00
398083	ACOUSTICS ASSOCIATE	EHS MECHANICAL 09-D	5/7/2024	5,842.26
398274	XCEL ENERGY	HL 3/26-4/24/24 USE	5/15/2024	5,827.03
398149	MAERTENS-BRENNY CON	EHS MECHANICAL 03-A	5/7/2024	5,747.50
398350	HOGLUND BUS COMPANY	FUEL INJECTORS	5/22/2024	5,734.78
398096	BILL CARROLL PAINTI	BOILER ROOM PAINTIN	5/7/2024	5,700.00
398072	TEACHERS ON CALL, A	CV - SUBSTITUTES	5/1/2024	5,663.10
398454	TEACHERS ON CALL, A	ND - SUBSTITUTES	5/22/2024	5,634.08
398521	KINECT ENERGY, INC	VV - APR24 USE	5/29/2024	5,628.09
398274	XCEL ENERGY	CV 3/25- 4/23/24 US	5/15/2024	5,460.65
398521	KINECT ENERGY, INC	ECC - APR24 USE	5/29/2024	5,393.62
398191	WENDY ANDERSON	HYBRID HATHA YOGA	5/7/2024	5,366.20
398125	GIBBONS TERRAZZO LL	EHS MECHANICAL 09-G	5/7/2024	5,320.00
398405	MINNESOTA OFFICE FU	ATHL OFFICE FURNITU	5/22/2024	5,268.25
398274	XCEL ENERGY	CS 3/25-4/23/24 USE	5/15/2024	5,250.18
398230	ISD 271 - BLOOMINGT	23-24 ADULT W/DISAB	5/15/2024	5,202.00
398203	CDW GOVERNMENT	FORTINET COTERM	5/15/2024	5,041.60
398454	TEACHERS ON CALL, A	CN - SUBSTITUTES	5/22/2024	5,037.45
398320	COLORADO TIME SYSTE	"PCW-STAND, PC-WMK	5/22/2024	5,000.00
398355	INTERMEDIATE DISTRI	HTP-GEN ED	5/22/2024	4,801.51
398253	POP UP PARTY RENTAL	AP TEST CHAIR/TABLE	5/15/2024	4,776.19
398123	FRASER CHILD AND FA	CONSULTATIONS	5/7/2024	4,774.00
398178	STEINBRECHER PAINTI	WS-09K CS ES ADDITI	5/7/2024	4,732.32
398115	EBERT CONSTRUCTION	EHS MECHANICAL 06-A	5/7/2024	4,702.11
398355	INTERMEDIATE DISTRI	LONG TERM FACILITES	5/22/2024	4,620.79
398203	CDW GOVERNMENT	ARUBA CLEARPASS	5/15/2024	4,604.85
398072	TEACHERS ON CALL, A	SV - SUBSTITUTES	5/1/2024	4,566.60
398187	TWIN CITY TRANSPORT	APR24 - HHM TRANSP0	5/7/2024	4,529.70
398265	TEACHERS ON CALL, A	ND - SUBSTITUTES	5/15/2024	4,489.20
398123	FRASER CHILD AND FA	CONSULTATIONS	5/7/2024	4,466.00
398246	NATIONAL INSURANCE	COBRA/RETIREE	5/15/2024	4,376.48
398355	INTERMEDIATE DISTRI	TRANS DISABLED	5/22/2024	4,349.74
398317	CITY OF EDINA	CS 1/29-4/30/24 USE	5/22/2024	4,319.07
398182	TEACHERS ON CALL, A	ND - SUBSTITUTES	5/7/2024	4,302.15

Check No.	Vendor	Description	Date	Amount
398121	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	5/7/2024	4,296.72
398133	HENNEPIN COUNTY TRE	32-117-21 42 54 PRP	5/7/2024	4,294.52
398265	TEACHERS ON CALL, A	CN - SUBSTITUTES	5/15/2024	4,263.45
398317	CITY OF EDINA	CN 1/29-4/29/24 USE	5/22/2024	4,251.94
398481	XCEL ENERGY	SC 4/16-5/15/24 SER	5/22/2024	4,206.84
398372	JOSTENS INC	2024 SCHOLAR CORDS	5/22/2024	4,200.16
398539	PARALLEL TECHNOLOGI	ECC CAMERA INSTALLS	5/29/2024	4,194.20
398144	KATH FUEL OIL SERVI	UNLEADED	5/7/2024	4,169.99
398535	ODP BUSINESS SOLUTI	LOUNGE FURNITURE	5/29/2024	4,164.28
398281	ADVANCED IMAGING SO	LEASE 06.08 0631790	5/22/2024	4,151.77
398317	CITY OF EDINA	HL 1/29-4/29/24 USE	5/22/2024	4,149.17
398559	WARNERS' STELLIAN A	TRAIN RM: APPLIANCE	5/29/2024	4,099.87
398047	KINECT ENERGY, INC	CS 2/29-3/31 USE	5/1/2024	4,097.53
398072	TEACHERS ON CALL, A	CN - SUBSTITUTES	5/1/2024	4,062.60
398186	TWIN CITY HARDWARE	EHS MECHANICAL 08-A	5/7/2024	4,017.81
398283	ALLEGRA EDEN PRAIRI	PRIMARY GRD PRINTIN	5/22/2024	4,016.00
398047	KINECT ENERGY, INC	CV 2/29-3/31 USE	5/1/2024	4,000.22
398284	AMERICAN DRAPERY SY	BLINDS 351	5/22/2024	3,954.39
398486	93 SKIP LLC	CN APRIL SOLAR PROD	5/29/2024	3,901.24
398096	BILL CARROLL PAINTI	H.R. OFFICE PAINTIN	5/7/2024	3,797.00
398355	INTERMEDIATE DISTRI	ALC-STABILIZATION F	5/22/2024	3,704.76
398274	XCEL ENERGY	ECC 3/25-4/23/24 US	5/15/2024	3,676.01
398072	TEACHERS ON CALL, A	ND - SUBSTITUTES	5/1/2024	3,657.15
398172	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	5/7/2024	3,648.40
398246	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	5/15/2024	3,569.03
398047	KINECT ENERGY, INC	HL 2/29-3/31 USE	5/1/2024	3,536.45
398259	SAMSARA INC	GPS YEARLY - SPED	5/15/2024	3,519.30
398047	KINECT ENERGY, INC	CC12/29-3/31 USE	5/1/2024	3,510.90
398385	LINDA CARLSON	CARLSON DEATH BENEF	5/22/2024	3,510.00
398442	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	5/22/2024	3,502.42
398481	XCEL ENERGY	BUS 3/26 - 4/24/202	5/22/2024	3,446.58
V20075	BETH RUSSELL	MEDICARE REIMB	5/22/2024	3,402.00
398272	WASTE MANAGEMENT OF	EHS - MAY24 SERVICE	5/15/2024	3,365.97
398160	NOVA FIRE PROTECTIO	EHS MECHANICAL 21-A	5/7/2024	3,325.00
398530	MULTILINGUAL WORD I	APR24 INTERPRETING	5/29/2024	3,315.07
398377	KATH FUEL OIL SERVI	DIESEL	5/22/2024	3,282.75
398102	CDW GOVERNMENT	ARUBA AP-635 US CAM	5/7/2024	3,234.00
398123	FRASER CHILD AND FA	CONSULTATIONS	5/7/2024	3,234.00
398500	COMMERCIAL FURNITUR	GRP H4845CH(T) K WE	5/29/2024	3,174.23
398214	ELECTRONIC DESIGN C	WORK ON PRESS BOX	5/15/2024	3,148.70
398059	PARALLEL TECHNOLOGI	CS - EXTERIOR CAMER	5/1/2024	3,148.17
398047	KINECT ENERGY, INC	CN 2/29-3/31 USE	5/1/2024	3,119.80
398500	COMMERCIAL FURNITUR	GRP HC60-K HIP HOP	5/29/2024	3,037.42
398182	TEACHERS ON CALL, A	CN - SUBSTITUTES	5/7/2024	3,005.70
398297	BEYOND THE NOTES MU	4/14 BTN FIELD TRIP	5/22/2024	3,004.00
398520	KATH FUEL OIL SERVI	UNLEADED	5/29/2024	3,000.47
398354	INTERDEPENDENT LEAR	EXTENDED DAY TRAINI	5/22/2024	3,000.00
398296	BENEFIT EXTRAS, INC	MAY24 HRA ADMIN	5/22/2024	2,976.05
398144	KATH FUEL OIL SERVI	UNLEADED	5/7/2024	2,970.92
398502	CORPORATE MECHANICA	EHS - BOILER REPAIR	5/29/2024	2,967.62
398379	KJELLBERG'S CARPET	CARPET GLUE DOWN	5/22/2024	2,931.30
398353	INESE KRIEVANS	APR24 SUNSHINE/MOON	5/22/2024	2,918.12
V20075	BETH RUSSELL	MEDICARE SPOUSAL	5/22/2024	2,916.00
398433	RIVER BOTTOM PRODUC	HL - GRAND DRAPES	5/22/2024	2,900.00
398429	RELATE COUNSELING C	CHEM HEALTH #8 OF 1	5/22/2024	2,880.00
398239	KRAUS-ANDERSON CONS	EHS LTFM GENERAL CO	5/15/2024	2,841.82
398252	PITNEY BOWES EASYPE	SPRING MAILER POSTA	5/15/2024	2,834.10
398498	CDW GOVERNMENT	UPS	5/29/2024	2,805.24

Check No.	Vendor	Description	Date	Amount
398521	KINECT ENERGY, INC	CS - APR24 USE	5/29/2024	2,804.58
398074	THE TESSMAN COMPANY	CS SEED	5/1/2024	2,740.10
398498	CDW GOVERNMENT	ARUBA CLEAR PASS	5/29/2024	2,712.96
398144	KATH FUEL OIL SERVI	OIL	5/7/2024	2,710.00
398500	COMMERCIAL FURNITUR	GRP H4845CH(T) K HI	5/29/2024	2,709.05
398229	INSPEC INC	EPS 2024 REROOFING	5/15/2024	2,700.00
398057	RICHARD D MROS	5/11 PROM DJ SERVIC	5/1/2024	2,695.00
398480	WOLD ARCHITECTS & E	SVMS LIGHTING REPL	5/22/2024	2,692.72
398099	BRAEMAR GOLF COURSE	BGOLF INVITE	5/7/2024	2,688.00
398322	COMMERCIAL FURNITUR	OFFICE FURNITURE	5/22/2024	2,685.59
398155	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	5/7/2024	2,634.95
398521	KINECT ENERGY, INC	CV - APR24 USE	5/29/2024	2,608.17
398540	PAVEMENT RESOURCES	CONCRETE DOCK PAD	5/29/2024	2,500.00
398516	JEFF TROLDAHL DESIG	MURAL EXPLORATION	5/29/2024	2,500.00
398355	INTERMEDIATE DISTRI	ALC	5/22/2024	2,403.88
398058	NORTHFIELD LINES IN	PORTAGE CAMP - FINA	5/1/2024	2,402.64
398521	KINECT ENERGY, INC	HL - APR24 USE	5/29/2024	2,402.54
398377	KATH FUEL OIL SERVI	UNLEADED	5/22/2024	2,366.16
398149	MAERTENS-BRENNY CON	CS 2023 ADDITION 06	5/7/2024	2,350.66
398169	RUSSELL SECURITY RE	ECC CONVERSION CYLI	5/7/2024	2,345.00
398089	ARCON SOLUTIONS INC	EPS MERCH - DR STAN	5/7/2024	2,343.84
398050	LUMEN TECHNOLOGIES	DW - MAY24 SERVICE	5/1/2024	2,307.96
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	2,263.80
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	2,263.80
398485	93 HOP LLC	TRAN. APRIL SOLAR P	5/29/2024	2,255.93
398105	CHRISTINE JOHNSON	MAY24 CONSULTING FE	5/7/2024	2,250.00
398407	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	5/22/2024	2,249.02
398500	COMMERCIAL FURNITUR	GRP H4845CH(T) K WE	5/29/2024	2,240.08
398318	CITY OF EDINA - BRA	APR24 DOME RENTAL	5/22/2024	2,217.50
398245	MINNESOTA MEMORY IN	CB BACK COVERS	5/15/2024	2,199.00
398521	KINECT ENERGY, INC	CC - APR24 USE	5/29/2024	2,192.32
398377	KATH FUEL OIL SERVI	UNLEADED	5/22/2024	2,185.41
398372	JOSTENS INC	CHENILLE LETRS/INSE	5/22/2024	2,183.60
398335	DIAMOND VOGEL PAINT	DW PARKING LOT PAIN	5/22/2024	2,160.00
398137	INSTITUTE FOR ENVIR	EHS '24 ASBESTOS PR	5/7/2024	2,144.53
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	2,136.75
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	2,136.75
398029	DUNHAM ASSOCIATES I	CS 2023 ADDITION	5/1/2024	2,120.00
398166	RED CEDAR STEEL ERE	CS 2023 ADDITION 05	5/7/2024	2,095.22
398279	ACCURATE HOME CARE	SCHOOL NURSE - E.B.	5/22/2024	2,070.09
398148	MADLINE SCHAFFER	APR24 CHOREOGRAPHY	5/7/2024	2,000.00
398453	TACOS EL PRIMO	UNIFIED EVENT CATER	5/22/2024	2,000.00
398470	VIRGINIA TECH	FLEX RATE PLAN	5/22/2024	2,000.00
398521	KINECT ENERGY, INC	CN - APR24 USE	5/29/2024	1,982.04
398038	GOPHER/PLAY WITH A	PE EQUIPMENT	5/1/2024	1,961.49
398060	PRAIRIE ELECTRIC CO	CIRCUIT/SWITCH INST	5/1/2024	1,957.00
398378	KATHERINE MCGRAW	DECADES / ZUMBA / E	5/22/2024	1,948.70
398193	XCEL ENERGY	SV 3/18-4/16/2024 U	5/7/2024	1,944.85
398197	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	5/15/2024	1,919.50
398196	ARVIG	DW - MAY24 INTERNET	5/15/2024	1,911.16
398293	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	5/22/2024	1,904.00
398255	PRAIRIE ELECTRIC CO	PARKING LOT LIGHT R	5/15/2024	1,899.33
398551	SCHOOL SPECIALTY, L	ART SUPPLIES	5/29/2024	1,876.89
398310	CDW GOVERNMENT	VIEW BOARDS - COMM	5/22/2024	1,868.00
398292	AVANT ASSESSMENT LL	BILINGUAL SEAL - PM	5/22/2024	1,854.90
398274	XCEL ENERGY	CN 2/25-4/23/24 USE	5/15/2024	1,851.76
398357	IWS - INNOVATIONAL	MAY24 WATER MGMT FE	5/22/2024	1,844.92
398106	CITY OF EDINA - POL	4/8 SCHOOL BOARD MT	5/7/2024	1,840.00

Check No.	Vendor	Description	Date	Amount
398493	BATTERIES R US	4 BATTERIES FOR LIF	5/29/2024	1,839.96
398137	INSTITUTE FOR ENVIR	EHS 23-26 ENVIR H&S	5/7/2024	1,831.60
398487	ADVANCED IMAGING SO	HIGH SCHOOL 04/24	5/29/2024	1,830.90
398487	ADVANCED IMAGING SO	CONCORD 04/24	5/29/2024	1,807.77
398102	CDW GOVERNMENT	HPE ARUBA AP-655	5/7/2024	1,801.20
398317	CITY OF EDINA	BUS 1/29-4/29/24 US	5/22/2024	1,741.14
398091	AVI SYSTEMS INC	"65" VIEWBOARD"	5/7/2024	1,704.53
398231	ITPROTV	ITPRO MEMBERSHIP	5/15/2024	1,698.00
398500	COMMERCIAL FURNITUR	10 SIT 1101 FT2S2US	5/29/2024	1,682.05
398500	COMMERCIAL FURNITUR	SIT 3272 TBT2TZ2460	5/29/2024	1,668.47
398500	COMMERCIAL FURNITUR	SIT 3272 TBT2 TZ246	5/29/2024	1,668.47
398238	KAY ZUCCARO	H2O WELLNESS 401-B2	5/15/2024	1,654.80
398145	KELLE WALSTEAD	PRIVATE VOICE 109-1	5/7/2024	1,638.00
398144	KATH FUEL OIL SERVI	DIESEL	5/7/2024	1,606.44
398272	WASTE MANAGEMENT OF	SV - MAY24 SERVICE	5/15/2024	1,598.85
398126	GILBERT MECHANICAL	VV - COMPASS REPAIR	5/7/2024	1,576.50
398496	CATALYST SOURCING S	ONDEMAND/FACILITIES	5/29/2024	1,568.18
398047	KINECT ENERGY, INC	TRAN 2/29-3/31 USE	5/1/2024	1,558.42
398110	D.S. ERICKSON & ASS	GARNISHMENT	5/7/2024	1,550.49
398382	LANGUAGE LINE SERVI	APR24 TRANSLATION	5/22/2024	1,533.90
398521	KINECT ENERGY, INC	ND - APR24 USE	5/29/2024	1,521.28
V20053	GWENDOLYN PEYTON	MEDICARE REIMB	5/22/2024	1,518.00
398082	ABBY ARBEITER	DRAWING TECHNIQUES	5/7/2024	1,512.00
398500	COMMERCIAL FURNITUR	CFS LAB REG RECEIVE	5/29/2024	1,512.00
398112	DAVID WEBB -- HOMER	EXEC COACHING	5/7/2024	1,500.00
398195	APPLE INC	VPP SPEC ED	5/15/2024	1,500.00
398307	CARMEN CASTELLO	MUSICAL CHOREOGRAP	5/22/2024	1,500.00
398553	TAG LINE PRODUCTION	LAST DAY PERFORMANC	5/29/2024	1,500.00
398211	DUNN & SEMINGTON LL	WILLY WONKA TSHIRTS	5/15/2024	1,491.00
398483	ZANER-BLOSER INC	HANDWRITING GRD 2	5/22/2024	1,475.25
398373	JUMP! LIBRARY	BOOKS FOR CV	5/22/2024	1,468.10
398304	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	5/22/2024	1,460.00
398084	ADVANCED IMAGING SO	HIGH SCHOOL 03/24	5/7/2024	1,449.68
398098	BOYER TRUCKS	FILTERS	5/7/2024	1,447.36
398197	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	5/15/2024	1,439.00
398036	GENERAL PARTS LLC	OVEN REPAIR	5/1/2024	1,425.60
398272	WASTE MANAGEMENT OF	VV - MAY24 SERVICE	5/15/2024	1,405.11
398483	ZANER-BLOSER INC	HANDWRITING GRD K	5/22/2024	1,405.00
398483	ZANER-BLOSER INC	HANDWRITING GRD 1	5/22/2024	1,405.00
398153	METRO ELEVATOR	MAY24 ELEVATOR SERV	5/7/2024	1,392.83
398060	PRAIRIE ELECTRIC CO	A/C GYM LIGHTING RE	5/1/2024	1,383.88
398073	THE MASTER TEACHER	PARA TRAINING SUBSC	5/1/2024	1,375.00
398094	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	5/7/2024	1,364.00
398197	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	5/15/2024	1,364.00
398296	BENEFIT EXTRAS, INC	MAY24 HSA ADMIN	5/22/2024	1,351.35
398069	SUMMIT FIRE PROTECT	FIRE SPRINKLER HEAD	5/1/2024	1,350.00
398041	HOGLUND BUS COMPANY	TCM	5/1/2024	1,337.99
398023	BEYOND THE NOTES MU	4/14 FIELD TRIP	5/1/2024	1,334.00
398035	FOLLETT CONTENT SOL	BOOKS FOR CN	5/1/2024	1,326.71
398487	ADVANCED IMAGING SO	ECC/DO 04/24	5/29/2024	1,325.12
398527	MIDWEST BAND INSTRU	FRENCH HORN REPAIRS	5/29/2024	1,300.00
398272	WASTE MANAGEMENT OF	ECC - MAY24 SERVICE	5/15/2024	1,296.56
398473	WEST 44TH STREET GR	EXPERIENCE NEWSLETT	5/22/2024	1,275.00
398542	PRAIRIE ELECTRIC CO	REPAIR DAMAGE BY PL	5/29/2024	1,273.02
398271	UNIVERSITY LANGUAGE	GEN ED - INTERPRETA	5/15/2024	1,271.17
398022	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	5/1/2024	1,271.00
398133	HENNEPIN COUNTY TRE	31-028-24 12 02 PRP	5/7/2024	1,260.63
398163	PADELFORD PACKET BO	6/12 KC SUMMER TRIP	5/7/2024	1,260.00

Check No.	Vendor	Description	Date	Amount
398163	PADEFORD PACKET BO	6/13 KC SUMMER TRIP	5/7/2024	1,260.00
398500	COMMERCIAL FURNITUR	GRP HC30-K HIP HOP	5/29/2024	1,253.09
398500	COMMERCIAL FURNITUR	GRP HC30K HIP HOP S	5/29/2024	1,253.09
398500	COMMERCIAL FURNITUR	GRP HC30K HIP HOP S	5/29/2024	1,253.09
398131	HASSE FAMILY ENTERP	5/15 PETTING ZOO	5/7/2024	1,250.00
398200	BRANDABILITY MINNES	RETIREE GIFT: APPLE	5/15/2024	1,241.17
398560	WASTE MANAGEMENT OF	EHS 5/1-5/15/24	5/29/2024	1,240.94
398111	DASH SPORTS LLC	MULTI SPORT 4/19	5/7/2024	1,220.80
398500	COMMERCIAL FURNITUR	GRP HRT48K HIP HOP	5/29/2024	1,217.23
398085	ALLEGRA EDEN PRAIRI	CLUE PLAY PROGRAMS	5/7/2024	1,204.86
398543	QUIVER MEDIA LLC	FALL 2024 AUTHOR VI	5/29/2024	1,200.00
398043	ISD 283 - ST. LOUIS	CARE & TREATMENT TU	5/1/2024	1,171.92
V20075	BETH RUSSELL	MEDICARE SUPL REIMB	5/22/2024	1,164.00
398045	IWS - INNOVATIONAL	MAR24 MGMT PROGRAM	5/1/2024	1,161.92
398102	CDW GOVERNMENT	HPE ARUBA SFP+ TRAN	5/7/2024	1,157.12
398114	DZIEDZIC CAULKING I	EHS MECHANICAL 07-L	5/7/2024	1,140.00
398547	RATWIK ROSZAK & MAL	DISH WIRELESS CONTR	5/29/2024	1,139.50
398492	AVI SYSTEMS INC	AUDIO SYSTEM EHS GY	5/29/2024	1,138.17
398021	ASTLEFORD INTERNATI	FILTERS	5/1/2024	1,135.38
398182	TEACHERS ON CALL, A	OLG - SUBSTITUTES	5/7/2024	1,128.75
398518	JERRY'S PRINTING	HAPPENIN' PROGRAMS	5/29/2024	1,125.00
398042	HORIZON COMMERCIAL	POOL CHEMICALS	5/1/2024	1,124.40
398500	COMMERCIAL FURNITUR	SIT 3271 TBT2 TZ246	5/29/2024	1,121.54
398500	COMMERCIAL FURNITUR	SIT 3271 TBT2 TZ246	5/29/2024	1,121.54
398496	CATALYST SOURCING S	ONDEMAND/ACTIVITIES	5/29/2024	1,120.13
398086	ALLEGRA EDINA	FROZEN T-SHIRTS (11	5/7/2024	1,117.58
398441	SCHMITT MUSIC COMPA	PIANO DOLLIES	5/22/2024	1,116.90
398421	ODP BUSINESS SOLUTI	ADMIN/CLASS SUPPLIE	5/22/2024	1,107.35
398479	WINSOR LEARNING INC	SONDAY SYSTEM DECOD	5/22/2024	1,095.00
398500	COMMERCIAL FURNITUR	GROP H-4830-K HIP H	5/29/2024	1,092.21
398081	ABBE BLACKER	MAR-APR24 MAH JONG	5/7/2024	1,089.55
398272	WASTE MANAGEMENT OF	CS - MAY24 SERVICE	5/15/2024	1,082.70
398424	PRAIRIE ELECTRIC CO	SOUTH PARKING LOTS	5/22/2024	1,075.73
398272	WASTE MANAGEMENT OF	CC - MAY24 SERVICE	5/15/2024	1,071.84
398504	DUNHAM ASSOCIATES I	CS 2023 ADDITION	5/29/2024	1,060.00
398500	COMMERCIAL FURNITUR	SIT 1181FT2PSPBAR (	5/29/2024	1,052.28
398500	COMMERCIAL FURNITUR	SIT 1181 FT2PSPBAR	5/29/2024	1,052.28
398341	FITNESS FACTORY OUT	BFDR10-SET DUMBELLS	5/22/2024	1,049.00
398500	COMMERCIAL FURNITUR	GRP HRT36-K HIP HOP	5/29/2024	1,048.33
398355	INTERMEDIATE DISTRI	CAREER & TECH	5/22/2024	1,045.28
398351	HOPKINS HIGH SCHOOL	SUBSTITUTE REIMB -	5/22/2024	1,038.80
398041	HOGLUND BUS COMPANY	SENDER	5/1/2024	1,037.02
398523	LAVINIA POTTIOS	APR-MAY WATER AEROB	5/29/2024	1,008.00
398138	ITSAVVY LLC	SCREEN DEDUCTIBLES	5/7/2024	1,000.00
398396	MEGAN KELLY HUBBELL	CHOIR CHOREOGRAPHY	5/22/2024	1,000.00
398495	CAPTIVATE MEDIA & C	K-12 VIDEO RETAINER	5/29/2024	1,000.00
398548	RIVER BOTTOM PRODUC	ORCHESTRA TECH RENT	5/29/2024	1,000.00
398384	LEXIA LEARNING SYST	LEGACY LETRS VOLUME	5/22/2024	998.00
398102	CDW GOVERNMENT	FORTIMANAGER	5/7/2024	992.72
398300	BRANDED PROMO LIMIT	HORNET BEES STRESS	5/22/2024	967.50
398562	WESTMARK PRODUCTION	TEDX VIDEO WORK	5/29/2024	950.00
398033	FACTORY MOTOR PARTS	BRAKE PADS	5/1/2024	937.29
398500	COMMERCIAL FURNITUR	SIT 1181.FT2 PSPBAR	5/29/2024	935.36
398322	COMMERCIAL FURNITUR	GLIDES FOR FURNITUR	5/22/2024	930.00
398043	ISD 283 - ST. LOUIS	CARE & TREATMENT TU	5/1/2024	927.77
398056	NAC MECHANICAL & EL	WATER HEATER REPAIR	5/1/2024	926.66
398140	JOHNSON CONTROLS FI	FIRE PANEL ALARMS	5/7/2024	926.61
398487	ADVANCED IMAGING SO	NORMANDEALE 04/24	5/29/2024	920.85

Check No.	Vendor	Description	Date	Amount
398201	BSN SPORTS, LLC	VV - TRACK APPAREL	5/15/2024	916.80
398511	GOPHER/PLAY WITH A	SCOOTERS 86-700	5/29/2024	916.20
398119	ELLA WASSERMAN	INDIV PIANO 110-B22	5/7/2024	913.32
398146	KINECT ENERGY, INC	MAY24 ENERGY MGMT F	5/7/2024	902.00
398356	ITSAVVY LLC	SCREEN DEDUCTIBLES	5/22/2024	900.00
398416	NATIONAL SPEECH & D	DEBATE TOURNAMENT F	5/22/2024	900.00
398456	THE SOMALI MUSEUM O	SV RALLY PERFORMANC	5/22/2024	900.00
398560	WASTE MANAGEMENT OF	ECC 5/1-5/15/24	5/29/2024	891.82
398487	ADVANCED IMAGING SO	COUNTRYSIDE 04/24	5/29/2024	890.65
398084	ADVANCED IMAGING SO	NORMANDEALE 03/24	5/7/2024	887.38
398293	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	5/22/2024	886.50
398263	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	5/15/2024	880.00
398537	ORKIN COMMERCIAL SE	DW - APR24 SERVICES	5/29/2024	880.00
398487	ADVANCED IMAGING SO	VALLEYVIEW 04/24	5/29/2024	878.68
398084	ADVANCED IMAGING SO	ECC/DO 03/24	5/7/2024	877.26
398487	ADVANCED IMAGING SO	CREEK VALLEY 04/24	5/29/2024	872.84
398500	COMMERCIAL FURNITUR	GRP TNNNS ATL228 ME	5/29/2024	871.16
398094	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	5/7/2024	871.00
398053	M-F ATHLETIC	TRACK SUPPLIES	5/1/2024	870.00
398170	SCAN AIR FILTER INC	CS - AIR FILTERS	5/7/2024	861.29
398487	ADVANCED IMAGING SO	CORNELIA 04/24	5/29/2024	856.15
398168	ROBERT B HILL CO	WATER SOFTENER SALT	5/7/2024	855.77
398291	ASBO INTERNATIONAL	2024 ANNUAL CONFERE	5/22/2024	849.00
398075	VALLEY WEST SEWING	FACS -7TH GRD PROJE	5/1/2024	847.80
398079	ISAAH AND/OR HANNA	APRIL REIMBURSEMENT	5/2/2024	844.20
398557	UNIVERSITY LANGUAGE	APR24 - INTERPRETIN	5/29/2024	839.48
398088	APPLE INC	IPADS FOR SPEC ED-2	5/7/2024	838.00
398337	EDINA ATHLETIC BOOS	SYNCHRO FUNDRAISER	5/22/2024	837.00
398420	NORTHSTAR MEDIA INC	ZEPHYRUS PRINTING	5/22/2024	836.59
398505	ECM PUBLISHERS INC	COMMUNITY GUIDE AD	5/29/2024	826.00
398197	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	5/15/2024	824.50
398489	ALTA	EHS BAND AWARDS	5/29/2024	820.56
398446	SPARKPOINT INNOVATI	KC CS ORBIT EARTH E	5/22/2024	805.57
398321	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	5/22/2024	801.37
398521	KINECT ENERGY, INC	BUS - APR24 USE	5/29/2024	800.87
398478	WINDSONG FARM GOLF	4/29 BGOLF TOURNAME	5/22/2024	800.00
398342	FOLLETT SCHOOL SOLU	TRAINING FOR MEDIA	5/22/2024	792.00
398272	WASTE MANAGEMENT OF	CN - MAY24 SERVICE	5/15/2024	784.67
398283	ALLEGRA EDEN PRAIRI	AUTOGRAPH BOOKLETS	5/22/2024	776.00
398054	MIDWEST BUS PARTS I	SHOCKS	5/1/2024	765.88
398084	ADVANCED IMAGING SO	CONCORD 03/24	5/7/2024	764.49
398206	COMMERCIAL INFRASTR	ECC/CC DATA DROPS	5/15/2024	763.55
398500	COMMERCIAL FURNITUR	GRP HC60K HIP HOP S	5/29/2024	759.36
398500	COMMERCIAL FURNITUR	GRP HC60K HIP HOP S	5/29/2024	759.36
398413	MSBA -- MINNESOTA S	2024 STUDENT HANDBO	5/22/2024	750.00
398423	PAUL DAVID	COMM VIDEO MESSAGE	5/22/2024	750.00
V19981	ZHUO WANG	CHINESE FIELD TRIP	5/1/2024	744.85
398220	FRANKLINCOVEY CLIEN	CURR COMP LVL 3 STU	5/15/2024	742.50
398215	ELIZABETH POCH	INDIVIDUAL PIANO	5/15/2024	735.00
398418	NICKI BLACK	APR-MAY24 ETIQUETTE	5/22/2024	735.00
398563	WHOBODIES LLC	AST T-SHIRTS	5/29/2024	734.20
398156	MN SYNCHRONIZED SWI	STATE SYNCHRO ENTRY	5/7/2024	734.00
398161	OVERDRIVE INC	BOOKS FOR SV	5/7/2024	733.63
398304	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 20	5/22/2024	730.00
398562	WESTMARK PRODUCTION	ORCH CONCERT VIDEO	5/29/2024	725.00
398303	BSN SPORTS, LLC	GGOLF COACH GEAR	5/22/2024	711.99
398496	CATALYST SOURCING S	ONDEMAND/ADMIN	5/29/2024	709.41
398143	KAREN GOLDFARB	BEG MAH JONG 327-B2	5/7/2024	708.75

Check No.	Vendor	Description	Date	Amount
398506	EDUCATORS BENEFIT C	403(B) ADMIN & COMP	5/29/2024	691.98
398310	CDW GOVERNMENT	MOBILE STAND: COMM	5/22/2024	690.00
398043	ISD 283 - ST. LOUIS	CARE & TREATMENT TU	5/1/2024	683.62
398022	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	5/1/2024	683.00
398426	PROPIO LANGUAGE SER	APR24 INTERPRETING	5/22/2024	682.55
398134	HOGLUND BUS COMPANY	QLS / TEMP CONTR VA	5/7/2024	678.94
398469	VEOLIA NORTH AMERIC	ECC - PAINT RAGS	5/22/2024	676.85
398220	FRANKLINCOVEY CLIEN	CURR COMP LVL 2 STU	5/15/2024	675.00
398500	COMMERCIAL FURNITUR	CFS LAB REG RECEIVE	5/29/2024	648.00
398084	ADVANCED IMAGING SO	COUNTRYSIDE 03/24	5/7/2024	647.64
398084	ADVANCED IMAGING SO	VALLEYVIEW 03/24	5/7/2024	642.27
398272	WASTE MANAGEMENT OF	SV EXTRA: THEATER	5/15/2024	640.34
398447	STEM SMART LLC	418-K6042 ROBOTICS	5/22/2024	640.00
398074	THE TESSMAN COMPANY	DW SEED	5/1/2024	634.00
398024	CAPSTONE PRESS INC	BOOKS FOR CV	5/1/2024	624.92
V20075	BETH RUSSELL	MEDICARE SPOUSAL SU	5/22/2024	624.00
398487	ADVANCED IMAGING SO	SOUTHVIEW 04/24	5/29/2024	623.67
V20040	OLIVIA ALLEMAND	ND FRENCH INTERN PA	5/22/2024	620.00
V20042	ALEXANDRE BELVIRE	ND FRENCH INTERN PA	5/22/2024	620.00
V20045	CAROLINE CELSE	ND FRENCH INTERN PA	5/22/2024	620.00
V20048	MAELISS DUBOIS	ND FRENCH INTERN PA	5/22/2024	620.00
V20049	JULIEN FABRY	VV FRENCH INTERN PA	5/22/2024	620.00
V20051	LAETITIA GIRARD	ND FRENCH INTERN PA	5/22/2024	620.00
V20052	CLEO HERVE	ND FRENCH INTERN PA	5/22/2024	620.00
V20055	JHEMLY LAINE	EHS FRENCH INTERN P	5/22/2024	620.00
V20056	SAHRA LAVIGNE-JOST	ND FRENCH INTERN PA	5/22/2024	620.00
V20057	ESTELLE LELAN	VV FRENCH INTERN PA	5/22/2024	620.00
V20059	VICTOR LORAIN	ND FRENCH INTERN PA	5/22/2024	620.00
V20062	INES MAURY	ND FRENCH INTERN PA	5/22/2024	620.00
V20063	EMILIE NASSEF	ND FRENCH INTERN PA	5/22/2024	620.00
V20065	FATOU PAYE	EHS FRENCH INTERN P	5/22/2024	620.00
V20067	CLARISSE PELLERAY	ND FRENCH INTERN PA	5/22/2024	620.00
V20071	LAURINE QUINIOU	ND FRENCH INTERN PA	5/22/2024	620.00
V20072	AUDREY RIGOBERT	ND FRENCH INTERN PA	5/22/2024	620.00
V20073	ELSA ROHAUT	ND FRENCH INTERN PA	5/22/2024	620.00
V20074	EVA ROMARY	ND FRENCH INTERN PA	5/22/2024	620.00
V20076	FLORIAN SAGLIBENE	EHS FRENCH INTERN P	5/22/2024	620.00
V20077	CAMILLE SCHMITT	ND FRENCH INTERN PA	5/22/2024	620.00
V20078	NINON SERIN	ND FRENCH INTERN PA	5/22/2024	620.00
V20083	ANAIS SUTTER	ND FRENCH INTERN PA	5/22/2024	620.00
V20085	MARINE TRETOUT	VV FRENCH INTERN PA	5/22/2024	620.00
V20086	VALENTIN TRUCHAT	ND FRENCH INTERN PA	5/22/2024	620.00
V20087	ANNABELLE VALLEE	ND FRENCH INTERN PA	5/22/2024	620.00
V20088	ROSETTA WICART	ND FRENCH INTERN PA	5/22/2024	620.00
398175	SIGNUM SIGNS AND GR	PLAYGROUND SIGNS	5/7/2024	620.00
398500	COMMERCIAL FURNITUR	GP DNNNS-RT141725 T	5/29/2024	617.24
398500	COMMERCIAL FURNITUR	GRP DNNNS RT141725	5/29/2024	617.24
398500	COMMERCIAL FURNITUR	GRP DNNNS RT141725	5/29/2024	617.24
398281	ADVANCED IMAGING SO	LEASE 06.08 0631790	5/22/2024	612.00
398203	CDW GOVERNMENT	ARUBA CLEAR PASS	5/15/2024	609.66
398220	FRANKLINCOVEY CLIEN	LEADERSHIP LVL 4 ST	5/15/2024	607.50
398084	ADVANCED IMAGING SO	CREEK VALLEY 03/24	5/7/2024	604.16
398136	INSPEC INC	HL EXTERIOR WALL	5/7/2024	600.00
398320	COLORADO TIME SYSTE	"PCW-STAND, PC-WMK	5/22/2024	600.00
398474	WILD MOUNTAIN RECRE	1/5 BOYS ALPINE SKI	5/22/2024	600.00
398474	WILD MOUNTAIN RECRE	1/5 GRLS ALPINE SKI	5/22/2024	600.00
398159	NINJA ANYWHERE LLC	KC CV TRIP: DOWN PM	5/7/2024	600.00
398419	NINJA ANYWHERE LLC	KC ND NINJA EVENT	5/22/2024	600.00

Check No.	Vendor	Description	Date	Amount
398084	ADVANCED IMAGING SO	HIGHLANDS 03/24	5/7/2024	594.53
398531	MUSIC THEATRE INTER	FINDING NEMO LICENS	5/29/2024	590.00
398487	ADVANCED IMAGING SO	HIGHLANDS 04/24	5/29/2024	587.85
398076	WATERTEK TD LLC	STEAMER WATER FILTE	5/1/2024	587.67
398272	WASTE MANAGEMENT OF	CV - MAY24 SERVICE	5/15/2024	583.66
398210	DAIKIN APPLIED	BEARING AND SHAFT	5/15/2024	581.25
398496	CATALYST SOURCING S	ONDEMAND/DMTS	5/29/2024	560.06
398500	COMMERCIAL FURNITUR	GRP PF1818 POUF ROU	5/29/2024	558.62
398054	MIDWEST BUS PARTS I	FILTERS	5/1/2024	557.95
398084	ADVANCED IMAGING SO	CORNELIA 03/24	5/7/2024	557.13
398350	HOGLUND BUS COMPANY	DENIED WARRANTY REP	5/22/2024	556.26
398254	POW WOW GROUNDS	HONOR EVENT CATERIN	5/15/2024	555.00
398072	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	5/1/2024	554.70
398454	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	5/22/2024	554.70
398090	ASTLEFORD INTERNATI	"BELTS / SWITCH, ET	5/7/2024	553.46
398359	JAN HAGERMAN	EMBROIDERY/JEWEL	5/22/2024	553.00
398190	WASTE MANAGEMENT OF	SV - THEATRE DUMPST	5/7/2024	551.44
398366	JERRY'S PRINTING	CHOIR YARD SIGNS	5/22/2024	550.00
398272	WASTE MANAGEMENT OF	EHS EXTRA: THEATER	5/15/2024	549.63
398134	HOGLUND BUS COMPANY	NON-WARRANTY REPAIR	5/7/2024	544.87
398222	GALLAGHER BASSETT S	005246-001443-AP-01	5/15/2024	543.03
398263	SQUIRES, WALDSPURGE	LEGAL SERV: BOARD	5/15/2024	542.50
398275	ZIP PRINTING & COPY	POSTCARDS/ENVELOPES	5/15/2024	542.02
398546	RAMSEY COUNTY HISTO	5/6 GRD 2 FIELD TRI	5/29/2024	536.00
V20014	VALERIE D EVANS	HOTEL FROM 5/7 - 5/	5/15/2024	535.74
398192	WINDOWS PLUS OF MPL	PRIVACY SCREEN INST	5/7/2024	525.00
398545	RAINDROP IRRIGATION	BUS - IRRIGATION ST	5/29/2024	525.00
398236	JOHN W MCKONE -- BE	PIANO TUNING	5/15/2024	525.00
398068	SECURITY CONTROL SY	SECURITY SYSTEM WOR	5/1/2024	524.23
398272	WASTE MANAGEMENT OF	HL - MAY24 SERIVCE	5/15/2024	523.94
398480	WOLD ARCHITECTS & E	DW 2024 LTFM	5/22/2024	520.49
398480	WOLD ARCHITECTS & E	DW 2024 LTFM	5/22/2024	520.49
398480	WOLD ARCHITECTS & E	DW 2024 LTFM	5/22/2024	520.49
398480	WOLD ARCHITECTS & E	DW 2024 LTFM	5/22/2024	520.48
398450	SUMMIT INFORMATION	SWITCHES	5/22/2024	512.55
398220	FRANKLINCOVEY CLIEN	CURR COMP LVL K STU	5/15/2024	506.25
398094	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	5/7/2024	504.00
398054	MIDWEST BUS PARTS I	LED	5/1/2024	502.81
398044	ITSAVVY LLC	SCREEN DEDUCTIBLES	5/1/2024	500.00
398548	RIVER BOTTOM PRODUC	CONCERT TECH/LABOR	5/29/2024	500.00
398548	RIVER BOTTOM PRODUC	CONCERT TECH/LABOR	5/29/2024	500.00
398384	LEXIA LEARNING SYST	LEGACY LETRS VOLUME	5/22/2024	499.00
V20013	NICHOLAS J ELLISON	PIES FOR JAZZ CONCE	5/15/2024	491.56
398310	CDW GOVERNMENT	MOBILE DESK - SV	5/22/2024	489.30
398557	UNIVERSITY LANGUAGE	APR24 - INTERPRETIN	5/29/2024	487.52
V20028	BAILLIE MORGAN NASH	MASBO HOTEL 2 NIGHT	5/15/2024	480.06
398113	DRAIN PRO PLUMBING	BLOCKED DRAIN	5/7/2024	480.00
398240	KULLY SUPPLY INC	FLUSHER KIT REPAIR	5/15/2024	476.50
398047	KINECT ENERGY, INC	ECC 2/29-3/31 USE	5/1/2024	475.08
398404	MIKE'S SEPTIC SERVI	KUHLMAN HOLDING TAN	5/22/2024	475.00
398343	FRESHPOINT BIX PROD	KC CS SNACKS	5/22/2024	470.89
398094	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	5/7/2024	468.00
398099	BRAEMAR GOLF COURSE	GGOLF INVITE	5/7/2024	468.00
398173	SCHOOL SPECIALTY, L	ART ROOM PAPER	5/7/2024	462.18
398036	GENERAL PARTS LLC	CS - STEAMER PARTS	5/1/2024	454.61
398168	ROBERT B HILL CO	WATER SOFTENER SALT	5/7/2024	454.10
398534	OAK RIDGE COUNTRY C	BGOLF TOURNAMANET F	5/29/2024	453.28
398265	TEACHERS ON CALL, A	OLG - SUBSTITUTES	5/15/2024	451.50

Check No.	Vendor	Description	Date	Amount
398454	TEACHERS ON CALL, A	OLG - SUBSTITUTES	5/22/2024	451.50
398077	WAYZATA RESULTS	BTRACK TIMING SERVI	5/1/2024	450.00
398077	WAYZATA RESULTS	GTRACK TIMING SERVI	5/1/2024	450.00
398561	WAYZATA RESULTS	BTRACK TIMING SERVI	5/29/2024	450.00
398561	WAYZATA RESULTS	GTRACK TIMING SERVI	5/29/2024	450.00
398415	MYA LOZIER	GYMNASTICS	5/22/2024	450.00
398084	ADVANCED IMAGING SO	SOUTHVIEW 03/24	5/7/2024	449.87
398500	COMMERCIAL FURNITUR	GRP T1NNN SQ42 SQUA	5/29/2024	446.44
398089	ARCON SOLUTIONS INC	NOTEBOOKS/CORE PLAN	5/7/2024	442.93
398483	ZANER-BLOSER INC	SHIPPING/HANDLING	5/22/2024	428.52
398188	VELOCITY DRAIN SERV	URINAL REPAIR	5/7/2024	428.25
V20007	KRISTIN R BENNETT	GRADE LEVEL SUPPLIE	5/15/2024	425.11
398555	TOLL GAS & WELDING	OXYGEN/ARGON LEASE	5/29/2024	425.00
398381	LAKESHORE LEARNING	CHART PAPER	5/22/2024	424.75
V20011	EMESE B DREW	GRADE LEVEL SUPPLIE	5/15/2024	424.13
V20043	KRISTIN R BENNETT	GRADE LEVEL SUPPLIE	5/22/2024	424.13
V20020	MEGAN E HANLON	CLASSROOM BOOKS	5/15/2024	414.07
V19992	BAILLIE MORGAN NASH	ASBO AIRFARE	5/7/2024	412.20
398538	OVERDRIVE INC	BOOKS FOR SV	5/29/2024	410.85
398204	CENTURYLINK	SV 05/01 - 05/31/24	5/15/2024	406.98
398119	ELLA WASSERMAN	INDIV PIANO 106-B22	5/7/2024	406.24
V20097	WILLY SNOWPHETH SAN	CERTIFICATIONS REIM	5/29/2024	402.00
398205	COLLABORATIVE CLASS	MAKING MEANINGS GR	5/15/2024	400.00
398205	COLLABORATIVE CLASS	MAKING MEANINGS GR	5/15/2024	400.00
398234	JESSE BIGBEAR	EHS - SINGING/MUSIC	5/15/2024	400.00
398374	KALOGERSON MUSIC	5/17 RALLY MUSIC	5/22/2024	400.00
398179	STEM SMART LLC	YOUNG ENGINEERS SPR	5/7/2024	400.00
398199	BEATRICE BASSI	GYMNASTICS COACHING	5/15/2024	400.00
398241	LAKESHORE LEARNING	ML INSTRUCTIONAL	5/15/2024	399.00
398053	M-F ATHLETIC	TRACK SUPPLIES	5/1/2024	398.95
398468	UNIVERSITY LANGUAGE	APR24 - GEN INTERPR	5/22/2024	398.86
398167	RM COTTON CO	BOILER 4 MAINT KIT	5/7/2024	397.46
398167	RM COTTON CO	IGNITOR KIT	5/7/2024	397.46
398271	UNIVERSITY LANGUAGE	4/04 INTERPRETING	5/15/2024	396.18
398028	CITY OF ST.LOUIS PA	GRADE K FIELD TRIP	5/1/2024	396.00
398220	FRANKLINCOVEY CLIEN	SHIPPING/HANDLING	5/15/2024	391.40
398174	SCIENCE MUSEUM OF M	5/10 CP FIELD TRIP	5/7/2024	390.00
398428	REALLY GOOD STUFF I	KINDERGARTEN JOURNA	5/22/2024	389.87
398296	BENEFIT EXTRAS, INC	MAY24 FLEX ADMIN	5/22/2024	387.00
398438	RUSSELL SECURITY RE	HANDICAP DOOR REPAI	5/22/2024	385.00
398441	SCHMITT MUSIC COMPA	ORCHESTRA MUSIC	5/22/2024	383.76
398085	ALLEGRA EDEN PRAIRI	SPONGEBOB PROGRAMS	5/7/2024	382.50
398303	BSN SPORTS, LLC	CHEER COACH GEAR	5/22/2024	381.15
398152	MENARDS - EDEN PRAI	MISC HARDWARE	5/7/2024	380.02
398303	BSN SPORTS, LLC	SOFTBALL COACH GEAR	5/22/2024	379.96
398102	CDW GOVERNMENT	HPE ARUBA X371	5/7/2024	377.14
398406	MINNESOTA POLLUTION	VV - HAZARD WASTE F	5/22/2024	375.28
398030	EDINA SEASONAL SERV	SV STUMP GRINDING	5/1/2024	375.00
398118	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	5/7/2024	371.50
398500	COMMERCIAL FURNITUR	CFS SERVICE FEE CFS	5/29/2024	368.14
398036	GENERAL PARTS LLC	STEAMER PARTS	5/1/2024	366.97
398272	WASTE MANAGEMENT OF	ND - MAY24 SERVICE	5/15/2024	365.69
398265	TEACHERS ON CALL, A	ELC/ECSE - SUBSTITU	5/15/2024	361.20
398122	FOLLETT CONTENT SOL	BOOKS FOR CN	5/7/2024	354.64
398041	HOGLUND BUS COMPANY	SENDER	5/1/2024	350.81
398020	AMSOIL INC	SYNTHETIC TRANS FLU	5/1/2024	350.22
398205	COLLABORATIVE CLASS	BEING A WRITER GR 5	5/15/2024	350.00
398330	DARK KNIGHT SOLUTIO	APR24 MONTHLY FEE	5/22/2024	350.00

Check No.	Vendor	Description	Date	Amount
398266	TERMINAL SUPPLY CO	SANDING / HEX HEADS	5/15/2024	349.12
398065	ROBERT B HILL CO	INSTALLING SALT	5/1/2024	343.72
398152	MENARDS - EDEN PRAI	ENGINEERING LUMBER	5/7/2024	333.69
398062	PUMP AND METER SERV	METER REPAIR	5/1/2024	332.50
398488	ALLEGRA EDEN PRAIRI	FIRST GRADE SONDAY	5/29/2024	332.00
398411	MPS-SPECIAL SCHOOL	MPSI FORMS ENGLISH	5/22/2024	330.00
398500	COMMERCIAL FURNITUR	17A AC64292 EQUINOX	5/29/2024	327.51
398340	ESCREEN, INC.	MAR24 DRUG TESTING	5/22/2024	324.00
V20090	SARAH ANN FREEBORN	GRD LVL MURAL PROJE	5/29/2024	321.52
398019	AMERICAN READING CO	SDL TEACHER MANUALS	5/1/2024	320.00
V19984	DOUGLAS M EISCHENS	HOTEL FOR 2 NIGHTS	5/7/2024	317.98
398047	KINECT ENERGY, INC	ND 2/29-3/31 USE	5/1/2024	317.97
398514	GROTH MUSIC COMPANY	ROLAND GO KEYS 3 RE	5/29/2024	315.00
398216	FEATHER THIEF GUIDI	"FLYTIE/CAST 111,11	5/15/2024	315.00
398500	COMMERCIAL FURNITUR	CFS LABDES DESIGN H	5/29/2024	315.00
398545	RAINDROP IRRIGATION	VV - IRRIGATION STA	5/29/2024	312.50
398545	RAINDROP IRRIGATION	EHS - IRRIGATION ST	5/29/2024	312.50
V19973	JAMES J HAWTHORNE	BATTERIES FOR WIREL	5/1/2024	311.54
398326	CYBER ACOUSTICS	USB-C HEADSETS	5/22/2024	310.00
398441	SCHMITT MUSIC COMPA	SHIPPING/HANDLING	5/22/2024	310.00
398093	CHRISTINE MORGAN	TAI CHI ARTH 313-B2	5/7/2024	308.00
398031	ELIZABETH JACKSON K	BAND CLINICIAN	5/1/2024	300.00
398048	LAUREN VISEL	BAND CLINICIAN	5/1/2024	300.00
398258	RACHEL ROTHERING	3/9 ASL INTERPRETIN	5/15/2024	300.00
398356	ITSAVVY LLC	SCREEN DEDUCTIBLES	5/22/2024	300.00
398449	STRATEGIC BEHAVIORA	LUNCH/LEARN WORKSHO	5/22/2024	300.00
V20100	MERT T WOODARD	DOCUSIGN SUBSCRIPTI	5/29/2024	300.00
398095	BEATRICE BASSI	GYMNASTICS 219-L150	5/7/2024	300.00
398147	LEXIA LEARNING SYST	LETRS CRS EXTENSION	5/7/2024	297.00
398545	RAINDROP IRRIGATION	DW - IRRIGATION STA	5/29/2024	296.67
398545	RAINDROP IRRIGATION	ECC - IRRIGATION ST	5/29/2024	296.67
398545	RAINDROP IRRIGATION	SV - IRRIGATION ST	5/29/2024	296.66
398194	AMAZON CAPITAL SERV	CLASSROOM HEADPHONE	5/15/2024	295.76
398500	COMMERCIAL FURNITUR	GRP PFQ1818 POUF SQ	5/29/2024	292.51
398500	COMMERCIAL FURNITUR	GRP PFQ1818 POUF SQ	5/29/2024	292.51
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	291.95
V20035	MEGAN B SCHNEIDER	MAR-APR24 MILEAGE	5/15/2024	291.32
398204	CENTURYLINK	VV 04/28 - 05/27/24	5/15/2024	290.70
398194	AMAZON CAPITAL SERV	WEBCAMS	5/15/2024	290.05
398468	UNIVERSITY LANGUAGE	APR24 - SPED INTERP	5/22/2024	287.42
398134	HOGLUND BUS COMPANY	QLS SENSOR	5/7/2024	286.25
398124	FRESHPOINT BIX PROD	KC HL SNACKS	5/7/2024	285.64
398521	KINECT ENERGY, INC	ECC - APR24 USE	5/29/2024	283.76
398262	SPS COMPANIES INC	PLUMBING FLUSH VALV	5/15/2024	280.18
398341	FITNESS FACTORY OUT	SBBS200 STRAIGHT BA	5/22/2024	279.00
V20084	MARY WHELAN THUMA	SCHOLARSHIP LUNCHES	5/22/2024	277.82
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	274.68
398486	93 SKIP LLC	TRAN. APRIL SOLAR P	5/29/2024	272.80
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	270.73
398294	BAYCOM INC	CS - SERVICE CALL	5/22/2024	270.00
398176	SITEONE LANDSCAPE S	EHS - FERTILIZER	5/7/2024	267.42
398176	SITEONE LANDSCAPE S	DW - FERTILIZER	5/7/2024	267.42
398343	FRESHPOINT BIX PROD	KC CV SNACKS	5/22/2024	266.34
398212	EDINA MORNINGSIDE R	"Q4 DUES, MISC."	5/15/2024	265.00
398055	MINNESOTA EQUIPMENT	BRAKE LINE	5/1/2024	264.48
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	264.17
398036	GENERAL PARTS LLC	HL - REPAIR PARTS	5/1/2024	264.03
398056	NAC MECHANICAL & EL	GAS LEAK REPAIR	5/1/2024	264.00

Check No.	Vendor	Description	Date	Amount
398350	HOGLUND BUS COMPANY	ROADCALL SERVICE	5/22/2024	264.00
398204	CENTURYLINK	DO 05/01 - 05/31/24	5/15/2024	260.87
398459	THREE RIVERS PARK D	3/15 KC FIELD TRIP	5/22/2024	260.48
398232	JANET UNGS - BUSINE	MAY24 COACHING SERV	5/15/2024	260.00
398194	AMAZON CAPITAL SERV	GRD 2 SUPPLIES	5/15/2024	259.36
398526	MENARDS - EDEN PRAI	SILT SOCK/TARP	5/29/2024	255.56
398500	COMMERCIAL FURNITUR	CFS VEHICLE TRUCK	5/29/2024	252.00
398560	WASTE MANAGEMENT OF	ND 5/1-5/15/24	5/29/2024	251.54
398049	LINHOFF PHOTO	INDIV BAND PHOTOS	5/1/2024	250.00
398071	SUZANNE MAGNUSON	SPRING PLAY PHOTOS	5/1/2024	250.00
398292	AVANT ASSESSMENT LL	STAMP LATIN TEST	5/22/2024	249.90
398025	CAROLINA BIOLOGICAL	OWL PELLETS 15PK	5/1/2024	248.00
398281	ADVANCED IMAGING SO	LEASE 06.08 0631790	5/22/2024	246.00
398176	SITEONE LANDSCAPE S	HERBICIDE	5/7/2024	242.97
398194	AMAZON CAPITAL SERV	GRADE 4 INSTRUCTION	5/15/2024	241.59
V19985	RYAN GALLAGHER	TRAVEL FOR HOTEL/GA	5/7/2024	241.53
398267	THE ROTARY CLUB OF	Q4 DUES/FEES - L.S.	5/15/2024	240.00
398522	LANGUAGE TESTING IN	LATIN ALIRA TEST	5/29/2024	240.00
398496	CATALYST SOURCING S	SUPP TRACK MON SUBS	5/29/2024	239.99
398417	NET WORLD SPORTS LT	REPL ALU110 12X6 FS	5/22/2024	239.99
398198	BAYCOM INC	KC RADIO REPAIR	5/15/2024	238.85
398507	FACTORY MOTOR PARTS	BATTERIES	5/29/2024	236.73
398204	CENTURYLINK	EHS 04/28 - 05/27/2	5/15/2024	232.56
398204	CENTURYLINK	CC 05/01 - 05/31/24	5/15/2024	232.56
398204	CENTURYLINK	ECC 05/01 - 05/31/2	5/15/2024	232.56
398294	BAYCOM INC	WALKIE REPAIR	5/22/2024	230.48
V19976	MEHAN R MEYERHOFER	KINDERGARTEN SUPPLI	5/1/2024	229.84
398276	ZONEONE LOCATING	NEW PLAYGROUND LOC	5/15/2024	229.00
398509	FRESHPOINT BIX PROD	KC CS SNACKS	5/29/2024	228.90
398558	VERIFIED CREDENTIAL	APR24 BKGD SCREENIN	5/29/2024	225.65
398124	FRESHPOINT BIX PROD	KC CS SNACKS	5/7/2024	224.34
398421	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	5/22/2024	224.22
V19984	DOUGLAS M EISCHENS	CONFERENCE MILEAGE	5/7/2024	221.10
398310	CDW GOVERNMENT	TV WARRANTY: COMM E	5/22/2024	220.00
V20026	TOM Q LUU	MCA FILE CABINET	5/15/2024	219.99
V20061	KENDAL C MASICA	CLASSROOM BOOKCASE	5/22/2024	218.96
398194	AMAZON CAPITAL SERV	GRADE 2 SUPPLIES	5/15/2024	217.41
398235	JESSEN PRESS INC	PRINTED ENVELOPES	5/15/2024	215.00
398273	WEST MUSIC COMPANY	BASIC BEAT MUSIC	5/15/2024	214.77
398049	LINHOFF PHOTO	BAND PHOTOS	5/1/2024	212.50
398500	COMMERCIAL FURNITUR	11U H-1978 STANDARD	5/29/2024	211.76
398436	ROGERS HIGH SCHOOL	4/23 JV GOLF TOURNA	5/22/2024	210.00
398312	CHARLES THAYER	GLAX: CHAMPLIN PARK	5/22/2024	208.00
398475	WILLIAM HAMANN	GLAX: CHAMPLIN PARK	5/22/2024	208.00
398137	INSTITUTE FOR ENVIR	CS DAMP PROOFING RE	5/7/2024	207.25
398182	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	5/7/2024	206.40
398150	MASP- MN ASSOC OF S	CONFERENCE REG - S.	5/7/2024	205.00
398313	CHEMSEARCH FE	PENETRATING OIL	5/22/2024	202.95
V20094	JENNIFER E HARRITS	DONUTS	5/29/2024	200.80
398509	FRESHPOINT BIX PROD	KC HL SNACKS	5/29/2024	200.69
398078	WEST MUSIC COMPANY	#261018 WOOL FELT M	5/1/2024	200.00
398138	ITSAVVY LLC	SCREEN DEDUCTIBLES	5/7/2024	200.00
398387	MANKATO WEST HIGH S	4/20 V SOFTBALL TOU	5/22/2024	200.00
398564	WONDERWEAVERS - STO	GRD 1 STORYTELLERS	5/29/2024	200.00
398381	LAKESHORE LEARNING	SAFETY NAMETAGS 6PK	5/22/2024	199.95
398528	MIDWEST BUS PARTS I	PA MIC	5/29/2024	199.50
398318	CITY OF EDINA - BRA	APR24 DOME RENTAL	5/22/2024	196.50
398051	MENARDS - GOLDEN VA	PAINTING SUPPILES	5/1/2024	194.57

Check No.	Vendor	Description	Date	Amount
398545	RAINDROP IRRIGATION	ECC - IRRIGATION PA	5/29/2024	189.34
398545	RAINDROP IRRIGATION	SV - IRRIGATION PAR	5/29/2024	189.33
398545	RAINDROP IRRIGATION	DW - IRRIGATION PAR	5/29/2024	189.33
V20015	AMY E FAIRWEATHER	MAR-APR24 MILEAGE	5/15/2024	185.32
398500	COMMERCIAL FURNITUR	CFS LABOR PILLOW LA	5/29/2024	185.31
398226	GREATAMERICA FINANC	DO MAY24 POSTAGE ME	5/15/2024	184.95
398271	UNIVERSITY LANGUAGE	IEP - INTERPRETATIO	5/15/2024	184.02
398500	COMMERCIAL FURNITUR	DISPOSAL	5/29/2024	180.42
398194	AMAZON CAPITAL SERV	MUSIC INSTRUCTIONAL	5/15/2024	180.03
398228	HOUSE OF NOTE	VIOLIN REPAIRS	5/15/2024	180.00
398320	COLORADO TIME SYSTE	PC-WMK (1&2)	5/22/2024	180.00
398320	COLORADO TIME SYSTE	PC-WMK (1&2)	5/22/2024	180.00
398280	ACME TOOLS PLYMOUTH	MILWAUKEE HAMMER	5/22/2024	179.95
V20016	GINA R FELTON	CLASSROOM BOOKS	5/15/2024	177.36
398441	SCHMITT MUSIC COMPA	BAND SUPPLIES	5/22/2024	176.40
398345	GM SUPPLIES LTD	RISOGRAPH S-8188UA	5/22/2024	176.00
398272	WASTE MANAGEMENT OF	BUS - MAY24 SERVICE	5/15/2024	175.64
398542	PRAIRIE ELECTRIC CO	A/C GYM LIGHTING RE	5/29/2024	175.00
398026	CENTURYLINK	CV 04/10-05/09 USE	5/1/2024	174.42
398204	CENTURYLINK	CN 05/01 - 05/31/24	5/15/2024	174.42
398204	CENTURYLINK	HL 05/01 - 05/31/24	5/15/2024	174.42
398204	CENTURYLINK	CS 05/01 - 05/31/24	5/15/2024	174.42
398027	CHRISTIANA HAWTHORN	CAST FOOD	5/1/2024	174.18
398207	CORNWELL- MATTHEW T	RED PLASTIC CREEPER	5/15/2024	173.96
398053	M-F ATHLETIC	TRACK SUPPLIES	5/1/2024	170.95
398212	EDINA MORNINGSIDE R	Q4 MEALS	5/15/2024	170.00
398525	MANOR ELECTRIC INC	RESTORED POWER 351	5/29/2024	170.00
398528	MIDWEST BUS PARTS I	TENSIONER	5/29/2024	165.95
398263	SQUIRES, WALDSPURGE	LEGAL SERV: H.R.	5/15/2024	165.00
398124	FRESHPOINT BIX PROD	KC CC SNACKS	5/7/2024	164.25
398343	FRESHPOINT BIX PROD	KC CC SNACKS	5/22/2024	164.25
398249	OPENTEXT INC	APR24 FAXING SERVIC	5/15/2024	164.07
398208	CURRICULUM ASSOCIAT	EVERYDAY WRITER	5/15/2024	163.90
398287	ANDOVER HIGH SCHOOL	5/4 - VARSITY TOURN	5/22/2024	160.00
398513	GREATAMERICA FINANC	SV MAY24 POSTAGE ME	5/29/2024	159.95
398513	GREATAMERICA FINANC	ECC MAY24 POSTAGE M	5/29/2024	159.00
398403	MIDWEST MUSICAL IMP	VARIOUS REEDS	5/22/2024	158.00
398500	COMMERCIAL FURNITUR	CFS SERVICE FEE CFS	5/29/2024	157.78
398116	ECM PUBLISHERS INC	MAR 4 REG MINUTES	5/7/2024	153.60
398074	THE TESSMAN COMPANY	DW MULCH	5/1/2024	152.88
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	152.01
398312	CHARLES THAYER	GLAX: BUFFALO	5/22/2024	152.00
398097	BJORKLUND COMPENSAT	JOB DESCR RATING	5/7/2024	150.00
398184	THREE RIVERS PARK D	5/24 CP CLASSES-PIC	5/7/2024	150.00
398205	COLLABORATIVE CLASS	MAKING MEANINGS GR	5/15/2024	150.00
398287	ANDOVER HIGH SCHOOL	5/4 - JV TOURNAMENT	5/22/2024	150.00
398387	MANKATO WEST HIGH S	4/20 JV SOFTBALL TO	5/22/2024	150.00
398226	GREATAMERICA FINANC	EHS MAY24 POSTAGE M	5/15/2024	149.95
398305	CALLAHAN CRAWFORD	BLAX: LAKEVILLE N	5/22/2024	147.00
398305	CALLAHAN CRAWFORD	BLAX: MAPLE GROVE	5/22/2024	147.00
398316	CHRISTOPHER TENGWAL	GLAX: CENTENNIAL	5/22/2024	147.00
398361	JAY LEMKE	BLAX: BUFFALO	5/22/2024	147.00
398394	MAUCK AND SON --- D	BLAX: STMA	5/22/2024	147.00
398395	MAXWELL CHLAN	BLAX: MAPLE GROVE	5/22/2024	147.00
398432	RICK NELSON	GLAX: STMA	5/22/2024	147.00
398466	TROY GRENGS	BLAX: LAKEVILLE N	5/22/2024	147.00
398484	ZOE ANDERSON	GLAX: STMA	5/22/2024	147.00
398484	ZOE ANDERSON	GLAX: BUFFALO	5/22/2024	147.00

Check No.	Vendor	Description	Date	Amount
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	145.56
398124	FRESHPOINT BIX PROD	KC CS SNACKS	5/7/2024	145.20
398194	AMAZON CAPITAL SERV	ART SUPPLIES	5/15/2024	144.33
398366	JERRY'S PRINTING	ORCHESTRA POSTCARDS	5/22/2024	142.50
398078	WEST MUSIC COMPANY	#261017 YARN Mallet	5/1/2024	140.00
398518	JERRY'S PRINTING	CHOIR POSTERS	5/29/2024	140.00
V20017	MATTHEW E GABRIELSO	HAMLIN ELITE MEET	5/15/2024	140.00
398087	AMAZON CAPITAL SERV	OFFICE SUPPLIES	5/7/2024	139.98
398194	AMAZON CAPITAL SERV	DESK STEPPER	5/15/2024	139.98
V20081	KORY M SMITH	APR-MAY24 MILEAGE	5/22/2024	138.56
398194	AMAZON CAPITAL SERV	ART SUPPLIES	5/15/2024	137.33
398098	BOYER TRUCKS	FILTERS	5/7/2024	136.70
398346	GOPHER STATE ONE-CA	APR24 BILLABLE TICK	5/22/2024	136.35
398101	CAROLINE BROOKS WIL	AP TEST FLEX SNACKS	5/7/2024	135.60
398102	CDW GOVERNMENT	HPE ARUBA AP-MNT-MP	5/7/2024	135.40
398220	FRANKLINCOVEY CLIEN	LEADERSHIP LVL K ST	5/15/2024	135.00
398500	COMMERCIAL FURNITUR	CFS LABDES DESIGN H	5/29/2024	135.00
398183	THE TESSMAN COMPANY	ECC AERATOR RENTAL	5/7/2024	134.17
398183	THE TESSMAN COMPANY	SV AERATOR RENTAL	5/7/2024	134.17
398464	TRI-STATE BOBCAT IN	ECC - AERATOR RENTA	5/22/2024	134.17
398464	TRI-STATE BOBCAT IN	SV - AERATOR RENTAL	5/22/2024	134.17
398183	THE TESSMAN COMPANY	CC AERATOR RENTAL	5/7/2024	134.16
398464	TRI-STATE BOBCAT IN	CC - AERATOR RENTAL	5/22/2024	134.16
V20009	STEVEN CURTIS CULLI	REPL TABLET STYLUS	5/15/2024	134.00
398224	GRAINGER	PLOW BOLT/FASTENER	5/15/2024	133.42
V20031	MATTHEW J PEARSON	QLAB FOR MUSICAL	5/15/2024	132.00
398491	AMERICAN SCHOOL COU	MEMBERSHIP - J.B.	5/29/2024	129.00
398491	AMERICAN SCHOOL COU	MEMBERSHIP - N.P.	5/29/2024	129.00
398509	FRESHPOINT BIX PROD	KC CN SNACKS	5/29/2024	128.89
V20021	ALAN K HENDRICKSON	MAR-APR24 MILEAGE	5/15/2024	128.10
398412	MRI SOFTWARE LLC	BKGD CHK: ND HOST F	5/22/2024	128.00
398344	GENERAL PARTS LLC	HL - HEAT SENSOR PA	5/22/2024	126.11
V20006	MERT T WOODARD	MASMS MEMBERSHIP	5/7/2024	125.00
398509	FRESHPOINT BIX PROD	KC CC SNACKS	5/29/2024	124.70
V19971	ERICA S GARDNER	MUSICAL CONCESSIONS	5/1/2024	124.25
398327	DANIEL MAKI	GLAX: STMA	5/22/2024	122.00
398173	SCHOOL SPECIALTY, L	ART ROOM PAPER	5/7/2024	121.35
398500	COMMERCIAL FURNITUR	DISPOSAL	5/29/2024	120.26
398260	SCHMITT MUSIC COMPA	CLARINET REPAIR	5/15/2024	120.00
398462	TRANSPORTATION PLUS	APR24 CAB TRANSPORT	5/22/2024	120.00
398170	SCAN AIR FILTER INC	CC - AIR FILTERS	5/7/2024	118.81
398381	LAKESHORE LEARNING	SHIPPING/HANDLING	5/22/2024	118.29
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	116.95
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	116.94
398037	GM SUPPLIES LTD	COPIER SUPPLIES	5/1/2024	116.00
398343	FRESHPOINT BIX PROD	KC HL SNACKS	5/22/2024	115.75
398118	EDUCATORS BENEFIT C	ACT BASE FEE	5/7/2024	114.44
V20014	VALERIE D EVANS	MASBO MILEAGE	5/15/2024	114.30
V20036	ERIN ST. ORES	MAR-APR24 PART C MI	5/15/2024	113.74
V20036	ERIN ST. ORES	MAR-APR24 PART B MI	5/15/2024	113.73
V20028	BAILLIE MORGAN NASH	MASBO MILEAGE	5/15/2024	113.63
398459	THREE RIVERS PARK D	5/9 & 5/16 FIELD TR	5/22/2024	112.50
398213	EHS SENIOR PARTY	SENIOR PARTY EARNIN	5/15/2024	111.75
V20007	KRISTIN R BENNETT	GRADE LEVEL SUPPLIE	5/15/2024	111.52
398526	MENARDS - EDEN PRAI	ADAPTERS/HOSES	5/29/2024	111.31
398550	SCHMITT MUSIC COMPA	BARI SAX REPAIR	5/29/2024	111.00
398263	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	5/15/2024	110.00
398078	WEST MUSIC COMPANY	#200926 HAND DRUMS	5/1/2024	109.75

Check No.	Vendor	Description	Date	Amount
398479	WINSOR LEARNING INC	SHIPPING/HANDLING	5/22/2024	109.50
398500	COMMERCIAL FURNITUR	CFS VEHICLE TRUCK	5/29/2024	108.00
V20030	CHERYL L PARISH	APR24 MILEAGE PART	5/15/2024	107.74
398511	GOPHER/PLAY WITH A	PE VINYL DOTS	5/29/2024	107.10
398189	VIRGINIA TECH	CYBER RANGE FEE	5/7/2024	106.13
398441	SCHMITT MUSIC COMPA	BAND SUPPLIES	5/22/2024	106.05
V19980	JACLYN SWORDS	MAR-APR24 OOD MILE	5/1/2024	105.93
398087	AMAZON CAPITAL SERV	GRADE 5 SUPPLIES	5/7/2024	104.93
398205	COLLABORATIVE CLASS	SHIPPING/HANDLING	5/15/2024	104.00
398221	FRESHPOINT BIX PROD	KC CS SNACKS	5/15/2024	103.94
V19968	KRISTIN R BENNETT	3RD GRADE SUPPLIES	5/1/2024	103.90
398087	AMAZON CAPITAL SERV	GRADE 5 SUPPLIES	5/7/2024	103.88
V20016	GINA R FELTON	MATH MATERIALS	5/15/2024	103.47
398141	JULIE EMPEY	LUNCH ACCT REFUND	5/7/2024	103.45
V20016	GINA R FELTON	GEOMETRY TEMPLATE	5/15/2024	103.37
398526	MENARDS - EDEN PRAI	SUPPLIES TO HANG TV	5/29/2024	102.32
398349	HENRY ADAMS	BTRACK: INVITATIONA	5/22/2024	102.00
V20027	NATHAN W MONSETH	MAR-APR24 PART B MI	5/15/2024	101.10
V20046	JANET M DAHL	MAR-APR24 PART B	5/22/2024	101.10
398124	FRESHPOINT BIX PROD	KC CN SNACKS	5/7/2024	100.80
V20001	STACIE STANLEY	4/06 EVENT MILEAGE	5/7/2024	99.83
398033	FACTORY MOTOR PARTS	BATTERY	5/1/2024	99.22
398550	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	5/29/2024	99.00
398399	METRO SALES INC	MAY24 ATHL COPIER	5/22/2024	98.00
398141	JULIE EMPEY	LUNCH ACCT REFUND	5/7/2024	98.00
V20037	KATHERINE SUE STRAN	MAR-APR24 MILEAGE	5/15/2024	95.14
398247	OCCUPATIONAL MEDICI	DOT EXAM - D.O.	5/15/2024	95.00
398247	OCCUPATIONAL MEDICI	DOT EXAM - P.L.	5/15/2024	95.00
398247	OCCUPATIONAL MEDICI	DOT EXAM - S.S.	5/15/2024	95.00
398247	OCCUPATIONAL MEDICI	DOT EXAM - G.J.	5/15/2024	95.00
398247	OCCUPATIONAL MEDICI	DOT EXAM - D.K.	5/15/2024	95.00
398247	OCCUPATIONAL MEDICI	DOT EXAM - C.R.	5/15/2024	95.00
398400	MICHAEL BARNES	BBSKTBALL: MISSED P	5/22/2024	95.00
398550	SCHMITT MUSIC COMPA	OBOE REPAIR	5/29/2024	95.00
398563	WHOBODIES LLC	VV - UNIFIED CLOTHI	5/29/2024	94.50
398221	FRESHPOINT BIX PROD	KC CN SNACKS	5/15/2024	94.06
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	93.17
V20041	ELIZABETH C ANDERSO	GRLS GOLF MILEAGE	5/22/2024	90.72
398271	UNIVERSITY LANGUAGE	4/04 INTERPRETING	5/15/2024	90.00
398047	KINECT ENERGY, INC	ND 2/29-3/31 USE	5/1/2024	89.68
398370	JOSEPH KOCH III	BTRACK: EP & STMA	5/22/2024	89.25
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	88.43
398304	BUSINESS ESSENTIALS	11X17 WHITE QTY 2	5/22/2024	88.30
398037	GM SUPPLIES LTD	COPIER SUPPLIES	5/1/2024	88.00
398364	JERRY'S FOODS EDINA	ORCHESTRA FLOWERS	5/22/2024	87.96
398381	LAKESHORE LEARNING	JUMBO PENCILS 36PK	5/22/2024	87.96
398248	ODP BUSINESS SOLUTI	GRD 2 SUPPLIES - PE	5/15/2024	86.58
398288	ANDREW BALZER	BLAX: MAPLE GROVE	5/22/2024	86.00
398338	EMILY GRAY	GLAX: BLAKE	5/22/2024	86.00
398368	JOHN SACCOMAN	BLAX: STMA	5/22/2024	86.00
398393	MATTHEW SCHWALBACH	BLAX: LAKEVILLE N	5/22/2024	86.00
398402	MICHAEL PAULSON	GLAX: BLAKE	5/22/2024	86.00
398439	SAMUEL THAYER	GLAX: BLAKE	5/22/2024	86.00
398463	TREVOR BUSBY	BLAX: STMA	5/22/2024	86.00
398467	TYLER WILSON	GLAX: STMA	5/22/2024	86.00
398472	WENDY FRANTZ	GLAX: CENTENNIAL	5/22/2024	86.00
398494	BENTON CAMPBELL	GLAX: CHAMPLIN PARK	5/29/2024	86.00
398301	BRANDON JACKSON	BASEBALL: WAYZATA	5/22/2024	85.00

Check No.	Vendor	Description	Date	Amount
398302	BRYAN MOSHER	BASEBALL: STMA	5/22/2024	85.00
398311	CHARLES HOLLENBACK	BASEBALL: BUFFALO	5/22/2024	85.00
398319	COLE EFFERTZ	BASEBALL: MINNETONK	5/22/2024	85.00
398328	DANIEL STEINBERG	BASEBALL: HOPKINS	5/22/2024	85.00
398332	DAVID MALLEY	BASEBALL: BUFFALO	5/22/2024	85.00
398333	DAVID RIVERA	BASEBALL: WAYZATA	5/22/2024	85.00
398339	ERIC EICHACKER	BASEBALL: ST THOMAS	5/22/2024	85.00
398362	JEFFREY HEADRICK	BASEBALL: WAYZATA	5/22/2024	85.00
398369	JOSEPH IHRKE	BASEBALL: BUFFALO	5/22/2024	85.00
398371	JOSH WIGLEY	BASEBALL: ARMSTRONG	5/22/2024	85.00
398380	KURT ELYEA-WHEELER	BASEBALL: EDEN PRAI	5/22/2024	85.00
398388	MARK LEVASSEUR	BASEBALL: STMA	5/22/2024	85.00
398392	MATTHEW NIEMEYER	BASEBALL: EDEN PRAI	5/22/2024	85.00
398401	MICHAEL HUGHES	BASEBALL: MINNETONK	5/22/2024	85.00
398401	MICHAEL HUGHES	BASEBALL: WAYZATA	5/22/2024	85.00
398409	MONTGOMERY LONGTIN	BASEBALL: ST LOUIS	5/22/2024	85.00
398422	PATRICK BUHL	BASEBALL: MINNETONK	5/22/2024	85.00
398431	RICHARD LINDSEY	BASEBALL: HOPKINS	5/22/2024	85.00
398434	ROB KIIHN	BASEBALL: ST LOUIS	5/22/2024	85.00
398437	RONALD WILLETT	BASEBALL: BLOOM-JEF	5/22/2024	85.00
398443	SCOTT GEIB	BASEBALL: ARMSTRONG	5/22/2024	85.00
398455	TERRY AGUILERA	BASEBALL: BLOOM-JEF	5/22/2024	85.00
398457	THOMAS ABRAHAMSON	BASEBALL: HOPKINS	5/22/2024	85.00
398476	WILLIAM KOZIK	BASEBALL: HOPKINS	5/22/2024	85.00
398476	WILLIAM KOZIK	BASEBALL: OSSEO	5/22/2024	85.00
398129	GROTH MUSIC COMPANY	BARITONE SAX REEDS	5/7/2024	84.98
398021	ASTLEFORD INTERNATI	BELTS	5/1/2024	84.90
V20002	NICOLE R SWOBODA	MAR-APR24 MILEAGE	5/7/2024	84.35
V20005	ABIGAIL L WILFAHRT	MAR-APR24 MILEAGE	5/7/2024	83.88
398116	ECM PUBLISHERS INC	MAR 26 WS MINUTES	5/7/2024	83.20
398171	SCHMITT MUSIC COMPA	BAND SUPPLIES	5/7/2024	82.80
398027	CHRISTIANA HAWTHORN	SET BUILD LUNCH	5/1/2024	81.99
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	81.00
398185	T-MOBILE	ECC MAINT-APR24 PHO	5/7/2024	80.81
398204	CENTURYLINK	DO 05/01 - 05/31/24	5/15/2024	80.52
398521	KINECT ENERGY, INC	ND - APR24 USE	5/29/2024	80.04
398251	OVERDRIVE INC	BOOKS FOR EHS	5/15/2024	80.00
V19971	ERICA S GARDNER	MUSICAL FLOWER PLAN	5/1/2024	79.95
398500	COMMERCIAL FURNITUR	CFS LABOR PILLOW LA	5/29/2024	79.40
398064	RM COTTON CO	12.5 BULK POWER PEL	5/1/2024	79.00
398410	MORGAN KOCH	BTRACK: INVITATIONA	5/22/2024	78.75
398152	MENARDS - EDEN PRAI	"RAKES, ETC"	5/7/2024	78.31
398550	SCHMITT MUSIC COMPA	HORN STRING ROLL	5/29/2024	77.25
398308	CAROL SELLARS	SOFTBALL: EDEN PRAI	5/22/2024	77.00
398315	CHRISTOPHER OVERLIE	SOFTBALL: HOPKINS	5/22/2024	77.00
398328	DANIEL STEINBERG	BASEBALL: EDEN PRAI	5/22/2024	77.00
398358	JAMES HOLT JR	SOFTBALL: BUFFALO	5/22/2024	77.00
398360	JAY ELMQUIST	BASEBALL: WAYZATA	5/22/2024	77.00
398363	JEFFREY HEUER	SOFTBALL: STMA	5/22/2024	77.00
398388	MARK LEVASSEUR	SOFTBALL: EDEN PRAI	5/22/2024	77.00
398389	MARK NEWMAN	SOFTBALL: HOPKINS	5/22/2024	77.00
398391	MATTHEW LESHOVSKY	SOFTBALL: WAYZATA	5/22/2024	77.00
398427	RANDAL STENGEL	BASEBALL: ARMSTRONG	5/22/2024	77.00
398435	ROBERT COLEMAN	SOFTBALL: BUFFALO	5/22/2024	77.00
398445	SCOTT SCHIMETZ	SOFTBALL: STMA	5/22/2024	77.00
398458	THOMAS WILLIAMS	SOFTBALL: HOPKINS	5/22/2024	77.00
398458	THOMAS WILLIAMS	SOFTBALL: BUFFALO	5/22/2024	77.00
398461	TODD MILLER	SOFTBALL: WAYZATA	5/22/2024	77.00

Check No.	Vendor	Description	Date	Amount
398417	NET WORLD SPORTS LT	SHIPPING/HANDLING	5/22/2024	76.99
398129	GROTH MUSIC COMPANY	CLARINET REPAIR	5/7/2024	76.00
V20095	SUE M JOHNSON	SAFETY PATROL SUPPL	5/29/2024	75.50
398282	ALEXANDRA PALM	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398285	AMY VELSOR	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398286	AMY WARDELL	SYNC SWIM: HOPKINS	5/22/2024	75.00
398309	CATHERINE BOHNSACK	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398329	DANIELLE SHUPE	SYNC SWIM: WAYZATA	5/22/2024	75.00
398329	DANIELLE SHUPE	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398367	JODI SCHAEFER MILLE	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398375	KARI CHRISTIANSON	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398375	KARI CHRISTIANSON	SYNC SWIM: HOPKINS	5/22/2024	75.00
398376	KARINE ALBERT	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398383	LAURA JOHNSON	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398386	LINDA GUST	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398410	MORGAN KOCH	BTRACK: EP & STMA	5/22/2024	75.00
398430	REYNE KURPIERS	SYNC SWIM: E PRAIRI	5/22/2024	75.00
398430	REYNE KURPIERS	SYNC SWIM: HOPKINS	5/22/2024	75.00
398440	SARAH RATHE	SYNC SWIM: HOPKINS	5/22/2024	75.00
398448	STEPHANIE PROPER	SYNC SWIM: HOPKINS	5/22/2024	75.00
398497	CATHERINE BOHNSACK	SYNC SWIM: HOPKINS	5/29/2024	75.00
398536	OLIVIA LENTZ	SYNC SWIM: HOPKINS	5/29/2024	75.00
398550	SCHMITT MUSIC COMPA	BOW REPLACEMENT	5/29/2024	75.00
398224	GRAINGER	HALOGEN BULBS	5/15/2024	74.30
398490	AMAZON CAPITAL SERV	GRD 5 INSTRUCTIONAL	5/29/2024	72.87
398223	GENERAL SECURITY SE	BUS - FIRE/INTR MON	5/15/2024	72.00
V20016	GINA R FELTON	CLASSROOM BOOKS	5/15/2024	71.95
398018	AMAZON CAPITAL SERV	PLACEMENT SUPPLIES	5/1/2024	71.30
V19994	CHERYL A PILCHER	WEATHER BOOKS	5/7/2024	70.55
398218	SHRED-IT USA	VV - SHREDDING	5/15/2024	69.49
398281	ADVANCED IMAGING SO	LEASE 06.08 0631790	5/22/2024	68.96
398152	MENARDS - EDEN PRAI	EZ SEED/SALT PELLET	5/7/2024	68.87
398039	GRAINGER	AV GUARD	5/1/2024	68.46
398370	JOSEPH KOCH III	BLAX: MAPLE GROVE	5/22/2024	68.00
398237	JW PEPPER & SON INC	ORCHESTRA MUSIC	5/15/2024	67.99
398550	SCHMITT MUSIC COMPA	BASS CLARINET REPAI	5/29/2024	67.00
398261	SCHOOL SPECIALTY, L	ART ROOM PAPER	5/15/2024	66.60
398040	GROTH MUSIC COMPANY	BAND GUIDE BOOKS	5/1/2024	66.35
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	66.19
398165	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	5/7/2024	65.99
398425	PREMIUM WATERS INC	WATER FOR DMTS	5/22/2024	65.99
V20010	JANET M DAHL	MAR-APR24 PART C MI	5/15/2024	65.19
V20044	BEDSTON A BURRELL	APR-MIDMAY24 MILEAG	5/22/2024	65.19
V19975	CURT E JOHANSON	MAR24 CELL PHONE	5/1/2024	65.00
V19978	SONYA LEIGH SAILER	APR24 CELL PHONE	5/1/2024	65.00
V19980	JACLYN SWORDS	APR24 CELL PHONE	5/1/2024	65.00
V19980	JACLYN SWORDS	MAR24 CELL PHONE	5/1/2024	65.00
V19980	JACLYN SWORDS	FEB24 CELL PHONE	5/1/2024	65.00
V19991	MATTHEW K MOSBY	APR24 CELL PHONE	5/7/2024	65.00
V19997	TIMOTHY J RODEN	APR24 CELL PHONE	5/7/2024	65.00
V20000	KORY M SMITH	APR24 CELL PHONE	5/7/2024	65.00
V20002	NICOLE R SWOBODA	MAR24 CELL PHONE	5/7/2024	65.00
V20002	NICOLE R SWOBODA	APR24 CELL PHONE	5/7/2024	65.00
V20035	MEGAN B SCHNEIDER	APR24 CELL PHONE	5/15/2024	65.00
V20054	CURT E JOHANSON	APR24 CELL PHONE	5/22/2024	65.00
V20060	THOMAS LYMAN	MAY24 CELL PHONE	5/22/2024	65.00
V20079	CAMILLA D SHERMAN	MAR24 CELL PHONE	5/22/2024	65.00
V20079	CAMILLA D SHERMAN	APR24 CELL PHONE	5/22/2024	65.00

Check No.	Vendor	Description	Date	Amount
V20089	MERT T WOODARD	APR24 CELL PHONE	5/22/2024	65.00
V20096	SONYA LEIGH SAILER	MAY24 CELL PHONE	5/29/2024	65.00
V19993	TRENT J OSTMAN	APR24 CELL PHONE	5/7/2024	65.00
V19999	SERENITY SEBESTA	FEB24 CELL PHONE	5/7/2024	65.00
V19999	SERENITY SEBESTA	MAR24 CELL PHONE	5/7/2024	65.00
V20005	ABIGAIL L WILFAHRT	MAR24 CELL PHONE	5/7/2024	65.00
V20005	ABIGAIL L WILFAHRT	APR24 CELL PHONE	5/7/2024	65.00
V20080	BRANDON DONALD SIEC	FEB24 CELL PHONE	5/22/2024	65.00
V20080	BRANDON DONALD SIEC	MAR24 CELL PHONE	5/22/2024	65.00
V20080	BRANDON DONALD SIEC	APR24 CELL PHONE	5/22/2024	65.00
398116	ECM PUBLISHERS INC	MAR 4 WS MINUTES	5/7/2024	64.00
V20034	ALEXANDRA SACKETT	8TH GRD SCIENCE SUP	5/15/2024	63.64
398225	GRAINGER	CARTRIDGE 2PK	5/15/2024	63.14
398142	JW PEPPER & SON INC	CHORAL MUSIC	5/7/2024	62.80
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	62.46
398526	MENARDS - EDEN PRAI	FAUCET IN SPIRIT ST	5/29/2024	61.94
398414	THE MUSIC MART	BAND SUPPLIES	5/22/2024	61.02
398288	ANDREW BALZER	BLAX: CRETIN-DERHAM	5/22/2024	61.00
398290	ANTHONY LANCETTE JR	GLAX: STMA	5/22/2024	61.00
398298	BRADLEY KNOTT	BLAX: EASTVIEW	5/22/2024	61.00
398305	CALLAHAN CRAWFORD	BLAX: CRETIN-DERHAM	5/22/2024	61.00
398463	TREVOR BUSBY	BLAX: STMA	5/22/2024	61.00
398482	ZACHARY ALVIN	GLAX: MINNETONKA	5/22/2024	61.00
398410	MORGAN KOCH	BLAX: MAPLE GROVE	5/22/2024	60.00
398370	JOSEPH KOCH III	BASEBALL: EDEN PRAI	5/22/2024	59.50
V19995	DEBRA K RICHARDS	APR24 MILEAGE	5/7/2024	58.69
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	58.53
398428	REALLY GOOD STUFF I	SHIPPING/HANDLING	5/22/2024	58.48
398204	CENTURYLINK	CC 04/19 - 05/18/24	5/15/2024	58.14
398204	CENTURYLINK	VV 04/28 - 05/27/24	5/15/2024	58.14
398233	JERRY'S HARDWARE	BLDG REPAIR SUPPLIE	5/15/2024	57.92
V20025	DERRICK J LIDSTONE	MAR24 CELL PHONE	5/15/2024	57.89
398500	COMMERCIAL FURNITUR	17A AC64292 EQUINOX	5/29/2024	57.80
398116	ECM PUBLISHERS INC	MAR 14 SPEC MINUTES	5/7/2024	57.60
398225	GRAINGER	TOOLS	5/15/2024	56.67
398152	MENARDS - EDEN PRAI	TARPS	5/7/2024	54.98
V20025	DERRICK J LIDSTONE	APR24 CELL PHONE	5/15/2024	54.92
V20012	ADAM P DUFFY	APR24 CELL PHONE	5/15/2024	54.84
V19979	JENNIFER J STONE	GAS FOR RENTAL	5/1/2024	54.52
V19995	DEBRA K RICHARDS	MAR24 MILEAGE	5/7/2024	54.20
V20099	NORMAN F VANDERLIND	MAY24 CELL PHONE	5/29/2024	53.18
398441	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	5/22/2024	53.00
398500	COMMERCIAL FURNITUR	CFS PILLOW FORM	5/29/2024	52.96
V19989	BETHANY A MOHS	APR24 MILEAGE	5/7/2024	52.53
398235	JESSEN PRESS INC	BIZ CARDS - N.S.	5/15/2024	52.50
398235	JESSEN PRESS INC	BIZ CARDS - A.R.	5/15/2024	52.50
398410	MORGAN KOCH	BASEBALL: EDEN PRAI	5/22/2024	52.50
V20070	CAROLYN PROCTOR	MAY24 CELL PHONE	5/22/2024	52.50
398241	LAKESHORE LEARNING	BIRTHDAY CROWNS	5/15/2024	51.96
398381	LAKESHORE LEARNING	BIRTHDAY CROWNS 30P	5/22/2024	51.96
398217	FINKEN WATER INC	VV - DRINKING WATER	5/15/2024	51.95
398551	SCHOOL SPECIALTY, L	PE SUPPLIES	5/29/2024	51.93
V20058	RYAN D LONGLEY	LAB SUPPLIES: SEEDS	5/22/2024	51.80
398134	HOGLUND BUS COMPANY	SENSOR	5/7/2024	51.24
V20061	KENDAL C MASICA	CLASSROOM SUPPLIES	5/22/2024	51.00
398087	AMAZON CAPITAL SERV	GRADE 5 SUPPLIES	5/7/2024	50.91
V20004	PETER VASKE	FEB-APR24 MILEAGE	5/7/2024	50.85
398039	GRAINGER	BLOWER MOTOR BELTS	5/1/2024	50.76

Check No.	Vendor	Description	Date	Amount
398185	T-MOBILE	CN MAINT-APR24 PHON	5/7/2024	50.61
398512	GRAINGER	GENERAL SUPPLIES	5/29/2024	50.18
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	50.05
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	50.00
398250	OSI ENVIRONMENTAL I	FILTER PICK UP/REPA	5/15/2024	50.00
398250	OSI ENVIRONMENTAL I	FILTER PICK UP/REPA	5/15/2024	50.00
398408	MN STATE HIGH SCHOO	GOLF SECTION WRISTB	5/22/2024	50.00
V20033	CHERYL A PILCHER	BRISTLE BUILDERS	5/15/2024	49.99
V19988	SHAWNEE L KRUEGER	APR24 CELL PHONE	5/7/2024	49.85
V20098	TROY STEIN	ATHL PODCAST LUNCH	5/29/2024	49.75
V19970	JENNIFER M CARTER	UBER RIDES: D.C.	5/1/2024	49.15
V19986	CHERYL B GUNNESS	EHS JOB FAIR CANDY	5/7/2024	48.97
398224	GRAINGER	TIRE VALVE	5/15/2024	48.88
398289	ANTHONY COMER	BTRACK: EP & STMA	5/22/2024	48.75
398221	FRESHPOINT BIX PROD	KC CC SNACKS	5/15/2024	48.70
398117	EDINA GIVE & GO	G&G PAYROLL DEDUCTI	5/7/2024	48.00
398233	JERRY'S HARDWARE	LOCKBOX LAX	5/15/2024	47.69
398487	ADVANCED IMAGING SO	BUS GARAGE 04/24	5/29/2024	47.44
V20022	SCOTT H HIPPIE	APR24 CELL PHONE	5/15/2024	47.40
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	47.16
V20069	CHERYL A PILCHER	WHITEBOARDS/STICKER	5/22/2024	45.91
V20082	DAVID PATRICK SODER	PHASE CHANGE LAB SU	5/22/2024	45.25
398552	SHRED RIGHT	WO 0040737 - H.R.	5/29/2024	45.00
398552	SHRED RIGHT	WO 0040737 - SPED	5/29/2024	45.00
398552	SHRED RIGHT	WO 0040737 - FINANC	5/29/2024	45.00
V20084	MARY WHELAN THUMA	TABLECLOTHS FOR LUN	5/22/2024	45.00
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	44.87
V19990	JONATHAN C MOORE	APR24 MILEAGE	5/7/2024	42.75
398331	DAVE WILES	BASEBALL POSTPONED	5/22/2024	42.50
398371	JOSH WIGLEY	BASEBALL POSTPONED	5/22/2024	42.50
398388	MARK LEVASSEUR	BASEBALL POSTPONED	5/22/2024	42.50
398465	TRISTAN HARDT	BASEBALL POSTPONED	5/22/2024	42.50
398477	WILLIAM TRUSSELL	BASEBALL: OSSEO	5/22/2024	42.50
398414	THE MUSIC MART	CLARINET REPAIR	5/22/2024	42.40
V20024	CRYSTAL T KITTRELL	TEACHER PLANNER	5/15/2024	42.38
398185	T-MOBILE	ATHLETICS-APR24 PHO	5/7/2024	42.23
V20050	TIFFANY P GANT	MAR-APR24 MILEAGE	5/22/2024	41.67
398078	WEST MUSIC COMPANY	SHIPPING/HANDLING	5/1/2024	40.48
398223	GENERAL SECURITY SE	CN - MAY24 INTR MON	5/15/2024	40.08
398223	GENERAL SECURITY SE	CV - MAY24 INTR MON	5/15/2024	40.08
398223	GENERAL SECURITY SE	ECC - MAY24 INTR MO	5/15/2024	40.08
398223	GENERAL SECURITY SE	SV - MAY24 INTR MON	5/15/2024	40.08
398223	GENERAL SECURITY SE	VV - MAY24 INTR MON	5/15/2024	40.08
398223	GENERAL SECURITY SE	EHS - MAY24 INTR MO	5/15/2024	40.08
398223	GENERAL SECURITY SE	HL - MAY24 INTR MON	5/15/2024	40.08
398223	GENERAL SECURITY SE	CC - MAY24 INTR MON	5/15/2024	40.08
398260	SCHMITT MUSIC COMPA	BAND REPAIR	5/15/2024	40.00
398390	MASP- MN ASSOC OF S	MEMBERSHIP - S.C.	5/22/2024	40.00
398416	NATIONAL SPEECH & D	DEBATE MEMBERSHIPS	5/22/2024	40.00
398441	SCHMITT MUSIC COMPA	PISTON/ROTOR REPAIR	5/22/2024	40.00
V19998	ELIZABETH A SANDVIC	MAR-APR24 MILEAGE	5/7/2024	39.33
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	39.01
V19977	GREGORY M POKORSKI	UBER TO AIRPORT	5/1/2024	38.67
398347	GROTH MUSIC COMPANY	ORCHESTRA SUPPLIES	5/22/2024	38.59
398278	AARON WALTON	SOFTBALL: MINNETONK	5/22/2024	38.50
398278	AARON WALTON	SOFTBALL: STMA	5/22/2024	38.50
398444	SCOTT NYGAARD	SOFTBALL: HOLY ANGE	5/22/2024	38.50
398177	SPS COMPANIES INC	EHS - KETTLE REPAIR	5/7/2024	38.29

Check No.	Vendor	Description	Date	Amount
398556	TRI-STATE BOBCAT IN	PULLEY	5/29/2024	37.94
398373	JUMP! LIBRARY	BOOKS FOR CV BACK O	5/22/2024	37.90
398414	THE MUSIC MART	BASSOON REEDS	5/22/2024	37.90
398410	MORGAN KOCH	BASEBALL: MINNETONK	5/22/2024	37.50
398185	T-MOBILE	CC MAINT-APR24 PHON	5/7/2024	37.47
398185	T-MOBILE	CS MAINT-APR24 PHON	5/7/2024	37.47
398185	T-MOBILE	CV MAINT-APR24 PHON	5/7/2024	37.47
V20041	ELIZABETH C ANDERSON	SUV RENTAL GAS	5/22/2024	37.25
398185	T-MOBILE	DMTS-APR24 HOT SPOT	5/7/2024	36.85
398185	T-MOBILE	ECSE-APR24 PHONES	5/7/2024	36.81
V20070	CAROLYN PROCTOR	APR24 MILEAGE	5/22/2024	36.58
398223	GENERAL SECURITY SE	HL - FIRE MONITORIN	5/15/2024	36.00
398223	GENERAL SECURITY SE	ECC - FIRE MONITORI	5/15/2024	36.00
398223	GENERAL SECURITY SE	EHS - FIRE MONITORI	5/15/2024	36.00
398223	GENERAL SECURITY SE	SV - FIRE MONITORIN	5/15/2024	36.00
398223	GENERAL SECURITY SE	CS - FIRE MONITORIN	5/15/2024	36.00
398223	GENERAL SECURITY SE	CV - FIRE MONITORIN	5/15/2024	36.00
398223	GENERAL SECURITY SE	CN - FIRE MONITORIN	5/15/2024	36.00
398550	SCHMITT MUSIC COMPA	PERCUSSION SUPPLIES	5/29/2024	35.97
398032	MICHELLE R SANGER	STUDENT COUNCIL SNA	5/1/2024	35.96
398257	PREMIUM WATERS INC	MAY24 HOT/COLD WATE	5/15/2024	35.95
398370	JOSEPH KOCH III	GLAX: STMA	5/22/2024	35.70
398370	JOSEPH KOCH III	BLAX: STMA	5/22/2024	35.55
398223	GENERAL SECURITY SE	CV - PATROL RESPON	5/15/2024	35.00
398223	GENERAL SECURITY SE	ECC - PATROL RESPON	5/15/2024	35.00
398223	GENERAL SECURITY SE	SV - PATROL RESPON	5/15/2024	35.00
398223	GENERAL SECURITY SE	BUS - PATROL RESPON	5/15/2024	35.00
398352	HOUSE OF NOTE	"12" KNILLING VIOL	5/22/2024	35.00
V19972	ERIC D HAMILTON	APR24 CELL PHONE	5/1/2024	35.00
V20009	STEVEN CURTIS CULLI	APR24 CELL PHONE	5/15/2024	35.00
V20093	ERIC D HAMILTON	MAY24 CELL PHONE	5/29/2024	35.00
398039	GRAINGER	AV GUARD	5/1/2024	34.23
398281	ADVANCED IMAGING SO	LEASE 06.08 0631790	5/22/2024	34.15
V19971	ERICA S GARDNER	MUSICAL FABRIC FOR	5/1/2024	34.00
V20019	GREGORY J GUSWILER	UBER FROM AIRPORT	5/15/2024	33.98
398152	MENARDS - EDEN PRAI	BLAX SUPPLIES	5/7/2024	33.84
V19982	ANNIKA L CULVER	MAR-APR24 MILEAGE	5/7/2024	33.10
V20091	RYAN GALLAGHER	DECA WINNERS BKFT	5/29/2024	32.61
398194	AMAZON CAPITAL SERV	KLEENEX	5/15/2024	32.50
398034	FINKEN WATER INC	VV - WATER SERVICE	5/1/2024	32.20
398241	LAKESHORE LEARNING	SENTENCE STRIPS	5/15/2024	31.96
V19982	ANNIKA L CULVER	MAR-APR24 MILEAGE	5/7/2024	31.69
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	31.57
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	31.25
V19980	JACLYN SWORDS	APR24 ID MILEAGE	5/1/2024	31.22
V20018	VICKIE GEIER	APR24 MILEAGE	5/15/2024	30.95
V20021	ALAN K HENDRICKSON	HORNET CENTRAL BKFT	5/15/2024	30.54
V20023	STACI N HOUSE	APR24 CELL PHONE	5/15/2024	30.00
V20068	KRISTA S PHILLIPS	MAR24 CELL PHONE	5/22/2024	30.00
V20068	KRISTA S PHILLIPS	APR24 CELL PHONE	5/22/2024	30.00
V20068	KRISTA S PHILLIPS	MAY24 CELL PHONE	5/22/2024	30.00
398417	NET WORLD SPORTS LT	BRACKET PART NO 380	5/22/2024	29.99
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	29.98
398526	MENARDS - EDEN PRAI	TAPCON 75PK SUPPLIE	5/29/2024	29.98
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	29.80
V20039	ANNE C WELLS	MAR-APR24 MILEAGE	5/15/2024	29.08
398517	JERRY'S HARDWARE	TSCHIDA SUPPLIES	5/29/2024	29.03
398227	GROTH MUSIC COMPANY	CONCERT BAND SUPPLI	5/15/2024	28.99

Check No.	Vendor	Description	Date	Amount
398142	JW PEPPER & SON INC	CHORAL MUSIC	5/7/2024	28.80
398142	JW PEPPER & SON INC	CHORAL MUSIC	5/7/2024	28.80
398067	SCHOOL SPECIALTY, L	WATERCOLOR SUPPLIES	5/1/2024	28.56
V19993	TRENT J OSTMAN	APR24 MILEAGE	5/7/2024	28.48
398414	THE MUSIC MART	BAND SUPPLIES	5/22/2024	28.14
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	28.13
398052	MENARDS - EDEN PRAI	WATER HEATER PARTS	5/1/2024	28.10
398412	MRI SOFTWARE LLC	BKGD CHK: EMPLOYEES	5/22/2024	28.00
V20047	ANDRE P DEWANE	APR-MIDMAY24 MILEAG	5/22/2024	27.87
398152	MENARDS - EDEN PRAI	2X6 OAK BOARDS	5/7/2024	27.52
398263	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	5/15/2024	27.50
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	27.30
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	27.23
398142	JW PEPPER & SON INC	CHORAL MUSIC	5/7/2024	26.99
398025	CAROLINA BIOLOGICAL	SHIPPING/HANDLING	5/1/2024	26.67
V20021	ALAN K HENDRICKSON	MUNCH & MINGLE EVEN	5/15/2024	26.56
398397	MENARDS - EDEN PRAI	CLEANING BRUSHES	5/22/2024	26.48
V20019	GREGORY J GUSWILER	LUNCH: MOTO PIZZA	5/15/2024	26.39
398209	CUSHMAN MOTOR COMPA	COVER FLYWHEEL	5/15/2024	26.33
398508	FINKEN WATER INC	VV - DRINKING WATER	5/29/2024	26.20
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	25.49
398185	T-MOBILE	KC CC-APR24 PHONES	5/7/2024	25.17
398185	T-MOBILE	KC CN-APR24 PHONES	5/7/2024	25.17
398185	T-MOBILE	KC CS-APR24 PHONES	5/7/2024	25.17
398185	T-MOBILE	KC HL-APR24 PHONES	5/7/2024	25.17
398185	T-MOBILE	KC CV-APR24 PHONES	5/7/2024	25.17
398185	T-MOBILE	KC ND-APR24 PHONES	5/7/2024	25.17
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	25.06
V20019	GREGORY J GUSWILER	UBER TO HOTEL	5/15/2024	25.02
V20064	SHAUN P PAKENHAM	CLASSROOM BOOKS	5/22/2024	25.01
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	25.00
398154	MINNESOTA POLLUTION	EHS - ANNUAL PERMIT	5/7/2024	25.00
V19971	ERICA S GARDNER	MUSICAL JOANN FABRI	5/1/2024	25.00
V20014	VALERIE D EVANS	DINNER: CRAVE	5/15/2024	25.00
V20092	AMY J GILBERTSON-DO	EOY CELEBRATION	5/29/2024	25.00
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	24.97
V19987	ANGELA K HRUBY	APR24 MILEAGE	5/7/2024	24.92
398152	MENARDS - EDEN PRAI	O-RINGS / SANDER KI	5/7/2024	24.13
398061	PREMIUM WATERS INC	FEB24 WATER COOLER	5/1/2024	24.00
398256	PREMIUM WATERS INC	MAY24 WATER COOLER	5/15/2024	24.00
V20001	STACIE STANLEY	AIRPORT TAXI TO HOT	5/7/2024	24.00
398381	LAKESHORE LEARNING	PAW PRINT NAMEPLATE	5/22/2024	23.96
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	23.71
398066	SCHMITT MUSIC COMPA	BARITONE LIGATURE	5/1/2024	23.70
398202	CAPSTONE PRESS INC	BOOKS FOR CV	5/15/2024	23.49
398139	JERRY'S HARDWARE	BLAX AIRHORN	5/7/2024	23.38
398209	CUSHMAN MOTOR COMPA	GUARD/PTO IDLER PUL	5/15/2024	23.13
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	22.99
398194	AMAZON CAPITAL SERV	GRID NOTEBOOKS	5/15/2024	22.99
398194	AMAZON CAPITAL SERV	POST IT NOTES	5/15/2024	22.98
398414	THE MUSIC MART	XYLOPHONE CORD REPL	5/22/2024	22.50
398052	MENARDS - EDEN PRAI	EYE WASH STATION PA	5/1/2024	22.42
398185	T-MOBILE	B&G-APR24 PHONES	5/7/2024	22.09
398169	RUSSELL SECURITY RE	ECC FILE CABINET KE	5/7/2024	22.00
398273	WEST MUSIC COMPANY	SHIPPING/HANDLING	5/15/2024	21.48
V19984	DOUGLAS M EISCHENS	DINNER: URSA MINOR	5/7/2024	21.34
398185	T-MOBILE	SV MAINT-APR24 PHON	5/7/2024	21.25
398185	T-MOBILE	BUS-APR24 PHONES	5/7/2024	21.25

Check No.	Vendor	Description	Date	Amount
398185	T-MOBILE	VV MAINT-APR24 PHON	5/7/2024	21.25
V20064	SHAUN P PAKENHAM	CLASSROOM BOOKS	5/22/2024	20.95
V20003	ROLLAND T TALAN	APR24 MILEAGE	5/7/2024	20.64
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	20.24
V20029	KARI L OPATZ-KARWOS	GOLF MEET MILEAGE	5/15/2024	20.10
V20021	ALAN K HENDRICKSON	MAR-APR24 MILEAGE	5/15/2024	20.10
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	20.00
398132	HAWKINS INC	POOL CHLORINE CYLIN	5/7/2024	20.00
398194	AMAZON CAPITAL SERV	LEGAL PADS	5/15/2024	19.99
398241	LAKESHORE LEARNING	CONTACT PAPER	5/15/2024	19.98
V19970	JENNIFER M CARTER	UBER RIDES: D.C.	5/1/2024	19.98
398040	GROTH MUSIC COMPANY	MIST CLEANER	5/1/2024	19.95
398347	GROTH MUSIC COMPANY	ORCHESTRA SUPPLIES	5/22/2024	19.95
V20015	AMY E FAIRWEATHER	APR24 CELL PHONE	5/15/2024	19.80
V20015	AMY E FAIRWEATHER	MAR24 CELL PHONE	5/15/2024	19.71
398208	CURRICULUM ASSOCIAT	SHIPPING/HANDLING	5/15/2024	19.67
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	19.30
398304	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 2	5/22/2024	19.00
398414	THE MUSIC MART	BAND SUPPLIES	5/22/2024	19.00
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	18.89
398552	SHRED RIGHT	WO 0039895 - HL	5/29/2024	18.85
V19998	ELIZABETH A SANDVIC	4/24 EVENT MILEAGE	5/7/2024	18.76
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	17.99
398087	AMAZON CAPITAL SERV	OFFICE SUPPLIES	5/7/2024	17.99
V19969	SARAH J BURGESS	PD DAY ENVELOPES	5/1/2024	17.99
398223	GENERAL SECURITY SE	CS - MAY24 INTR MON	5/15/2024	17.95
398046	JERRY'S HARDWARE	KEY BLANK	5/1/2024	17.92
398120	FACTORY MOTOR PARTS	OIL	5/7/2024	17.70
398500	COMMERCIAL FURNITUR	11U FREIGHT ULINE F	5/29/2024	17.50
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	17.49
398233	JERRY'S HARDWARE	KEY BLANKS	5/15/2024	17.43
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	16.99
398128	GRAINGER	BLOWER BELT	5/7/2024	16.92
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	16.79
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	16.70
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	16.60
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	16.43
V20050	TIFFANY P GANT	MAR-APR24 MILEAGE	5/22/2024	16.08
398412	MRI SOFTWARE LLC	BKGD CHK: EHS VOLUN	5/22/2024	16.00
398241	LAKESHORE LEARNING	SHIPPING/HANDLING	5/15/2024	15.59
398268	THE UPS STORE #1715	VIVI RETURN POSTAGE	5/15/2024	15.32
V19969	SARAH J BURGESS	PD DAY INDENX CARDS	5/1/2024	15.29
398194	AMAZON CAPITAL SERV	GEL PENS	5/15/2024	15.24
V20068	KRISTA S PHILLIPS	4/19 MILEAGE	5/22/2024	15.01
398100	BRIGHTWORKS	PARA CONF - T.M.	5/7/2024	15.00
V19974	HOPE MILLER HEFFELF	SCIENCE MATERIALS	5/1/2024	14.98
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	14.75
398510	GAME ONE	MS TRACK SINGLETS	5/29/2024	14.75
V20008	REED R BOLTMANN	FINE TIP SHARPIES	5/15/2024	14.61
V19984	DOUGLAS M EISCHENS	LUNCH: OLD CHICAGO	5/7/2024	14.44
398325	CULLIGAN BOTTLED WA	MAY24 ATHL WATER	5/22/2024	14.35
V19996	CAYLA R ROBERTS	APR24 MILEAGE	5/7/2024	14.07
398151	MENARDS - GOLDEN VA	PVC / BUTTON SOCKS	5/7/2024	13.75
398421	ODP BUSINESS SOLUTI	ADMIN/CLASS SUPPLIE	5/22/2024	13.29
V20019	GREGORY J GUSWILER	UBER TO AIRPORT	5/15/2024	12.84
V20023	STACI N HOUSE	APR24 MILEAGE	5/15/2024	12.80
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	12.73
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	12.40

Check No.	Vendor	Description	Date	Amount
398550	SCHMITT MUSIC COMPA	PERCUSSION MALLETS	5/29/2024	11.99
398066	SCHMITT MUSIC COMPA	COMFORT STRAP	5/1/2024	11.95
398269	TIMECLOCK PLUS DATA	LICENSE OVRAGE	5/15/2024	11.05
398135	INNOVATIVE OFFICE S	MANILA FOLDER 100PK	5/7/2024	11.00
398152	MENARDS - EDEN PRAI	HOSE BARB (7 QTY)	5/7/2024	10.43
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	9.66
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	9.47
V20061	KENDAL C MASICA	5TH GRD RECOGNITION	5/22/2024	9.36
398185	T-MOBILE	EHS MAINT-APR24 PHO	5/7/2024	8.95
398185	T-MOBILE	HL MAINT-APR24 PHON	5/7/2024	8.95
V19984	DOUGLAS M EISCHENS	DINNER: JIMMY JOHNS	5/7/2024	8.55
V19984	DOUGLAS M EISCHENS	LUNCH: JIMMY JOHNS	5/7/2024	8.55
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	8.54
V19984	DOUGLAS M EISCHENS	BKFT: HARDEES	5/7/2024	8.47
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	8.23
398135	INNOVATIVE OFFICE S	SHEET PROTECTORS 50	5/7/2024	8.04
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	7.99
398046	JERRY'S HARDWARE	MUSICAL SUPPLIES	5/1/2024	7.90
398102	CDW GOVERNMENT	HPE ARUBA POWER CAB	5/7/2024	7.64
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	7.53
398500	COMMERCIAL FURNITUR	11U FREIGHT ULINE F	5/29/2024	7.50
V20038	KATE TROSKEY	APR24 MILEAGE PART	5/15/2024	7.24
V19971	ERICA S GARDNER	MUSICAL JERRYS BEAN	5/1/2024	7.16
398261	SCHOOL SPECIALTY, L	WATERCOLOR PAINT	5/15/2024	7.14
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	6.74
V19984	DOUGLAS M EISCHENS	DINNER: KWIK TRIP	5/7/2024	6.65
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	6.62
V19982	ANNIKA L CULVER	SP OLYMPICS MILEAGE	5/7/2024	6.57
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	6.54
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	6.50
V20092	AMY J GILBERTSON-DO	MCA TEST DAY CELEBR	5/29/2024	6.48
398084	ADVANCED IMAGING SO	BUS GARAGE 03/24	5/7/2024	6.39
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	6.18
398104	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/7/2024	6.18
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	6.08
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	6.00
V20068	KRISTA S PHILLIPS	APR24 MILEAGE	5/22/2024	5.90
398194	AMAZON CAPITAL SERV	MECHANICAL PENCILS	5/15/2024	5.87
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	5.80
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	5.60
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	5.30
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	4.87
V20092	AMY J GILBERTSON-DO	EOY CELEBRATION	5/29/2024	4.75
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	4.68
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	4.59
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	4.40
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	4.40
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	4.30
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	4.30
398347	GROTH MUSIC COMPANY	ORCHESTRA SUPPLIES	5/22/2024	3.75
398347	GROTH MUSIC COMPANY	ORCHESTRA SUPPLIES	5/22/2024	3.75
V19983	EMESE B DREW	LUNCH ACCT REFUND	5/7/2024	3.75
398104	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/7/2024	3.74
398046	JERRY'S HARDWARE	SCREWS	5/1/2024	3.59
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	3.57
V20066	ANDREW RUSSELL PEER	MID-MAY24 MILEAGE	5/22/2024	3.35
398135	INNOVATIVE OFFICE S	STAPLES 5000PK (3)	5/7/2024	3.33
398046	JERRY'S HARDWARE	KEY BLANK	5/1/2024	3.31

Check No.	Vendor	Description	Date	Amount
398365	JERRY'S HARDWARE	PLUMPING FITTINGS	5/22/2024	3.28
V19989	BETHANY A MOHS	APR24 MILEAGE	5/7/2024	3.02
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	3.00
398508	FINKEN WATER INC	FINANCE CHARGE	5/29/2024	3.00
398104	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/7/2024	2.90
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	2.81
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	2.62
V20092	AMY J GILBERTSON-DO	EOY CELEBRATION	5/29/2024	2.50
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	2.44
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	2.44
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	2.43
V20032	ANDREW RUSSELL PEER	5/01 MILEAGE	5/15/2024	2.41
398091	AVI SYSTEMS INC	EXTD WARRANTY	5/7/2024	2.28
398104	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/7/2024	2.25
398233	JERRY'S HARDWARE	KEY BLANK	5/15/2024	2.24
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	2.16
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	2.15
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	2.06
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	1.97
398104	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/7/2024	1.97
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	1.90
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	1.88
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	1.84
398104	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/7/2024	1.78
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	1.59
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	1.57
398104	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/7/2024	1.45
398027	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/1/2024	1.42
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	1.34
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	1.31
398027	CHRISTIANA HAWTHORN	MUSICAL COSTUMES	5/1/2024	1.31
398046	JERRY'S HARDWARE	FASTENERS	5/1/2024	1.07
398104	CHRISTIANA HAWTHORN	MUSICAL SUPPLIES	5/7/2024	0.94
398177	SPS COMPANIES INC	EHS - KETTLE RETURN	5/7/2024	(11.36)
398350	HOGLUND BUS COMPANY	CORE CREDIT	5/22/2024	(93.75)
398134	HOGLUND BUS COMPANY	CORE CREDIT	5/7/2024	(100.00)
398194	AMAZON CAPITAL SERV	ART SUPPLIES - CRED	5/15/2024	(144.33)
398184	THREE RIVERS PARK D	5/24 CP CLASSES-PIC	5/7/2024	(150.00)
398499	CHARTWELLS DINING S	FEB24 OVERPAYMENT	5/29/2024	(150.75)
398350	HOGLUND BUS COMPANY	DENIED WARRANTY CRE	5/22/2024	(556.26)
398350	HOGLUND BUS COMPANY	DPF CORE CREDIT	5/22/2024	(750.00)
398193	XCEL ENERGY	CREDIT	5/7/2024	(6,552.53)
<b>Total Value of Checks Issued</b>				<b>\$ 5,033,160.55</b>

V.F. Electronic Fund Transfers - May 2024



**Board Meeting Date:** 6/10/2024

**Title:** Electronic Fund Transfers – May 2024

**Type:** Consent

**Presenter(s):** Mert Woodard, Director of Finance & Operations

**Background:** Minn. Stat. § 471.38 requires a list of all transactions made by electronic funds transfer be submitted to the Board of Education at the next Regular Meeting after the transaction.

**Recommendation:** Authorize the electronic fund transfers as presented for the month of May 2024, in the amount of \$11,329,864.

**Desired Outcomes from the Board:** Compliance with Minn. Stat. § 471.38 Subd. 3a.

**Attachment(s):**

1. Electronic Fund Transfers – May 2024

# Electronic Transfers

**FOR THE MONTH ENDED MAY 31, 2024**

<b>From</b>	<b>To</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 5,056,962.32
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	5/2/2024	892,884.40
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	5/16/2024	880,953.70
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	5/31/2024	918,277.10
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	5/2/2024	157,615.49
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	5/17/2024	155,177.32
US Bank - Checking	Delta Dental	Dental Claims	Multiple	70,651.12
US Bank - Checking	US Bank	Purchase Card Program	Multiple	245,416.36
US Bank - Checking	Benefit Extras	Flex & HSA	Multiple	112,018.34
US Bank - Checking	Payroll Vendors (TRA, Aviben, MSRS, etc.)	Electronic Payments	Multiple	2,833,474.51
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	4. 10. 1/13	5,763.73
US Bank - Checking	Other Electronic Vendor Fees	Service Fees	Multiple	669.23
<b>Total of Electronic Fund Transfers</b>				<b>\$ 11,329,863.62</b>

V.G. Gifts and Bequests



**Board Meeting Date:** 6/10/2024

**Title:** Gifts & Bequests – May 2024

**Type:** Consent

**Presenter(s):** Mert Woodard - Director, Finance & Operations

**Description:** The attached report lists monetary and in-kind gifts and bequests made to the District during the month of May 2024. The gifts and bequests are in compliance with District policy and applicable state and federal laws.

**Recommendation:** Accept with appreciation gifts and bequests received by the District in May, 2024, in the amount of \$36,872.

**Desired Outcomes from the Board:** Compliance with or awareness of District Policy 709 and Minn. Stat. § 123B.02 Subd. 6.

**Attachments:**

1. Gifts & Bequests – May 2024

# Gifts & Bequests

**FOR THE MONTH ENDED MAY 31, 2024**

<b>Donated By</b>	<b>To</b>	<b>Purpose</b>	<b>Amount</b>
Edina Ed Fund	Valley View Middle School	Math and Band	\$ 194.00
Box Tops	Cornelia Elementary School	General Matching Donation	13.00
Concord PTO	Concord Elementary School	Scooters for P.E.	916.20
Blackbaud	Normandale Elementary School	General Matching Donation	40.00
Normandale PTO	Normandale Elementary School	Host Families Background Checks	2,092.00
Edina Give & Go	Community Education	Scholarships	1,073.20
Edina Give & Go	Student Support Services	Scholarships	468.20
Families	Countryside Elementary School	Fifth Grade Recognition	1,897.00
Families	South View Middle School	Band	210.00
Eastern Carver County	South View Middle School	Jazz Fest	175.00
Families	Countryside Elementary School	Fifth Grade Recognition	422.00
Boys' Lacrosse Boosters	Edina High School Athletics	Additional Boys' Lacrosse Coaches	18,216.51
Boys' Golf Boosters	Edina High School Athletics	Additional Boys' Golf Coaches	1,846.75
Boys' Golf Boosters	Edina High School Athletics	Additional Boys' Golf Coaches	3,335.00
Families	Countryside Elementary School	Fifth Grade Recognition	287.00
Southview PTO	South View Middle School	Belonging Rally, Washer, and P.E. Equipment	2,514.97
Blackbaud	South View Middle School	General Matching Donation	100.00
Box Tops	South View Middle School	General Matching Donation	20.30
Valleyview PTO	Valley View Middle School	Field Trip Scholarships	817.00
Valleyview PTO	Valley View Middle School	Eighth Grade Spoken Word	1,500.00
Blackbaud	Normandale Elementary School	General Matching Donation	60.00
Blackbaud	Edina High School	General Matching Donation	50.40
Families	Edina High School	A.P. Test Scholarships	240.00
High School PTO	Edina High School	Cake for Cake Day	299.88
Families	Countryside Elementary School	Fifth Grade Recognition	84.00
<b>Total Cash Donations</b>			<b>\$ 36,872.41</b>

**Total In-Kind Donations** \$ -

**Total 2023-2024 School Year Gifts and Donations** \$ **1,166,101.65**

V.H. Copier and Printer Management Proposal



**Board Meeting Date:** June 10, 2024

**Title:** Copier & Printer Management Proposal

**Type:** Consent

**Presenter(s):** Mert Woodard, Director, Finance and Operations; and Nathaniel Lindley, Director, District Media & Technology Services

**Description:** The District has worked with Advanced Imaging Solutions (AIS) an authorized dealer of Konica Minolta Business Solutions devices, the past four years to provide and manage District copiers, printers and software systems. The contract renewal is due July 2024.

AIS and the District administration evaluated printing, copying and services over the past 4 years to adjust the current copier allocation. Based on usage needs and reliability, the administration recommends adding a 2nd copier to each Elementary and right sizing some copiers at secondary schools.

The District administration, with guidance from its sourcing agent, recommends renewing with AIS by the Association of Educational Purchasing Agencies (AEPA) purchasing agreement that was the basis for the original agreement that provides for the lease of Konica Minolta printers and copiers. The AEPA provides cooperative purchasing agreements in accordance with state statute. The new contract between AIS and the District will be a 60-month term costing \$5,184/month for a total of \$311,040 over the 5-year term.

**Recommendation:** Approve the District administration's recommended action and authorize the Director of Finance & Operations to execute all documents needed to put the agreement into effect.

**Desired Outcomes from the Board:** Compliance with Minn. Stat. § 471.345 and District Policy 707.

**Attachments:**

1. Quote from Advanced Imaging Solutions
2. Recommendation Letter – Catalyst Sourcing Solutions



## Prepared Exclusively For:



**PREPARED BY:**  
**Stephanie Keating Phillips**  
**Director of Production Print and Solutions**  
**952-516-7707**  
[skeating@ais-mn.com](mailto:skeating@ais-mn.com)

June 3, 2024

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- Current Situation:** Edina Public Schools currently partners with AIS on the districts' hardware and software technology related to printing. There are 29 Konica Minolta multifunction devices that are leased and dispersed throughout the district. All single function printers are owned by the district and under a full service and maintenance contract with AIS. All leased devices are under a full service and maintenance contract with AIS as well.
- Current Pricing:** The AIS lease was inceptioned in July 2020. The contract is a 48-month term and expires July 8, 2024. The monthly lease price is \$5,112.88 per month.
- Current MFP Fleet:**
- 1 Konica Minolta 368e black device (new)
  - 8 Konica Minolta 4052 black devices (new)
  - 1 Konica Minolta C360i color/black device (new)
  - 9 Konica Minolta C759 color/black devices (new)
  - 4 Konica Minolta 558e black devices (new)
  - 1 Konica Minolta C4050i color/black device (new)
  - 3 Konica Minolta 1100 black production (new)
  - 2 Konica Minolta C368 color/black devices (used)
- Fact Finding:** When the partnership between Edina Public Schools and AIS began, the equipment chosen was based off of request by the district. After almost 4 years of history between AIS and Edina, we have found that there could be a more productive way to produce print throughout the district. The IT team did an excellent job meeting with each building to confirm needs and wants and after many discussions with the AIS team, we have a good recommendation to right fit devices where there may need for both over and under utilization as well as replace some black devices with color with the goal of eliminating more expensive single function printers that are currently being used.
- In this proposal the following is included:**
- AIS will swap out equipment once school is out-and work with IT to connect new devices to software
  - AIS will remove and return all existing devices to the leasing group
  - The proposed new devices look very similar to existing devices making a minimal learning curve for staff
  - However, AIS will work with buildings to schedule training, update training guides to ensure a smooth transition.
  - Existing card readers will be reutilized to keep costs down, if additional devices are installed we will add new readers to the new machines.

**Proposed Solutions:**

**A) Like for like to current fleet**

**MFP Fleet:**

- 1 Konica Minolta 360i black device
- 8 Konica Minolta 4050i black devices
- 3 Konica Minolta C360i color/black device
- 9 Konica Minolta C750i color/black devices
- 4 Konica Minolta 550i black devices
- 1 Konica Minolta C4050i color/black device
- 3 Konica Minolta 2100 black production
- New Proposed 48-month price: \$5112.00
- New Proposed 60-month price: \$4349.00
- Includes PaperCut

**B) Proposed right fit solution based on volumes and request-higher speed**

**MFP Fleet:**

- 7 Konica Minolta 4050i black devices
- 7 Konica Minolta C360i color/black device
- 1 Konica Minolta C750i color/black devices
- 3 Konica Minolta 550i black devices
- 1 Konica Minolta C4050i color/black device
- 4 Konica Minolta 2100 black production
- 6 Konica Minolta 850i black devices
- 7 Konica Minolta C550i color/black devices
- New Proposed 48- month price: \$6171.00
- New Proposed 60- month price: \$5184.00
- Includes PaperCut and card readers

## PROCUREMENT COMPLIANCE MEMO

### General Information

<b>Category:</b>	Elevator Maintenance/Repair	<b>Date:</b>	6/10/2024
<b>Supplier/Service Provider:</b>	Advanced Imaging Solutions (AIS)	<b>Status:</b>	Proposed Renewal

### Purchase Overview

- The proposal being reviewed is a renewal based on the agreement secured via RFP in 2020 (48-month lease and service agreement).
- The original award included the lease of Multifunction Devices (Copiers), Managed Print Services (supplies, repair, and maintenance of the leased devices AND district-owned printers and copiers), as well as software licenses necessary to operate the print management process that was designed to enhance data security and reduce print waste in the district.
- The original award went to AIS after reviewing thirteen (13) proposals from eight (8) different service providers based on the evaluation criteria below.

Evaluation Component/Point	Weight
Total financial cost of solution (lifetime)	30%
Ability to meet specification details described in documents	25%
Solution fit to district technology strategy	20%
Reputation and experience of vendor in the industry (References)	15%
Extent/Breadth of support offerings and capabilities	10%

- In the Spring of 2024, the District administration conducted a complete overview including AIS (incumbent) and Catalyst Sourcing Solutions (District's procurement support provider). It was determined that, in the interest of maintaining continuity in the current print environment, AIS would provide the district updated options after a comprehensive review of the district fleet (walk through) and usage data analysis.
- AIS was to provide the district two (2) proposals; one that refreshes the current fleet specifications, and one that optimizes the print environment based on trailing 12m usage patterns and feedback from instructional staff and principals.

**The following optimization objectives were determined:**

- Realigning devices to match current usage needs to:
    - Avoid overtaxing of device (which increases instances of downtime/repairs)
    - Reducing staff congestion at print stations (which results in large print jobs being completed on less cost-efficient desktop devices)
  - Expanding the network of multi-function devices to support the reduced use of costly and less-secure desktop printers
    - Adding additional MFDs and removing/sunsetting current desktop printers results in a great percentage of printing being managed through the "Follow Me Printing" (jobs are released by use of staff credentials) which minimizes risk of sensitive data being intercepted at the device due to delays in staff pickup or oversight to pick up, as well as continued reduction of wasted (abandoned) print jobs.
  - Continuity in utilization of current print processes and integrated software/applications to avoid required re-training of instructional and administrative staff with any changes to devices and/or utilized applications.
- Catalyst would analyze and review the proposed rates for equipment lease/license and Managed Print Services for against prior award data as well as cost competitiveness compared to other districts in which a formal RFP/RFQ was utilized. AIS has proposed to maintain Managed Print Services cost without change for the life of the new proposal, resulting in static per-click rates for nine (9) consecutive years without increase.
    - Comparative** (other districts that recently awarded)
      - Average device lease pricing was consistent or lower based on like machines for Orono (AIS), Eden Prairie (Loffler), and South St. Paul (Loffler)
      - Managed Print Services (Per click costs) were lower than Eden Prairie, South St. Paul, and at parity with Orono.
    - Total cost comparison to current solution**

DESCRIPTION	Current	Option A (Refresh Current)	Option B (Optimized to meet objectives)
Device/License/Hardware	\$61,354.56	\$61,344.00 (48-m) / \$52,188.00 (60-m)	\$74,502.00 (48-m) / \$62,208.00 (60-m)
Est. Managed Print Services	\$43,903.51	\$43,903.51	\$43,903.51
<b>Total</b>	<b>\$105,258.07</b>	<b>\$105,247.51 - \$96,091.51</b>	<b>\$118,405.51 - \$106,111.51</b>

## Summary

The District administration's recommendation of moving forward the "Optimized Proposal" for the 60-month term developed with the Konica-Minolta AEPA cooperative agreement (<https://kmbcontent.konicaminolta.us/kmb/microsites/aepa>) appears to be in the best interest of the District's objectives of efficiency (process and financial), continuity, and security.

The use of the custom pricing provided based on the AEPA cooperative agreement reflects a proposal that is marketplace competitive. The use of a formal RFP/RFQ projects to yield a similar outcome with minimal potential for substantial cost savings, notably after considering the realization of the sourcing process costs, the costs of implementation/integration changes, and the labor costs of re-training staff on a new/modified print submission process.

The use of the AEPA agreement information should be noted on the Purchase Order to assure procurement compliance.

Feel free to reach out to me directly with any questions or clarifications.



Ryan Kleinjan

Managing Partner

Catalyst Sourcing Solutions

V.I. Property, Casualty, and Liability Insurance  
Renewal - Fiscal Year 2025



**Board Meeting Date:** 6/10/2024

**Title:** Property, Casualty, and Liability Insurance Renewal – Fiscal Year 2025

**Type:** Consent

**Presenter(s):** Mert Woodard, Director of Finance & Operations

**Description:** In December 2015, the School Board awarded the District's property, casualty, and liability insurance contract to the Minnesota Insurance Scholastic Trust (MIST). MIST provides the benefit of self-insurance cooperative purchasing, and 27 school districts currently participate in the MIST program. Any remaining funds at the end of a claim year are distributed among member districts. The overall property insurance market continues to harden post-COVID. This, coupled with inflation and the District's loss experience, has resulted in significant increases to the District's premiums. The District's renewal for the July 1, 2024 to June 30, 2025 period is a 16.8 percent increase over the prior year. During the District's initial budget development that took place in the fall of 2023, the administration assumed a 25.0 percent increase.

**Recommendation:** The District administration recommends continuing its membership in the Minnesota Insurance Scholastic Trust for fiscal year 2025.

**Desired Outcomes from the Board:** Approve the District administration's recommendation.

**Attachments:**

1. MIST Full Membership Renewal Presentation – Fiscal Year 2025
2. MIST Insurance Policy Pricing List – Fiscal Year 2025



## Minnesota Insurance Scholastic Trust

# Full Membership Renewal Meeting

May 16, 2024



## Minnesota Insurance Scholastic Trust

Roll Call



## Minnesota Insurance Scholastic Trust

# Approval of the Agenda

**Motion Required**



# Agenda

- I. **Introductions and Welcome** Sandy Linn
- II. **Roll Call**
- III. **Approval of Agenda** – motion required
- IV. **Public Comment**
- V. **Approval of Meeting Minutes**
  - a. December 20, 2023 – motion required
- VI. **Chairperson’s Report** Sandy Linn
- VII. **Treasurer’s Report** Lisa Johnson
- VIII. **Gallagher Bassett Claim’s Administration Presentation:** Emily Wells
- IX. **Program Administrator’s Annual Renewal Presentation:** Jack Kurcab
- X. **Gallagher Bassett Loss Control Presentation:** Jonathan Wilson
- XI. **Other Matters**
  - a. Executive Committee Election – 5 Open Positions - motion required
    - i. Sarah Slaby – returning board member
    - ii. Kent Fritze – returning board member
    - iii. Mike Kelley – returning board member
    - iv. 2 Vacant Positions
- XII. **Future Full Membership Meeting Date:**
  - a. Midterm Review – December 17, 2024 – Virtual via Teams
- XIII. **Adjournment-** motion required



## Minnesota Insurance Scholastic Trust

Public Comment



## Minnesota Insurance Scholastic Trust

# Approval of Meeting Minutes: 12/10/23

**Motion Required**



## Minnesota Insurance Scholastic Trust

# Chairperson's Report

Sandy Linn

# MIST Chairperson's Report



- MIST provides your district a HOME, you wont be dropped
- MIST is owned & operated by Minnesota school districts
- **A net position of over \$1.96M**
- No changes to limits or deductibles
- All MIST Members enjoy comprehensive Cyber Individual Cyber Limits - \$2M
- Program is 100% transparent, all financials, rates, fees and commissions are disclosed to all members.
- MIST provides members surplus distributions - \$375K distributed to date

**MIST's 11<sup>th</sup> year  
of service to  
Minnesota Schools!**

Stronger Together

# Your MIST Executive Board



<b>MIST Position</b>	<b>Name</b>	<b>Member District</b>
<b>MIST Chairperson</b>	<b>Sandy Linn</b>	<b>New Prague Area Schools</b>
<b>MIST Vice - Chairperson</b>	<b>Kim Sandry</b>	<b>MACCRAY Public School District</b>
<b>Treasurer</b>	<b>Kent Fritze</b>	<b>Park Rapids Area Schools</b>
<b>Board Member</b>	<b>Sarah Slaby</b>	<b>Winona Area Public Schools</b>
<b>Board Member</b>	<b>Mike Kelley</b>	<b>Randolph Public School District</b>



## Minnesota Insurance Scholastic Trust

# Treasurer's Report

Lisa Johnson - ARTEX



# Statements of Net Position

March 31, 2024



## ASSETS

Cash	\$	4,429,838
Deductible Receivables		55,916
Excess Insurance Recoveries Receivable		302,187
Aggregate Excess Receivable		958

TOTAL ASSETS \$ 4,788,899

## LIABILITIES AND NET POSITION

### LIABILITIES

Accounts Payable and Other Accrued Expenses	\$	20,446
Due to Insurance Carriers		11,873
Reserve for Outstanding Losses		2,175,529
Reserve for IBNR Losses		620,174

TOTAL LIABILITIES 2,828,022

### NET POSITION

Retained Loss Fund FY 17-18	262,227
Retained Loss Fund FY 18-19	40,493
Retained Loss Fund FY 19-20	41,292
Retained Loss Fund FY 20-21	870,476
Retained Loss Fund FY 22-23	80,617
Retained Loss Fund FY 23-24	116,157
Contingency Fund	386,310
Unallocated Surplus	163,305

TOTAL NET POSITION 1,960,877

TOTAL LIABILITIES AND NET POSITION \$ 4,788,899

# Statements of Revenue/Expenses – March 31, 2024



	March 31, 2024	Budget for Year Ending June 30, 2023	Variance Over/(Under) Budget (\$)	Variance Over/(Under) Budget (%)
<b>REVENUES</b>				
Premium Contributions	\$ 6,853,952	\$ 6,853,091	861	0.01%
Broker and Pool Management Contributions	534,184	534,184	-	0.00%
Loss Fund Contributions	2,125,000	2,125,000	-	0.00%
Operating Fund Contributions	100,123	100,123	-	0.00%
Investment Income	90,962	-	90,962	0.00%
Total Revenues	<u>9,704,221</u>	<u>9,612,398</u>	<u>91,823</u>	<u>0.96%</u>
<b>EXPENSES</b>				
Premiums to Excess Insurance Carriers	<u>6,853,952</u>	<u>6,853,091</u>	<u>861</u>	<u>0.01%</u>
<b>Losses and Loss Expense Paid and Incurred</b>				
Paid Losses	1,123,367	2,125,000	(1,001,633)	(47.14%)
Change in Case Reserves	1,214,796	-	1,214,796	0.00%
Change in IBNR	170,365	-	170,365	0.00%
Deductable Reimbursement	(60,672)	-	(60,672)	0.00%
Excess Insurance Reimbursement	(293,914)	-	(293,914)	0.00%
Excess Aggregate Reimbursement	(121,065)	-	(121,065)	0.00%
Subrogation Recoveries	(37,443)	-	(37,443)	0.00%
Net Loss Expense	<u>1,995,434</u>	<u>2,125,000</u>	<u>(129,566)</u>	<u>(6.10%)</u>
<b>Broker and Pool Management Fees</b>				
Management Fees-AJG	349,783	349,783	-	0.00%
Claims Processing (GB)	116,136	154,161	(38,025)	(24.67%)
Loss Control Fees-GB	30,240	30,240	-	0.00%
Total Cost of Broker and Pool Management Fees	<u>496,159</u>	<u>534,184</u>	<u>(38,025)</u>	<u>(7.12%)</u>

# Statements of Revenue/Expenses

March 31, 2024



Other Operating Expenses				
Treasury Services (Artex)	31,762	31,762	-	0.00%
Pool D&O, E&O Insurance	38,004	38,005	(1)	(0.00%)
Crime Insurance for Board	2,199	2,199	-	0.00%
Audit Services	10,735	10,750	(15)	(0.14%)
Actuary Services	6,000	10,750	(4,750)	(44.19%)
Legal Services	-	3,000	(3,000)	(100.00%)
Bank Charges	-	1,000	(1,000)	(100.00%)
Board Meeting Expenses	-	1,000	(1,000)	(100.00%)
Miscellaneous	-	1,000	(1,000)	(100.00%)
Total Other Operating Expenses	<u>88,700</u>	<u>99,466</u>	<u>(10,766)</u>	<u>(10.82%)</u>
TOTAL EXPENSES BEFORE DIVIDENDS	<u>9,434,245</u>	<u>9,611,741</u>	<u>(177,496)</u>	<u>(1.85%)</u>
Member Dividends	<u>-</u>	<u>-</u>		
CHANGES IN NET POSITION	\$ 269,976	\$ 657	<u>269,319</u>	<u>40992.24%</u>
Net Position-beginning	<u>1,690,901</u>	<u>1,690,901</u>		
Net Position-ending	<u>\$ 1,960,877</u>	<u>\$ 1,691,558</u>		

NET Position!!

Increase of \$269,319  
Previous Carrier profit



## Minnesota Insurance Scholastic Trust

# Gallagher Bassett Claims Presentation

EMILY WELLS / GALLAGHER BASSETT

# Top 5 types of liability claims – Frequency vs. Severity



## Frequency

Accident Type	Claim Count	% of Total	Total Incurred	% of Total
Vehicle Accident	148	38.00%	\$1,272,683	31.00%
Slip/Trip/Fall	102	26.00%	\$609,302	15.00%
School Board Legal	35	9.00%	\$513,612	13.00%
Struck/Injured by Student	19	5.00%	\$21,330	0.01%
Struck by Object	17	4.00%	\$28,191	0.01%
Alleged Assault	17	4.00%	\$358,243	8.00%
<b>Totals for Top 5</b>	<b>338</b>	<b>86.00%</b>	<b>\$2,803,361</b>	<b>67.01%</b>

## Severity

Accident Type	Claim Count	% of Total	Total Incurred	% of Total
Vehicle Accident	148	38.00%	\$1,272,683	31.00%
Slip/Trip/Fall	102	26.00%	\$609,302	15.00%
Alleged Assault	17	4.00%	\$358,243	8.00%
Alleged Misconduct	4	1.00%	\$536,833	13.00%
School Board Legal	35	9.00%	\$513,612	13.00%
<b>Totals for Top 5</b>	<b>156</b>	<b>78.00%</b>	<b>\$3,290,673</b>	<b>81.00%</b>

# Top 5 sources of property claims – Frequency vs. Severity



## Frequency

Accident Source	Claim Count	% of Total	Total Incurred	% of Total
Vehicle Accident	97	46.00%	\$453,974	7.00%
Hail	31	15.00%	\$2,917,087	45.00%
Wind	15	7.00%	\$567,960	9.00%
Plumbing, Heating, AC Discharge/Overflow	9	4.00%	\$260,619	4.00%
Fire	8	4.00%	\$349,998	5.00%
Rain	8	4.00%	\$731,702	11.00%
<b>Totals for Top 5</b>	<b>168</b>	<b>80.00%</b>	<b>\$5,281,340</b>	<b>81.00%</b>

## Severity

Accident Source	Claim Count	% of Total	Total Incurred	% of Total
Hail	31	15.00%	\$2,917,087	45.00%
Rain	8	4.00%	\$731,702	11.00%
Equipment Malfunction	5	2.00%	\$599,283	9.00%
Wind	15	7.00%	\$567,960	9.00%
Vehicle Accident	97	46.00%	\$453,974	7.00%
<b>Totals for Top 5</b>	<b>156</b>	<b>74.00%</b>	<b>\$5,270,006</b>	<b>81.00%</b>

# 180 Day Reporting Requirement

Sexual abuse and harassment incidents must be reported **as quickly as possible**  
MIST's carrier partner requires notice within **180 days** of the District's **discovery** of  
an incident

## **"Discovery" Policy Definition:**

Any actual, attempted or pending alleged SEXUAL ABUSE shall exist when any of the NAMED ASSURED'S officials, trustees, directors, officers, partners or any person that the NAMED ASSURED has made responsible in an official capacity to prevent SEXUAL ABUSE has taken receipt, learned, or in the exercise of reasonable care should have known:

- (a) of any lawsuit alleging SEXUAL ABUSE; or
- (b) of any demand for money or services based upon alleged SEXUAL ABUSE; or
- (c) of any criminal investigation or prosecution alleging SEXUAL ABUSE; or
- (d) of any allegation by an alleged victim or by a parent or guardian of the alleged victim of SEXUAL ABUSE, whether the allegation is or is not accompanied by a demand for money or services; or
- (e) of any report from any other person alleging SEXUAL ABUSE, and a person or group designated by the NAMED ASSURED to investigate the allegation has investigated and as a result of the investigation has recommended that any action of any kind be taken by or on behalf of the NAMED ASSURED with respect either to the alleged ASSURED or the alleged victim; or
- (f) that the alleged ASSURED has admitted to acts of SEXUAL ABUSE.



## GALLAGHER BASSETT TEAM

### Client Services

Emily Wells  
Director, Client Services  
Direct Dial: 630-285-3857  
[Emily\\_Wells@gbtpa.com](mailto:Emily_Wells@gbtpa.com)

### School Board Legal Liability

\*Karleigh Bava  
Assistant Branch Manager  
Direct Dial: 630-282-8546  
[Karleigh\\_Bava@gbtpa.com](mailto:Karleigh_Bava@gbtpa.com)

\*Kay Lewis  
Supervisor  
Direct Dial: 630-282-8564  
[Kay\\_Lewis@gbtpa.com](mailto:Kay_Lewis@gbtpa.com)

Danielle Tangorra  
SBLL Resolution Manager  
Direct Dial: 224-366-1567  
[Danielle\\_Tangorra@gbtpa.com](mailto:Danielle_Tangorra@gbtpa.com)

### Auto Liability, GL, & Property

Scott Nielsen  
Supervisor  
Direct Dial: 763-416-8938  
[Scott\\_Nielson@gbtpa.com](mailto:Scott_Nielson@gbtpa.com)

Lindsay Heidt  
Sr. Resolution Manager - Lead  
Direct Dial: 763-416-8972  
[Lindsay\\_Heidt@gbtpa.com](mailto:Lindsay_Heidt@gbtpa.com)

Melanie Greening  
Sr. Resolution Manager  
Direct Dial: 763-416-8943  
[Melanie\\_Greening@gbtpa.com](mailto:Melanie_Greening@gbtpa.com)

\*Denotes change

**THANK YOU!**



## Minnesota Insurance Scholastic Trust

# Administrator's Report

Jack Kurcab, Nick Lano, Sam Ding



# Minnesota Insurance Scholastic Trust

## Brokerage & Administration



## RPA / Gallagher Team

Name/Title	Phone/Alt. Phone	Email
Jack Kurcab – Vice President, Program Administration & Brokerage	630-634-4036	Jack_Kurcab@rpadmin.com
Nick Lano – Area Vice President	952-556-6292	Nick_Lano@ajg.com
★ Sam Ding – Assistant Program Manager	617-678-5360	Sam_Ding@rpadmin.com
Laura O'Malley - Executive Program Manager	630-228-6717	Laura_OMalley@rpadmin.com
Katie Navin- Senior Client Service Manager	630-228-6665	Katie_Navin@rpadmin.com



# Administrator's Report

Feb, March, April, May 2024



- Coordinated Executive Committee meetings
- Reviewed online Questionnaires/Changes and followed up with members regarding outstanding information missing as well as supplemental applications.
- Prepared submissions for market
- Met with carriers to discuss 2024-2025 renewal targets
- Prepared and submitted renewal requests to carrier for P&C
- Prepared and submitted renewal requests to carriers for E&O and Crime
- Prepared Property/Casualty Renewal proposal for Executive Committee Meeting
- Compiled Property/Casualty data and submitted it to Casualty Actuarial Consultants for preparation of the program actuarial report, funding levels and premium allocations
- Prepared and set up meeting packets
- Worked with MIST Treasurer Artex to finalize 2024-2025 Operating Budget
- Place Builders Risk Policy for Members as Needed
- Reviewed, responded and subsequently issued Certificates of Insurance on behalf of MIST Members.
- Reviewed and answered coverage questions from MIST Members
- Reviewed contracts as needed for members
- Settlement notification sent out regarding claims meetings
- Secured vendor renewal contracts for 2024
- Negotiated renewal terms and conditions with carriers



## Minnesota Insurance Scholastic Trust

# 2024-2025 Property / Casualty Renewal

# MIST Renewal Statistical Information

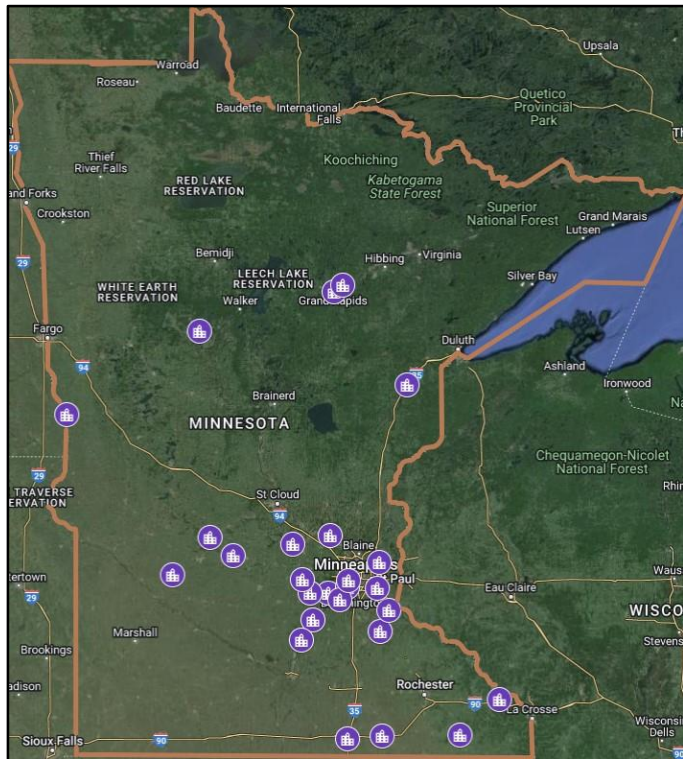


	2023-2024	2024-2025	% Change
<b>Total Insured Values (TIV)</b>	<b>\$7,388,633,236</b>	<b>\$7,566,914,697</b>	<b>2.4%</b>
<b>Student Count</b>	<b>91,982</b>	<b>92,528</b>	<b>.6%</b>
<b>Vehicle Count</b>	<b>750</b>	<b>749</b>	<b>-.1%</b>





# MIST Member List



<b>ACGC Public Schools ISD #2396</b>
<b>Albert Lea ISD #241</b>
<b>Austin Public Schools ISD #492</b>
<b>Barnum Public Schools ISD #91</b>
<b>Belle Plaine Public Schools ISD # 716</b>
<b>Breckenridge ISD #846 Wilkin County</b>
<b>Eastern Carver County School District ISD #112</b>
<b>Edina Public Schools ISD #273</b>
<b>Elk River Area School District ISD #728</b>
<b>Fillmore Central Schools ISD #2198</b>
<b>Grand Rapids ISD #318</b>
<b>Greenway Public Schools ISD #316</b>
<b>Hastings Public Schools ISD #200</b>
<b>LeSueur-Henderson ISD #2397</b>
<b>MACCRAY ISD #2180</b>
<b>Maple Lake ISD #881</b>
<b>New London-Spicer Schools ISD #0345</b>
<b>New Prague Area Public Schools ISD #721</b>
<b>Park Rapids Area Schools ISD #309</b>
<b>Randolph School District #195</b>
<b>South St. Paul ISD#6</b>
<b>SouthWest Metro ISD #288</b>
<b>St. Louis Park Public Schools ISD #283</b>
<b>Waconia ISD #110</b>
<b>Watertown-Mayer Public School ISD #111</b>
<b>White Bear Lake Area Schools ISD 624</b>
<b>Winona Area Public Schools ISD #861</b>

# MIST Net Position

As March 31, 2024

**\$1,960,877**

\*3/31/24 Net Position

**Previously Carrier Profit**





## Minnesota Insurance Scholastic Trust

# State of the Marketplace

# State of the Insurance Marketplace

## The Big Picture - Property



- **Property is still the driving force behind market challenges and renewal increases**
- 1/1/24 Reinsurance treaties were orderly – Rate increases remain, yet less severe than years past
- Severe convective storms (SCS) - #1 Loss industry leader
- **New Modeling increasing the average annual loss picture (AAL) 2x higher than past model software**
- Inflation increases have leveled/showed slight decreases but YOY increases in materials is still a factor.
  - Equipment prices have continued to increase . -1.5 - 0% in Q2 2024.
- Underwriting on focus on what insureds are doing to prevent and mitigate losses – Winter Weather , Water sensors
- First dollar market for schools continues to experience rate and deductible increases. Limited marketplace for schools, many are seeing large rate increases, restricted coverage, ACV clauses or no coverage at all.
- **Reinsurers pushing larger primary wind/hail deductibles (Becoming more common)**

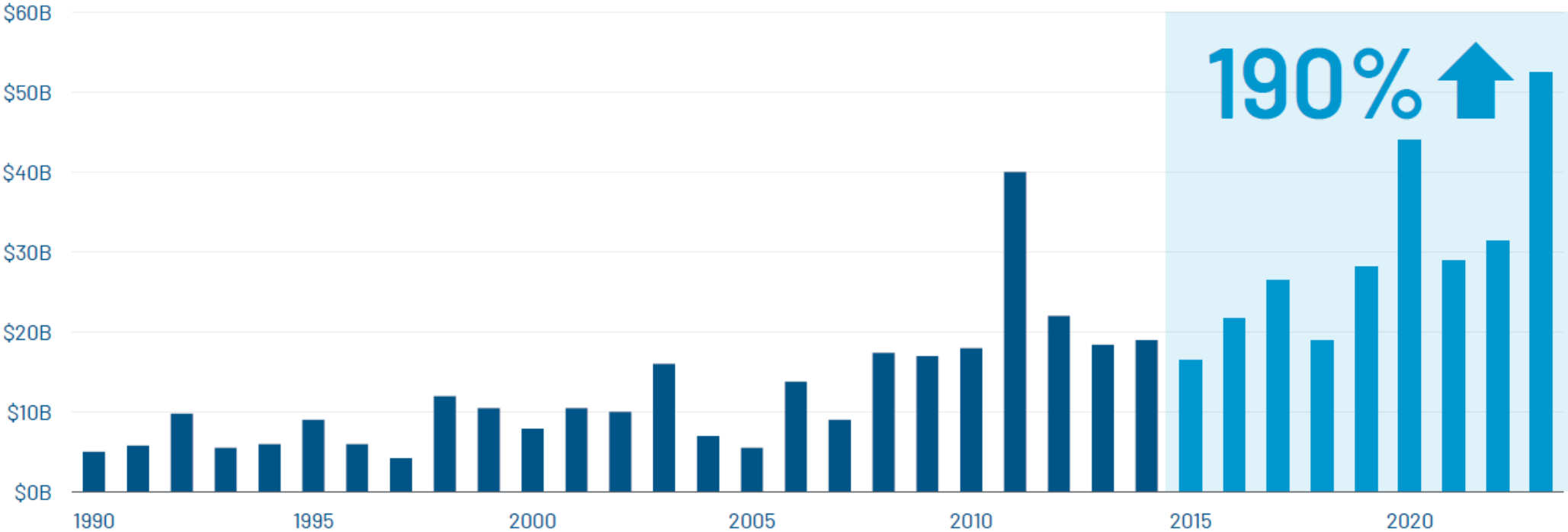


# State of the Insurance Marketplace



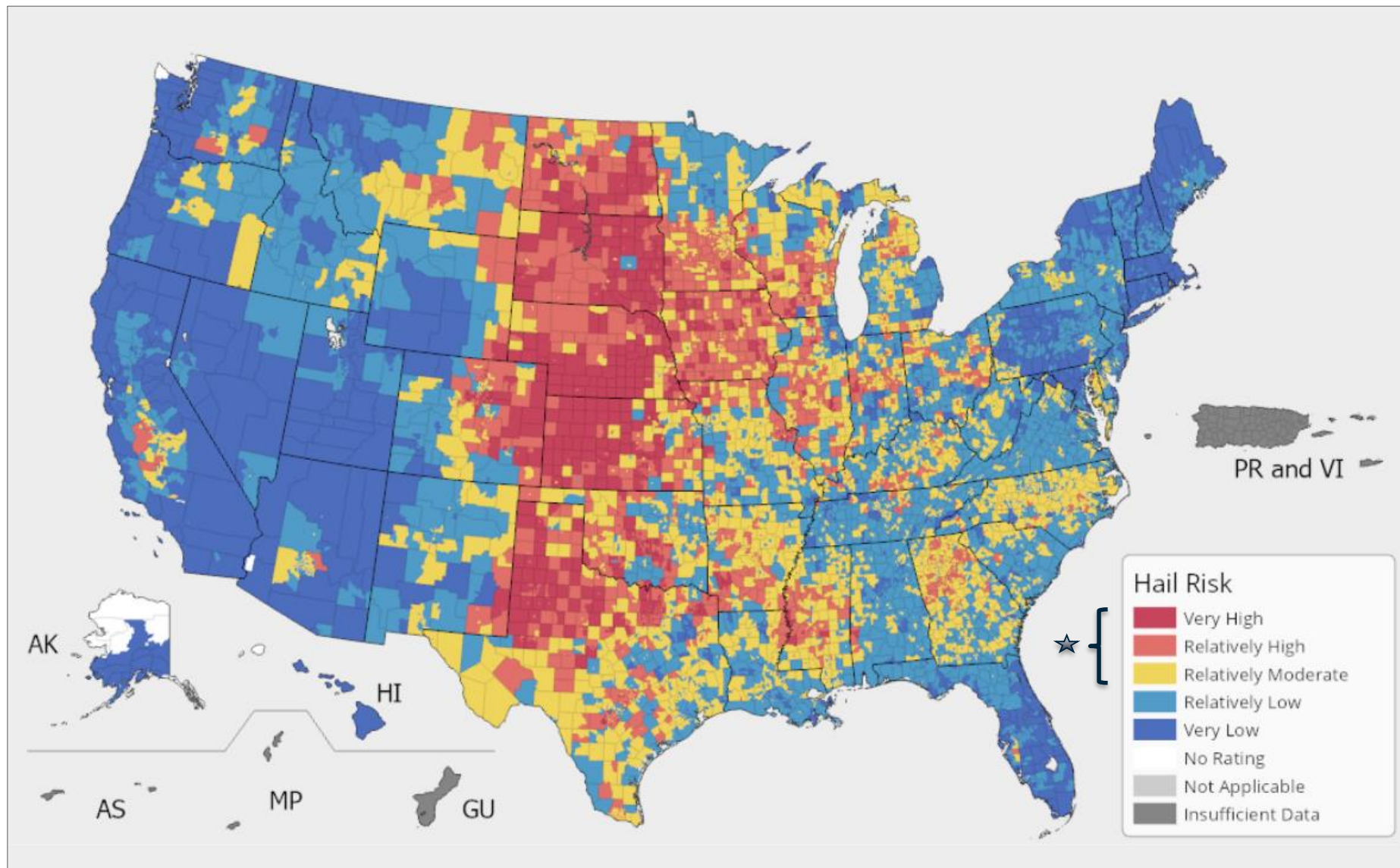
## Severe Convective Storms

Convective Storms – Annual Insured Loss – 1990 - 2023



Sources: Arthur J. Gallagher & Co. and [https://www.iii.org/sites/default/files/docs/pdf/triple-i\\_state\\_of\\_the\\_risk\\_convective\\_storms\\_10232023.pdf](https://www.iii.org/sites/default/files/docs/pdf/triple-i_state_of_the_risk_convective_storms_10232023.pdf)

# State of the Marketplace - Property

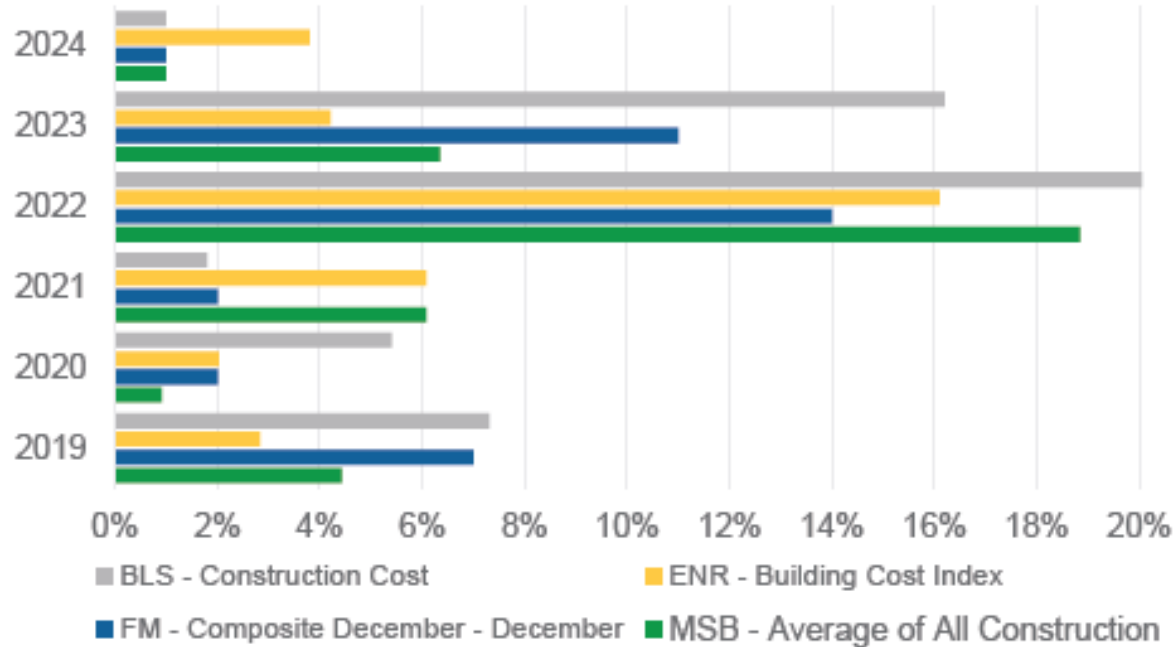


[Hail | National Risk Index \(fema.gov\)](https://www.fema.gov)

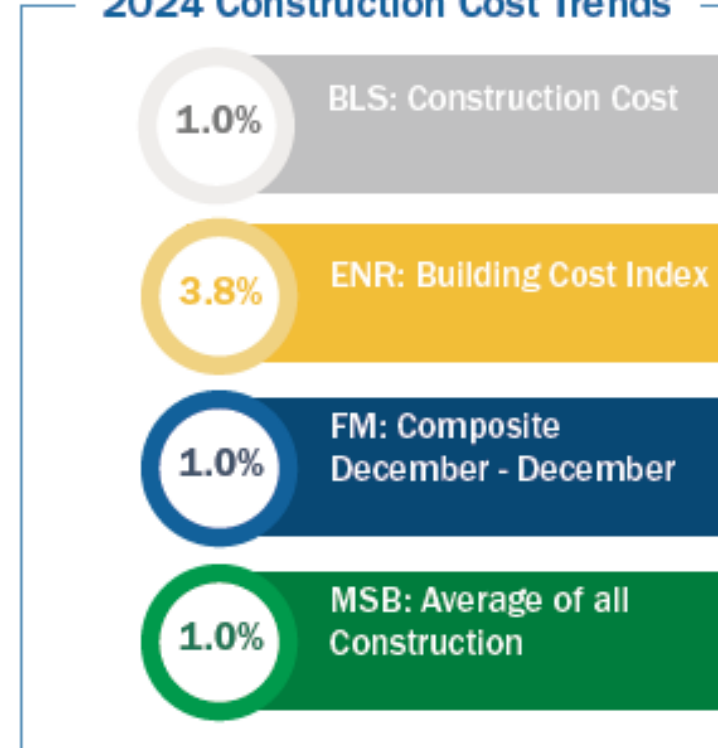
# State of the Insurance Marketplace



## Construction Cost Trends April Yearly



## 2024 Construction Cost Trends



Although inflation increases have moderated, year over year inflation is still a factor as there has been no significant decrease in overall costs



# State of the Marketplace - Casualty

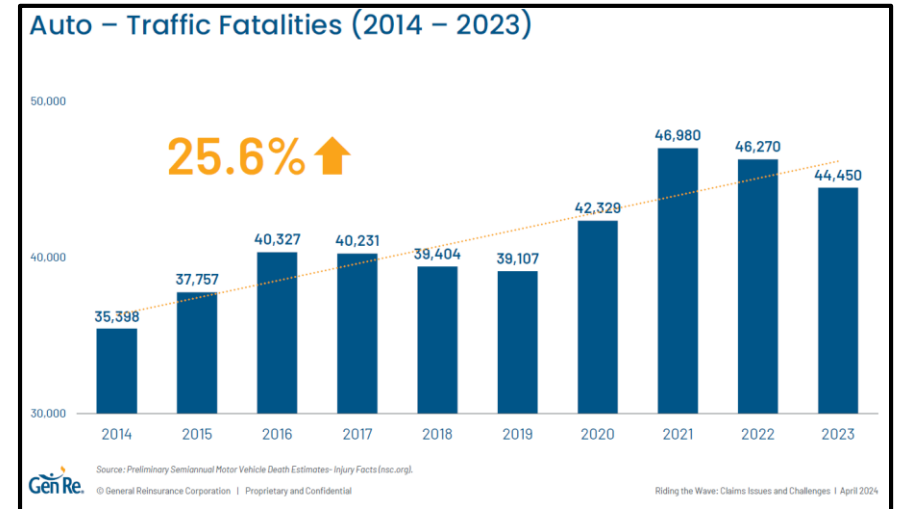


## Auto:

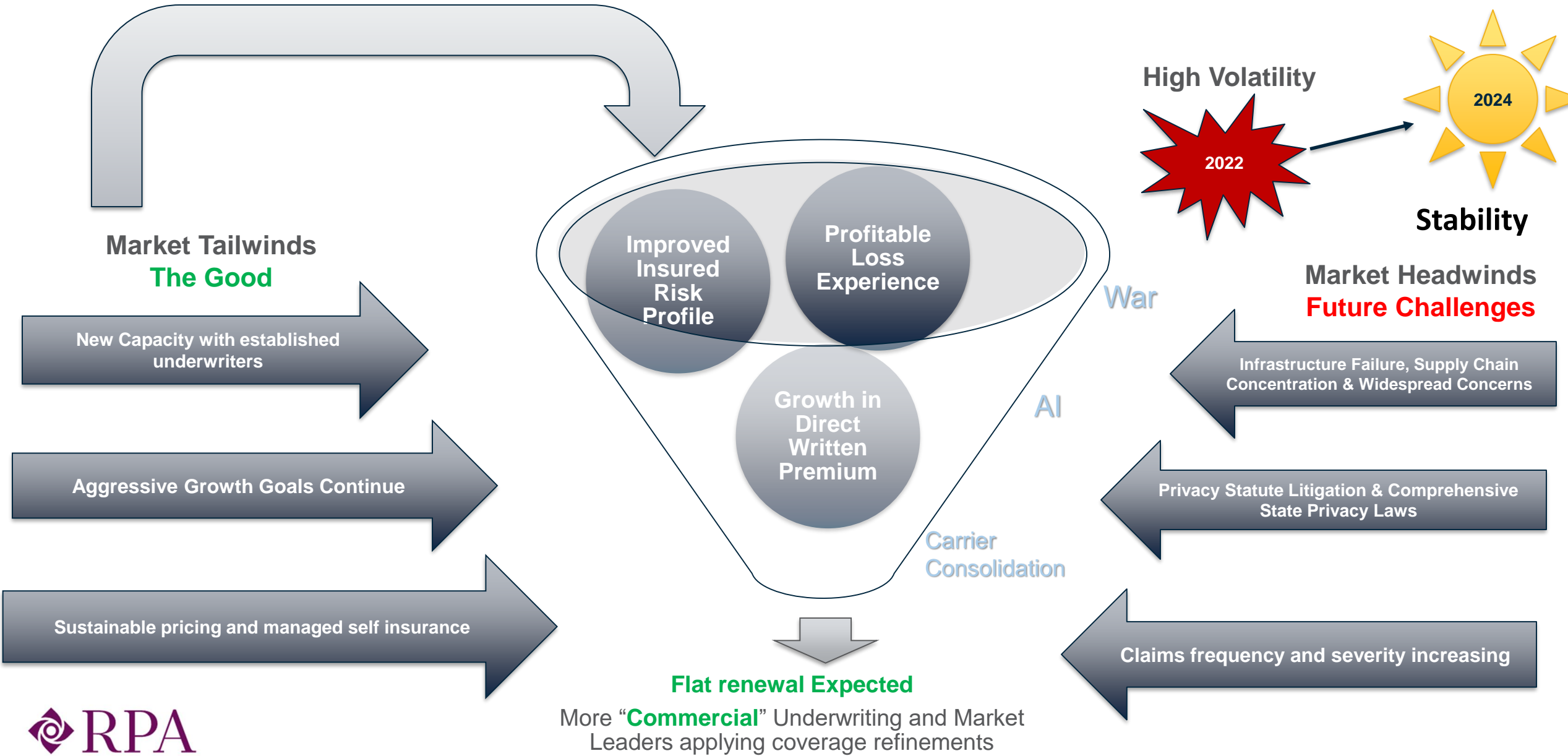
- Auto combined ratios are exceeding profitable levels for reinsurers – Claims frequency and severity remain
- **One of the greatest risk for our students, districts and MIST**
- Distracted driving (cellphones, texts/emails, social media, online apps)
- Bus driver quality huge industry issue - “Trickle down effect”
- Update policies and procedures and conduct regular driver training

## Liability:

- Sexual Abuse remains the most important exposure – **Preventable**
  - Loss Mitigation starts at the top
  - Develop a process, create reporting procedure
- Social inflation, nuclear verdicts, and rising jury verdicts are driving increased claim costs for liability
  - Society is agitated
- Employment practices matters/discrimination & IEP continue
- The average liability settlements on the rise
- Underwriters are considering tail on liability, such as retro dates (10 years)



# State of the Marketplace – Cyber Liability





## Minnesota Insurance Scholastic Trust

# Review of MIST Losses

# Review of Significant Historical Losses

## Major Claims – Over \$200,000



### 2015

- Bullying - **\$423,751**

### 2016

- Allegations of sexual abuse - **\$860,000** (3 victims)
- Roof under construction not properly sealed off by contractor - **\$356,091**
- Disability violation - **\$250,000**

### 2017

- Bus rollover – driver fell asleep- **\$200,071**

### 2019

- Civil rights case w/ African American students - **\$2,040,060**
- Hail damage to building - **\$2,144,258**
- Leaking roof caused damage to gym floor - **\$238,418**
- Copy rights violation - **\$322,500**

### 2020

- Inappropriate sexual relationship with Coach - **\$535,807**
- Burst pipes caused damage to the wrestling room - **\$338,283**

### 2021

- Water line broke causing damage to wrestling room and gym floor – **\$318,523**

### 2022

- Contractor cut hole and rain damaged gym floor - **\$251,500**
- Back-up from storm damaged gym floor - **\$217,583**

### 2023

- Damage from severe weather - **\$605,000**
- Driver making delivery fell backwards - **\$200,000**
- Student fell out of wheelchair after driver hit a bump - **\$430,000**
- Air exchanger malfunctioned allowing cold air in resulting in a frozen pipe - **\$255,000**

# Package Renewal Ambridge



Package	2023-2024 Expiring	2024-2025 Renewal	% change
Property Pool Retention	\$250,000	\$250,000	
Property Member Deductible	Various*	Various*	
Liability Pool Retention	\$250,000	\$250,000	
Property Limit	\$750,000	\$750,000	
Liability Limits	\$4M/\$8M	\$4M/\$8M	
<b>Corridor Deductible (This will be collected at renewal)</b> ★	n/a	<b>\$300,000</b>	
Aggregate Stop Loss	\$2,000,000	\$2,000,000	
<b>Total Package Premium (excl T/F)</b>	<b>\$2,029,601</b>	<b>\$1,998,639</b>	<b>- 1.5%</b>
<b>Total Package Loss Fund</b>	<b>\$2,125,000</b>	<b>\$2,850,000</b>	<b>34.1%</b>
<b>Total <i>including</i> Taxes/Fee &amp; Corridor</b>	<b>\$4,218,130</b>	<b>\$5,211,326</b>	<b>23.5%</b>

## **Tiered Maintenance Deductible – SAME AS EXPIRING**

0-100M TIV = \$10,000 Property, \$10,000 SBLL  
 101M-450M TIV = \$25,000 Property, \$25,000 SBLL  
 451M-1B TIV = \$50,000 Property, \$30,000 SBLL



# Excess Property Renewal Premium

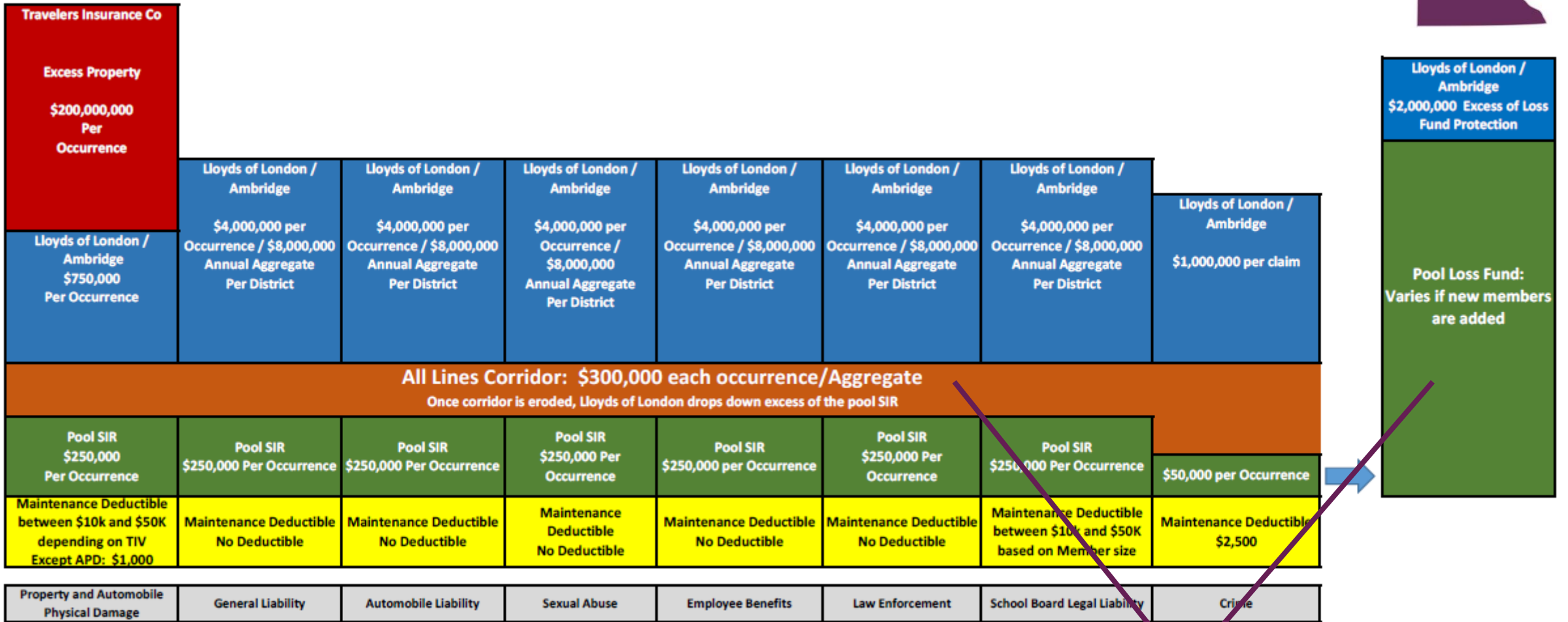


Travelers Insurance Company	Expiring 2023-2024	Renewal 2024-2025	% Change
Loss Limit	\$200,000,000	\$200,000,000	
Total Insured Value (TIV)	\$7,388,633,236	\$7,566,914,697	2.4%
<b>Total Premium</b>	<b>\$3,672,515</b>	<b>\$3,595,000</b>	<b>- 2.7%</b>
Rate/100 <i>excluding taxes</i>	\$0.0500	<b>\$.04751</b>	<b>- 5%</b>
<b>Total Premium with Taxes and Fees</b>	<b>\$3,784,159</b>	<b>\$3,704,288</b>	<b>- 2.69%</b>

- Important Notes:**
- Matching expiring terms and conditions
  - **No Percentage (%) Wind/Hail Deductible**
  - No changes to terms/conditions
  - Chubb provided a competitive option, but had higher deductible for members
  - TIV increase of 2.4%



# 2024-2025 Property/Casualty Program Structure



Both Variable Costs, eligible as surplus if unused



# MIST First Dollar/Traditional Policies 2024-2025



**Lloyds of London / CFC**

Individual Policies & Limits for each Member

Various Sublimits Apply

Deductible:  
Varies by member

Cyber Liability

**Liberty Mutual**

\$250,000,000 Policy Limit

Various Sublimits Apply

Deductible:  
\$2,500

Equipment Breakdown

**Ironshore Specialty**

Third Party Claim Coverage Only

No First Party Clean-up Coverage

\$3,000,000 per occurrence / \$10,000,000 Pool Aggregate

Various Sublimits Apply

Deductible:  
\$25,000  
Mold: \$50,000

Pollution Liability

(1) Various deductibles/sub-limits by district apply.  
 (2) \* Individual policy, individually underwritten, individual limits of liability



# MIST Property/Casualty Renewal Premium Summary



Coverage	Expiring 2023-2024	Renewal 2024-2025
Package with taxes & fees	\$2,093,129	\$2,061,326
Excess Property	\$3,806,636	\$3,704,288
Boiler and Machinery	\$183,536	\$192,709
Pollution Liability	\$142,949	\$148,775
Cyber Liability	\$605,875	\$580,071
RPA/Gallagher Brokerage & Administration Fee	\$349,783	\$367,272
Pool Operating Fee	\$132,373	\$105,893
TPA Fee	\$154,161	\$163,847
Loss Control	\$30,240	\$32,400
Loss Fund & Corridor	\$2,125,000	\$3,150,000
<b>Total with Taxes and Fees</b>	<b>\$9,623,683</b>	<b>\$10,506,582</b>

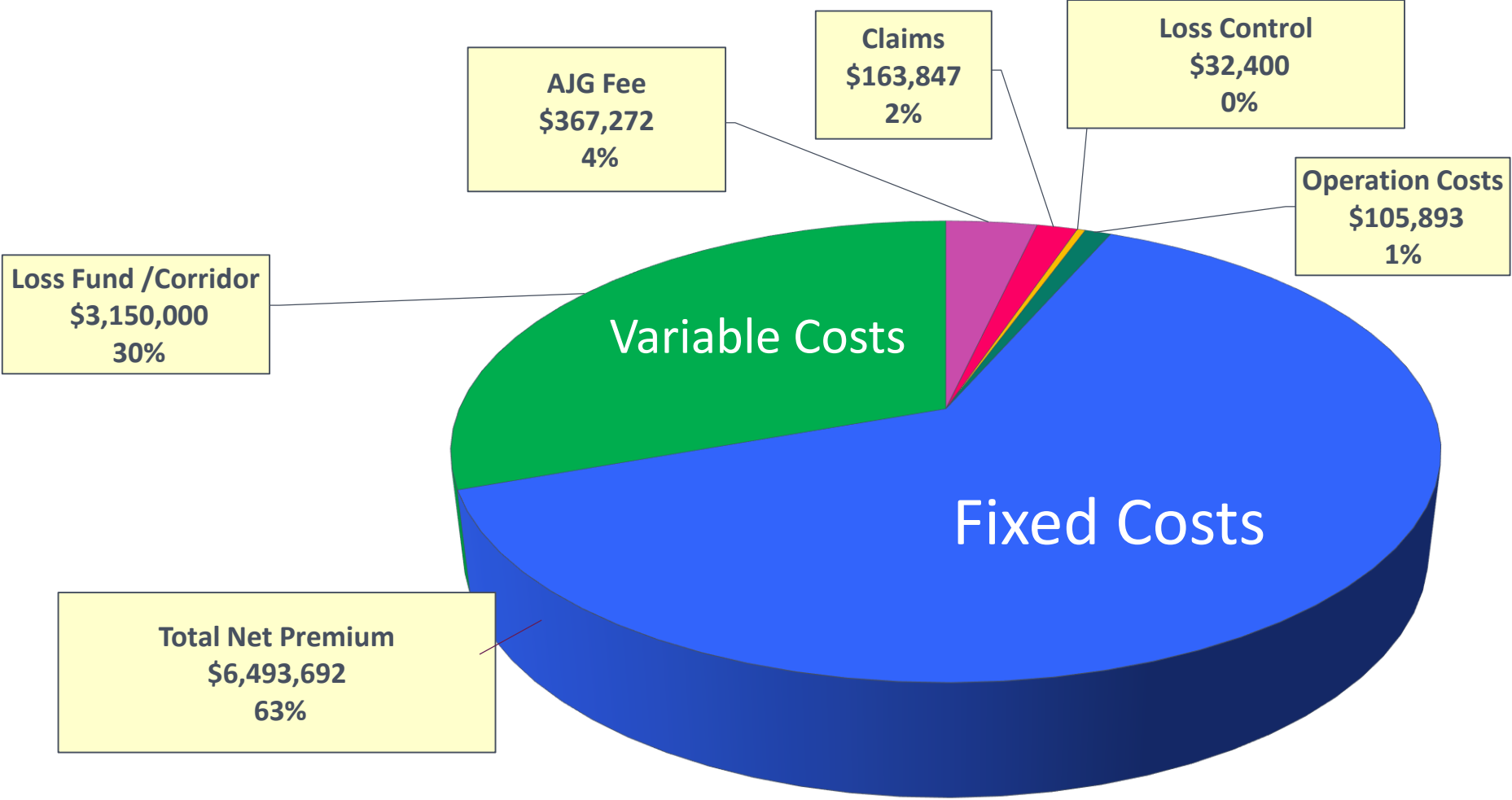
**+2.4% TIV**  
**9.1% Overall**

\*Premiums include taxes and fees, where applicable

\*\*Taxes/fee = 2.94% of the overall 9.1% renewal

**No changes to deductibles or limits**

# Fixed vs Variable Cost



Excludes taxes and fees

31% Variable 69% Fixed



# Key Meeting Takeaways



- Market is still hard, property is driving force
- Achieved lower than projected renewal results with no changes in terms/conditions/limits
- **Negotiated renewal terms with Travelers with no wind/hail deductibles and a rate reduction**
- **No % Wind/Hail deductibles for MIST, which are becoming the norm in MN outside of MIST**
- First dollar marketplace is limited, rate increases, coverage restrictions and deductible increases
- **Corridor** deductible increases the variable costs of the pool and drives down fixed premiums
  - Increases surplus potential and brings market/carrier stability
- **\$1,960,000 MIST Net Position (3/31/2024)**
  - MIST was structure to pay catastrophic losses, retain underwriting profit for predictable risks
- Continued importance in loss control – Mitigating future losses
- Pools have flexibility during a “hard market” – Bring stability to marketplace change
- There will be continued focus on property values in 2025
- MIST gives you a HOME and will not drop you. A lot of interested schools looking at MIST
- **Coverage enhancement available - Crisis Protection**



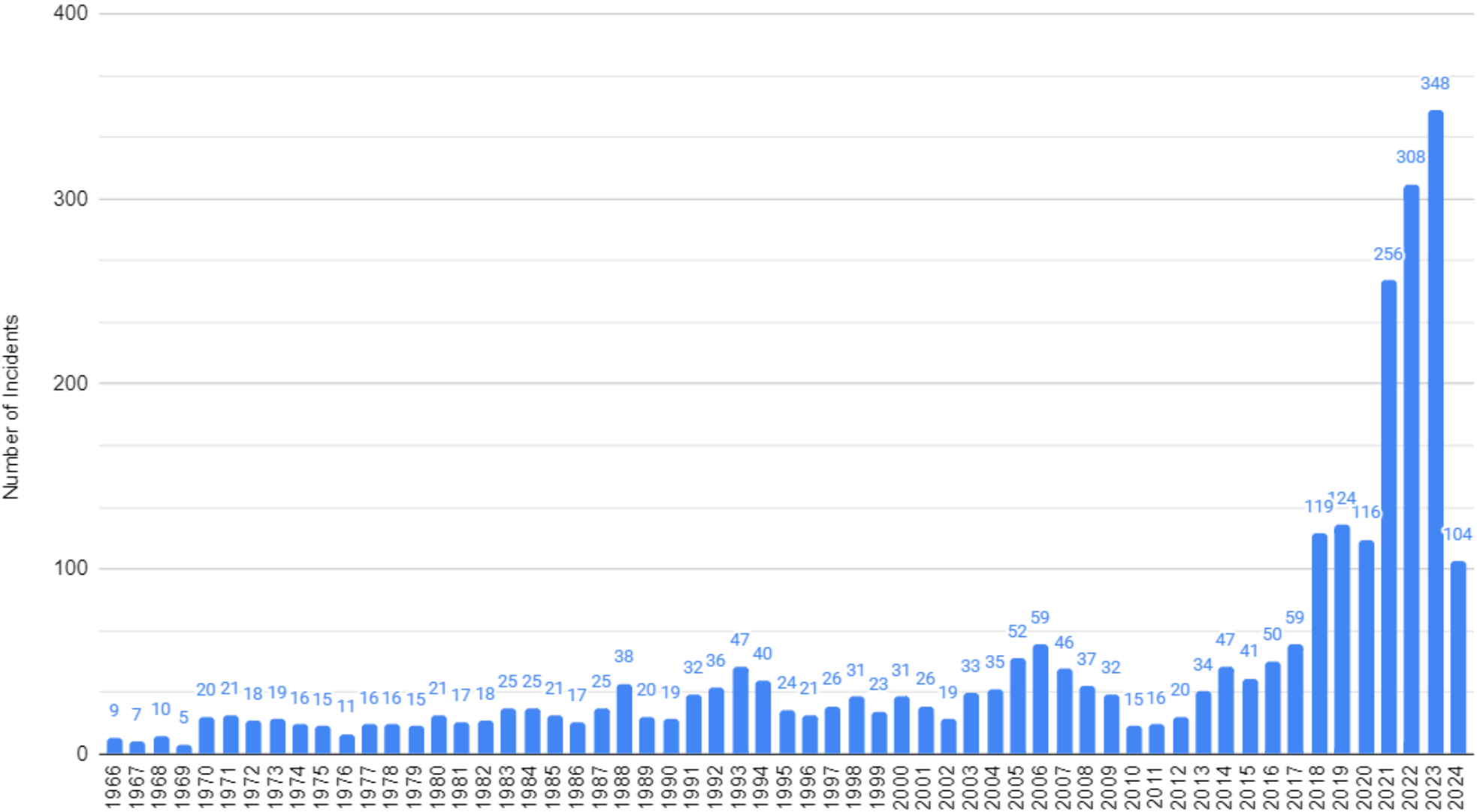
## Minnesota Insurance Scholastic Trust

Crisis Protect

# Continued increase in violent events



K-12 School Shooting Database: Incidents by Year 1966-2024

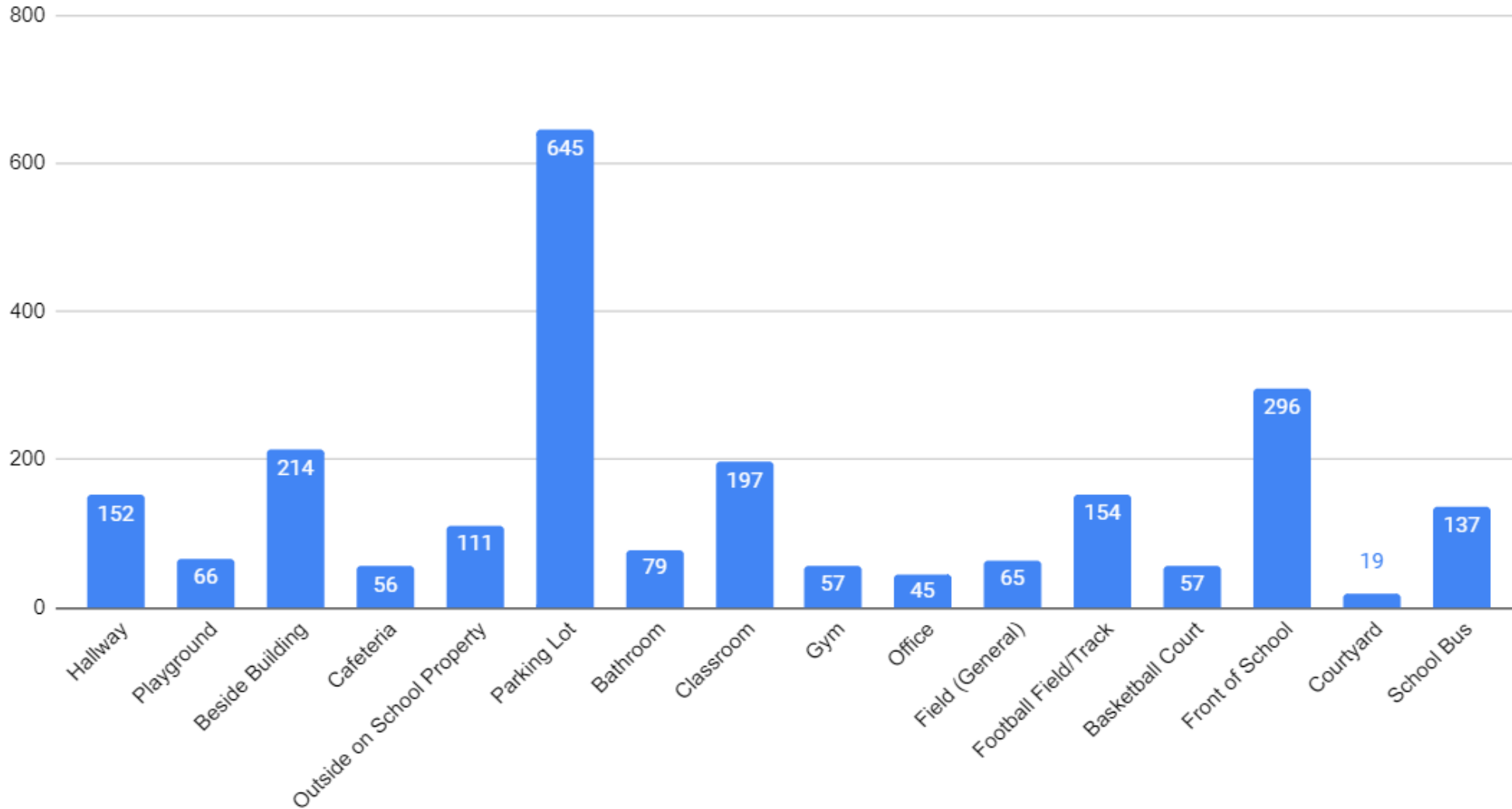


# GCP helps MIST members prepare for the unknown

Available 24/7/365



Location at School where Shooting Occurred



# Gallagher Crisis Protect



## Crisis Consulting Support

### Pre – Incident Support

- Online crisis management portal
- Private consulting services
- Training resources
- Risk management allowance

### Incident Response

- 24/7/365 emergency response number to get immediate support & advice in a crisis
- Crisis 24/MBL – leader in field for crisis response
- Access to live incident log via online crisis management portal

### Post - Incident

- Counseling advice & legal support
- Incident log summary case file for audit & records

## What does it cover?



Low	Moderate	Substantial	Severe
	Deprivation		
	Employee Dishonesty	Civil Commotion	Assault
Hostage Crisis	Extortion	Cyber Extortion	Stalking
Product Tamper	Kidnap	Emergency Repatriation	Threats
	Radicalisation	Hijack	Vicious Attack
	Terrorism		

# What does Crisis Protection offer?



## Gallagher Crisis Protection:

- \$1,000,000 any one occurrence/aggregate - some coverages subject *to sublimits*
- Pre incident training and support
- Phone number to call and response capability during/post an incident occurring
- **Funeral costs**
- **Death and Disablement costs**
- **Crisis Communication costs (PR)**
- **Counseling services/costs**
- **Incident management portal date and time stamp around the events which could be called upon in defense**
- Deployment of additional security costs
- Extra expenses and additional costs as required
- Limited Demo restitution and rebuild costs as required



# Crisis Protect

## 2024-2025



### Survey Results

- Yes - 12
- No – 6
- Maybe -1
- No Answer – 8

District
ACGC PUBLIC SCHOOLS ISD #2396
ALBERT LEA AREA SCHOOLS ISD #241
AUSTIN PUBLIC SCHOOLS ISD #492
BARNUM PUBLIC SCHOOL DISTRICT ISD #91
BELLE PLAINE PUBLIC SCHOOLS ISD #716
BRECKENRIDGE ISD #846 Wilkin County
EASTERN CARVER COUNTY SCHOOL DISTRICT ISD #112
EDINA PUBLIC SCHOOLS ISD #273
ELK RIVER AREA SCHOOL DISTRICT ISD #728
FILLMORE CENTRAL SCHOOLS ISD #2198
GRAND RAPIDS ISD #318
GREENWAY PUBLIC SCHOOLS ISD #316
HASTINGS PUBLIC SCHOOLS ISD #200
LE SUEUR-HENDERSON ISD #2397
MACCRAY PUBLIC SCHOOL DISTRICT ISD #2180
MAPLE LAKE PUBLIC SCHOOLS ISD #881
NEW LONDON-SPICER SCHOOLS ISD #0345
NEW PRAGUE AREA SCHOOLS ISD #721
PARK RAPIDS AREA SCHOOLS ISD #309
RANDOLPH ISD 195
SOUTH ST. PAUL PUBLIC SCHOOLS ISD #6
SOUTHWEST METRO INTERMEDIATE DISTRICT #228
ST. LOUIS PARK PUBLIC SCHOOLS ISD #283
WACONIA ISD #110
WATERTOWN-MAYER PUBLIC SCHOOL ISD #111
WHITE BEAR LAKE AREA SCHOOLS ISD #624
WINONA AREA PUBLIC SCHOOLS ISD #861

*Excludes crisis arising from sexual misconduct*



## Minnesota Insurance Scholastic Trust

# Actuarial Debit/Credit Report

# MIST Debit / Credit for Package Premium & Loss Fund



1. # of loss years used? 5 loss years

2. Which loss years are used?

Only completed loss years are used, so that would include:

7/1/18-19, 7/1/19-20, 7/1/20-21, 7/1/21-22, 7/1/2022-23 in the current analysis.

New Members (joining on 7/1/18 or after) – Receive no debit credit allocation for first year (receive % change of pool renewal for Package/Loss Fund)

3. What Cap (if any) is applied to individual members large losses (not the debit/credit price cap). For example, a P/C loss gets capped at the \$250,000k SIR for P/C (if that option is chosen)?

The losses in the credit-debit process are capped at the corresponding SIR – \$250,000, if recommended program is selected.

4. Are loss years used in the debit/credit calculation for years members were not in MIST or are only the years they participated in MIST used for the calculation?

Yes, non-MIST loss years are used in the process to complete the 5 years analysis.

5. What is the weighting of the debit credit system?

Similar to last year, we use a weighting of 80% loss and 20% exposure.

# Property/Casualty Loss Fund & Package Premium Allocation

## Actuarial Analysis - Allocation Methodology (Debit/Credit System)



- **Exposures used:**
  - Total Insured Values, Student Count, Vehicle Count
- **The actuarial approach to allocating the Pool's Loss Fund and Package premium will further allow MIST members to control their own destiny and pricing**
  - Expiring debit/credit is 15% for both the Package Premium & Loss Fund
  - Renewal debit/credit is the same 15% debit/credit for Package Premium and Loss Fund



**Minnesota Insurance Scholastic Trust**

# Allocation Methodology Review

# Allocation Methodology



## **PACKAGE AND LOSS FUND:**

- Package and loss fund are allocated by the MIST actuary for current members.
- New members are quoted for the package & loss Fund based on quotes provided by the carrier.

## **CORRIDOR:**

- Allocated based off the following rates for current and new members
  - TIV (property only) - \$.0000124844
  - GL (student count) - \$2.22292

## **BOILER, EXCESS PROPERTY, POLLUTION**

- These lines of coverage are rated on a rate per \$100 of total insured value (TIV) for each member.
- New members are quoted at that same rate.
- The rate is the same for all members.

# Allocation Methodology



## CYBER LIABILITY

- Individual policies. Premium is designed as a group purchase but each member's premium will vary subject to their individual security protocols and claims.

## TPA COSTS – GALLAGHER BASSETT

- All members receive the same % increase or decrease for TPA costs.
- New members are charged in accordance with the per unit claim charge listed in the TPA contract applied to their 5-year average.

## LOSS CONTROL

- This service is charged on a flat fee of \$1,200 per visit. Additional units can be purchased.

# Allocation Methodology



## GALLAGHER ADMINISTRATIVE AND BROKERAGE FEE

- All members receive the same % increase or decrease for administrative/brokerage costs.
- New members are charged on a rate per student.
- The rate is determined by dividing the fee by the current membership student count

## OPERATION FEE

- All members receive the same % increase or decrease for operation costs.
- New members are charged for operation costs based on a fixed % applied to their total contribution.
- The percentage is calculated at each renewal by dividing the operation cost into the total program contribution.



## Minnesota Insurance Scholastic Trust

# Loss Control Presentation

Jonathan Wilson , GB Senior Loss Control Consultant

# Gallagher Bassett Loss Control Services Recap



- 25 in person loss prevention visits have been delivered since September 2023.
- 1 remaining visit is currently scheduled for June.
- Continued emphasis on vocational, science, and athletic program safety.
- Review of newly built structures, barns, sheds, garages, etc.
- Newest point of discussion is the use of drones throughout various departments of the schools including: Photography, science, athletics, band.
- Gallagher Bassett can provide training resources on the topic if desired.

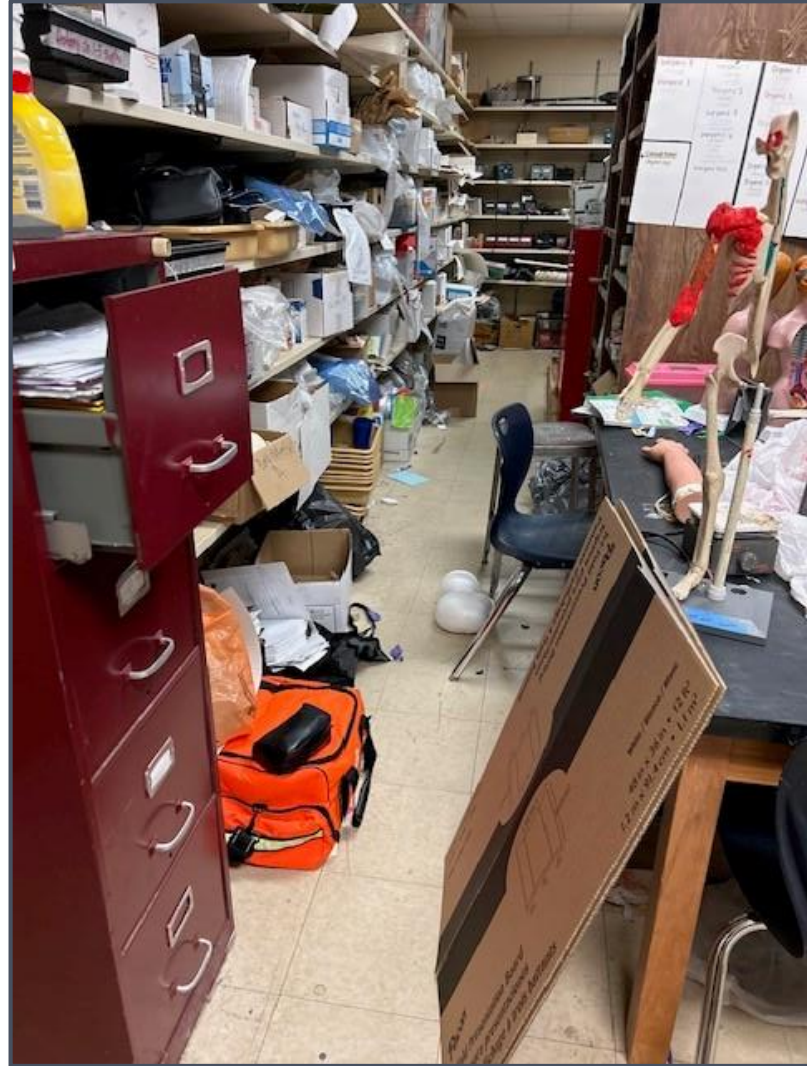
# Common Property hazard survey recommendations



- Combustible dust preventative maintenance
- Vocational machine guarding concerns
- Vocational program protective equipment use
- Drama scene shop construction and student safety
- Science chemical labeling and storage
- School security concerns (Unlatched doors, damaged or misadjusted closures)









# New trend development within the MIST

- Fleet related losses have continued to rise each year within the program.
- For Minnesota, distracted driving and wildlife related collisions have trended upward.
- The spread of losses are diverse and do not have a consistent pattern.
- Prevention of losses should start with a procedural evaluation of each District.

# Fleet Loss Prevention



- Gallagher Bassett will include a fleet assessment questionnaire with each visit in 2024-2025.
- Questions will focus on best practices to reduce the likelihood of future fleet trends.
- The assessment data will be compiled to determine if the Program as a whole could benefit from MIST specific training or program development.



## Minnesota Insurance Scholastic Trust

Other Matters

# MIST Executive Board Elections

## Motion Required



1. **Sarah Slaby:** Winona Area Public Schools  
Returning Board Member
2. **Kent Fritze:** Park Rapids Area Schools  
Returning Board Member
3. **Mike Kelley** – Randolph Area Public Schools  
Returning Board Member
4. \* 2 Vacant board seats

# Future MIST Meeting Dates



## MIST Full Membership Mid-Year Meeting

**December 17<sup>th</sup> , 2024**

10:00 am TEAMS





## Minnesota Insurance Scholastic Trust

Adjournment Motion Required

Thank you!



2024-2025 Pricing Sheet

**Minnesota Insurance Scholastic Trust (MIST)**  
**Edina Public Schools**  
 Member Cost Comparison

Coverage Description	Additional Description	2023-2024 Costs	2024-2025 Costs	% Change
<b>Fixed Costs:</b>				
Package Policy	Includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse (3)	\$208,590.57	\$233,426.78	
Package Premium Debit/Credit	(1)	0%	14%	
Excess Property		\$354,342.92	\$343,345.98	
Boiler & Machinery		\$17,160.00	\$17,939.00	
Pollution Liability		\$13,298.28	\$13,822.33	
Risk Management Services Fee		\$32,609.80	\$34,240.28	
Claims Administration Fee		\$8,684.00	\$9,230.00	
Loss Control Services		\$1,120.00	\$1,200.00	
Operating Expense Fee		\$11,860.36	\$9,487.80	
Cyber Liability	(2)	\$54,353.60	\$51,648.80	
<b>Total Fixed Cost</b>		<b>\$702,019.53</b>	<b>\$714,340.97</b>	<b>1.8%</b>

<b>Variable Costs:</b>				
Loss Fund		\$216,768.00	\$330,730.00	
Loss Fund Debit/Credit	(1)	15%	14%	
Loss Fund Corridor		N/A	\$28,204.00	
<b>Total Program Contribution on a Maximum Cost Basis</b>		<b>\$918,787.53</b>	<b>\$1,073,274.97</b>	<b>16.8%</b>

<b>Statistical Information</b>				
Total Insured Values		\$687,777,381	\$701,368,189	2.0%
Total Student Count		8,765	8,755	-0.1%
Total Vehicles		93	93	0.0%

**Total Costs:** **\$918,787.53** **\$1,073,274.97** **16.8%**

(1) Please note the actuarial debit/credit system for the 2024-2025 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

(2) 2024 Member Specific Deductibles:  
 Property: \$50,000  
 Student Board Legal Liability: \$30,000  
 Cyber Liability: \$25,000

V.J. Workers' Compensation Insurance Renewal -  
Fiscal Year 2025



**Board Meeting Date:** 6/10/2024

**Title:** Workers' Compensation Insurance Renewal – Fiscal Year 2025

**Type:** Consent

**Presenter(s):** Mert Woodard, Director of Finance & Operations

**Description:** During the 2021 fiscal year the District elected to switch workers' compensation insurance carriers from State Fund Mutual to Dakota Truck Underwriters by and through Risk Administration Services. The District worked with its agent of record to obtain rates for the 2025 fiscal year. The renewal proposed by Dakota for 2025 is for a gross increase of 3.94%, with premiums and fees going from \$462,324 to \$480,560. The increase is slightly *below* District administration's fall 2023 financial forecast.

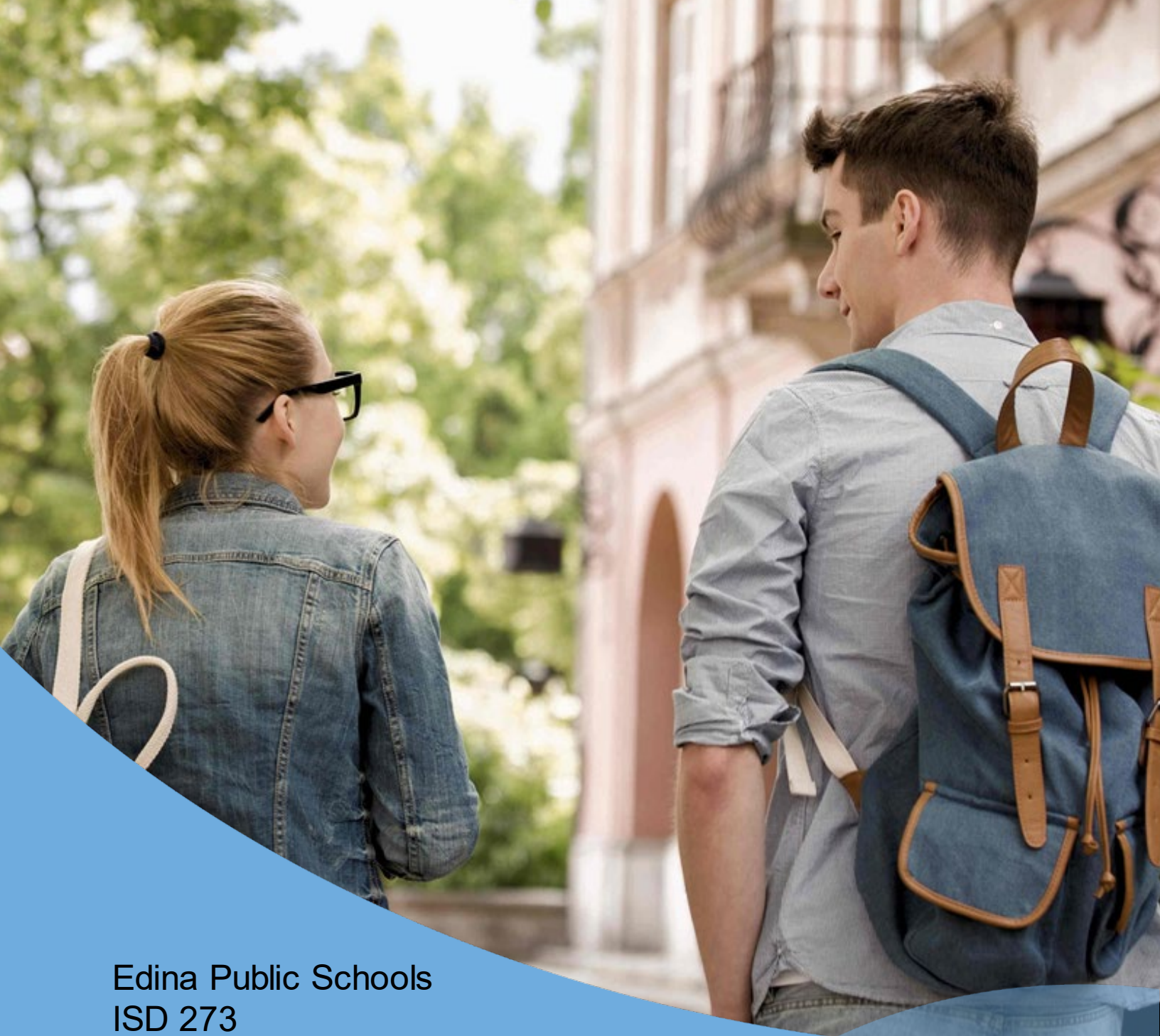
The net rate proposed for fiscal year 2025 of \$0.51 is lower than the fiscal year 2020 rate of the previous carrier of \$0.60.

**Recommendation:** Accept the workers' compensation rates offered by Dakota Truck Underwriters/RAS for fiscal year 2025 in the estimated aggregate amount of \$480,560 and authorize the Director of Finance & Operations to execute all necessary documents related to the renewal.

**Desired Outcomes from the Board:** Review the executive summary of the workers' compensation program proposal and execute the administration's recommended action.

**Attachments:**

1. Workers' Compensation Renewal Executive Summary – Fiscal Year 2025



# Edina Public Schools ISD 273

**Executive Summary**  
07/01/2024 – 07/01/2025

Nick Lano | Area Vice President  
Nick\_Lano@ajg.com | 952.358.7579

05/31/2024



## Gallagher

Insurance | Risk Management | Consulting

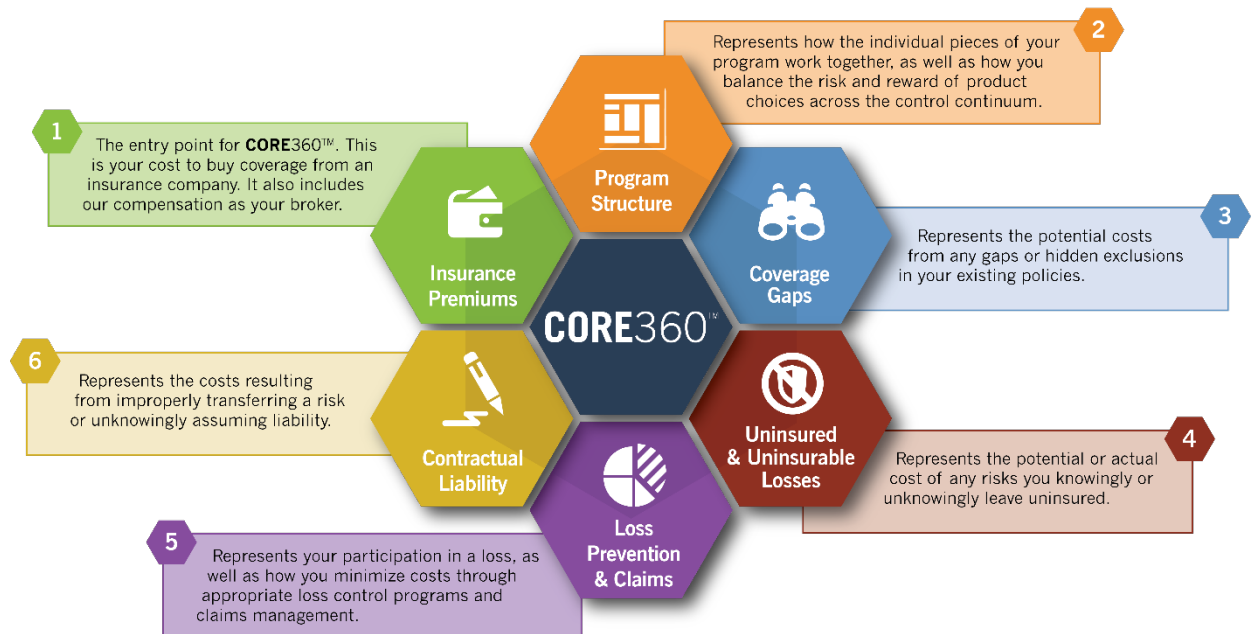
# Overview

On behalf of the Gallagher Public Entity team, we would like to thank Edina Public Schools ISD 273 for the continued opportunity to serve the district. This Executive Summary is a shorter version of our proposal and is intended to summarize the renewal and outline our **CORE360™** approach for the district. The intent of our **CORE360™** approach is to help you optimize your total cost of risk and thereby improving the district’s profitability to better serve the community. We highlight each **CORE360™** cost driver, beginning with Insurance Premiums and ending with Contractual Liability. Highlighting each cost driver will not only summarize the key accomplishments, but also ensure that we are deliberate in driving value to each of your six cost drivers which represent your total cost of risk.

The Executive Summary also follows the decisions made and action items we discussed during our strategic review discussion on April 15<sup>th</sup>. During the discussion we established the following goals and objectives for 2024:


- Agreed to continue partnership with RAS at a negotiated “no more than” 3 increase before any change in exposures. Previous marketing done in 2022, increased Experience Mod and adverse lost history driving net rate increase.
- Continue to provide the greatest deliverable to ISD 273 – program stability and carrier partnership.
- Continue to provide extensive loss prevention and claims advocacy services to drive down the district’s total cost of risk.

We believe we have delivered on these results and look forward to reviewing the Executive Summary in further detail. We know that you have a choice and we appreciate your business and continued support.




# 2024 CORE360 Stewardship Scorecard

Your **CORE360™** Stewardship Scorecard has been developed for you to get a quick snapshot of how we've impacted your total cost of risk over time, by monetizing the cost of risk changes by cost driver.




**Insurance Premiums**

- 2024 Premium increase of 4.3% after payroll changes.
- **2024 Net Rate Decreased 3%**
- Experience Mod increased 2% in 2024.
- 2024 Net Rate still 14.6% lower than 2019 net rate before RAS partnership was formed.




**Program Structure**

- Total Payroll for the district increased 7%% in 2024.
- Stable program with RAS since partnership began in 2020.




**Coverage Gaps**

- Our review revealed no actionable coverage gaps at this time.




**Uninsured & Uninsurable Losses**

- There have been no changes in our understanding of the district's uninsured or uninsurable risks since our last discussion.



**Loss Prevention & Claims**

- Coordinated RAS Loss Control
  - Ergonomic Evaluations
  - Reviewed Non-Critical Recommendations
  - Custodian Safety Training
- 2024 Experience Mod Analysis completed.



**Contractual Liability**

- Hidden risk transfers & unknown assumption of liability – Snow removal companies, General Contractors and Construction Managers (for example).

# Insurance Market Report – May 2024

## US Public Sector & K-12 Education Market Addendum

Gallagher captures meaningful data about every line of coverage for our clients, and we publish a report on market conditions several times each year. The Gallagher Insurance Market Report of March 2024 can help public sector and K-12 education clients think about the broader environment that shapes the insurance market. This addendum will reference key takeaways from the general market report and provide more specific detail on public sector market conditions.

Based upon our experience placing insurance for public entities of all types and sizes for more than 50 years, we know that insurance conditions for public agencies vary from general market conditions. There are fewer markets willing to write public sector business, which creates a lack of competition for both coverage and pricing. Many public entities struggle to meet underwriting criteria and may be challenged to provide accurate data; these factors also influence the availability and pricing of insurance. It is also true that public entities and K-12 schools operate under a mandate to provide services to the public, which limits their ability to curtail risky operations. Providing law enforcement protection, guarding the health and welfare of school children, delivering clean water, maintaining public roads, and firefighting are all examples of high-risk services delivered by the sector which must be managed and insured or financed. These factors, in addition to the expectations of the public and societal views of government, all contribute to the creation of a challenging insurance environment.

### Property

Overall, the property market is stabilizing and gradually improving. The Gallagher Insurance Market Report of March 2024 stated that challenges within the commercial property market continue, but clients are likely to find more stability at renewal, with continued rate increases. This is certainly true for the public sector as well, although rate improvements are slower to materialize. Comparing the property rate changes for all clients and public sector clients (as of April 30, 2024) demonstrates the difference.

Property Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	17.2%	15.5%
No change	3.2%	.3%
Rate increase	79.5%	84.2%

### Key Issues

**Extreme weather events:** Severe convective storms (SCS) were a significant driver of insured losses in 2023, and insured losses from natural catastrophes exceeded \$100 billion. It is likely carriers will continue to reevaluate their exposures to SCS, wildfire, and flood, among other perils.

**Data accuracy and information gaps:** Inadequate renewal information, incomplete property inventories, and missing components of COPE data all contribute to poor renewal outcomes.

**Lack of updated property values:** Many schools and public agencies struggle to keep up-to-date valuation records that adequately reflect the entity’s property exposures. Carriers remain highly focused on insuring to appropriate values and inflation costs. Those with incomplete or inaccurate data are likely to experience increased pricing and less choice at renewal time.

Alternative solutions: Although typically adverse to new, complicated or nontraditional risk financing solutions, a number of public entities are now considering creative buying strategies such as group purchasing, structured reinsurance, captives and parametric coverages.

Preparation: It is important to start early, prepare thoroughly, and explore all options. Prices are still increasing for most, and there will still be tough renewals ahead.

“We believe climate change will continue to impact the property market for the foreseeable future, beyond the short term. Catastrophe models and Gallagher forecasts are helpful to run “what if” scenarios. We are also helping our public sector clients understand and budget for the changes in their deductibles for severe weather events.

Scott Thomason, Regional Director – Southeast Region  
Gallagher Public Sector & K-12 Education Practice

## Casualty/Liability

The Gallagher Insurance Market Report of March 2024 reported that a sensible casualty market is emerging, with median rate increases largely stabilizing. That is not the case across the public sector, however. A comparison of all industries to the public sector and K-12 school sector shows an even starker contrast in rate changes.

General Liability Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	27.4%	12.3%
No change	17.4%	10.8%
Rate increase	55.2%	76.9%

## Key Issues

**Adverse trends:** The impact of social inflation, nuclear verdicts, and rising medical costs are key issues across all industries. Among public entities, there is also a rise in litigation funders, plaintiff advertising and event-driven litigation.

**Statute of limitations for SAM claims:** The requirements for filing a sexual abuse and molestation (SAM) claim against a school vary state by state and are subject to change every year. Many states have extended the statute to allow decades-old claims to be brought forward; that number increases every year. Layer on top of that the differences in legal jurisdictions and jury awards, and a claim that could be settled for \$300,000 in one jurisdiction may be worth more than a million in another. Governmental immunity differs by state as well, which means that a liability claim may be capped at \$500,000 in one state while other states have no cap. There are fewer insurance markets willing to provide this coverage, which limits public entities’ ability to leverage competitive bids.

**Law enforcement liability and employment practice liability:** Claim trends are significantly greater and more volatile for these areas of operation, and these difficult lines of coverage are exacerbated by social unrest, racial inequality, staffing challenges and the public’s general dissatisfaction with government.

**Emerging risks:** The possibility of a wave of future claims from emerging risks such as PFAS (forever chemicals) and biometric privacy breaches are of concern.

**Volatile conditions:** All of these factors combine to make casualty market conditions more volatile for public entities and K-12 schools.

“The reality is the landscape has changed. Today’s public sector decision-makers have to be open-minded to new insurance solutions and invest in significant risk control to reduce and mitigate the severity of claims.”

John Chino, Regional Director – Northwest & Southwest Regions  
Gallagher Public Sector & K-12 Education Practice

## Workers’ Compensation

Workers’ compensation remains a profitable and stable class of business, with similar rate trends across both general industry and the public sector.

General Liability Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	50.3%	45.5%
No change	2.1%	4.5%
Rate increase	47.6%	50.0%

## Package Policies and Other Lines

The Gallagher Insurance Market Report of March 2024 comments on specific lines of coverage that are not typically purchased separately by public agencies (Commercial Auto, Directors & Officers, Professional Liability and Umbrella). Those lines are usually included in a Package or Multi-Line policy, depending upon the risk financing structure of the individual entity or pool (if the entity is a pool member). For package policies, the pattern of difference holds when comparing the rate changes for all clients in all industries to the public sector. Public entities and K-12 schools have higher percentages of increases and lower percentages of decreases.

Package Policy Rates	All Industries	Public Sector & K-12 Schools
Rate decrease	27.7%	23.9%
No change	4.0%	2.7%
Rate increase	68.3%	73.4%

## Cyber

Cyber claims activity has been steadily increasing as the cyber insurance market continues to mature. In the public sector world, it is important to remember that this is an area of exposure that is extremely difficult to control and is still evolving. Ten years ago, this was not top of mind for mayors or school superintendents. Now we know that schools and cities are often targeted by hackers and cyber criminals.

Volatility of pricing is likely to remain a feature of this segment of the market. In the July 2023 public sector webinar on the insurance market, we reported that cyber insurance coverage was flat or decreasing across all regions of the US. The data from April 2024 shows the pricing volatility that we expect to continue.

Cyber Liability Rates	Public Sector & K-12 Schools
Rate decrease	44.5%
No change	25.3%
Rate increase	30.2%

Cyber is another example of a challenging exposure for public entities because of underwriting and exposure criteria. Many K-12 schools are particularly challenged to implement multi-factor authentication and avoid phishing schemes and ransomware attacks. The ever-increasing use of AI and its deployment by malicious actors is a real and ominous threat to cyber security across this sector.

## Conclusion

Current market conditions for public entity and K-12 buyers are challenging. Environmental, social and political influences contribute to these difficult conditions in addition to claims trends, pricing and capacity. Understanding what to expect is one piece of this puzzle. Other pieces include preparation, due diligence and attention to detail. Creative solutions and opportunities exist for those willing to embrace change and consider alternatives. Experts and consultants in the Gallagher Public Sector & K-12 Education Practice are ready to help, along with our company partners in Artex, Gallagher Bassett, Gallagher Benefit Services, Risk Program Administrators and Gallagher Re.

“Starting the renewal process early is the most important thing. Put in the time and ensure that your data is accurate and tells a compelling risk management story. If you dedicate yourself to this, you will get more favorable results from the insurance market.”

Dorothy Gjerdrum, Senior Managing Director  
Gallagher Public Sector & K-12 Education Practice

## Our Methodology

All data is from April 30, 2024. Gallagher Drive is a premier data and analytics platform that uses both the change in premium and total insured values (TIVs) to calculate the rate change each month. The rate change is broken down by class of business and focused on renewals within the mid-market and large account spaces.

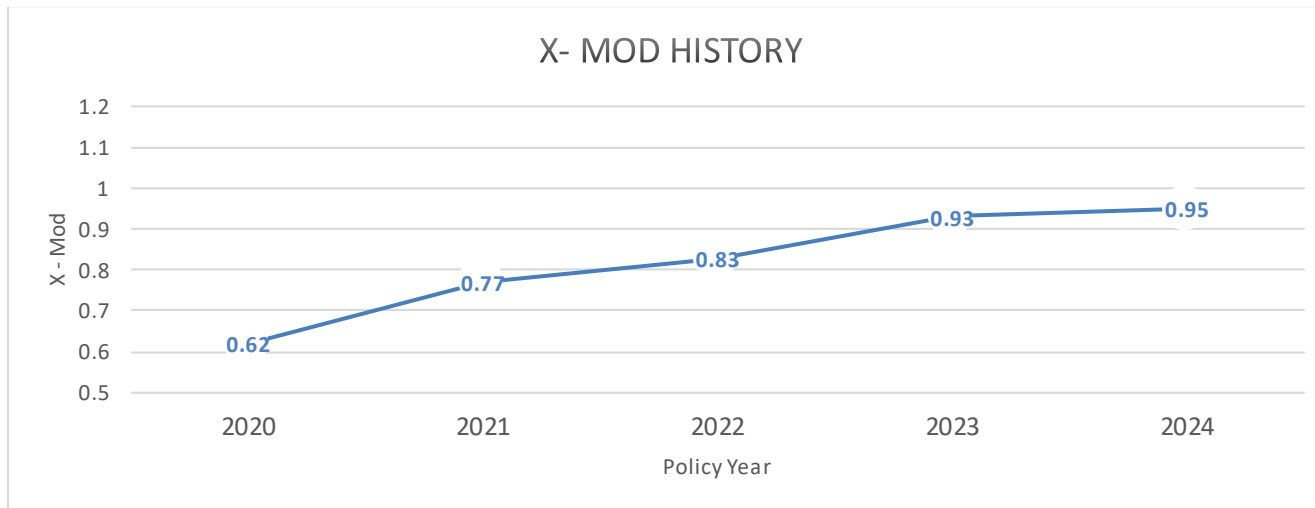
The account and methodology give a representation of the actual rate change, not just the premium change.

Note that the data is calculated as one standard deviation for all renewals. The Gallagher Drive insights capture intermediated renewals and exclude rate change data from risk pools and captive insurers.

# Historical Program Exposures

Class Code	Description	2020 – 2021 AUDITED	2021 – 2022 AUDITED	2022 – 2023 AUDITED	2023 – 2024 ESTIMATED	2024 – 2025 PROJECTED
7380	Chauffeurs & Helpers	\$24,795	\$24,704	\$41,852	\$56,188	\$45,657
7382	Bus Co. All Other Employees	\$1,345,763	\$1,676,667	\$2,034,831	\$2,490,413	\$2,219,825
8385	Bus Co. Garage Employees	\$229,051	\$230,979	\$368,257	\$516,546	\$401,737
8868	College Professional Employee	\$72,235,046	\$77,070,867	\$79,849,630	\$80,733,241	\$87,109,062
9101	College – All Other Employee	\$3,523,256	\$3,757,553	\$3,737,279	3,917,005	\$4,077,049
Total		<b>\$77,357,911</b>	<b>\$82,760,770</b>	<b>\$86,031,849</b>	<b>\$87,713,393</b>	<b>\$93,853,330</b>

## Historical Characteristics:



ISD 273



# Workers' Compensation Claims Summary

HISTORICAL FOUR YEARS

WORKERS' COMPENSATION										
POLICY TERM	CARRIER NAME	IND / PD PAID	MED / BI PAID	EXPENSES PAID	TOTAL PAID	TOTAL RESERVES	TOTAL INCURRED	# OF OPEN CLAIMS	# OF CLOSED CLAIMS	# OF CLAIMS
07/01/2020	RAS	\$17,437	\$59,176	\$14,139	\$90,752	\$0	\$90,752	0	28	28
07/01/2021	RAS	\$46,136	\$156,929	\$15,816	\$218,881	\$0	\$218,282	0	70	70
07/01/2022	RAS	\$75,717	\$171,775	\$4,714	\$252,206	\$39,393	\$291,599	2	73	75
07/01/2023	RAS	\$17,921	\$85,437	\$5,329	\$108,687	\$182,310	\$290,997	17	53	59
<b>TOTALS:</b>		<b>\$157,211</b>	<b>\$473,317</b>	<b>\$39,998</b>	<b>\$670,526</b>	<b>\$221,703</b>	<b>\$891,630</b>	<b>19</b>	<b>224</b>	<b>243</b>

- 2019 Total Claims - \$394,804
- 2018 Total Claims - \$134,620
- 2017 Total Claims - \$73,908

ISD 273

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# Workers' Compensation

EXPERIENCE MODIFICATION VALIDATION

## Mod Analysis for Independent School District 273

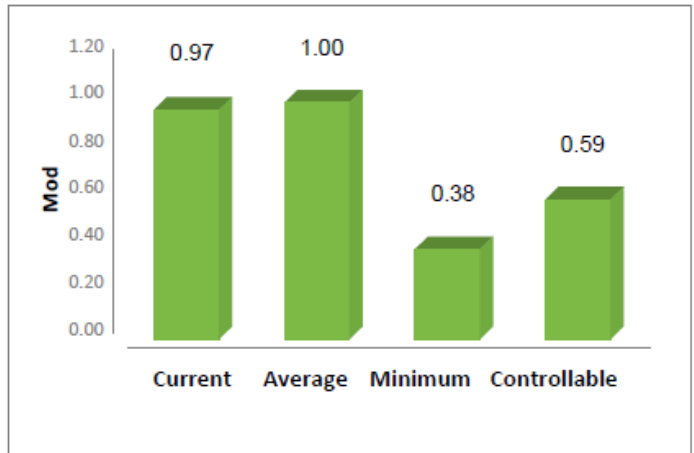
# Mod Snapshot

Effective date: 7/1/2024

### The Key Numbers

Total expected losses	\$523,151
Total expected primary losses	\$248,532
Total expected excess losses	\$274,619
Total unlimited losses	\$558,982
Total limited/adjusted losses	\$505,843
Total actual primary losses	\$228,161
Total actual excess losses	\$277,682
Computed ballast value	48,635
Computed weighting value	0.39
<b>Modification factor</b>	<b>0.97</b>
ARAP factor	1.00

### Mod Breakdown



### Impact of Top Itemized Losses

State	Injury Date	Incurred Loss	Impact on Mod	Mod w/o Loss
MN	9/30/2021	\$97,441	0.0851	0.8813
MN	5/26/2023	\$85,839	0.0772	0.8892
MN	9/25/2022	\$56,153	0.0570	0.9094
MN	3/2/2023	\$47,092	0.0508	0.9156
MN	12/10/2021	\$37,203	0.0440	0.9224
MN	10/5/2022	\$36,723	0.0437	0.9227
MN	7/30/2021	\$27,980	0.0377	0.9287
MN	3/9/2021	\$26,637	0.0368	0.9296
MN	2/20/2023	\$20,114	0.0324	0.9340
MN	8/30/2021	\$15,720	0.0275	0.9389

### Actual vs. Expected Losses by Policy Period



- 2024 Experience MOD Calculated By MWCIA – 0.95

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# 2024 Strategic Review

## RECAP OF EARLY RENEWAL RATE EXPECTATIONS AND RESULTS FROM THE INCUMBENT MARKET

Coverage	Carrier	Rate Indication	Rate Results	Comments
Workers' Compensation	RAS	<p>Initial renewal indication of \$477,267 or 3% premium increase before any change in payroll figures.</p> <ul style="list-style-type: none"> <li>2024 Experience Mod Increasing 2% from 0.93 to 0.95.</li> <li>Program in RAS's lowest rate tier – DTU</li> <li>With 2024 Loss Projection – RAS underwriting to a 55% loss ratio.</li> </ul>	Exceeded goal and secured a <b>3% rate decrease</b> .	<ul style="list-style-type: none"> <li>Overall Loss ratio - 68%</li> <li>3 year loss ratio - 78%</li> <li>Current loss ratio - 65%</li> <li>RAS overall rates decreasing 10-15%</li> <li>RAS school book sustaining headwind due to claim activity.</li> <li>No change to program structure.</li> </ul>

### Pure Loss Rate

### Independent School District 273

Based on the selected pure loss rate and the projected Payroll, here are the projected losses for the 7/1/2024 - 7/1/2025 period.

Computation of Projected Losses										
Selected Pure Loss Rate	X	Projected Payroll \$100	=	Projected Losses	➔	\$ 0.30	X	\$87,713,393 \$100	=	\$ 263,140



# Renewal Premiums

## 2024 WORKERS' COMPENSATION RESULTS

	2023 Expiring	2024 Renewal
<b>Carrier</b>	<b>RAS</b>	<b>RAS</b>
Premium	\$447,266	\$467,035
Surcharges	\$15,058	\$13,525
<b>Total Premium</b>	<b>\$462,324</b>	<b>\$480,560</b>
Net Rate	\$0.53	\$0.51

### Previous 2022 Marketing Results

- SFM – Declined due to loss history and not competitive at current rate structure.
- Employers – Declined, too large of a school account for them.
- United Heartland – Indicated above RAS renewal.

### Notes:

- Maxed Scheduled Credit of 40% provided in 2021
- Scheduled Credit of 37% provided in 2022.
- Payrolls increased 7% in 2021 and 2.5% in 2022 and 3.6% in 2023 and 7% in 2024.
- **Expiring Premium in 2019 with SFM/Previous Broker - \$476,151 (\$0.60 net rate)**

ISD 273

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V.K. Food Service Management Contract Renewal -  
Fiscal Year 2025



# School Nutrition Programs Renewal of Food Service Management Contract School Year 2024-25

Food service management contracts that started in 2020-2021 or later may be renewed for the 2024-25 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes 2023, section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

## 1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential child care organization) contracting for food service management.

SFA: ISD #273 Edina Public Schools

Cyber-Linked Interactive Child Nutrition Systems (CLiCS) Identification Number: 1000003881

“Company” is the company providing food service management to School.

Company: Compass Group USA, Inc., by and through its Chartwells Division

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year 2022-2023.

## 2. Renewal of Contract

SFA and Company mutually agree to renew the original contract for the term indicated below, not to exceed one year.

This is the 3rd year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: 7/1/2024 End Date for Renewed Contract: 6/30/2025

### 3. Adjusted Meal Prices

SFA and Company have mutually agreed to 2024-25 prices or fees as shown below. The maximum amount that 2024-25 prices or fees may be increased is **4.2** percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2023).

Check one:

Fixed Meal Price Contract – Prices are adjusted as shown below.

Cost-Reimbursable Contract – Fees are adjusted as shown below.

**The meal price is for one full reimbursable meal and cannot separate out any one component of the reimbursable meal (i.e. price of milk *must* be included in total fixed meal price).** The fixed price(s) or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s), are shown below:

Meal Service	2023-24 Price or Fee	Percent Increase (maximum 4.2%)	2024-25 Price or Fee
Breakfast	\$ .189	<u>4.2</u> %	\$ .1969
Lunch	\$ .189	<u>4.2</u> %	\$ .1969
A la Carte	\$ .189	<u>4.2</u> %	\$ .1969
	\$	_____ %	\$

### 4. Meal Equivalency Factor

The meal equivalency factor for school year 2024-2025, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$4.95.

### 5. Value of USDA Foods

Contract prices do not take into account the value of USDA Foods that Company will receive during the contract year. Company will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show that USDA Foods have been fully credited during the 2023-24 contract year.

### 6. Non-Financial Adjustments

No material changes have been made since the original contract.

Minor non-financial adjustments for renewal, if any, are described here:

**7. Revised Program Requirements**

Company agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

**8. Termination**

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

**SIGNATURES**

School Food Authority: ISD #273 Edina Public Schools

Address: 5701 Normandale Road

Authorized Representative: Mert Woodard

Title: Director, Finance & Operations

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Food Authority Contact: Mert Woodard

Title: Director of Business Service

Phone: 952-848-4916

Email: mert.woodard@edinaschools.org

Company: Compass Group USA, Inc. by and through its Chartwells Division

Address: 2400 Yorkmont Road, Charlotte, NC 28217

Authorized Representative: Amy Shaffer

Title: CEO, Chartwells K12

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Contact: Amy Shaffer

Title: CEO, Chartwells K12

Phone: \_\_\_\_\_

Email: amy.shaffer@compass-usa.com

## Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

Compass Group USA, Inc. by and through its Chartwells Division

ISD #273 Edina Public Schools

\_\_\_\_\_  
Name of FSMC

\_\_\_\_\_  
Name of SFA

By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

**To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

_____ Signature of FSMC's Authorized Representative	CEO, Chartwells K12 _____ Title	_____ Date
--	---------------------------------------	---------------

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

_____ Signature of SFA Authorized Representative	Director, Finance & Operations _____ Title	_____ Date
--	--	---------------

## INSTRUCTIONS FOR DEBARMENT CERTIFICATION FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website.](#)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

# CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

## LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on next page before completing Certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: Compass Group USA, Inc. by and through its Chartwells Division

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Amy Shaffer, CEO Chartwells K12

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: Compass Group USA, Inc. by and through its Chartwells Division

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Amy Shaffer, CEO Chartwells K12

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Assurance of Civil Rights Compliance Certification

The vendor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the vendor.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

Vendor Name: Compass Group USA, Inc. by and through its Chartwells Division

Award Number or Project Name: School Nutrition Program (NSLP, SBP)

Name and Title of Authorized Representative: Amy Shaffer, CEO Chartwells K12

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Sourcing Summary (2022)

### General Information

<b>Organization:</b>	ISD #273 – Edina Public Schools	<b>Date:</b>	6/20/2022
<b>Department:</b>	Administration	<b>Category:</b>	Vended Meal (Food Service Management)

### Process Notes

<b>Process used</b>	RFP/B process as defined by the Minnesota Department of Education (MDE)
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. Chartwells has been the incumbent provider under a 'Fixed Price' contract</li> <li>2. District &amp; Chartwells (incumbent) completed survey of food services in district</li> <li>3. PTO Committee was invited to take an active role in assessing options for this mandatory process</li> <li>4. While the district requested proposals for both contract structures ('Fixed Price' and 'Cost-Reimbursable'), the District ultimately chose to that pursue Cost-Reimbursable contract structure as its flexibility is a better fit for the collaborative relationship with the community (families, students) in designing future menus.</li> <li>5. All lunches have been subsidized in current school year therefore sales data and free/reduced meal count estimates were based on 2019 results with adjustments made based on enrollment numbers for 2021-22 school year.</li> </ol>
<b>Vendors contacted:</b>	<ul style="list-style-type: none"> <li>• Aramark (no submission)</li> <li>• Chartwells (submitted)</li> <li>• Genuine Foods (no submission)</li> <li>• SFE (submitted)</li> <li>• Sodexo (no submission)</li> <li>• Taher (submitted)</li> </ul>

### Evaluation Process

Proposals were reviewed by:

1. PTO Committee\*
2. School Board Representative
3. District-level Operations Director
4. Principal from an Edina school

\*PTO Committee scoring is a composite of three evaluations and approved by the committee leadership

### Proposed Pricing

Meal Type	Proj. Annual Meals	Chartwells - Per Unit	SFE - Per Unit	Taher - Per Unit	Chartwells	SFE	Taher
Breakfast	106,166	\$1.55	\$3.68	\$3.38	\$164,557.30	\$390,935.06	\$358,841.08
Lunch	485,886	\$3.23	\$3.68	\$3.38	\$1,570,869.44	\$1,789,178.02	\$1,642,294.68
Ala Carte Equivalent	260,393	\$3.23	\$3.68	\$3.38	\$841,850.57	\$958,845.14	\$880,128.34
Milk	15,776	\$0.30	\$0.25	\$0.35	\$4,732.80	\$3,944.00	\$5,521.60
Admin Fee <small>(excludes Milk)</small>	852,445	\$0.18	\$0.13	\$0.06	\$153,440.10	\$109,283.45	\$51,146.70
<b>Totals</b>					<b>\$2,735,450.21</b>	<b>\$3,252,185.67</b>	<b>\$2,994,699.81</b>

### Cost-Reimbursable Contract Proposal Scoring\*

FSMC	Chartwells				SFE			Taher				
	Evaluator	PTO			Admin/School Board			Evaluator	PTO		Admin/School Board	
Score	83.4	92	100	96	87.3	86	91	92	94.4	77	87	94
<b>Composite Score</b>		<b>92.8</b>			<b>Composite Score</b>			<b>89.1</b>	<b>Composite Score</b>		<b>88.1</b>	

\*See next page for complete scoring review

### Recommendation

Based on the compilation of the proposal evaluations, the recommendation of the District is to move implement the Cost-Reimbursable (structure) agreement with Chartwells. This agreement is structured year-to-year allowing the district future flexibility if there is future lack of satisfaction in the vendor's performance at the same time allowing up to four (4) years of partnership should all parties be satisfied.

V.L. Lease Agreement with West Metro Credit Union



**Board Meeting Date:** 06/10/2024

**TITLE:** Lease Agreement with West Metro Credit Union

**TYPE:** Consent

**PRESENTER(S):** Dr. Anne Marie Leland, Director of Community Ed & Strategic Partnerships

**BACKGROUND:** The term of the lease is July 1, 2024, through June 30, 2025. The rent will total \$10,200.

**RECOMMENDATION:** Approve the leasing of premises on the 1<sup>st</sup> floor of the Edina Community Center to the West Metro Credit Union, and authorize Board Chair to sign the lease agreement.

**ATTACHMENTS:**

1. Lease Agreement

V.M. Minnesota International Chinese School Room  
Rental Agreement



**Board Meeting Date:** 6/10/2024

**Title:** Minnesota International Chinese School Room Rental Agreement

**Type:** Consent

**Presenter(s):** Anne Marie Leland, Director of Community Education and Strategic Partnerships

**Description:** The Minnesota International Chinese School and Edina Public Schools have partnered together for the past 9 years. In 2018, we agreed to a room rental agreement with MICS. This is a renewal of the agreement that combines segments of our Facilities Use Policy with standard lease language.

**Recommendation:** Administration recommends approval of this agreement.

**Desired Outcomes from the Board:** Room Rental Agreement with MICS

**Attachment(s):**

1. Room Rental agreement for 2024-25 (next page)

## ROOM RENTAL AGREEMENT

This Room Rental Agreement (“Agreement”) and Addendum is entered into by and between Independent School District No. 273, Edina Public Schools (“District”), a political subdivision of the State of Minnesota, and the Minnesota International Chinese School (“MICS”). The District and MICS are collectively referred to as “the parties.”

WHEREAS, MICS seeks to provide high quality Chinese learning experiences for the Edina community, and has provided that service in previous years through an informal partnership with the District; and

WHEREAS, the District appreciates the efforts of MICS and wishes for these experiences to continue to be offered to the Edina community; and

WHEREAS, the Parties wish to enter into this Room Rental Agreement to formalize and clarify the relationship between the Parties, and to ensure that MICS may continue to use District facilities, when available, for the provision of its services to the community.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

- 1. Term of Agreement.** The term of this Agreement will begin on August 24, 2024 and will automatically end on May 17, 2025. Either party may terminate this Agreement at any time, for any reason, without penalty or charge, by giving written notice to the other party. This Agreement will not automatically renew. If both Parties consent, the Parties may enter into negotiations for future rentals or alternative rental agreements
- 2. Reservation of Space.** The District’s Community Education Department, as part of its role to oversee facilities management will reserve classrooms, recreation spaces, and a storage space, (“Premises”) for up to 5 hours each Saturday that MICS is in session, up to a maximum of 31 sessions. MICS understands that, pursuant to District policy, District sponsored or related activities have first priority for all rooms and space within the District, meaning that some dates that may be requested by MICS may not be available for MICS programming. The District will endeavor to provide as much advance notice as possible when it will not be able to provide the full Premises on a specific MICS programming day.
- 3. Rental Charges.** MICS will pay the District a total of \$13,306.50 during the term of this Agreement for rental and maintenance expenses. This amount will be invoiced in 9 monthly installments by the District, and such invoices must be fully paid by MICS within 30 days of their receipt. Attached to this Agreement as Exhibit A is a breakdown of the spaces and hours to be used during this Agreement.
- 4. Alterations and Additions.** MICS may not make any alterations or additions to the Premises without obtaining prior written permission from the District. Upon termination of this

Agreement, the District may elect to keep any alterations or additions or to require MICS to remove the alterations and additions and restore the Property to its current condition.

**5. Repair and Return to Current Condition.** After each use of the Premises outlined in this Agreement, MICS must clear the space and return the Premises to the condition they were in when MICS arrived that day.

**6. Additional Space and Charges.** Additional space or rooms needed for special events, such as teacher training, field days, and graduation, should be reserved through the District Facilities Scheduler and will be subject to additional charges pursuant to District Policies regarding room rentals. The terms of this Agreement shall apply equally to all uses of District property by MICS though such room rentals.

**7. Compliance with Policy 902.** In making use of the Premises outlined in this Agreement, MICS must comply with all requirements and elements of School Board Policy 902, except to the extent any provisions of Policy 902 conflict with this Agreement.

**8. Indemnification and Insurance.**

**A. Indemnification.** MICS hereby agrees to defend, indemnify, and otherwise hold harmless the District, its board members, employees, agents, attorneys, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to the Agreement, provisions of MICS services, or MICS's use of the Premises. The District shall have the right to choose its own legal counsel and seek reimbursement from MICS for the cost of defending itself in any legal action or administrative proceeding arising out of or related to this Agreement. Under no circumstance will the District be liable for any damage to any personal property on the Premises if the damage arises out of or relates to MICS's use of the Premises.

**B. Insurance.** At its own expense, MICS must furnish public liability insurance issued by a responsible insurer indemnifying the District against any claims for personal injury, property damage, and all other forms of liability arising out of or related to MICS's use or occupancy, or both, of the Premises. The policy must name the District as an additional insured, and the insurer must agree to waive the defense of governmental immunity in the event a claim is made against the District. MICS must provide proof of insurance prior to the first scheduled use. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the District. The insurance policy, or an addendum to the policy, must provide that it may not be modified or cancelled without thirty (30) days written notice to the District before the effective date of cancellation. MICS must not take any action, or allow any employee, agent, or representative to take any action, which will in any way impair or invalidate any insurance policy that the District maintains on the Premises.

**9. Waiver of Liability.** MICS hereby waives and releases any claims, liabilities, and causes of action against the District, its employees, agents, representatives, and insurers for damage to or destruction of any personal property of MICS or its staff, volunteers, or students, that is on the Premises, regardless of whether the property is owned by MICS or by others, and regardless of whether the damage is caused by an event that is covered by insurance.

**10. Force Majeure.** The District shall not be liable for damages due to any non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, electrical interruption lasting more than eight (8) business hours, fire or other casualty, act of God, war or other violence including terrorist acts, or any law, order or requirement of any governmental agency or authority. If the District is unable to provide space due to the reasons above, the District reserves the right to terminate this Agreement.

**11. Notices.** Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by hand, courier, facsimile, registered mail, certified mail, or regular mail at the address listed below for the party. Delivery is effective upon mailing.

**The District:**

Anne Marie Leland  
Director of Community Education  
and Strategic Partnerships  
5701 Normandale Road  
Edina, MN 55424

**MICS:**

Shu Zhou  
Principal, MICS  
P.O. Box 390423  
Edina, MN 55439

**12. Nature of the Relationship.** The Parties enter this Agreement as independent contractors. Nothing in this Agreement may be construed to create a partnership, joint venture, or joint enterprise between the District and MICS. The Parties have no power under this Agreement to take any action that could legally bind the other. The Parties are not entering into an employment agreement or an employee-employer relationship. This Agreement is between the District and MICS, and not between either Party and any employee.

**13. Sole Responsibility for Programming.** MICS will retain sole responsibility for the programming that it offers, and the District shall have no role in the advertisement, registration, or provision of learning experiences for those who enroll in MICS. Employees hired by MICS are solely the employees of MICS, and are not District employees.

**14. Teachers.** MICS will be solely responsible for hiring and paying any staff members who provide services as a part of its programming, and none of these individuals shall be considered to be an employee of the District. MICS agrees that all staff and volunteers that provide services on the Premises must have a successful criminal background check completed and on file with MICS.

**15. Assignment.** This Agreement may not be assigned, in whole or in part, by either Party without the written consent of the other Party.

**16. Choice of Law and Forum.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement.

**17. Severability.** If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement shall remain in full force and effect.

**18. Waiver and Equal Drafting.** Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.

**19. Entire Agreement.** The terms stated in this Agreement represent the entire agreement of the parties. Except as expressly stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter of this Agreement. No changes to this Agreement will be valid unless both parties agree to the change in writing. A copy of this Agreement will have the same legal effect as the original.

**20. Subject to School Board Approval.** The parties understand and agree that this Agreement will not be effective or binding upon the District until approved by the School Board.

**By signing below, each party acknowledges that it understands and agrees to the terms set forth in this Agreement and that it has the authority to enter into this Agreement.**

**INDEPENDENT SCHOOL DISTRICT NO. 273**

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

**MINNESOTA INTERNATIONAL CHINESE SCHOOL**

\_\_\_\_\_  
NAME  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date

V.N. Minnesota Japanese School Room Rental Agreement



**Board Meeting Date:** 6/10/2024

**Title:** Minnesota Japanese School Room Rental Agreement

**Type:** Consent

**Presenter(s):** Anne Marie Leland, Director of Community Education and Strategic Partnerships

**Description:** The Minnesota Japanese School would like to rent space for the 2024-25 school year. This is a room rental agreement that combines segments of our Facilities Use Policy with standard lease language.

**Recommendation:** Administration recommends approval of this agreement.

**Desired Outcomes from the Board:** Room Rental Agreement with MNJS

**Attachment(s):**

1. Room Rental agreement for 2024-25 (next page)

## **ROOM RENTAL AGREEMENT**

This Room Rental Agreement (“Agreement”) and Addendum is entered into by and between Independent School District No. 273, Edina Public Schools (“District”), a political subdivision of the State of Minnesota, and the Minnesota Japanese School (“MNJS”). The District and MNJS are collectively referred to as “the parties.”

WHEREAS, the Parties wish to enter into this Room Rental Agreement to formalize and clarify the relationship between the Parties, and to ensure that MNJS may use District facilities, when available, for the provision of its services to the community.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

- 1. Term of Agreement.** The term of this Agreement will begin on August 31, 2024 and will automatically end on July 19, 2025. Either party may terminate this Agreement, for any reason, without penalty or charge, by giving 30-day advance written notice to the other party, provided that the District or MNJS may terminate this Agreement on a shorter but reasonable advanced written notice pursuant to this Agreement. This Agreement will not automatically renew. If both Parties consent, the Parties may enter into negotiations for future rentals or alternative rental agreements. Should any of the rental charges were prepaid by MNJS before the actual use of the Premises and the Agreement is terminated for any reason, the District will return any of the prepaid rental charges to MNJS upon termination of this Agreement.
- 2. Reservation of Space.** The District’s Community Education Department, as part of its role to oversee facilities management will reserve classrooms, recreation spaces, gym, cafeteria and storage space, (“Premises”) for up to six (6) hours each Saturday that MNJS is in session, up to a maximum of 38 sessions. MNJS understands that, pursuant to District policy, District sponsored or related activities have first priority for all rooms and space within the District, meaning that some dates that may be requested by MNJS may not be available for MNJS programming. The District will endeavor to provide as much advance notice as possible when it will not be able to provide the full Premises on a specific MNJS programming day.
- 3. Rental Charges.** MNJS will pay the District a total of \$ 33,768.70 during the term of this Agreement for rental and maintenance expenses. This amount will be invoiced in 12 monthly installments by the District beginning on September 1, 2024, and such invoices must be fully paid by MNJS within 30 days of their receipt. Attached to this Agreement as Exhibit A is a breakdown of the spaces and hours to be used during this Agreement.
- 4. Alterations and Additions.** MNJS may not make any alterations or additions to the Premises without obtaining prior written permission from the District. Upon termination of this Agreement, the District may elect to keep any alterations or additions or to require MNJS to remove the alterations and additions and restore the Property to its current condition.

**5. Repair and Return to Current Condition.** After each use of the Premises outlined in this Agreement, MNJS must clear the space and return the Premises to the condition they were in when MNJS arrived that day, except for any reasonable wear and tear associated with normal use of the Premises.

**6. Additional Space and Charges.** Additional space or rooms needed for special events, such as teacher training, field days, and graduation, should be reserved through the District Facilities Scheduler and will be subject to additional charges pursuant to District Policies regarding room rentals. Additional rooms needed for the MNJS regular school day may be reserved at a rate consistent with that used to calculate the annual rental charges. The terms of this Agreement shall apply equally to all uses of District property by MNJS though such room rentals.

**7. Compliance with Policy 902.** In making use of the Premises outlined in this Agreement, MNJS must comply with all requirements and elements of School Board Policy 902, except to the extent any provisions of Policy 902 conflict with this Agreement, and except that any fundraising activities for the benefit of MNJS shall be permitted on the Premises with prior written approval from the District.

**8. Indemnification and Insurance.**

**A. Indemnification.** MNJS hereby agrees to defend, indemnify, and otherwise hold harmless the District, its board members, employees, agents, attorneys, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to the Agreement, provisions of MNJS services, or MNJS's use of the Premises. The District shall have the right to choose its own legal counsel and seek reimbursement from MNJS for the cost of defending itself in any legal action or administrative proceeding arising out of or related to this Agreement. Under no circumstance will the District be liable for any damage to any personal property on the Premises if the damage arises out of or relates to MNJS's use of the Premises.

**B. Insurance.** At its own expense, MNJS must furnish public liability insurance issued by a responsible insurer indemnifying the District against any claims for personal injury, property damage, and all other forms of liability arising out of or related to MNJS's use or occupancy, or both, of the Premises. The policy must name the District as an additional insured, and the insurer must agree to waive the defense of governmental immunity in the event a claim is made against the District. MNJS must provide proof of insurance prior to the first scheduled use. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the District. The insurance policy, or an addendum to the policy, must provide that it may not be modified or cancelled without thirty (30) days written notice to the District before the effective date of cancelation. MNJS must not take any action, or allow any employee, agent, or representative to take any action, which will in any way impair or invalidate any insurance policy that the District maintains on the Premises.

**9. Waiver of Liability.** MNJS hereby waives and releases any claims, liabilities, and causes of action against the District, its employees, agents, representatives, and insurers for damage to or destruction of any personal property of MNJS or its staff, volunteers, or students, that is on the Premises, regardless of whether the property is owned by MNJS or by others, and regardless of whether the damage is caused by an event that is covered by insurance.

**10. Force Majeure.** The District shall not be liable for damages due to any non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, electrical interruption lasting more than eight (8) business hours, fire or other casualty, act of God, war or other violence including terrorist acts, or any law, order or requirement of any governmental agency or authority. If the District is unable to provide space due to the reasons above, the District or MNJS reserves the right to terminate this Agreement, except that should any of the rental charges were prepaid by MNJS before the actual use of the Premises, the District will return any of the prepaid rental charges to MNJS upon termination of this Agreement pursuant to this Section 10.

**11. Notices.** Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by hand, courier, facsimile, registered mail, certified mail, or regular mail at the address listed below for the party. Delivery is effective upon mailing.

**The District:**

Anne Marie Leland

Director of Community Education

and Strategic Partnerships

5701 Normandale Road

Edina, MN 55424

**MNJS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Nature of the Relationship.** The Parties enter this Agreement as independent contractors. Nothing in this Agreement may be construed to create a partnership, joint venture, or joint enterprise between the District and MNJS. The Parties have no power under this Agreement to take any action that could legally bind the other. The Parties are not entering into an employment agreement or an employee-employer relationship. This Agreement is between the District and MNJS, and not between either Party and any employee.

**13. Sole Responsibility for Programming.** MNJS will retain sole responsibility for the programming that it offers, and the District shall have no role in the advertisement, registration, or provision of learning experiences for those who enroll in MNJS. Employees hired by MNJS are solely the employees of MNJS, and are not District employees.

**14. Teachers.** MNJS will be solely responsible for hiring and paying any staff members who provide services as a part of its programming, and none of these individuals shall be considered to

be an employee of the District. MNJS agrees that all staff and volunteers that provide services on the Premises must have a successful criminal background check completed and on file with MNJS.

**15. Assignment.** This Agreement may not be assigned, in whole or in part, by either Party without the written consent of the other Party.

**16. Choice of Law and Forum.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement.

**17. Severability.** If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement shall remain in full force and effect.

**18. Waiver and Equal Drafting.** Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.

**19. Entire Agreement.** The terms stated in this Agreement represent the entire agreement of the parties. Except as expressly stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter of this Agreement. No changes to this Agreement will be valid unless both parties agree to the change in writing. A copy of this Agreement will have the same legal effect as the original.

**20. Subject to School Board Approval.** The parties understand and agree that this Agreement will not be effective or binding upon the District until approved by the School Board.

**By signing below, each party acknowledges that it understands and agrees to the terms set forth in this Agreement and that it has the authority to enter into this Agreement.**

**INDEPENDENT SCHOOL DISTRICT NO. 273**

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

**MINNESOTA JAPANESE SCHOOL**

\_\_\_\_\_  
NAME  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date

V.O. Membership in the Minnesota School Boards  
Association (MSBA) 2024-2025



**Board Meeting Date:** 6/10/2024

**Title:** Membership in the Minnesota School Boards Association (MSBA), 2024-2025

**Type:** Consent

**Description:** Edina's dues are based on 8462.72 "Average Daily Membership of Students Served" (ADM) for the fiscal year ending June 30, 2023, as provided by the Minnesota Department of Education. Last year's dues (2023-2024) were \$14,818.00, based on 8,365.42 ADM.

**Recommendation:** Renew MSBA membership for the 2024–2025 school year, with dues and services in the amount of \$14,383.00.

**Desired Outcomes from the Board:** Renew MSBA membership.

V.P. Student Support Services Agreements

V.P.1. Amergis Educational Staffing



**Board Meeting Date:** June 10, 2024

**Title:** Services Agreement between Independent School District 273 and Amergis Educational Staffing

**Type:** Consent

**Presenter(s):** Jody Remsing

**Description:** The purpose of this Agreement is to create an agreement between ISD 273 and Amergis Educational Staffing in a contract for services for Healthcare Staffing

**Recommendation:** Approve the attached Contract Agreement with Amergis Educational Staffing

**Desired Outcome(s) from the Board:** Approve the attached Agreement with Amergis Educational Staffing

**Attachments:** Agreement for Services with Amergis Educational Staffing



This Education Master Services Agreement (hereinafter “Agreement”) is entered into on this **Effective Date** May 03, 2024, by and between **INDEPENDENT SCHOOL DISTRICT 273 DBA Edina Public Schools ISD 273** located at 5701 Normandal Road Edina, Minnesota 55424, referred to in this Agreement as (“Customer”), and **Amergis Healthcare Staffing, Inc. d/b/a Amergis Educational Staffing**, a Maryland Corporation including its affiliates and subsidiaries, with an office located at 6465 Wayzata Boulevard, St. Louis Park, MN, 55426, United States of America referred to in this Agreement as (“Amergis”). Customer or Amergis may be referred to herein as a “Party” or jointly as the “Parties.”

### RECITALS

**WHEREAS**, Customer operates a School located in Minnesota and wishes to engage Amergis to provide personnel to supplement Customer’s staff;

**WHEREAS**, Amergis operates a staffing agency that provides supplemental healthcare staffing services to Customer; and

**THEREFORE**, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties, and intending to be legally bound, Customer and Amergis hereby agree to the following terms and conditions.

### ARTICLE I. DEFINITIONS

**1.1. Definitions.** As used in this Agreement, the following terms shall have the meanings specified below unless the context otherwise requires. Capitalized terms, acronyms and phrases used in the staffing industry (i.e. HR) and business process outsourcing services industries or other pertinent business context that are not defined will be interpreted in accordance with their then-generally understood meaning:

**“Assignment Confirmation”** is a document specifying additional details and Bill Rate for any individual Personnel matched for the Customer.

**“Bill Rate”** means the rates billed to Customer for services performed by Personnel pursuant to this Agreement, any Statement of Work, subsequent Amendment or any Assignment Confirmation.

**“On Call/Call Back Rates”** means those rates, as applicable and as more specifically set forth on the Assignment Confirmation, for hours where Personnel may be called back for previously unscheduled hours to the Work Site to perform assigned duties.

**“Behavior Intervention Plan” or “BIP”** is defined as a written improvement plan created for a student based on the outcome of the functional behavior assessment (FBA).

**“Contractor”** means either independent contractor(s) or legal entity(ies) being utilized by Amergis to provide Services. An Amendment to this Agreement will be executed if 1099 Contractors are requested to be provided to Customer.



**“Individual Education Program” or “IEP”** is a plan developed as required under the Individuals with Disabilities Education Act (“IDEA”) providing eligible students with special education and related services that is reasonably calculated to enable the student to make progress appropriate in light of the child’s unique circumstances.

**“Individual Health Plan” or “IHP”** is defined as a health plan focusing specifically on student(s)’ medical needs, it may contain physician orders. If the services for a student’s medical needs can be performed during the school day for the student to benefit from the education, the medical services may be incorporated into the 504 Plan or IEP.

**“Medical Services”** services provided by a licensed physician to determine a student’s medically related disability that results in the student’s need for a 504 Plan or an IEP. These services include determining the health or related services needed for a particular student, developing the plan, changes to the plan, and level of healthcare or professional required.

**“Out of School Time and Off-Site School Time Educational Services”** is defined as educational services that would be rendered outside of school time, whether that be after the school day or during any breaks in the school year, or any services rendered off-site during school time. These types of requests include school day length field trips, extended field trips surpassing the length of the school day, overnight field trips, weekend field trips, summer and weekend camps, one-day field trips.

**“Personnel”** means clinical and other school based professionals, behavioral, educational assistance, and instructional employees of Amergis, providing temporary staffing services to Customer under Customer’s direction and control pursuant to the terms of this Agreement.

**“Placement”** is defined to mean where the student receives the school based services listed in the 504 Plan or the IEP.

**“Related Services”** means transportation and such developmental, corrective, and other supportive school based services as are required to assist a child with a disability to benefit from special education, and includes speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes.

**“School Health Services”** means health services that are designed to enable a child with a disability to receive FAPE as described in the child’s IEP. School health services are services that may be provided by either a qualified school nurse or other qualified person as requested by the Customer.

**“Services”** means collectively School Health Services, Special Education Services, and/or Related Services provided by Amergis to Customer, as more specifically set forth herein.

**“Special Education Services”** means specially designed instruction to meet the unique needs of a child with a disability.



“**Supplies**” means any and all necessary supplies to be used in administering and/or providing Services to student(s), including, but not limited to personal protective equipment (“PPE”).

“**Travel-Expense Payment**” is an allowance paid to Travel Personnel per day or per diem for lodging, meals, and/or incidental expenses incurred when travelling.

“**Travel Personnel**” means Personnel providing Assignment Services whose home of record is greater than or equal to fifty (50) miles from the Work Site.

“**Week**”, pursuant to Section 6.1, “**Invoicing Week**” means a seven-day period beginning Sunday and ending Saturday. Amergis timekeeping considers all shifts as occurring completely on the day in which the shift begins.

“**Work Site**” means any location Customer assigns Personnel to render Services.

## **ARTICLE II. TERM**

**Section 2.1 Term.** This Agreement will commence on the Effective Date and will continue for a school calendar year.

**Section 2.2 Renewal.** This Agreement shall automatically renew at the end of the term for successive one (1) year terms unless either Party provides written notice at least thirty (30) days prior to the end of the term or renewal term, as applicable, of such Party’s decision not to automatically renew this Agreement

## **ARTICLE III. NATURE AND SCOPE OF SERVICES**

### **Section 3.1 Scope of Services.**

**(a) Staffing.** Amergis is responsible for recruiting, screening, and hiring its Personnel as set forth herein to provide temporary staffing Services to Customer, with such Services provided by Personnel under Customer’s management and supervision at a School Work Site or in an environment controlled by Customer, and as permissible by any applicable scope of practice law(s) or standards of nursing. Amergis will use its best efforts to provide Personnel who shall perform Services in accordance with the terms of this Agreement, as requested in “Attachment A.” Services include School Health Services, Related Services, and/or Special Education Services. Amergis will provide Personnel specific to the requirements provided by the Customer, following receipt of the BIP, IEP, IHP or 504 Plan (the “Plan”), as applicable, from the Customer. Amergis will use its best efforts to provide Personnel who meet the qualifications as specified by the Customer and shall perform services in accordance with the terms of this Agreement. Customer shall provide Amergis with the skill level, experience and services to be provided by Personnel to any student(s), and details from the applicable Plan for School Health Services or Related Services, necessary to perform Services hereunder.

**(b) Out of School Time and Off-Site School Time Educational Services.** Customer may request Personnel to provide Services that would be rendered Out of School Time and Off-Site during School Time. Customer is responsible for overseeing and directing placement for the Out of School Time or Off-Site School Time Service if



requested. Customer will provide supplies and resources needed to implement the requested Out of School Time and Off-Site School Time Services at its own expense. Customer is responsible for maintaining a safe environment for all Out of School Time and Off-Site School Time Services.

**(c) Changes.** From time to time, requests for additions, deletions, or revisions to this Agreement or the Statement(s) of Work may be made. The Party that wishes to make a Change shall deliver to the other Party a written request that contains as much detail as is reasonably practicable regarding the nature and scope of the Change and the fees associated with any proposed Change (each such request, a “**Change Request**”). The Parties shall work together to agree on the terms that will govern any Change, provided, however, that no Change shall be implemented until such time as the Parties agree to the applicable Change Request in writing. The Parties will negotiate in good faith to reach agreement on applicable development costs and/or operational fees, if any, that will apply to such Change.

**Section 3.2 School Health Services Requirements.** Amergis will perform the screening for School Health Services Personnel who meet the criteria as indicated in Attachment “B” hereto.

**Section 3.3 Related Services or School Based Services.** Amergis will perform the screening for Related Services and Special Education Personnel who meet the criteria as indicated in Attachment “B” hereto.

**Section 3.4 Special Education Services.** Amergis will perform the screening Special Education Services Personnel who meet the criteria as indicated in Attachment “B” hereto.

**Section 3.5 Amergis as Employer.** Amergis acknowledges and agrees that its Personnel are Amergis employees and shall be treated as such and not as employees of Customer. Amergis agrees that it (i) is responsible for providing any wages or other benefits to its Personnel; (ii) will make all appropriate tax, social security, Medicare, and other withholding deductions and payments with respect to its Personnel; (iii) will provide workers’ compensation insurance coverage for its Personnel; (iv) will make all appropriate unemployment tax payments with respect to its Personnel; and (v) will take any additional actions legally required to establish that the Personnel whose Services are provided under this Agreement are employees of Amergis.

**Section 3.6 Availability of Personnel.** The Parties agree that Amergis’ duty to supply Personnel is subject to the availability of qualified Personnel. The failure of Amergis to provide Personnel shall not constitute a breach of this Agreement if the requested Personnel are not available. To the extent that Amergis is unable to provide the modality of Personnel requested by Customer, Amergis will provide Customer with a higher skilled Personnel. Amergis will bill Customer at that Personnel’s fair market value rate for the modality provided.

#### **ARTICLE IV. SCHOOL WORK SITE REQUIREMENTS AND OBLIGATIONS**

**Section 4.1 Plan Implementation.** Customer is responsible for the Medical Services provided to its students. Customer will provide supervision of Personnel for Services provided to any student with a medical disability. Customer will make available to Amergis and any Personnel the applicable Plan(s), as requested. Customer shall provide student specific orientation for the requirements of the Plan(s). If the student requires school transportation, Customer shall assess whether the student’s disability would allow for safe transport by Customer, and will make all determinations on Placement of Personnel to implement safe transport of both student(s) and



Personnel. Customer shall provide all assessments and protocols to Amergis prior to Personnel accompanying a student for transport. Amergis reserves the right to deny a transportation request, in the event there is a concern for safety or other circumstances. In the event, Customer determines transport is safe, Customer shall orient Amergis Personnel on the transportation and emergency protocol(s).

**Section 4.2 Orientation and Evaluation.** Customer will provide Personnel with orientation of Customer's policies, procedures and School Work Site specific training. Customer will provide School Work Site specific emergency protocol training for all student's with a medically related disability. Customer will perform evaluations of Personnel annually and provide documentation of the evaluation to Amergis. If Customer identifies area for improvement for any Personnel, Customer will collaborate with Amergis to provide additional recourses for training and orientation.

**Section 4.3 Supplies.** Customer will provide all necessary Supplies to Personnel in performance of this Agreement. Customer shall be responsible for disposing of all medical waste and biohazard produced by the Services and will comply with all applicable local, state, and federal rules, regulations, and laws governing such disposal.

**Section 4.4 Float Policy.** Subject to prior written notification, Customer may Float Personnel, if Personnel satisfies the Customer's requisite specialty qualifications. If Customer Floats Personnel, the Personnel must perform the duties of the revised assignment as if the revised assignment were the original assignment. Customer will provide the Personnel with additional orientation regarding the Float assignment as necessary. If Personnel Floats to a staff classification that has a lower Base Rate, then the Base Rate that was applicable to the original Personnel assignment remains the applicable Base Rate despite the Float. If Personnel Floats to a staff classification that has a higher Base Rate, then the Base Rate that is applicable to the newly assigned staff classification is the applicable Base Rate for as long as the Personnel continues to work in that staff classification.

**Section 4.5 Right to Dismiss.** If at any time Customer, in its reasonable judgment, determines that the staffing Services provided any Personnel provided hereunder is inadequate, unsatisfactory or has failed to comply with Customer's rules, regulations, or policies, Customer shall immediately advise Amergis. Amergis will remove Personnel from Customer's School Work Site as requested. Customer will cooperate with Amergis and provide reasonable detail(s) for the dismissal. Customer will provide Amergis with any reports it provides to any governing oversight agency(ies) as a result of Amergis Personnel's conduct, including all drug screens conducted, results of peer review and/or documentation of Customer's investigation(s).

**Section 4.6 Work Environment and OSHA.** Customer will provide a clean and properly maintained workspace(s) for Amergis to conduct the Services that will enable Amergis to safely provide Services to student(s). Customer will provide furniture at its sole risk to include, but not limited to, tables and chairs, and allow Personnel reasonable access to telephones for business use. Amergis will not be responsible for the proper maintenance of any property supplied by Customer. Customer will orient Personnel to the specific exposure control plan(s), emergency action plan(s), and/or protocol(s) of the Customer as it pertains to all federal OSHA requirements and equivalent state agency requirements, directives, or standards, with respect to blood borne pathogens, other emergent matters, and any of the Customer's specific policies and procedures for safety, hazardous communications and/or operations instructions. Customer will be responsible for all OSHA recordkeeping, logging, and reporting responsibilities required by law pertinent to Services provided under this Agreement.



**Section 4.7 Notification of Incidents and Claims.** Customer agrees to notify Amergis of any incident involving Amergis Personnel within forty-eight (48) hours of its occurrence. Customer agrees to provide Amergis documentation of any investigation conducted. Amergis and Customer agree to notify each other in writing of any asserted claim relating to this Agreement within ten (10) days of either discovery of the occurrence upon which the claim may be based or learning of the claim. Indemnity to Customer shall not cover any claims or liabilities in which there is a failure to give the indemnifying party prompt notice of any incident within forty-eight (48) hours of its occurrence.

**Section 4.8 MaxView.** The Parties acknowledge and agree that notwithstanding any Customer manuals, instructions, or other Customer policies, Amergis reserves the right to utilize MaxView, a proprietary web-based timekeeping system, for the provision of Services and is not required and/or mandated to use paper-based timekeeping records, unless otherwise required by applicable law. Personnel will submit hours worked to Customer via MaxView. Customer will be notified via electronic mail regarding the hours submitted and agrees to review and approve the submitted hours on a weekly basis, each Monday by noon local time. Customer approved hours will be utilized for the weekly payroll and billing. Any non-approved hours will be discussed between Customer and Amergis; notwithstanding this, Customer and Amergis agree to cooperate in good faith to ensure that all Personnel time is properly captured to ensure compliance with applicable local, state, and federal wage and hour laws.

#### **ARTICLE V. HIRING OF PERSONNEL**

**Section 5.1 Non-Solicitation.** To the extent allowed by applicable law, for a period of twelve (12) months following the date on which any Personnel either: (i) interviewed with Customer for purposes of Customer qualifying a candidate or applicant for a role or position or (ii) last worked a shift under this Agreement, or a subsequent Assignment through this Agreement, Customer agrees that it will take no steps to solicit, recruit, hire, or employ as its own employees, or as a contractor, those Personnel provided or introduced by Amergis during the term of this Agreement. Customer understands and agrees that Amergis is not an employment agency and that Personnel are assigned to the Customer to render temporary service(s) and are not assigned to become employed by the Customer. Customer further acknowledges and agrees that there is a substantial investment in business related costs incurred by Amergis in recruiting, onboarding, training, and employing Personnel, which necessarily includes recruiting, qualifying, credentialing, training, retaining, and supervising Personnel. In the event that Customer, or any Customer affiliate, subsidiary, department, division, School Work Site, or any other agent of Customer or agent acting on behalf of Customer solicits, hires, or employs any Personnel, Customer will be in material breach of this Agreement.

**Section 5.2 Conversion Fee.** To the extent allowed by applicable law, with advanced written notice of thirty (30) business days, Customer may hire or contract with any Amergis Personnel provided by Amergis once each Personnel has completed a minimum number of hours of work for Customer through Amergis, according to the Conversion Table below:



<b>Aggregate Hours Worked By Amergis Personnel for Customer in a Twelve (12) Month Period</b>	<b>Conversion Fee</b>
Prior to completing 350 hours	25 % of annualized starting salary
After Completion of 350 hours	20 % of annualized starting salary
After Completion of 700 hours	15 % of annualized starting salary
After Completion of 900 hours	10 % of annualized starting salary
After Completion of 1040 hours	5 % of annualized starting salary

**Section 5.3 Breach of Conversion of Personnel Section.** In the event that Customer hires or contracts with any Personnel but does not notify Amergis, the Placement Fee that applies is the lesser of 150% of the amount set forth above or the highest amount allowed by applicable law.

**Section 5.4 Compliance with Staffing Laws.** Amergis and Customer acknowledge that certain states have enacted, and in the future may enact, laws, rules and regulations governing Amergis, Customer and/or the Services contemplated by this Agreement (collectively, "State Staffing Laws"). Accordingly, the terms of the Agreement are hereby amended to the extent necessary to comply with applicable State Staffing Laws and any terms contrary to such State Staffing Laws are deemed void and unenforceable. If Customer has Worksites located in multiple states, the laws of the state in which that Worksite resides shall determine whether any State Staffing Law applies to such Worksite.

#### **ARTICLE VI. INVOICING, PAYMENT, AND TAXES**

**Section 6.1 Invoicing.** Amergis will supply Personnel under this Agreement at the rate(s) listed in the Statement of Work or Assignment Confirmations for this Agreement. Amergis will submit invoices to Customer every week for Personnel provided to Customer during the preceding week. Customer Invoices shall be submitted to the following electronic mail address or by the applicable agreed upon Timecard Application.

Invoicing E-mail:  
Invoicing Contact:  
Invoicing Address:

**Section 6.2 Payment.** All amounts are due and payable within thirty (30) days from the date of invoice. Amergis' preferred payment is via electronic payment (EFT). If Customer is unable to pay electronically, Customer will send all payments to the address set forth on the invoice. Amergis reserves the right to accept or deny payment via credit card on a case-by case basis. Customer will be responsible for an additional surcharge of the lesser of 4% or the maximum amount allowed under applicable law for administrative/processing fee on all accepted payments made via credit card. If any portion of an amount billed by Amergis under this Agreement is subject to a good faith dispute between the Parties, Customer shall give written notice to Amergis of the amounts it disputes ("Disputed Amounts") upon the discovery of the billing dispute and include in such written notice the specific details and reasons for disputing each item. Written notice of a dispute must be provided within fourteen (14) days from date



of invoice or the invoice amount is presumed to be valid. Customer shall pay by the due date all undisputed amounts, including, in the event of a billing rate dispute, the amount of the Services at the lower billing rate. Billing disputes shall be subject to the terms of Article XIII, Dispute Resolution.

**Section 6.3 Late Payment.** Payments not received within thirty (30) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.

**Section 6.4 Annual Rate Increases.** Customer agrees to and accepts annual rate increases at the percentage listed on "Attachment A" of this Agreement.

**Section 6.5 Customer Bankruptcy or Insolvency.** Customer agrees that in the event Customer files bankruptcy, (i) to the extent Amergis pays the salary and other direct labor costs of Personnel it provides to Customer and such amounts incurred within one-hundred eighty (180) days prior to bankruptcy are not paid by Customer to Amergis prior to bankruptcy, and/or (ii) Customer is the assignee of claims held by such Personnel against Customer for such amounts incurred within one-hundred eighty (180) days prior to bankruptcy, then Amergis has a claim against Customer in bankruptcy for the amount of such salary and other direct labor costs, which is entitled to a priority under 11 U.S.C. §507(a)(4). All pre-bankruptcy conduct, including amounts due and actions related to payment that could be brought by Customer are released.

**Section 6.6 Assurances.** In the event Amergis in good faith becomes concerned about impending bankruptcy or other insolvency by Customer, the Parties agree that Amergis may request in writing from Customer a prepayment deposit in the amount equal to the average of two weeks of Services, which Amergis may apply to outstanding invoices in the event that Customer fails to timely pay such invoices. Customer agrees to provide the requested prepayment deposit within five (5) days. In the event that Amergis applies the prepayment deposit in accordance with this Section at such time that concern about Customer's impending insolvency remains, Customer agrees to replenish the prepayment deposit within five (5) days of receipt of written notice of its application.

**Section 6.7 Transaction Taxes.** Customer shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by Amergis. If Customer provides Amergis with a valid tax exemption certificate in accordance with local laws covering the Services provided by Amergis, Amergis will not collect Transaction Taxes.

## **ARTICLE VII. RELATIONSHIP OF THE PARTIES**

**Section 7.1 Independent Legal Entities.** Amergis and Customer are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither Amergis nor Customer nor any of their respective agents or employees shall control or have any right to control the activities of the other Party in carrying out the terms of this Agreement.



**Section 7.2 Use of Contractors.** Amergis may utilize the services of Contractors if Customer (i) requests practitioners who are contracted with Amergis Locum Tenens, LLC in accordance with Article IX hereof; or (ii) in the event Customer makes a request for an urgent volume of staff and the use of Contractors is necessary to meet the requirements under this Agreement. Amergis will ensure that any Contractor Personnel provided to Customer by a Contractor will comply with the Personnel Requirements set forth in Section 3.2 and timely perform Services under this Agreement.

**Section 7.3 Conflict of Interest.** By entering into this Agreement, the Parties agree that all conflicts of interest shall and have been disclosed to the other Party for review in accordance with that Party's policies and procedures. A conflict of interest occurs when a Customer employee or Personnel has professional or personal interests that compete with his/her/their ability to provide Services to or on behalf of Amergis or Customer. Such competing interests may make it difficult for the Customer employee or Personnel to fulfill his/her/their duties impartially.

#### **ARTICLE VIII. TRAVEL DELIVERY AND ADDITIONAL OFFERINGS**

**8.1 Travel Delivery Services.** In addition to the Services outlined herein and any applicable Statement of Work, Amergis can provide travel delivery services through its national delivery hubs.

**8.2 Travel Personnel Coordination.** Amergis will be solely responsible for coordinating Travel Personnel's travel assignments to Customer including housing, payroll, and related functions. Amergis reserves the right to cancel the term of Travel Personnel with written notification to Customer. Amergis will endeavor to provide a qualified replacement for cancelled Travel Personnel within fourteen (14) days from the date of notification.

**8.3 Travel Personnel Expense Reimbursement.** The rates paid to Amergis by Customer for Travel Personnel include amounts to reimburse Amergis for Travel-Expense Payments Amergis makes to Travel Personnel. Amergis will provide Customer with sufficient information regarding such Travel-Expense Payments in accordance with section 274(d) of the Internal Revenue Code. Customer is subject to any applicable limitations on deduction under section 274 of the Internal Revenue Code and regulations promulgated thereunder.

**8.4 Per Diem Personnel.** Customer will use its best efforts to request Per Diem Personnel at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned Per Diem Personnel. All information regarding reporting time and assignment will be provided by Customer to Amergis at the time of the initial call.

**(a) Per Diem Personnel Short-notice Requests.** Amergis will bill Customer for the entire shift if an order for Per Diem Personnel is made less than two (2) hours prior to the start of the shift, as long as the Per Diem Personnel report for work within a reasonably prompt period of time under existing conditions after receiving notice of the assignment.

**(b) Per Diem Personnel Order Cancellation.** If Customer changes or cancels an order for Per Diem Personnel less than two (2) hours prior to the start of a shift, Amergis will bill Customer for two (2) hours at the established fee for each scheduled Per Diem Personnel. Amergis will be responsible for contacting Per Diem Personnel prior to reporting time.

#### **ARTICLE IX. ASSIGNMENT OR SUBCONTRACTING**



**9.1 Assignment or Subcontracting.** Amergis can assign or subcontract this Agreement with written notice to Customer. Should Customer request Locum Tenens providers from Amergis, the Parties shall enter into a separate Agreement, Statement of Work for Locum Tenens coverage, or Assignment Confirmation to define the scope and duration of Contractor Assignments.

(a) **Sunburst.** Should Customer request utilization workforce solutions, the Parties shall enter into a Master Services Agreement with Amergis' subsidiary, Sunburst Workforce Advisors, LLC. The terms set forth in the separate Master Services Agreement will govern the scope of work for the MSP services.

(b) **Locum Tenens division.** Amergis may utilize the services of Contractors if Customer (i) requests practitioners who are contracted with Amergis Locum Tenens, LLC ("Locum Tenens division"); or (ii) in the event Customer makes a request for an urgent volume of staff and the use of Contractors is necessary to meet the requirements under this Agreement.

#### **ARTICLE X. INSURANCE**

**Section 10.1 Amergis Insurance.** Amergis will maintain (at its sole expense), or require the Contractors it utilizes under this Agreement to maintain, valid policies of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, covering temporary staffing Services provided by Personnel. Amergis will provide a certificate of insurance evidencing such coverage upon written request by Customer.

**Section 10.2 Customer Insurance.** Customer will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Customer will give Amergis prompt written notice of any material change in Customer coverage. Customer shall name Amergis as an additional insured on its general liability policy.

#### **ARTICLE XI. INDEMNIFICATION**

**Section 11.1 Indemnification by Amergis.** Amergis agrees, at its own expense, to indemnify, defend, and hold harmless Customer and its parent, subsidiaries, Affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:

(a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Amergis' employees' negligent acts or omissions in the performance of Services under this Agreement; or

(b) any breach by Amergis of [Section 3.2](#) or [Section 3.3](#).

**Section 11.2 Indemnification by Customer** – Customer agrees, at its own expense, to indemnify, defend, and hold harmless Amergis and its parent, subsidiaries, affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:



- (a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Customer's employees' negligent acts or omissions in the performance of Services under this Agreement; or
- (b) any Transaction Taxes levied, assessed, or imposed by any taxing authority as a result of, or in connection with this Agreement, whatever the source and regardless of whether invoiced to or remitted by Customer.

**Section 11.3 Indemnification Procedures** – The Party seeking indemnification under this Article XI (the “**Indemnified Party**”) shall notify the other Party (the “**Indemnifying Party**”) promptly after the Indemnified Party receives notice of a claim for which indemnification is sought under this Agreement; provided, however, that no failure to so notify the Indemnifying Party shall relieve the Indemnifying Party of its obligations under this Agreement except to the extent that it can demonstrate damages directly attributable to such failure. To the extent permitted by law, the Indemnifying Party shall have authority to defend or settle the claim; provided, however, that the Indemnified Party, at its sole discretion and expense, shall have the right to participate in the defense and/or settlement of the claim, and provided further, that the Indemnifying Party shall not settle any such claim imposing any liability or other obligation on the Indemnified Party without the Indemnified Party's prior written consent.

## **ARTICLE XII. LIMITATION OF LIABILITY**

**Section 12.1 Limitation on Liability.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, RELIANCE OR SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES FOR LOST PROFITS, LOSS OF USE, BUSINESS INTERRUPTION, OR LOSS OF DATA IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT REGARDLESS OF THE FORM OF ACTION WHETHER IN CONTRACT, WARRANTY, STRICT LIABILITY OR TORT AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**Section 12.2 Cap on Damages.** THE TOTAL AGGREGATE LIABILITY OF EACH PARTY TO THE OTHER PARTY FOR DAMAGES UNDER THIS AGREEMENT OR OTHERWISE SHALL NOT EXCEED THE SUM OF ALL FEES PAID OR PAYABLE TO AMERGIS BY CUSTOMER UNDER EITHER THE APPLICABLE STATEMENT OF WORK OR FOR SERVICES RENDERED DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE MONTH IN WHICH SUCH LIABILITY AROSE, WHICHEVER IS LESS. MULTIPLE CLAIMS UNDER THIS AGREEMENT WILL NOT ENLARGE THIS LIMIT. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY EXCLUSIVE REMEDY HEREIN.

## **ARTICLE XIII. DISPUTE RESOLUTION**

**Section 13.1 Dispute Resolution.** Except as otherwise provided in this Agreement, any dispute between the Parties regarding the interpretation or enforcement of this Agreement or any of its terms shall be addressed by good faith negotiation between the Parties.



**Section 13.2 Dispute Resolution Process.** To initiate such negotiation, a Party must provide to the other Party written notice of the dispute that includes both a detailed description of the dispute or alleged nonperformance and the name of an individual who will serve as the initiating Party's representative in the negotiation. The other Party shall have ten (10) business days to designate its own representative in the negotiation. The Parties' representatives shall meet at least once within forty-five (45) days after the date of the initiating Party's written notice in an attempt to reach a good faith resolution of the dispute. Upon agreement, the Parties' representatives may utilize other alternative dispute resolution procedures such as private mediation to assist in the negotiations.

**Section 13.3 Inability to Resolve.** If the Parties have been unable to resolve the dispute within forty-five (45) days of the date of the initiating Party's written notice, either Party may pursue any remedies available to it under this Agreement, at law, in equity, or otherwise, including, but not limited to, instituting an appropriate proceeding before a court of competent jurisdiction.

#### **ARTICLE XIV. CONFIDENTIALITY AND USAGE OF DATA**

##### **Section 14.1 Confidentiality.**

- (a) **Amergis/Customer Information.** The Parties recognize and acknowledge that, by virtue of entering into this Agreement and providing Services hereunder, the Parties will have access to certain information, which may be considered confidential or trade secret information (collectively "Information") such that a Party may derive independent economic value, actual or potential, from the Information not being generally known to the public or to other persons or entities, which are not a party to this Agreement. This Information may include, without limitation, information with respect to the Party's customers, vendors, cost structure, and/or business strategy, or business methods at any time used, developed, or disclosed by the Party. Each of the Parties agree that neither it, nor its staff shall, at any time either during or subsequent to the termination of this Agreement, disclose the Information to others, use, copy, or permit the Information to be copied, except pursuant to duties for or on behalf of the other Party as defined within this Agreement. A Party may disclose the Information pursuant to a governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar request, provided that the other Party promptly notifies the non-disclosing Party, in writing of such request or demand for disclosure, and no later than within forty-eight (48) hours of receipt of such request, so that the non-disclosing Party, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Information.
- (b) **Disclosure of Amergis/Customer Partnership.** From time to time, Amergis lists or mentions its customers in its marketing, communication, and business initiatives barring any restrictions and obligations as set forth in Section 14.1(C) and/or Section 14.2 of this Agreement. Customer agrees that Amergis may disclose the partnership between Amergis and Customer, and use Customer's name for such marketing, communication, and business purposes and initiatives. The Parties will make all commercially reasonable efforts to facilitate and coordinate press announcements, press releases, and other joint-marketing efforts related to this Agreement and the Amergis /Customer partnership. If either Party reasonably objects to use or disclosure of said partnership in such initiative(s), the other Party may ask the Party that developed the marketing or promotional content to edit or adjust such materials, and such Party will not unreasonably disagree.



(c) **Student Information.** In the event that Amergis receives student information, which may include student financial or medical information (collectively “Student Information”), Amergis shall not disclose any Student Information for which Services are provided under this Agreement to any third-party, except where permitted or required by law or where such disclosure is expressly approved by Customer, Amergis, and if required, student in writing. Further, each Party and its employees shall comply with the other Party’s policies and obligations. Amergis may maintain and use Student Education Records to perform the Services under this Agreement and may disclose de-identified data to third parties in performance of services under this Agreement. If Amergis is provided access to students’ records, Amergis shall limit its personnel’s access to the records to those persons for whom access is essential to the performance of the Services under this Agreement. Amergis shall, at all times and in all respects, comply with the terms of the Family Rights and Privacy Act of 1974, as amended. Amergis reserves the right to retain any Student Education super for the length of time necessary to meet Amergis’ contractual and legal commitments.

**Section 14.2 Data Security.** Customer will be responsible for establishing and overseeing all access, maintenance, and transmission of Customer and Student data and information, including privacy and security measures required under Law, which may further be needed to maintain and protect the security of all Customer computer systems, networks, and/or data related to the Services under this Agreement. Customer will be responsible for providing all education and training to Personnel as it relates to Customer’s privacy and security measures and processes, including, without limitation the Customer’s processes and expectations for collecting, storing, securing, and transferring Customer or Student data and information accessed, collected, and maintained under this Agreement.

Customer acknowledges and understands and agrees that no Personally identifiable information (“PII”) or Protected Health Information (“PHI”) PHI will be relayed, transmitted, or otherwise provided to or stored by Amergis or Amergis Personnel, unless necessary to be provided in performance of Services under this Agreement. Customer further acknowledges that it will provide Amergis with deidentified data, whenever possible, including removal of direct identifiers. Customer shall indemnify and hold harmless Amergis, its directors, officers, shareholders, employees, and agents from and against any and all claims, losses, liabilities, costs and other expenses resulting from, or relating to, the negligent handling of PII or PHI, including the unauthorized use, access, or disclosure by Customer, its employees, agents, and subcontractors.

**Section 14.3 Aggregate Statistical Usage.** Customer acknowledges and agrees that Amergis will collect data related to the performance of the Services for the purposes of aggregation and the creation of a centralized benchmarking mechanism, such data does not contain student data or identifying student information. Notwithstanding anything to the contrary in this Agreement, Customer acknowledges and agrees that Amergis shall have a perpetual right to collect, use, and disclose the data collected relating to the Services and derived from Customer’s use of Amergis, Amergis Personnel, and Contractors affiliated with Amergis under this Agreement for the analysis, benchmarking, analytics, marketing, or other business purposes as long as all data collected is done in an anonymized aggregated manner, with Customer’s data aggregated with data of other Amergis customers, so as to be non-specific to any individual Customer.

**Section 14.4 Survival.** All obligations set forth in this Article XIV shall survive the termination of this Agreement.

#### **ARTICLE XV. TERMINATION**



**Section 15.1. Termination for Convenience.** Either Party may terminate this Agreement for any reason by providing at least thirty (30) days advance written notice of the termination date to the other Party.

**Section 15.2. Termination for Cause.** If payment default occurs, Amergis may terminate this Agreement upon seven (7) days advance written notice of the termination date to Customer.

**Section 15.3 Post Termination Obligations.** Termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

#### **ARTICLE XVI. GENERAL TERMS**

**Section 16.1 Non-discrimination.** Neither Amergis nor Customer will discriminate on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed Services, genetic information, or any other characteristic protected under applicable federal, state, or local law.

**Section 16.2 Compliance with Laws.** Amergis agrees that all Services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state, or local laws and regulations or applicable accrediting body standards are modified, Amergis reserves the right to notify Customer in writing of any modifications to the Agreement in order to remain in compliance with such law, rule, or regulation.

**Section 16.3 Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

**Section 16.4 Assignment of Agreement.** Customer may not assign this Agreement without the prior written consent of Amergis, and such consent will not be unreasonably withheld. Amergis may assign this Agreement without consent and/or notice for assignment to either: (i) an entity owned by or under common control with assignor, (ii) in connection with any acquisition of all of the assets or capital stock of Amergis, and/or (iii) a name change by Amergis.

**Section 16.5 Attorneys' Fees.** In the event either Party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such Party for Services provided, the prevailing Party shall be entitled to receive from the other Party, in addition to all other sums due, reasonable attorney's fees, court costs, and expenses, if any, incurred enforcing its rights and/or collecting its monies, including any fees and costs incurred on an appeal.

**Section 16.6 Notices.** Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier



which provides proof of receipt; and will be sent to the addresses below. Either Party may change the address to which notices are sent by sending written notice of such change of address to the other Party.

INDEPENDENT SCHOOL DISTRICT 273  
DBA Edina Public Schools ISD 273  
5701 Normandal Road,  
Edina Minnesota 55424

Amergis Healthcare Staffing, Inc. d/b/a Amergis  
Educational Staffing  
7223 Lee DeForest Drive  
Columbia, MD 21046  
ATTN: Contracts Department  
Email copy to: [contracts@amergis.com](mailto:contracts@amergis.com)

ATTN: Jody Remsing

COPY TO:  
Amergis Healthcare Staffing, Inc. d/b/a Amergis  
Educational Staffing  
6465 Wayzata Boulevard, St. Louis Park, MN,  
55426, United States of America  
ATTN: Ashley Lenmark

**Section 16.7 Headings.** The headings of sections and subsections of this Agreement are solely for reference only and will neither affect nor control the meaning or interpretation of this Agreement.

**Section 16.8 Merger.** This Agreement constitutes the entire contract between Customer and Amergis regarding the Services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. All terms of a later signed Agreement will supersede a prior signed Agreement. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document.

**Section 16.9 Amendment.** No changes and/or amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both Parties except as provided in Section 3.1(a), Section 16.2, and Attachment(s).

**Section 16.10 Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful, and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.



Customer and Amergis have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the Effective Date set forth above.

INDEPENDENT SCHOOL DISTRICT 273 DBA  
EDINA PUBLIC SCHOOLS ISD 273

AMERGIS HEALTHCARE STAFFING, INC. D/B/A  
AMERGIS EDUCATIONAL STAFFING:

*Stacie Stanley*

Signature of Authorized Representative

Signature of Authorized Representative

*Stacie Stanley*

Printed Name

Printed Name

*Superintendent*

Title

Title

*5-20-24*

Date

Date



**STATEMENT OF WORK  
ATTACHMENT "A"**

1. **Scope of Services.** Amergis is responsible for recruiting, screening, and hiring its Personnel as set forth herein to provide temporary staffing Services to Customer, with such Services provided by Personnel under Customer’s management and supervision at a Work Site or in an environment controlled by Customer. Upon Customer’s request for supplemental personnel, Amergis will use commercially reasonable efforts to provide Personnel to Customer. Customer shall communicate duties, shifts, unit assignments and other working details to Personnel during their Assignment.
  
2. **Length of Assignment.** Personnel will be assigned to the Customer specified Work Site(s) exclusively for at least 90 days or 13 weeks. If Per Diem Personnel are requested, Customer and Amergis will use commercially reasonable efforts to document the length of the assignment(s) in a Customer Assignment Confirmation.
  
3. **Personnel Requirements and Screening.** Amergis will supply Customer with Personnel who meet the criteria set forth in the Assignment Onboarding Attachment “B”. Amergis will provide Personnel who have the necessary and appropriate skills, education, knowledge and experience for the positions to be filled, subject to the approval of the Customer.
  
4. **Interview.** Customer may request to conduct a telephone interview with any Personnel candidate prior to the Services commencing. If Customer requests a face-to-face interview for Travel Personnel, Amergis will bill Customer for cost of travel, lodging, and reasonable per diem expenses.
  
5. **Bill Rates.** Bill Rates are agreed to between the Customer and Amergis for the following positions. If Customer and Amergis execute a subsequent Assignment Confirmation(s) per individual Personnel the Bill Rates in the Assignment Confirmation will apply to the named Personnel therein and for the timeframe indicated.

<b>Positions</b>	<b>Rate Type (per hour)</b>	<b>Rate \$ (per hour)</b>
Audiologist   Audiologist	Regular Rate Group	\$110.00
BCBA   BCBA School	Regular Rate Group	\$110.00
Behavior Tech   Behavior Tech School	Regular Rate Group	\$45.00
LPN   LPN - School	Regular Rate Group	\$65.00
Occupational Therapist   Occupational Therapist School	Regular Rate Group	\$85.00
Occupational Therapy Assistant   Occupational Therapy Assistant School	Regular Rate Group	\$60.00



Physical Therapist   Physical Therapist School	Regular Rate Group	\$85.00
Psychologist   Psychologist School	Regular Rate Group	\$110.00
RN   RN - School	Regular Rate Group	\$78.00
School Aide   School Aide School	Regular Rate Group	\$40.00
Social Worker   Social Worker School	Regular Rate Group	\$75.00
Special Education Teacher   Special Education Teacher School	Regular Rate Group	\$73.00
Speech Language Pathologist   Speech Language Pathologist School	Regular Rate Group	\$95.00
Speech Language Pathologist Assistant   Speech Language Pathologist Assistant School	Regular Rate Group	\$65.00
RN Certified Nurse   RN - Certified Nurse School	Regular Rate Group	\$85.00
General Education Teacher   General Education Teacher School	Regular Rate Group	\$68.00

\*The Travel Bill Rate (per hour) includes reimbursement by Customer for Travel-Expense Payments Amalgis makes to Travel Personnel.

6. **Out of School Time and Off-Site School Time Educational Services.** Rates charged for educational services rendered outside of school time or off-site during school time will be in accordance with the local and/or state regulatory wage laws. Overtime Rates are also charged for all hours worked in excess according to applicable state law.
7. **Annual Rate Increase.** Effective on the Agreement renewal date and every year thereafter, Bill Rates for all modalities listed above will be increased by three percent (3%) of Bill Rate(s).



- 8. **Weekend Rates.** Customer and Amergis may agree in individual Assignment Confirmations to Weekend Rates that differ from the Bill Rate. As applicable, Weekend Rates will apply to shifts beginning at 11:00 p.m. on Friday and will apply through shifts ending at 7:00 a.m. on Monday.
- 9. **Orientation.** Bill Rate(s) will be billed for all time spent in required Customer orientation.
- 10. **Overtime.** Overtime Rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is a one and one-half times (1.5x) multiplier of the Bill Rate for such hours, unless applicable state law requires a different multiplier.
- 11. **Holidays.** Holiday Rates will apply to all hours worked in the time period beginning at 11:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. The Holiday Rate is a one and one-half times (1.5x) multiplier of the Bill Rate for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

- 12. **Work Site.** This Statement of Work and underlying Agreement shall apply to the following Work Site(s) or Customer locations:

Work Site Name	Address	Work Site Contact
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- 13. **Invoicing.** Amergis will supply Personnel under this Agreement at the Bill Rates listed herein or in any Assignment Confirmation. Amergis will submit invoices to Customer every week for Personnel provided to Customer during the preceding week. The specified contacts for individual Work Sites is set forth below:

Work Site Name	Address	Work Site Invoice Contact
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- 14. **Changes.** Pursuant to Section 3.2 of the Agreement, the Parties agree that Changes may be made to this Statement of Work by execution of a subsequent Statement of Work(s) or Assignment Confirmation(s), or Change Request.
- 15. **On Call.** Hours for Personnel that are placed on call will be invoiced to Customer at the "On-Call Hourly Rate" as specified in herein, if applicable, and if called in will be billed at the overtime rate, unless a greater rate such as double time must be used under federal and/or state law.
- 16. **Construction.** Except as expressly set forth by this Statement of Work, the Agreement shall continue in full force and effect in accordance with the provisions thereof. Nothing in this Amendment to the Agreement is intended to modify, alter, reduce, or change the right or obligations in the Agreement executed except as expressly stated in this Statement of Work.



**ATTACHMENT "B"**  
**PRE-ASSIGNMENT SCREENING**

- a. **School Health Services, Related Services, and Special Education Personnel Requirements.** Amergis will supply Customer with School Health Services, Related Services and Special Education Services Personnel requested in Attachment "A" who meet the following criteria, if the role involves the provision of health and mental health services. These roles include, but are not limited to: RN Certified Nurse, RN, LVN/LPN, BCBA, Behavior Tech, Occupational Therapist, Occupational Therapy Assistant, Physical Therapist, Physical Therapist Assistant, Psychologist. Customer agrees any additional screening that may be required not listed herein, may take place following Personnel's placement. Amergis will:
- a. Conduct a criminal background screening in accordance with applicable law, including any state exclusion review as applicable;
  - b. Verify current license, registration, or certification for the Services to be provided, if applicable to role;
  - c. Verify skills checklist of competencies for the position and exam;
  - d. Verify that a current diagnostic Tuberculosis (TB) test or screening is on file, in accordance with state regulations;
  - e. Verify relevant professional and specialty experience, as requested by Customer;
  - f. Confirm Personnel are authorized to work;
  - g. Perform federal exclusion and abuse check(s) including but not limited to, List of Excluded Individuals/Entities (LEIE) and the Excluded Parties List System (EPLS) and the National Sex Offender Registry.
- b. **Education Personnel Requirements.** Amergis will supply Customer with requested school based professional Personnel as detailed in the Statement of Work performing school based services who meet the following criteria. These roles include but are not limited to the following: Special Education Teacher, Social Worker, School Counselor, Sign Language Interpreter, Admin Teacher Orientation and Mobility, Behavioral Classroom Aide (WA), Speech Language Pathologist. Customer agrees any additional screening that may be required not listed herein, may take place following Personnel's placement. Amergis will:
- a. Conduct a criminal background screening in accordance with applicable law, including any state exclusion review as applicable;
  - b. Receive proof of previous employment;
  - c. Verify, license, certification or certification, if applicable to the role;
  - d. Verify relevant professional and specialty expertise as requested by Customer;
  - e. Confirm Personnel are authorized to work;



- f. Perform federal exclusion checks including but not limited to, List of Excluded Individuals/Entities (LEIE), Excluded Parties List System (EPLS) and the National Sex Offender Registry.
- c. **Customer Criminal Background Report.** In the event that Customer requires its own criminal background screening, which may include fingerprinting, for Amergis Personnel, Customer shall provide Amergis with a copy of the results and/or report, or the “Clear” or “Not Clear” status. Providing first day instructions for Amergis Personnel following Customer required background screening will constitute a “Clear” status. Customer agrees that Personnel may begin assignment following completion of a successful Customer background screening.

V.P.2. Stepping Stones Group LLC



**Board Meeting Date:** June 10, 2024

**Title:** Agreement between Independent School District 273 and Stepping Stones Group LLC

**Type:** Consent

**Presenter(s):** Jody Remsing

**Description:** The purpose of this Agreement is to create an agreement between ISD 273 and Stepping Stones Group LLC in a contract for services

**Recommendation:** Approve the attached Contract Agreement with Stepping Stones Group LLC

**Desired Outcome(s) from the Board:** Approve the attached Agreement with Stepping Stones Group LLC

**Attachments:** Agreement for Services with Stepping Stones Group LLC



## AGREEMENT

This Agreement is made and entered on 5/06/2024, by and between The Stepping Stones Group LLC located at 225 West Washington, Suite 1140, Chicago, IL 60606, hereinafter referred to as “Contractor” and, Edina Public Schools, 5701 Normandale Rd, Edina, MN 55424 hereinafter referred to as “School District.” or “Client”. Client acknowledges the district representative who signs this agreement has full signing authority, and all agreed upon terms shall be binding. It is hereby agreed as follows:

**SERVICES, RATES AND BILLING:** Contractor agrees to provide the services, at the designated rates, as listed in Appendix A to this Agreement.

School District agrees to be billed (except during holidays) by Contractor for up to 40 hours per week for each of Contractor’s employees, unless agreed otherwise. No employee of Contractor will work above 40 hours per week without advanced authorization from both Contractor and the designated supervisor assigned by School District. Any hours worked that are considered overtime by state or federal law will be billed at 150% of bill rate. School District will not be billed during school closures and school holidays.

When Statutory Costs and other employee costs of living increase, Contractor will pass those increases along to School District with no mark-up. School District agrees to pay such increases at the same time as any billed fees pursuant to this Agreement. Statutory Costs include any costs and expenses of Contractor that are associated with Workers Comp, FICA, FUTA, SUTA, and incremental costs associated with the Affordable Care Act (ACA), among others.

**MATERIALS, HOURS, SUPERVISIONS:** School District will provide applicable materials and supervision to the Contractor’s employee unless otherwise agreed upon. Contractor’s employee in-session student day hours are guaranteed regardless of enrollment and or student absences. In the event changes to the caseload shall be made to maintain the agreed upon daily/weekly/assignment total hours, Client may reassign Contractor’s employee to another caseload upon mutual agreement.

**TRAVEL TIME & MILEAGE:** To the extent applicable, travel between schools will be considered billable time and the mileage will be billed at the current IRS mileage rate. No travel will be billed when work is completed at one site.

**PAYMENT TERMS:** School District will be billed every two weeks via email and agrees to pay all outstanding invoices within 30 days of receipt. School District agrees and understands that School District is billed on actual hours of service provided by the Contractor’s employee, based on the total hours listed on a biweekly timesheet. To ensure billing accuracy and timeliness, School District will complete the Billing Details just above the signature section of this Agreement.



A finance charge of 1.5% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by School District will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorneys' fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by School District. If payment of invoices is not current, Contractor may suspend performing further work.

**EMPLOYEE BENEFITS AND INSURANCE:** Contractor will be responsible for providing all employee benefits and insurance including Workers' Compensation coverage.

**NO SOLICITATION:** During the term of this Agreement and for a period of two years after the termination of this Agreement, School District agrees not to directly or indirectly contract with, offer employment to or hire any employee of the Contractor assigned to School District or any candidate submitted by Contractor to School District for consideration. School District agrees that if it directly hires any contracted employee provided by the Contractor or candidate submitted by the Contractor there is a one-time fee equal to 20% of the School District salary of that employee or candidate.

**CONFIDENTIALITY:** School District agrees not to provide the content information of this Agreement to any individual or an entity that may be considered a competitor of the Contractor. School District further agrees not to discuss or disclose any information pertaining to the contents of this Agreement including but not limited to fees/costs, duration, and terms, etc. to the Contractor's employee assigned to provide services to the School District. Disclosure of such information to the Contractor's employee will be considered a breach of this Agreement. Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients.

Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of School District's confidential information will be imputed to Contractor as a result of any of Contractor's employees having access to such information. The provisions set forth in the foregoing paragraph and this paragraph shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

**COOPERATION:** School District agrees to cooperate fully and to provide assistance to Contractor in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve any employees of Contractor.

**TERMINATION:** The term of the Agreement shall be one (1) year, commencing on the Effective Date **July 31<sup>st</sup> 2025**, and will automatically renew each year, on the anniversary date, unless terminated by either party in writing at least sixty (60) days prior to the anniversary date or unless otherwise terminated as provided herein. School District agrees not to terminate the Agreement until the end of the term unless (a) Contractor's employee assigned to School District is deficient in performance of the services hereunder or (b) any employee of Contractor assigned to School District commits an act of professional or ethical misconduct.



School District agrees to notify Contractor of any deficiencies in services or possible ethical or professional conduct as soon as School District becomes aware of such deficiencies or misconduct and further agrees to permit Contractor the opportunity to cure any deficiency or misconduct within thirty (30) days of such notice in lieu of termination of this Agreement. Contractor may terminate this Agreement (i) if School District discontinues operations or (ii) if School District fails to make any payments as required by this Agreement. Without cause termination requires thirty (30) days' notice. A cancellation fee equal to the scheduled in-session school days and hours of all shifts cancelled during this thirty (30) day period shall be billable. It is at the Client's discretion if the Contractor's employee services will be used during this cancellation period. If Client elects to have the Contractor's employee perform their scheduled hours during the thirty (30) day cancellation notice period, and Contractor's employee refuses to fulfill those hours, all hours refused to be fulfilled by Contractor's employee will not be billable.

**SCHOOL CLOSURES:** In the event there is an unexpected closure due to unforeseen circumstances (force majeure), and the district continues operating virtually, Contractor's employees shall be willing and prepared to work the regularly scheduled hours during this time. If school closures are due to "snow days" which are applied to be made up at the end of the school calendar year, Contractor's employee(s) must obtain prior district approval to conduct "remote non-student services" during the closure timeframe. Examples of remote work includes but is not limited to report writing, scheduling, other administrative duties, etc.

**INDEMNIFICATION AND LIMITATION OF LIABILITY:** To the extent permitted by law, Contractor will defend, indemnify, and hold School District and its parents, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from Contractor's breach of this Agreement; its failure to discharge its duties and responsibilities; or the gross negligence or willful misconduct of Contractor or Contractor's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

To the extent permitted by law, School District will defend, indemnify, and hold Contractor and its parents, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from School District's breach of this Agreement; its failure to discharge its duties and responsibilities; or the gross negligence or willful misconduct of School District or School District's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

As a condition precedent to indemnification, the party seeking indemnification will inform the other party within ten (10) business days after it receives notice of any claim, loss, liability, or demand for which it



**Assignment Confirmation Addendum**

This Addendum, made as of 5/6/2024 is between The Stepping Stones Group LLC ("Contractor"), and ("School District"). The purpose of this Addendum is to establish bill rate and billing information for the services listed below. All other terms and conditions to remain based on current contract.

**BILLING DETAILS:**

SSG Employee Name: Tamara Olawore

Specialty: Special Education Teacher

Billable Hours per Week: 14 hours

Hourly Bill Rate: \$125

Assignment Duration: 6/17/2024 – 7/18/2024

A/P Contact Name and Title: Jody Remsing, Director of Student Support Services

A/P Email & Phone Number: jody.remsing@edinaschools.org (952) 848-4960

Special Billing Instructions: email billing to Jody Remsing

Signed for Contractor:

Signature : \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed for School District:

Signature: Mert Woodard

Name: MERT WOODARD

Title: DIRECTOR, FINANCE & OPERATIONS

Date: MAY 13, 2024

Non-Solicitation: During the term of this Agreement and for a period of two years after the termination of this Agreement, School District agrees not to directly or indirectly contract with, offer employment to or hire any employee of the Contractor assigned to School District or any candidate submitted by Contractor to School District for consideration. School District agrees that if it directly hires any contracted employee provided by the Contractor or candidate submitted by the Contractor there is a one-time fee equal to 20% of the School District salary of that employee or candidate.



seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

The provisions in this section of the Agreement constitute the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution claim against the other party.

**JURISDICTION:** This agreement shall be governed by, construed, and is enforceable in accordance with the laws of the State of Colorado. Any action or proceeding relating to or arising out of this Agreement shall be commenced and heard in the State or Federal Court sitting in Colorado. Both parties hereby consent to the jurisdiction and venue of such courts.

**GENERAL:** No provision of this Agreement may be amended or waived unless agreed to in writing and signed by the parties. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.

**BILLING DETAILS FOR SCHOOL DISTRICT:**

Billing Contact Name/Title: Jody Remsing, Director of Student Support Services  
Billing Email/Phone: jody.remsing@edinaschools.org (952) 848-4960  
Mailing Address (for invoice): 5701 Normandale Rd., Edina, MN 55424

Special Billing Instructions:

Signed for Contractor:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed for School District:

Signature: Mert Woodard

Name: MERT WOODARD

Title: DIRECTOR, FINANCE & OPERATIONS

Date: MAY 13, 2024



**THE STEPPING STONES GROUP**  
Transforming Lives Together

**Corporate Office**

225 West Washington, Suite 1140

Chicago, IL 60606

Ph: 800-337-5965

Fax: 800-822-8287

[www.thesteppingstonesgroup.com](http://www.thesteppingstonesgroup.com)

V.P.3. Strategic Behavioral Solutions



**Board Meeting Date:** June 10, 2024

**Title:** Service Agreement between Independent School District 273 and Strategic Behavioral Solutions

**Type:** Consent

**Presenter(s):** Jody Remsing

**Description:** The purpose of this Agreement is to create an agreement between ISD 273 and Strategic Behavioral Solutions for therapy services

**Recommendation:** Approve the attached Service Agreement with Strategic Behavioral Solutions

**Desired Outcome(s) from the Board:** Approve the attached Service Agreement with Strategic Behavioral Solutions

**Attachments:** Service Agreement with Strategic Behavioral Solutions

# Strategic Behavioral Solutions

## Service Agreement

THIS AGREEMENT made and entered in this **May 24<sup>th</sup>, 2024** by and between **Strategic Behavioral Solutions**, PO Box 276, Mount Pleasant, SC 29465, hereinafter referred to as the **Provider** and **Edina Public Schools, 5701 Normandale Road, Edina, MN 55424** hereinafter referred to as **LEA**.

### Witnessed:

#### I **The LEA, hereby agrees to:**

- A provide access to appropriate records for the purpose of determining individual student needs.
- B pay the **Provider** at the rate of **\$135.00 per hour** for contracted services from **July 1<sup>st</sup>, 2024** through **June 30<sup>th</sup>, 2025**. Terms are DUE ON RECEIPT.
- C to hold all provisions of this **Agreement** in confidence and to refrain from disclosing any of such provisions to any third party unless already publicly known or unless such disclosure is required by law.
- D Notwithstanding any other provision in this contract, the **LEA** remains responsible for ensuring that any service provided pursuant to this **Agreement** complies with all pertinent provisions of federal, state, and local laws, rules and regulations.

#### II **The Board Certified Behavior Analyst hereby agrees to:**

- A provide appropriate support services to students identified as needing services.
- B consult with the Director of Special Education, special education teachers, Director of Behavioral Services, principal, and other appropriate staff to ensure programs are carried out correctly.
- C submit an authorized monthly accounting of the activities of the Board Certified Behavior Analyst detailing the dates covered by the billing.

#### III **The LEA and Strategic Behavioral Solutions hereby mutually agree:**

- A that amendments to or dissolution of the Agreement may be made during the term of the Agreement by written approval of each and both parties hereto. It is further agreed that upon dissolution, the **LEA's** financial consideration shall be on the actual costs incurred during the term of this Agreement at the time of termination.
- B that any modifications to this agreement must be written and signed by both parties. If collection activities are necessary, the **LEA** agrees to pay all the expenses thereof, including reasonable attorney's fees. The **LEA**

consents to the jurisdiction of the courts of the State of South Carolina and agrees that its laws shall govern our relationship.

**IV Term of Agreement:**

This agreement is entered into the aforementioned date and shall remain in force and is mutually binding upon the parties hereto from the period of **July 1<sup>st</sup>, 2024 to June 30<sup>th</sup>, 2025** unless sooner amended or terminated by either party in writing with a thirty-day advanced notice.

**V Non-Competition:**

The **LEA** acknowledges that the therapists provided by **Strategic Behavioral Solutions** are under the engagement of **Strategic Behavioral Solutions** and as such cannot be hired directly or contracted directly for a period of twelve (12) months after the termination of this agreement.

**VI Nondiscrimination:**

The parties hereto acknowledge that nothing in this agreement shall be construed to permit discrimination based on race, color, national origin, handicap, religion, age, sex, or any other characteristic protected by law Title VI of the Civil Rights Act of 1964, as amended, or any other federal laws. Further, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act require that no otherwise qualified individual with a handicap shall solely by reason of the handicap, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in a facility certified under the Medicaid and or Medicare programs.

**VII Insurance:**

**Provider** shall, during the life of the Agreement, purchase and maintain insurance coverage with the minimum limits as follows:

I. **Workers Compensation** - as required by the Minnesota Statute.

II. **General Liability Insurance:**

- General Aggregate Limit - \$2 Million
- Personal Injury Limit - \$1 Million
- Each Occurrence Limit - \$1 Million

III. **Professional Liability Insurance** - with limits of \$1 Million each Occurrence / \$3 Million aggregate.

**Provider** will provide the **LEA** with proof of insurance.

**VIII Indemnification:**

The **LEA** and its agents, employees, or invitees agree to save, indemnify and hold **Strategic Behavioral Solutions** harmless from any injury or damage that may result to any person or property by or from any act or omission to act by the **Board Certified Behavior Analyst** or the **Board Certified Behavior Analyst's** agents, employees, or invitees from any cause or causes

whatsoever arising from or concerned with the **Board Certified Behavior Analyst's** performance under this **Agreement**.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

Josh Duncan  
**Provider**  
**Josh Duncan**  
**Managing Director**  
**Strategic Behavioral Solutions**

Matt Woodard  
**LEA**  
**Edina Public Schools**  
**MATT WOODARD**  
**DIRECTOR, FINANCE & OPERATIONS**

## VI. Discussion

VI.A. Edina Strategic Plan Core Planning Team  
Overview



**Board Meeting Date:** 6/10/2024

**Title:** Edina Strategic Plan Core Planning Team Overview

**Type:** Discussion

**Presenter(s):** Dr. Stacie Stanley, Superintendent; and Paula O'Loughlin, Consultant, PartnerED

**Description:** District staff, students, and community members met for two days in April to visit schools and programs, receive reports, monitor, assess and provide feedback on District progress towards meeting our Strategic Plan outcomes and benchmarks.

**Desired Outcomes from the Board:** Review presentation in advance and develop any questions you might have.

**Attachment(s):** Edina Strategic Plan Core Planning Team Process Presentation

April 4 and 11, 2024

# 2020-2030 STRATEGIC PLAN CORE PLANNING TEAM

## Edina Public Schools Executive Summary



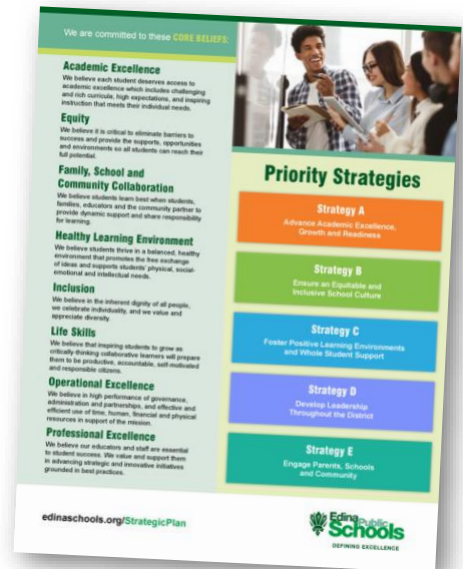


## OVERVIEW

A strategic plan is a roadmap for the future that guides the school board and administration forward to assist in meeting the goals of the district. It is important to note that this strategic plan was approved in June of 2020, and due to the pandemic, it was extended to 2027 in September of 2021. After receiving feedback from the 2023 Core Planning Team, the plan was extended from 2027 to 2030 (the original plan was for 2020 – 2025.) The 2020 – 2030 Edina Public Schools Strategic Plan was developed through the following participative planning process:

**Stakeholder Input:** Meetings and surveys were conducted to seek perspective and advice about the status and future needs of the district from parents, students, teachers, staff, and district community members.

- **Data collection:** Key information from various sources were gathered to inform future directions including a District Overview, Peer District 2020-2025 Comparisons, and National Trends and Issues.
- **Directions Development:** Based on the findings and conclusions of the stakeholder input and data collection, the School Board worked with staff input to draft the 2020 – 2025 Edina Public Schools directions, including the mission, vision, values and beliefs, and priority strategies.
- **Approval of Strategic Directions:** The Edina Public Schools Draft Strategic Directions were approved at the June 2020 School Board meeting including the mission, vision, core values and beliefs, priority strategies and expected outcomes.
- **Implementation Plan Development:** Staff leaders worked with the School Board to develop an action roadmap for achieving the strategic directions including:
  - **Actions:** Specific short and long-term initiatives and action steps
  - **Resources:** Projection of time, human, physical and/or financial resources to support action
  - **Process metrics:** Benchmarks for measuring implementation progress and success.





## STRATEGIC PLAN CORE PLANNING TEAM DESIGN AND PROCESS

For the third consecutive year, Superintendent Dr. Stanley worked in collaboration with PartnerED to design an interactive, immersive experience for a diverse group of community stakeholders who are referred to as the Strategic Plan Core Planning Team.

- On April 21 and 22, 2022, the Strategic Plan Core Planning Team met for their inaugural meeting to receive yearly updates on the progress in the implementation of the district's Strategic Plan.
- This year, the Core Planning Team reconvened on April 4 and 11, 2024 to once again receive and analyze information provided by district leadership to determine the extent to which the school district is on track to meet its timelines and with the intent of the plan.

New this year were site visits throughout the district. This experiential opportunity for the Core Planning Team gave members a chance to see the district's Strategic Priorities in action. Team members were assigned to different groups where they visited Concord Elementary, Countryside Elementary, South View Middle School, Valley View Middle School, the Early Learning Center, and the Career Technical Education (CTE) programming at Edina High School. Team members had the opportunity to observe, ask questions, and to engage directly with staff and students at each site.

Each team member was given a journal in which they recorded their answers to the following questions at each site visit:

- What stood out for you?
- What might you need a better understanding about?
- What might we celebrate?


The Core Planning Team came back together after the site visits to share their initial reactions and proceeded to work in small groups. Groups were intentionally designed to ensure voices and perspectives from all site visits were represented. Through a process facilitated by PartnerED, small groups had the opportunity to discuss, process and make connections to their collective reflections.

The Core Planning Team regrouped as one, and each small group had the opportunity to share Important Takeaways from their site visits.




# SUMMARY OF IMPORTANT TAKEAWAYS FROM APRIL 4, 2024 SITE VISITS


Collectively, the Core Planning Team identified Important Takeaways from the site visits which are summarized below:



**CORE PLANNING TEAM**  
 IMPORTANT TAKEAWAYS FROM APRIL 4, 2024




---




**AGENCY**

- Developing independent learners
- Student Agency
  - Decisions
  - Leadership
  - Choice/flex
- Staff
  - Continuous learning opportunities
  - Collaboration
  - Curriculum resources




**INCLUSIVE PARTNERSHIPS**

- Sense of belonging for students, staff, and families
- Strong partnerships with families at all levels
- Parents and families are welcome, involved and active in our schools
- Multiple voices and perspectives are represented



**CONTINUITY**

- Highly effective, evidence-based curriculum
- Continuity in programming
- Vertical and horizontal alignment
- Literacy integration



**EXCELLENCE IN INSTRUCTION**

- Instructional excellence across all levels
- Personalized and differentiated instruction to meet the needs of all learners
- Application of Professional Development (ASPIRE, LETRS)
- Resources available for our educators

For the 3<sup>rd</sup> year in a row, the Core Planning Team also had the opportunity to hear from district leadership, staff, and students about the ongoing efforts and progress made toward the district’s Priority Strategies. Throughout each presentation, team members used the same reflection questions that they used at their site visits.



The Core Planning Team then began to synthesize all the information from the following data points: school district site visits, Strategic Priority presentations as well as the 2023-24 Executive Summary – Strategic Plan Priority Efforts, provided by Dr. Stanley and her leadership team. The Core Planning Team once again engaged in the SOAR process to identify the strengths, opportunities, aspirations, and results that were important to them as related to the strategic priorities.



# SOAR ANALYSIS

A **strengths, opportunities, aspirations, results (SOAR)** analysis is a strategic planning tool that focuses an organization on its current strengths and vision of the future for developing its strategic goals.

## STRENGTHS

What EPS does well; strengths also include key assets, resources, and accomplishments

- What are we most proud of?
- What makes us unique?
- What do we provide that is world class?
- What strengths are most valuable in our marketplace?

## OPPORTUNITIES

Circumstances that EPS can leverage so each and every student can discover their possibilities and thrive

- What partnerships would benefit even more of our students?
- What threats do we see that can be reframed as opportunities?
- What needs and wants are we currently not fulfilling for our internal and external stakeholders?

## ASPIRATIONS

An expression of what we want EPS to be and achieve in the future

- What do we want to achieve in the future?
- What are we passionate about?
- What strategies and actions will support our best future school district?
- How can we continue to make a difference?

## RESULTS

Tangible outcomes and measures that demonstrate we've achieved our goals and aspirations

- What measures will tell us we are on track to achieve at our highest levels?
- How do we translate our vision into tangible outcomes?
- How do we know when we've achieved our goals?

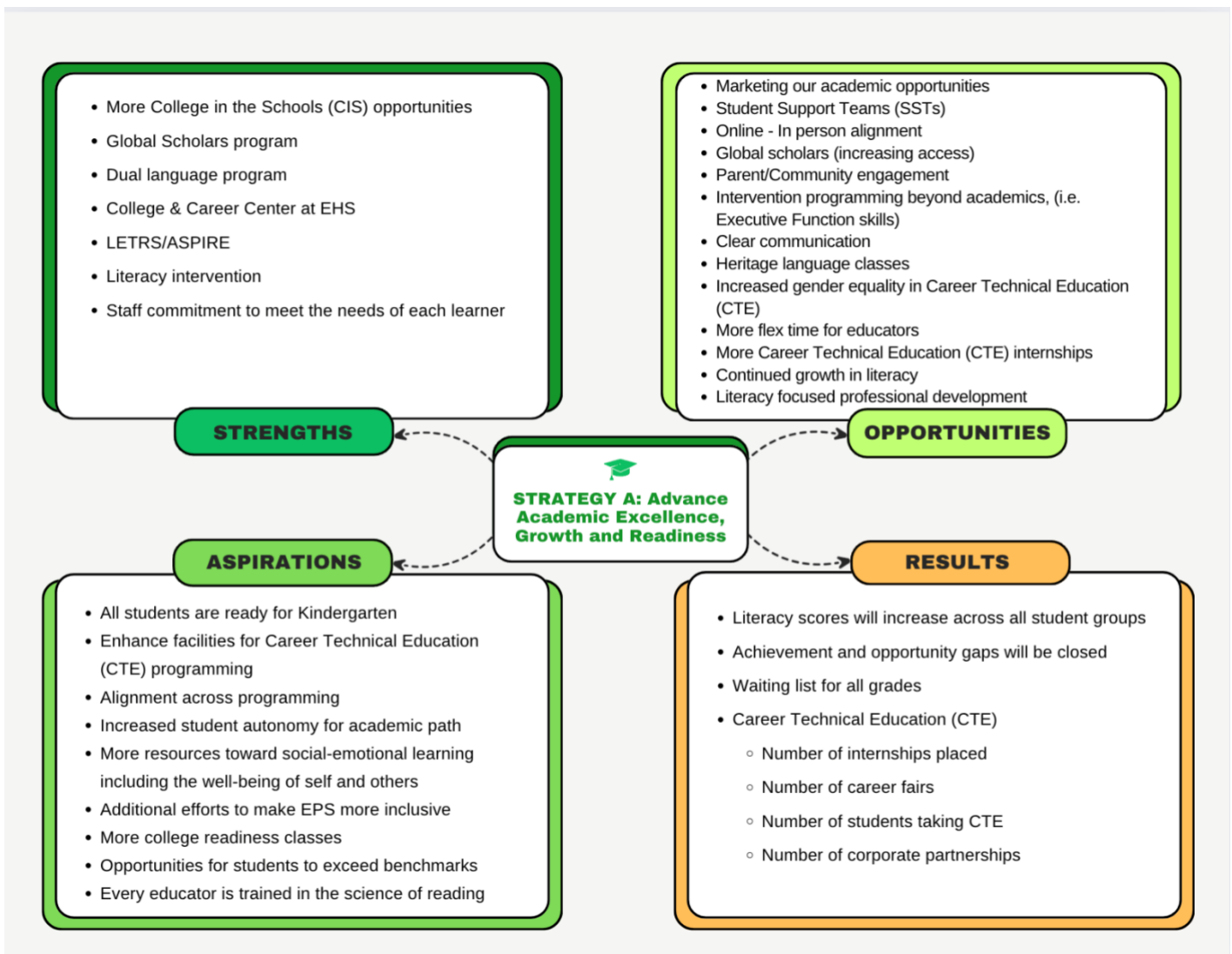


# PRIORITY STRATEGIES

The Mission and Vision will be achieved by taking action on the following priority strategies:

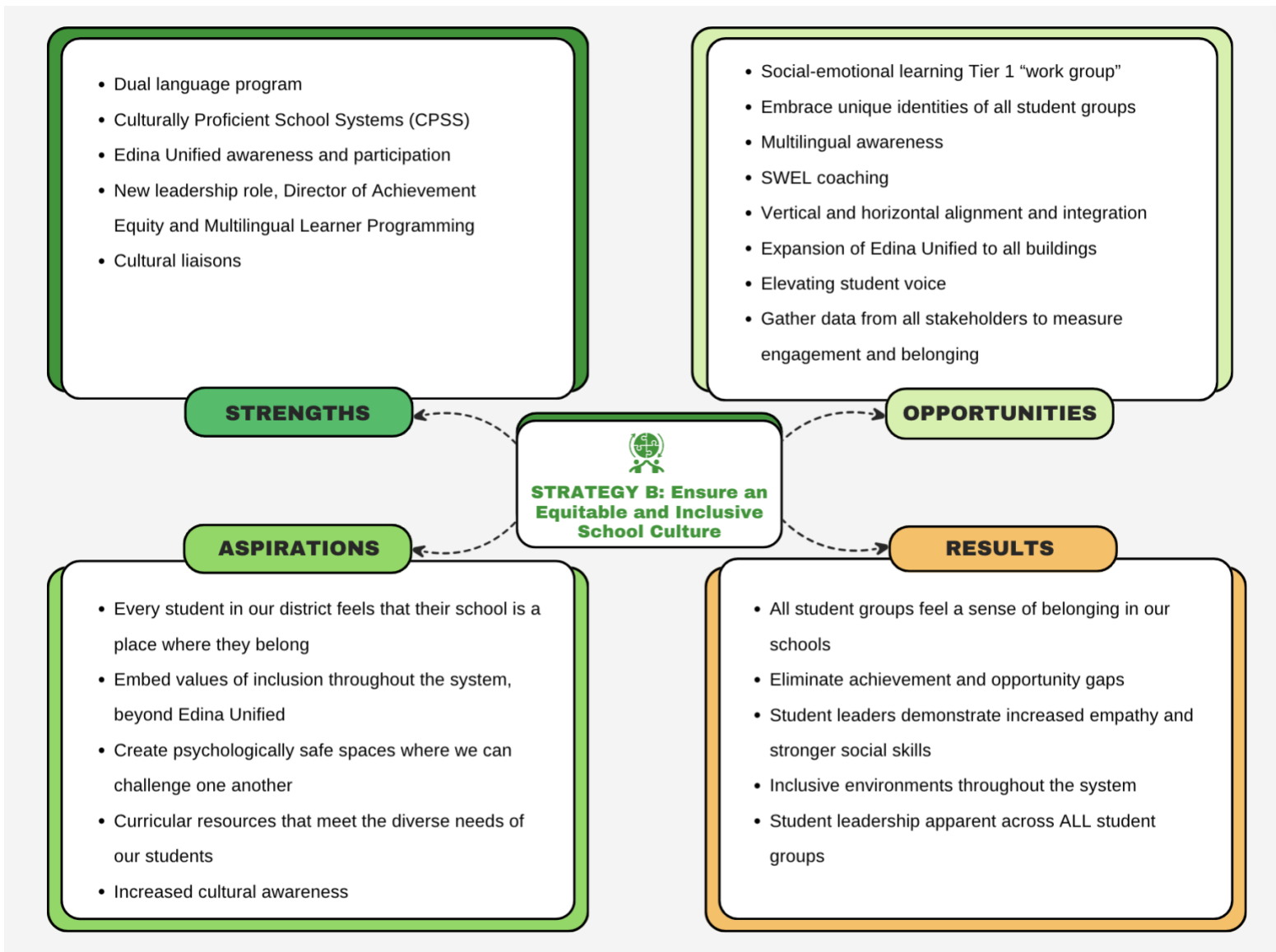
## **Strategy A: Advance Academic Excellence, Growth and Readiness**

Edina Public Schools provides our students with access to a comprehensive curriculum that develops critical thinking skills and dispositions, and assures students are ready for their next level and the challenges and opportunities in the next phase of life.



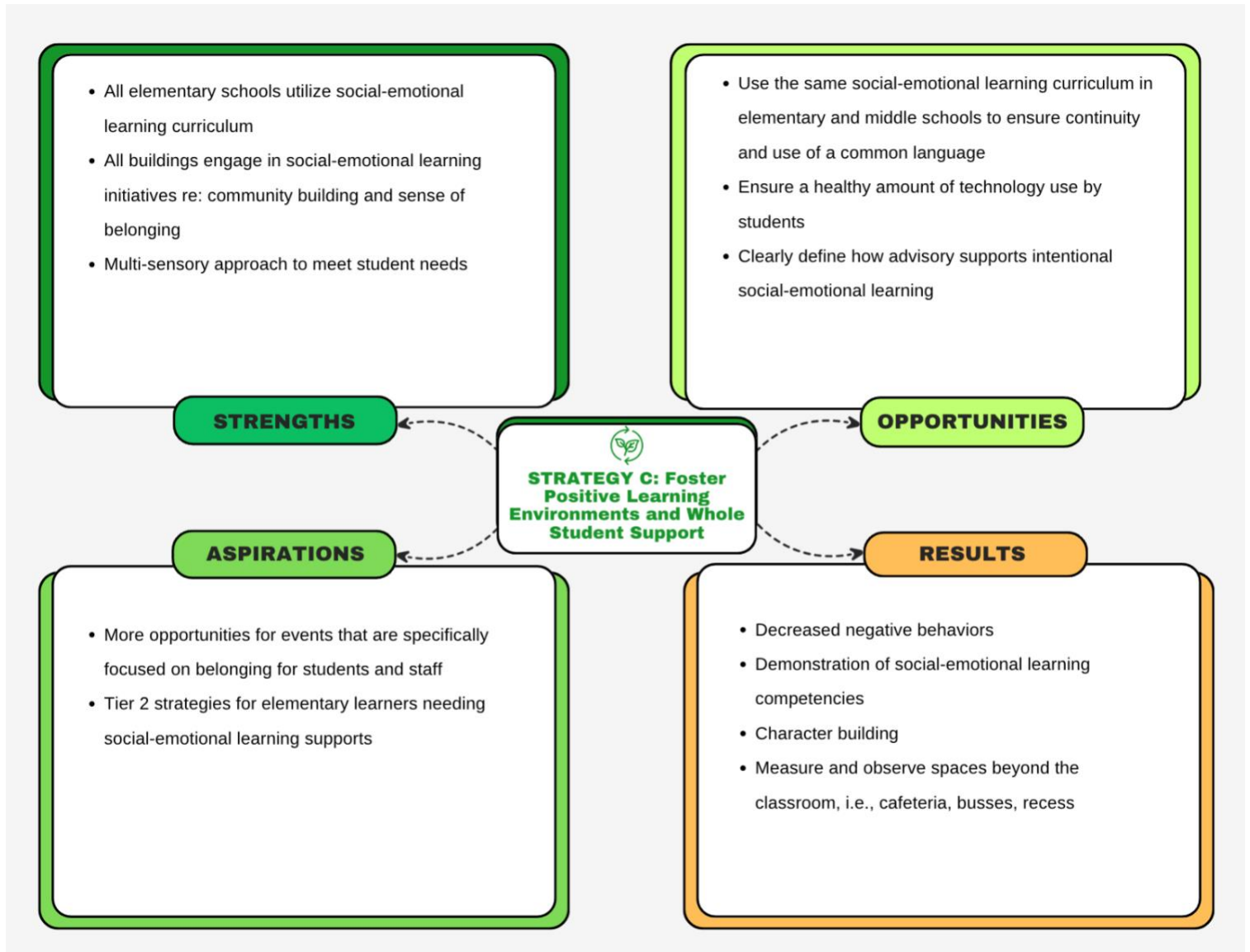
## **Strategy B: Ensure an Equitable and Inclusive School Culture**

EPS welcomes, respects, supports, and values everyone so students can learn effectively, develop a deeper understanding of complex issues and become empowered to contribute to the school community.



## Strategy C: Foster Positive Learning Environments and Whole Student and Staff Wellness Support

EPS fosters a caring school environment where students and staff feel safe physically and emotionally, in order to be fully engaged in their academic/professional, personal, and social growth.



## Strategy D: Develop Leadership Throughout the District

Edina Public School Schools continuously develops innovative, committed, and exemplary leadership at all levels and from all constituencies, students, and adults.



## **Strategy E: Engage Parents, Schools, and Community**

Edina Public Schools works in partnership with parents, students, staff, alumni, and community to serve as a reflection of Edina’s strong commitment to education.





## SOAR ANALYSIS

After completing the SOAR analysis for each strategy, participants reviewed the collective strengths, opportunities, aspirations, and results across all five strategies. Team members were then asked to identify key themes of each component of the SOAR analysis (key themes from all the strengths, opportunities, aspirations, and results) and respond to the following prompts:

- What celebrations do we highlight?
- What might we recommend?

The results shown below are suggestions for district administration to consider as they continue to plan the next steps of implementation for the Strategic Plan.



## CELEBRATIONS

- Our students
- Embracing diversity and inclusion
- Expansion of Edina Unified
- LETRS: Curriculum, training, and the dedication of teachers
- Communication and marketing
- The intentionality of our collective work, both in depth and breadth
- New role of Director of Achievement Equity and Multilingual Learner Programming
- Elevating student voice
- The systems that have been put into place throughout the district
- Dual language program
- Our staff



## **RECOMMENDATIONS**

- Increased awareness and access for more students to be able to benefit from the many opportunities that Edina Public Schools
- Increased support for students at all levels to navigate the options and choices that are offered and available
- Increased awareness and responsiveness to cultural differences that may prevent students and families from knowing about the opportunities that exist in Edina Public Schools
- Identify opportunities to be more intentional in our efforts for Strategy B: Ensure an Equitable and Inclusive Culture
- How do we elevate and replicate the great work that is currently happening?



## KEY MESSAGES FOR COMMUNITY

- Our Strategic Plan extends beyond just a vision and includes very specific action steps that are being taken to accomplish the district’s goals
- The Edina Public School district is committed to staying accountable and recognizes the need for continuous improvement
- By continuing to center the voices of students, families, and staff, we can work together to maximize the impact of the work that is being done





## 2024 Committee Members

**Abduraham Mohamed**

Edina High School  
Student

**Allison Knoph**

Concord  
Grade 5

**Anne Marie Leland**

District Office  
Cabinet

**Anushka Narielwala**

Edina High School  
Student

**Bethany Van Osdel**

District Office  
AD, T&L

**Blanca Diaz de Leon**

DW  
Cultural Liaison

**Cara Rieckenberg**

Highlands  
Principal

**Carlene Bray**

Creek Valley  
Kindergarten

**Carmela Cadja**

Edina High School  
Student

**Catalina Carrasco**

Countryside & South View  
Parent

**Chris Holden**

Normandale  
Principal

**Daphne Edwards**

District Office  
Cabinet

**Erica Allenburg**

DW  
Board member

**Farhiya Omar-Samatar**

DW  
Cultural Liaison

**Frannie Becquer**

District Office  
Cabinet

**Jacob Leiker**

South View  
Student

**Jan Lubar**

Edina High School  
Parent

**Jason Dockter**

EME  
Union President

**Jodi Ramirez**

Edina High School  
PLTW

**Jody De St. Hubert**

District Office  
Cabinet

**Jody Remsing**

District Office  
Cabinet

**Karen Bergman**

Countryside  
Principal

**Karen Gabler**

DW  
Board member

**Katie Higgins**

Valley View  
Grade 6

**Lynnea West**

Normandale  
Media

**Mert Woodard**

District Office  
Cabinet

**Morgan Johnson**

Countryside  
Grade 1

**Natalia Wegner**

Edina High School  
English language

**Olive Ni**

South View  
Student

**Paul Paetzel**

Edina High School  
Principal

**Randy Smasal**

District Office  
Cabinet

**Sayali Amarapurkar**

DW  
Cultural Liaison

**Sharmarke Yusuf**

Valley View and EHS  
Parent

**Sonya Sailer**

District Office  
Cabinet

**Stacie Stanley**

District Office  
Superintendent

**Stephanie Pierce**

Valley View  
Parent

**Thuy Anh Fox**

Concord & South View  
Parent

**Traci Mercado**

Edina High School  
Parent

**Tricia Pettis**

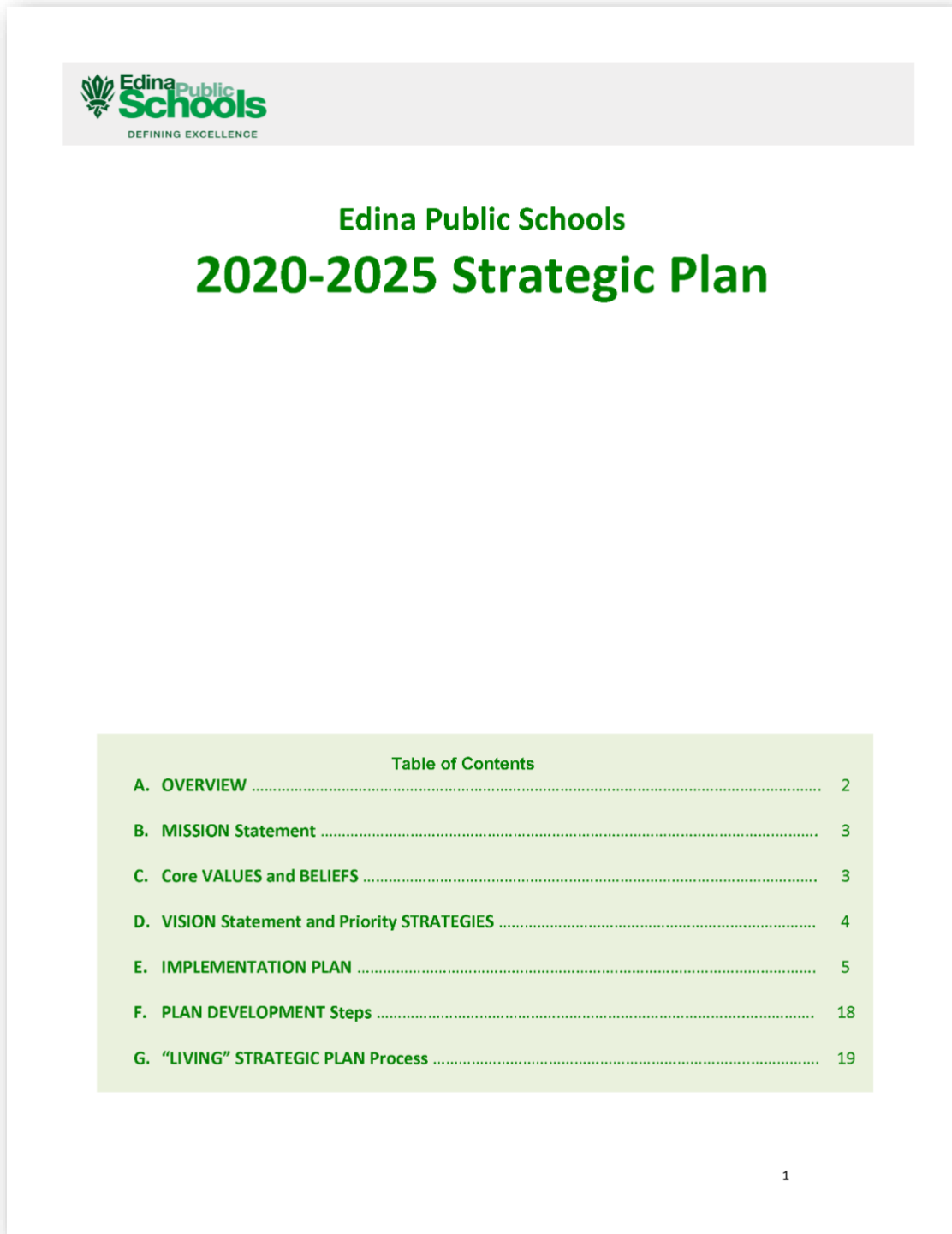
South View  
Principal


**Zoya Hasan**

Edina High School  
Student

# **SUPPLEMENTAL DOCUMENTS**

**2020-2025 Strategic Plan (click graphic to expand view)**



 **Edina Public Schools**  
DEFINING EXCELLENCE

**Edina Public Schools**  
**2020-2025 Strategic Plan**

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1

## Strategic Plan Gantt Chart



### Strategic Plan Gantt Chart



<b>Strategy A: Advance Academic Excellence, Growth and Readiness</b>							
<b>Edina Public Schools provides our students with access to a comprehensive curriculum that develops critical thinking skills and dispositions, and assures students are ready for their next level and the challenges and opportunities in the next phase of life.</b>	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
A1. Design and deliver curriculum, instruction and assessment focused on content rigor, critical thinking, student engagement and continuous improvement to assure academic achievement and student growth.							
A2. Provide a coherent and differentiated educational experience that effectively engages, appropriately challenges every student academically.							
A3. Provide expanded, timely and effective interventions for students based on data and individual needs, through all school phases, Pre-K- 12 and throughout the school year.							
A4. Implement a review of all literacy programs at EPS.							
A5. Provide robust early childhood education.							

<b>Strategy B: Ensure an Equitable and Inclusive School Culture</b>							
<b>EPS welcomes, respects, supports and values everyone so students can learn effectively, develop a deeper understanding of complex issues and become empowered to contribute to the school community.</b>	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
B1. Create learning environments and curricula that enable staff and students to learn from and reflect on their own and others' experiences; explore multiple perspectives; practice civil discourse; encourage empathy; create interpersonal connections and embrace diverse identities.							
B2. Create a school culture that enhances learning and fosters a sense of belonging for all students through our values of Integrity, Compassion, Courage, Commitment, Appreciation and Responsibility.							
B3. Support equity by identifying and eliminating structural barriers to success.							
B4. Support and retain quality, culturally competent staff with increasingly diverse backgrounds, experiences and perspectives.							

<b>Strategy C: Foster Positive Learning Environments and Whole Student Support</b>							
<b>EPS fosters a caring school environment where students feel safe physically and emotionally, in order to be fully engaged in their academic, personal and social growth.</b>	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
C1. Ensure students acquire and apply the social emotional competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making to promote student wellness.							
C2. Assure students have the opportunity to participate in robust extracurricular and co-curricular opportunities.							
C3. Provide students with skills for healthy lifestyles including living effectively with technology and ensure access to participate in K-12 wellness programs.							
C4. Create environments that are conducive to learning and facilitate constructive student interaction.							
C5. Increase the mental health support provided by caring adults.							
C6. Complete a comprehensive review of technology used by students and staff.							

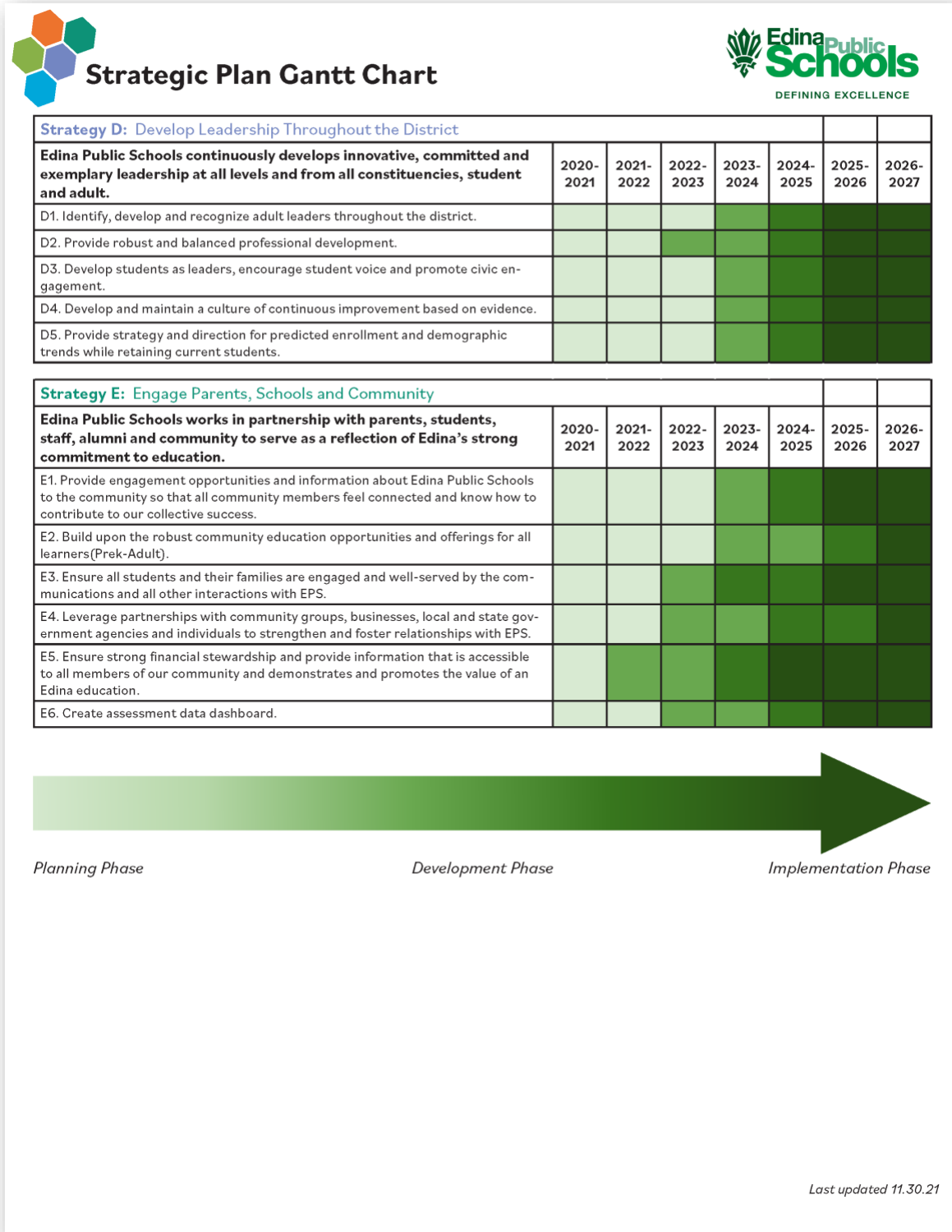


Planning Phase

Development Phase

Implementation Phase

Strategic Plan Gantt Chart (continued)



VI.B. Media Specialists Board Update



**Board Meeting Date:** 6/10/2024

**Title:** Media Specialists Board Update

**Type:** Discussion

**Presenter(s):** Dr. Randy Smasal, Assistant Superintendent; Nathaniel Lindley, Director of Media and Technology Services; and Matt Flugum, Digital Learning Coordinator

**Description:** The purpose of this report is to provide a board update on the roles and responsibilities of Edina Public School Media Specialists for the 2024-25 school year and to share the staffing model that was solidified through numerous meetings with principals and media specialists.

**Recommendation:** This presentation is an informational update for the board. No recommendation or decision is being asked of the board at this time.

**Desired Outcome(s) from the Board:** Please bring forth questions you have for the presenters.

**Attachment(s):**

- See additional information attached to this resolution

The following board update report is organized into these sections:

- Background Information
- Process

## **Background Information**

The [budget containment proposal A1](#) that included the reduction of media specialist staffing from 9.0 to 7.5 fte was approved by the school board on March 4, 2024. District leadership partnered with principals and media specialists to evaluate various media specialist staffing models. Information was collected regarding other neighboring district's media specialists staffing models. A final EPS model was developed to be implemented for the 2024-2025 school year. The model will be evaluated during the school year and assessed for needed adjustments beyond 2024-25.

## **Process**

We developed a set of parameters to identify acceptable and non-acceptable means to guide the options for staffing assignments that would align with program goals. Three main considerations were used to ground the work;

- structural (enrollment, course sections, building and travel, consistency at the site),
- programmatic (strategic directions A.1, A.2, B1, C.4, alignment of student experiences, digital literacy and steam)
- and professional (the teacher contract, PELSB guidance, media specialist job description, media programming models).

Next, district leadership utilized an IROD (Webb, 2022) decision making framework to guide the conversations through information, reactions, options and decision making.

Discussions and feedback sessions were held multiple times with various stakeholders including Media Specialists, Human Resources, District Leadership, Teaching & Learning leadership, Principals, and EME representation.

- On April 15, an IROD decision making framework session with all Principals led to a staffing allocation model of 3.0 fte at Secondary and 4.5 fte at Elementary.
- On April 19th, an initial staffing design model was shared with Media Specialists. The change in staffing at our Elementary schools with 4.5 fte was presented and potential iterations of a staffing schedule were developed.
- Based on the number of elementary classroom sections at each grade level, it was agreed that each elementary school would receive either 0.8 fte or 0.7 fte of Media Specialist support. This requires some schools to have more than one specialist to support the program and some specialists will be needed to work at more than one school.

The Media program model will include:

- Elementary schools will receive 3.5 - 4 days of media specialist services each week. (Note: Media centers will remain open and accessible when media specialists are not present. A combination of Media Clerks and Technology Paraprofessionals will help support the weekly schedule.)
- Secondary schools will receive 5 days of media specialist services each week
- Staffed media centers (Media Specialists, Media Assistants, Technology Paraprofessionals) will be accessible to teachers and students every day.
- Effective media resource management and administration will include the curation of physical and digital book collections alongside curation, teaching, and training on Information Resources (Databases and Research)
- Alignment and coherency of student media experiences across K-12
- Advancement of specific elements tied to the strategic plan for:
  - Digital Citizenship Integration and Information Literacy K-12
  - STEAM and Computer Science K-5

### **Next Steps**

With the staffing allocation decision completed, the Media Specialist team continues to work on variations of the daily schedule to align student learning outcomes and media practices.

The Media programming oversight will be provided by the Teaching and Learning Department. An evaluation process will be developed to determine how this model addresses the programming goals given the structural and professional parameters to determine areas for continuous improvement.

### **Reference:**

Webb, D. (2022). *Homerun Leadership: Your Guide to Better, Faster Team Decisions*. USA.

VI.C. Legislative Action Committee (LAC) 2023-  
2024 Recap



**Board Meeting Date:** June 10, 2024

**Title:** Legislative Action Committee (LAC) 2023-24 Recap

**Type:** Discussion

**Presenter(s):** Legislative Action Committee (LAC)

**Description:** In January, 2022, the Board approved a three-year plan to integrate the LAC into Board responsibilities and work in partnership with the District. In addition, advocacy efforts on behalf of our schools also work to meet priorities outlined in the District's Strategic Plan Strategy E.

**Edina Public Schools Strategic Plan 2020-2025 (approved Spring, 2020)**

**Strategy E | Engage Parents, Schools and Community**

*Edina Public Schools works in partnership with parents, students, staff, alumni and community to serve as a reflection of Edina's strong commitment to education.*

*4. Leverage partnerships with community groups, businesses, local and state government agencies and individuals to strengthen and foster relationships with EPS*

**Recommendation:** Please review the materials provided.

## **Recap on 2023-24 LAC Efforts:**

- Board approved the [2024 Legislative Platform, Goals and Plan](#) as outlined and recommended by the LAC on January 8, 2024.
- LAC Breakfast on January 25, 2024 was attended by state and federal representatives and provided an opportunity for many LAC members to meet and build relationships with representatives
- LAC Day at the Capitol on March 5, 2024. Edina had the largest contingency of students and representatives at the capitol. Raja Chinnakotla testified in front of the House Finance Committee.
- LAC continued advocacy efforts to the end of the legislative session with emails, phone calls, texts and 1:1 meetings with all representatives. Education-related policies and funding were included in several bills.
- LAC had 20+ students and community members advocating on behalf to Edina
- Conducted tours for legislators of various Edina facilities

## **2. LAC Committee Members**

The depth of experience and perspective from this committee is deep with a large emphasis on student voice and engagement, plus community members with education funding expertise, counseling and advocacy experience. We also have several returning LAC members that may take leadership roles. All members understand the commitment, meet the required LAC bylaws and are enthusiastic about joining advocacy efforts.

### **2024-25 LEGISLATIVE ACTION COMMITTEE**

Dan Arom*	Board Member, LAC Chair
Cheryl Barry*	Board Member
Dr. Stacie Stanley*	Superintendent, Edina Public Schools
Jody Remsing*	Director, Student Support Services
Polly Bowles*	LAC Department Specialist, Edina Public Schools
Michael Hart*	Community Member
Carolyn Syvertsen	Community Member
Maggie Salmen*	Student, 12th grade
George Rerat*	Student, 12th grade
Mina Bhargava*	Student, 12th grade
Regina Loria-Procel*	Student, 12th grade
Anushka Narielwala*	Student, 11th grade
Helen Chu*	Student, 11th grade
Alvi Buzar Barua*	Student, 11th grade
Aditi Jha*	Student, 10th grade
Nasteha Abdiaziz	Student, 10th grade
Abdurahman Mohamed	Student, 10th grade
Suhana Suthaharan	Student, 10th grade
Mihi Amara	Student, 11th grade

Sebastian Kushins	Student, 9th grade
Layla Scoll	Student, 9th grade
Hannah Hein	Student, 11th grade
Angela Langsweirdt	Student, 12th grade

*\*returning 2024-25 members*

VI.D. Policy Review (506, 717, 805, 811)



**Board Meeting Date:** 6/10/2024

**Title:** Policy Review

**Type:** Discussion

**Presenter(s):** Board Policy Committee

**Description:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 506 Student Conduct and Discipline
- Policy 717 Video/Electronic Surveillance
- Policy 805 Waste Reduction and Recycling
- Policy 811 Environmental Resources Management

**Recommendation:** Review the suggested modifications for Policies 506, 717, 805, 811.

**Desired Outcome(s) from the Board:** Review suggested modifications and bring any questions you may have.

**Attachments:**

1. Policy 506 Student Conduct and Discipline
2. Policy 717 Video/Electronic Surveillance
3. Policy 805 Waste Reduction and Recycling
4. Policy 811 Environmental Resources Management

## Students

### Student Conduct and Discipline

#### I. Purpose

~~This policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a positive learning environment will lead to academic success and whole child growth. The district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices.~~

This policy provides expectations for student conduct, which are designed to nurture a safe, respectful, and supportive school learning community. Through a restorative and equitable approach to discipline, we strive to cultivate a culture of accountability, growth, and understanding. Our ultimate goal is to provide each student with the necessary tools and support to navigate challenges, develop resilience, and discover their possibilities and thrive.

#### II. General Statement of Policy

- A. The school district believes that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this district-wide discipline policy has been adopted.
- B. It is the responsibility of the school board, administrators, teachers, and employees to safeguard the health and safety of each student. The board and district administrators will support district employees who, in dealing with students on disciplinary matters, act in accordance with state law and this policy.
- C. Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.
- D. No policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.
- E. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This discipline policy is adopted in accordance with and

subject to the Minnesota Pupil Fair Dismissal Act., Minn. Stat.  
~~§§121A.40-121A.56.~~

### III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.
- B. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that will not extend beyond the school year. The authority to exclude rests with the board.
- C. "Expulsion" means a ~~school~~ board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. The authority to expel rests with the board.
- D. "Non-exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a student from school.
- E. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- F. "Removal from class" or "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.
- F G. "Restorative practices" means school discipline practices focused on fostering a sense of community within school environments to prevent conflict, encourage students to accept responsibility for their actions, and rebuild relationships.
- G H. "Student withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a student's parent/guardian to withdraw a student from the district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.
- H I. "Suspension" means an action by the school administration, under policies promulgated by the ~~school~~ board, prohibiting a student from attending school for a period of no more than 10 school days; provided, however, if a suspension is longer than five school days, the suspending administrator will provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal from school for less than one day, except as may be provided in federal law for a student with a disability.

#### IV. Areas of Responsibility

- A. School Board. The school board holds all school district employees responsible for the maintenance of order within the district and supports all employees acting within the framework of this discipline policy.
- B. Superintendent. The superintendent will establish guidelines and directives to carry out this policy, hold all district employees, students, and parents/guardians responsible for conforming to this policy, and support all district employees performing their duties within the framework of this policy. The superintendent will also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians. Any guidelines or directives established to implement this policy will be submitted to the board for information and attached as an appendix to this policy.
- C. Principal. The school principal is given the responsibility, authority, and sole discretion to formulate building rules necessary to enforce this policy, subject to superintendent review. The principal will give direction and support to all school employees performing their duties within the framework of this policy, including other building administrators. The principal or designee will consult with parents/guardians of students conducting themselves in a manner contrary to the policy. The principal will also involve other professional employees in the disposition of behavior referrals and make use of those agencies appropriate for assisting students and parents/guardians. ~~A principal may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.~~
- D. Teachers. All teachers have responsibility for providing a well-planned teaching/learning environment and have a primary responsibility for student conduct, with appropriate assistance from the administration. All teachers will ensure acceptable student behavior. ~~A teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.~~
- E. Other District Employees. All district employees are responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior are as authorized and directed by the superintendent. ~~A district employee or other agent of the district may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.~~
- F. ~~A district employee or other agent of the district may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another person.~~

~~A school employee or agent of the district, which does not include a school resource officer, will not use prone restraint and will not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or~~

impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

G. F. Parents or Legal Guardians. Parents and guardians are responsible for the behavior of their children as determined by law and community practice. They are expected to partner with district authorities and to participate regarding the behavior of their children.

H. G. Students. All students [enrolled in the district](#) are held individually responsible for their behavior and for knowing and adhering to the Student Rights and Responsibilities Handbook.

#### IV. Student Responsibilities

All students have the responsibility:

- For their behavior and for knowing and obeying all district rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and district;
- To make necessary arrangements for making up work when absent from school;
- To assist district employees in maintaining safe schools for all students;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with district employees, as appropriate;
- To respect and maintain the district's property and the property of others;
- To dress and groom in a manner that meets standards of safety and health, and is consistent with applicable district policy;
- To avoid inaccuracies in district-sponsored publications, whether print or electronic, and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical and verbal manner; and
- To recognize and respect the authority of district employees and the rights of others.

#### VI. Unacceptable Behavior, Investigations of Student Misconduct

The [Appendix I](#) of this policy provides examples of unacceptable behavior. Unacceptable behavior may also include violation of any local, state, or federal law. The examples in the appendix are not intended to be an exclusive list. A student

who engages in any unacceptable behaviors will be disciplined in accordance with this policy and its appendix.

This policy applies to all school district buildings, grounds, and property; district-sponsored activities or trips; school bus stops; school buses, district vehicles, district-contracted vehicles, or any other vehicles approved for district purposes; the area of entrance or departure from district premises or events; and all district-related functions. This policy also applies to student behavior that has a nexus to district property or the student's status as a district student, including students' use of social media and other electronic communication. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the district or the safety or welfare of the student, other students, or employees.

Students are required to cooperate in all disciplinary investigations.

## VII. Recess and Other Breaks

- A. The school district will provide student access to structured breaks from the demands of school.
  1. Recess detention will only be used when:
    - a. A student causes or is likely to cause serious physical harm to other students or staff;
    - b. The student's parent or guardian specifically consents to the use of recess detention; or
    - c. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
  2. The district will not withhold recess from a student based on incomplete schoolwork.
  3. District staff will make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
  4. The district will not withhold or excessively delay a student's participation in scheduled mealtimes.

## VIII. Disciplinary Action Options

The school district's general policy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the district. At a minimum, violation of district rules, regulations, policies, or procedures will result in discussion of the violation and a

verbal warning. [Restorative practices are used to help educate students on the impact of their actions.](#) The district will, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the district. Disciplinary action may include, but is not limited to, one or more of the following:

- restorative practices [will incorporate lessons intended to help students reflect on, learn from, and address the impact of their actions on others.](#)
- student conference with teacher, principal, counselor, or other district personnel, and verbal warning;
- parent/guardian contact and/or conference;
- confiscation by the district of any item prohibited by, or used in violation of, any district policy and/or state or federal law;
- limited time away from the classroom;
- removal from class (pursuant to the Minnesota Pupil Fair Dismissal Act);
- in-school suspension;
- suspension from extra-curricular activities;
- detention or restriction of privileges;
- loss of school privileges;
- in-school monitoring or revised class schedule;
- referral to in-school support services, law enforcement, community resources, or an outside agency;
- financial restitution;
- request for a petition to be filed in district court for juvenile delinquency adjudication;
- out-of-school suspension under the Minnesota Pupil Fair Dismissal Act;
- preparation of an admission or readmission plan;
- expulsion or exclusion under the Minnesota Pupil Fair Dismissal Act; and/or
- other disciplinary action as deemed appropriate by the district.

## IX. Removal of Students from Class

A. The teacher of record will have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, limited time away from the classroom, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher has the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five days, pursuant to this discipline policy.

Grounds for removal from class include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or

communicate effectively with students in a class or with the ability of other students to learn.

2. Willful conduct that endangers surrounding persons, including district employees, the student or other students, or the property of the district.
3. Willful violation of any district rules in this policy and Appendix I.
4. ~~Other personal conduct that, in the discretion of the teacher or administration, requires removal of the student from class. A student removal will be for at least one activity period or class period of instruction for a given course of study and not exceed five periods.~~

~~—A student will be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death, or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class will be for a period of time deemed appropriate by the principal, **not to exceed five class periods.** in consultation with the teacher.~~

#### B. Procedure for the Classroom Teacher to Remove a Student from a Class Pursuant to the Minnesota Pupil Fair Dismissal Act

1. A written disciplinary report is submitted by the teacher or district employee within 24 hours of the removal of any student from their class.
2. If a student is removed from class more than five (5) times in a school year, the ~~school~~-district will notify the parent or guardian of the student's sixth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

#### C. Responsibility for and Custody of a Student Removed from Class

1. A student removed from class is the responsibility of the principal or lawful designee.
2. A student removed from class must report directly to the principal's office and inform the office employees of their arrival. Prior to the student's removal, the teacher or district employee will inform the office of the student's removal, the reason for the removal, and the time of the removal.
3. The teacher will determine if the student requires a district employee to accompany them to the office, and, if so, make the necessary arrangements.

#### D. Return of a Student Procedure

1. The principal or designee will complete the appropriate follow-up disciplinary consequences and district documentation with the student.

2. The principal or designee readmits the student pursuant to the readmission plan.

E. Notification Procedure

1. The principal or designee determines the necessity of parent/guardian notification resulting from the student being removed from class.
2. The principal or designee will work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

X. Prior to Dismissal Notification

- A. The principal or designee will provide the Tennesen Warning to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian will be notified, when possible, prior to the reading of the warning.
- B. The principal or designee will record the notification of the student receiving the Tennesen Warning, including the disciplinary action documentation.
- C. The purpose of the Tennesen Warning, per Minnesota Statute 13.04: "An individual asked to supply private or confidential data concerning the individual will be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement will not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

XI. Dismissal

- A. The school district will not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion, as those terms are defined in Section III.

The district will not dismiss any student without attempting to use non-exclusionary disciplinary policies and procedures before dismissal proceedings or student withdrawal agreements, as those terms are defined in Section III, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any school board policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of district employees to perform their duties, or district-sponsored activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including district employees, or property of the district.

#### C. Disciplinary Dismissals Prohibited for PreK-Grade 3

1. A student enrolled in PreK-grade 3 is not subject to dismissals under the Minnesota Pupil Fair Dismissal Act.
2. This section does not apply to a dismissal from school for less than one school day, except for a student receiving special education services.
3. Expulsions and exclusions may be used only after resources outlined under non-exclusionary disciplinary policies and practices have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

#### D. Suspension Procedures

1. The school principal or designee will work with the student's teachers to allow the suspended student to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback. A suspended student will receive full credit for all satisfactorily completed schoolwork assigned during the period of the student's suspension.
2. If a student's total days of removal from school exceed 10 cumulative days in a school year, the district will make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to problem-solve and attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed.
3. Each suspension action will include a readmission plan. The plan may include, where appropriate, a provision for implementing alternative educational services upon readmission which will not be used to extend the current suspension. A readmission plan will not obligate a parent or guardian to provide sympathomimetic drugs to their student as a condition of readmission. School administration will not use the refusal of a parent or guardian to consent to the administration of sympathomimetic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a district-sponsored activity, or as a basis of a charge of

child abuse, child neglect, or medical or educational neglect.

4. The district administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the district is in the process of initiating an expulsion, in which case the district administration may extend the suspension to a total of 15 days.
5. In the case of a student with a disability, the student's individual education plan team will meet in accordance with state and federal law.
6. Alternative education services will be provided to a student who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center selected to allow the student to progress toward meeting graduation standards.
7. The district administration will not suspend a student from school without an informal administrative conference with the student. The informal administrative conference occurs before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference occurs as soon as practicable following the suspension. At the informal administrative conference, a district administrator notifies the student of the grounds for the suspension, provides an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After district administration notifies a student of the grounds for suspension, district administration may, instead of imposing the suspension, pursue other consequences, including encouraging a parent or guardian of the student to attend school with the student for one day.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, ~~Minn. Stat. §§ 121A.40-121A.56~~, will be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within 48 hours of the conference.
10. Effort will be made by the principal or designee at the time of suspension to notify the student's parent or guardian by telephone of a suspension. In the event that the student's parent or guardian is not available for notification of the suspension at the time of the suspension, the student will remain in the

- school building for the remainder of the school day at a location or at locations designated by the principal or designee.
11. A conference will be scheduled between the student's parent or guardian and the principal or designee to discuss the suspension, the reasons therefore, and the readmission plan.
  12. If the parent or guardian is dissatisfied with the disposition of the case after a conference with the principal or designee, the parent or guardian may request and will be granted an interview with the superintendent or designee. Neither this interview, nor the conference in item 5 will delay the suspension.
  13. During the period of suspension, the student will be furnished with assignments or alternative opportunities for continued learning. The student is expected to make up all work missed during the time of suspension. The teacher determines appropriate credit for such work based on the district's assessment policy and procedures. The student is readmitted to school following the expiration of the suspension.
  14. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice will be served upon the student and the student's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.
  15. Notwithstanding the foregoing provisions, the student may be suspended pending the board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

#### E. Expulsion and Exclusion Procedures

1. A written recommendation for exclusion or expulsion from the principal with supporting data is submitted to the superintendent.
2. The superintendent will review the case and determine whether or not to recommend exclusion or expulsion to the board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. ; ~~Minn. Stat. §§121A.40-121A.56.~~
4. No expulsion or exclusion is imposed without a hearing unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian are provided written notice of the ~~school~~ district's intent to initiate expulsion or exclusion proceedings. This notice is served upon the student and ~~his or her~~ **their** parent or guardian personally or by certified mail, and contains a complete statement of the facts; a list of the

witnesses and a description of their testimony; the date, time, and place of hearing; accompanied by a copy of the Minnesota Pupil Fair Dismissal Act; ~~Minn. Stat. §§ 121A.40–121A.56~~; a description of the non-exclusionary disciplinary policies and practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The district will advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed 5 days, is requested for good cause by the district, student, parent or guardian.
7. All hearings are held at a time and place reasonably convenient to the student, parent or guardian, and will be closed to the public unless the student, parent or guardian requests an open hearing.
8. The district will record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student has a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The board, or superintendent, may appoint an attorney to represent the district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings take place before, and are conducted by, an independent hearing officer designated by the district, a board member, a committee of the board, or the full board. The hearing will be conducted in a fair and impartial manner. Testimony is given under oath. The hearing officer or board member has the power to administer oaths and issue subpoenas.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative is given access to all district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, has the right to compel the presence of any district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the

district.

14. The student, parent or guardian, or authorized representative, has the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer, board member, or board committee will prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which will be made to the board and served upon the parties within two days after the close of the hearing.
17. The board will base its decision upon the findings and recommendation of the hearing officer or board member and render its decision at a meeting held within five days after receiving the findings and recommendation. The board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the board will be based on the record, will be in writing, and will state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Minnesota Commissioner of Education of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the board may appeal the decision to the Minnesota Commissioner of Education within 21 calendar days of board action. The decision of the board is implemented during any appeal to the commissioner.
19. The district will report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The district will report, through the MDE electronic reporting system, each expulsion or exclusion within 30 days of the effective date of the action to the commissioner. This report will include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report will also include the student's age, grade, gender, race, and special education status. The dismissal report will include state student identification numbers of affected students.
21. Whenever a student fails to return to school within 10 school days of the termination of dismissal, a district administrator will inform the student and their parent or guardian by certified mail of the student's right to attend and to be reinstated in the district.
22. For a student who is awaiting enrollment in a new district:

- a. The district will continue to review the student's schoolwork and grades on a quarterly basis to ensure the student is on track for readmission with the student's peers and is continuing to make progress toward the Minnesota graduation standards. The district will communicate on a regular basis with the student's parent or guardian to ensure that the student is completing the work assigned through the alternative educational services. These services will be provided until the student enrolls in another school or returns to the same school;
- b. A student receiving school-based or school-linked mental health services in the district will be eligible for those services until the student is enrolled in a new district; and
- c. The district will provide to the student's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The district will maintain this information on the district website.

## XII. Admission or Readmission Plan

A school district administrator will prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan will include measures to improve the student's behavior, which may include completing a character education program [or restorative practices lessons](#) consistent with state law, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan will include reasonable attempts to obtain parental/guardian involvement in the admission or readmission process and may indicate the consequences to the student of not improving the student's behavior. The readmission plan will not obligate parents/guardians to provide a sympathomimetic medication for their child as a condition of readmission.

## XIII. Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action is as provided for in state and federal law and district policy. The teacher, principal, or other school district employee may provide additional notification as deemed appropriate.

In addition, the district will report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a district employee by a student, and each student withdrawal agreement within thirty (30) days of the effective date of the dismissal action, student withdrawal, or assault, to the MDE Commissioner. This report will include a statement of the non-exclusionary disciplinary policies and practices, or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report will also include the student's age, grade, gender, race, and special education status.

#### XIV. Student Discipline Records and Reports

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records are to be consistent with state and federal law, and district policy, including the Minnesota Government Data Practices Act.

The district will annually report data on its use of reasonable force used on any student to correct or restrain the student to prevent imminent bodily harm or death to the student or another.

Any reasonable force used which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint, or confines a child alone in a room from which egress is barred, will be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

#### XV. Students with a Disability

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 Plan specifies a necessary modification.

Prior to the initiation of an expulsion or exclusion of a student with a disability, the school district will follow state and federal laws regarding such a proposal.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the district will continue to provide special education and related services during the period of expulsion or exclusion.

#### XVI. Detecting and Addressing Chemical Abuse Problems of Students While on School Premises Procedure

- A. The school district has established a chemical abuse pre-assessment team pursuant to ~~Minn. Stat. § 121A.26~~ [state law](#); and
- B. The district has established teacher reporting procedures to district administration or designee including the chair of the chemical abuse pre-assessment team.

#### XVII. Open Enrolled Students

~~¶~~ [In accordance with state law](#), the school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (~~Minnesota Statutes section 124D.03~~) or Enrollment in Nonresident District (~~Minnesota Statutes section 124D.08~~) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (~~Minnesota Statutes chapter 260A~~) [as required by state law](#), and the student's case has been referred to juvenile court. The district may also terminate the enrollment of

a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### XVIII. Discipline Complaint Procedure

- A. Students, parents/guardians, and school district staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See Appendix II for complaint procedure.

#### XIX. Distribution of Policy

The school district will notify students and parents/guardians of the existence and contents of this policy in such manner as it deems appropriate. Copies of discipline policies in the *Students' Rights and Responsibilities Handbook* are made available to all students and parents/guardians at the commencement of each school year and to all new students and parents/guardians upon enrollment. This policy is also available on the district website, and upon request in each principal's office.

#### XX. Review of Policy

The principal and representatives of parents/guardians, students, and employees in each school building will confer at least annually to review this discipline policy, determine if the policy is working as intended, and assess whether the discipline policy has been enforced. Any recommended changes will be submitted to the superintendent for consideration by the school board.

#### Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.26 (School Preassessment Teams)

Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)

[Minn. Stat. § 121A.58 \(Corporal Punishment; Prone Restraint; And Certain Physical Holds\)](#)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. §§ 121A.60-121A.61 ([Definitions](#); Discipline and Removal of Students from Class)

[Minn. Stat. § 121A.611 \(Recess and Other Breaks\)](#)

Minn. Stat. § 122A.42 (General Control of Schools)

Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District;

Exceptions)

Minn. Stat. Ch.125A (Special Education and Special Programs)

Minn. Stat. Ch. 260A (Truancy)

Minn. Stat. Ch. 260C (Juvenile Safety and Placement)

20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education [Act](#))

29 U.S.C. § ~~794~~[701](#) *et seq.* (Rehabilitation Act of 1973, § 504)

34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

Policy 413 (Harassment and Violence Prohibition, Student and Employees)

Policy 501 (School Weapons Policy)

Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Policy 503 (Student Attendance)

Policy 504 (Student Dress and Appearance)

Policy 514 (Bullying Prohibition)

Policy 524 (Electronic Technologies Acceptable Use)

Policy 526 (Student Hazing Prohibition)

Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches)

Policy 532 Use of Crisis Teams and Peace Officers to Remove Students with [Individualized Education Programs](#) (IEPs) from School Grounds

Policy 538 (Student Travel)

Policy 713 (Student Transportation)

Policy 904 (Distribution or Display of Materials on School District Property)

Policy

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revised: 02/12/24

[revised: \\_\\_/\\_\\_/24](#)

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

## APPENDIX I TO POLICY 506

### DISCIPLINE GUIDELINES

Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the school district has established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. These guidelines were developed to help ensure that each and every student is able to learn, discover their possibilities, and thrive.

All PreK-12th grade students are expected to behave in accordance with federal, state, and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state, and local laws will be reported to local law authorities.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a district-sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to district property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. Listed are the violations and the recommended consequences, although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent/guardian will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon the student's return if the student commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. Restorative school discipline practices focus on fostering a sense of community within school environments to prevent conflict, encourage students to accept responsibility for their actions, and rebuild relationships.

The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to their disability). These discipline guidelines are based on district policies, located on the district's website.

### **ATTENDANCE**

#### **1. ATTENDANCE, TARDINESS, TRUANCY**

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental/guardian notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy (Policy 503).

## CHEMICAL INFRACTIONS

### 2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance, or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	1-3 day suspension Police referral Chemical health referral	5-day suspension Police referral Chemical health referral	10-day suspension Expulsion recommendation Police referral Chemical health referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, [chemical health counselor](#), or other support services.

### 3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging, or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic, illegal substance, or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	Student Services referral Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

### 4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an "over the counter" medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any "over the counter" medication

is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★ Student Services referral	1-day suspension Student Services referral	1-3 day suspension Student Services referral
Grades 6-12	1-3 day suspension Student Services referral	5-day suspension Student Services referral Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

#### 5. MEDICATION MISUSE(PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★ Student Services referral	1-2 day suspension Student Services referral	3-5 day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

#### 6. TOBACCO/NICOTINE USE OR POSSESSION

Possession or use of tobacco/nicotine is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

Grades	First Offense	Second Offense	Third Offense
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Grades PreK-3	★	★	★ <del>Same day dismissal</del> Student Services referral
Grades 4-5	★	★ <del>Same day dismissal</del>	1-day suspension Police referral
Grades 6-12	1-day suspension Police referral	2-3 day suspension Police referral	3-5 day suspension Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

## DANGEROUS AND/OR NUISANCE ITEMS

### 7. FIREARMS

Minnesota state law requires that school boards *must expel for a period of at least one year* a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The board may modify this expulsion requirement on a case-by-case basis.

Grades	First Offense
Grades PreK-12	10-day suspension; Expulsion recommendation; Police referral

### 8. FIREWORKS

Possession, distribution, or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. ~~If it is determined that a student brought such an item to school without intent to harm, the student may not be considered in possession of fireworks.~~ Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items.”

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★
Grades 6-12	3-5 day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Building administration will consider intent when assigning disciplinary consequences.

### 9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video

games, snaps, and stink bombs.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★
Grades 6-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is determined that a student brought such an item to school without intent to harm, the student may not be considered in possession of a weapon. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	1-day suspension
Grades 4-5	★	1-day suspension	3-day suspension
Grades 6-12	1-day suspension	3-day suspension	5-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION, AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition, or other items considered dangerous, illegal or which could cause harm, destruction, or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e., 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition, or other items considered dangerous, illegal, or which could cause harm, destruction, or disruption is prohibited. If it is determined that a student brought such an item to school without intent to harm, the student ~~may~~ might not be considered in possession.

Grades	First Offense	Second Offense
Grades PreK-3	★	★

Grades 4-5	3-5 day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral
Grades 6-12	10-day suspension; Expulsion recommendation; Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

## DRIVING INFRACTIONS AND TRANSPORTATION

### 12. DRIVING, CARELESS, OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Warning or 1-week to 1-month suspension of Parking Permit depending upon circumstances Police referral	Suspension of Parking Permit for 1-week, 1-month, or for remainder of the year depending upon circumstances Police referral	Suspension of Parking Permit for the remainder of the year Police referral

### 13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades PreK-5	Verbal Warning	★ 1-day bus suspension	★ 3-day bus suspension	★ 5-day bus suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	★ 1-3 day bus suspension	5-10 day bus suspension	Loss of bus riding privilege for school year	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

### 14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing

without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
Grades 9 -12	Immobilization of vehicle and \$30 fine	Immobilization of vehicle and \$60 fine	Immobilization of vehicle and \$90 fine

**15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT**

Stealing, forging, or using a false permit will result in a school suspension and the loss of parking privileges.

**PHYSICAL INFRACTIONS**

**16. ASSAULT**

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ <del>Same/next day dismissal</del> 1-2 day suspension Student Services referral	★ <del>Same/next day dismissal</del> 3-day suspension Student Services referral
Grades 4-5	1-2 day suspension Student Services referral	3-day suspension Student Service /Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	3-5 day suspension Student Services referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. *School administration retains discretion to advance to higher levels of discipline based upon the severity of an infraction. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services. Administrative discretion to jump a level based on severity of situation.*

**17. ASSAULT, AGGRAVATED**

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	2-5 day suspension Student Services referral	5-10-day suspension Police referral
Grades 4-5	5-day suspension	10-day suspension	

	Student Services referral	Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. *School administration retains discretion to advance to higher levels of discipline based upon the severity of an infraction.* Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

~~18. FIGHTING~~

18. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ Student Services referral
Grades 4-5	★	★ Student Services referral	★ <del>Same/next day dismissal</del> Student Services referral
Grades 6-12	1-3 day suspension Student Services referral	3-5 day suspension Student Services referral	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. *School administration retains discretion to advance to higher levels of discipline based upon the severity of an infraction.* Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

~~19. PUSHING, SHOIVING, SCUFFLING~~

19. PUSHING, SHOIVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

## 20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts, or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ <del>Same/next day dismissal</del> Student Services referral	2-5 day suspension Student Services referral
Grades 6-12	10-day suspension Expulsion recommendation Student Services referral Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

## PROPERTY INFRACTIONS

### 21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades PreK-12	10-day suspension; Expulsion recommendation; Police referral

### 22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
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PreK-3	★	★
Grades 4-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 23, FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ <del>Same/next day dismissal</del>	2-day suspension
Grades 6-12	★	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 24. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ <del>Same/next day dismissal</del>
Grades 4-5	★	★ <del>Same/next day dismissal</del>	2-day suspension
Grades 6-12	3-5 day suspension Police referral	10-day suspension pending further investigation** Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

(\*\*) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

## 25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★ <del>Same/next day dismissal</del> Police referral	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

## 26. THEFT, RECEIVING OR POSSESSION STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ <del>Same/next day dismissal</del>	2-day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

## 27. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or are attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time.

Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★ Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

28. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

29. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ Same/next day dismissal	4-5 day suspension
Grades 6-12	3-5 day suspension 10-day suspension; Expulsion	10-day suspension; Expulsion recommendation	

	recommendation Police referral	Police referral	
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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

## SCHOLASTIC DISHONESTY

### 30. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	1-3 day suspension
Grades 6-8	★	1-day suspension	1-3 day suspension
Grades 9-12	★ Student Services referral	1-day suspension	3-10 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

## TECHNOLOGY INFRACTIONS

### 31. ELECTRONIC DEVICES, MISUSE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school & middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in accordance with school policy, and only in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic, and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★

Grades 6-8	★	★	1-day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

### 32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera, or video camera to capture, record, transmit, and/or post the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person without their permission, and/or which impinges upon the rights of others, is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom, or elsewhere in a way that violates the personal privacy of an individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★
Grades 6-12	1-2 day suspension	3-5 day suspension	5-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

### 33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment, or network; deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★ Network access limited or monitored for the rest of the year.
Grades 6-12	★	★	10-day suspension <i>and</i> access limited or monitored indefinitely. Expulsion recommendation.

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

### 34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the district network and technology resources is prohibited, and may

result in disciplinary actions, including but not limited to suspension, police referral, and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-35	★	★	★
Grades 46-12	1-3 day suspension. Student Services referral.	3-5 day suspension. Police referral.	10-day suspension. Police referral. Recommendation for expulsion.

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

### THREATENING AND/OR DISRUPTIVE BEHAVIOR

#### 35. RACISM, RELIGIOUS-BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation, or gender identity that includes, but is not limited to, inappropriate and harmful comments, slurs, jokes, pictures, objects, threats, and/or intimidation.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ <del>Same/next day dismissal</del> Student Services referral	1-2 day suspension Student Services referral
Grades 6-8	1-3 day suspension Student Services referral	3-5 day suspension Student Services referral	10-day suspension pending further investigation** Student Services referral
Grades 9-12	3-5 day suspension Student Services referral**	10-day suspension pending further investigation** Student Services referral	10-day suspension pending further investigation** Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Restorative actions in these cases need to include an educational component. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

(\*\*) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

### 36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory, or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ <del>Same/next day dismissal</del> Student Services referral	1-2 day suspension Student Services referral
Grades 6-8	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

### 37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing, or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★ Student Services referral	★ Student Services referral	★ Student Services referral
Grades 4-5	5-day suspension Police referral	10-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

### 38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the

Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ <del>Same/Next day dismissal</del> Student Services referral	1- 2 day suspension Student Services referral
Grades 6-12	★	1-3 day suspension Student Services referral	2-10 day suspension Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

### 39. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others, or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous, or noisy conduct or gestures, or offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ Student Services referral
Grades 4-5	★ Student Services referral	★ <del>Same/next day dismissal</del>	1-day suspension
Grades 6-12	1-day suspension Student Services referral	2-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

### 40. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
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Grades PreK-3	★	★	★
Grades 4-5	★	★	★ Same/next day suspension
Grades 6-8	★	★	1-3 day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 41. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system, or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★ <del>Same/next day dismissal</del> Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 42. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ <del>Same/next day dismissal</del>	2-day suspension

Grades 6-12	★	1-3 day suspension	3-5 day suspension
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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 43. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ <del>Same/next day dismissal</del> Student Services referral	1-2 day suspension Student Services referral
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	3-5 day suspension Student Services referral	10-day suspension pending further investigation** Student Services referral	10-day suspension pending further investigation** Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

(\*\*) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

#### 44. HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 526 - Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days, and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★
Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 45. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify oneself when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★ <del>Same/next day dismissal</del>
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

#### 46. THREATENING GROUP ACTIVITY

Threatening group-related activity, including but not limited to the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ Student Services referral
Grades 4-5	★	★ Student Services referral	★ <del>Same/next day dismissal</del> Student Services referral
Grades 6-12	3-day suspension Student Services referral	5-day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

#### 47. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES, OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees, or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating

the infliction of serious bodily harm upon students, employees, or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

## OTHER BEHAVIOR INFRACTIONS

### 48. DRESS AND APPEARANCE

This district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 504.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-12	★ Student Services referral	★ Student Services referral	★ Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

### 49. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

**50. RECORDS OR IDENTIFICATION FALSIFICATION**

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★ <del>Same/next day dismissal</del>
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	1-day suspension	3-day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

**51. SECRET SOCIETIES (FRATERNITIES/SORORITIES)**

Membership in secret fraternities, sororities, and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

**52. UNIQUE SITUATIONS**

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

**Appendix**

established: 07/18/11  
 revised: 10/22/12  
 revised: 08/19/13  
 revised: 07/30/14  
 revised: 07/20/15

revised: 07/17/18  
revised: 08/08/22  
revised: 10/16/23  
revised: 02/12/24  
revised: \_\_/\_\_/24

APPENDIX II TO POLICY 506

DISCIPLINE COMPLAINT PROCEDURE

Students, parents/guardians or staff may file a complaint and seek corrective action when they believe the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Edina Public Schools prohibits reprisal or retaliation against any person who asserts, alleges, or reports a complaint.

The administrator receiving the complaint will, within three days of receiving the complaint, determine the nature and scope of the investigation and follow-up procedures. The administrator or a designated investigator will ascertain details concerning the complaint, provide an opportunity for involved parties to submit additional information, and respond promptly concerning the status of the matter including any appropriate action or corrective measure that was taken, to the extent permitted by law. A written determination to the complainant that addresses each allegation and contains findings and conclusions will be provided upon completion of the investigation. If the investigation finds the requirements of district policy were not implemented appropriately, a corrective action plan to correct the student's record and provide training for staff involved will be provided.

Families who are a party to an exclusion or expulsion decision may appeal the decision to the commissioner of education within 21 calendar days of school board action. An expulsion appeal form can be found on the MDE website at [education.mn.gov/MDE/fam/disc/exp/](http://education.mn.gov/MDE/fam/disc/exp/).

Date of Complaint: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian or Staff Name: \_\_\_\_\_

Parent/Guardian or Staff Signature: \_\_\_\_\_

Description of Complaint:

## Non-Instructional Operations and Business Services

### Video/Electronic Surveillance

#### I. Purpose

This policy defines the placement and use of video/electronic surveillance by the school district.

#### II. General Statement of Policy

Maintaining the health, welfare, and safety of students, employees, and visitors while on school district property and protecting district property are important functions of the district. The district recognizes the value of video/electronic surveillance systems in monitoring activity on school district property in providing these functions.

#### III. Placement of Video/Electronic Surveillance

- A. School district property may be equipped with video cameras and/or electronic surveillance devices. School District property includes any buildings or vehicles leased for district use.
- B. Video/electronic surveillance may occur in any district building or on any district property.
- C. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same gender as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

#### IV. Review and Use of Video/Electronic Surveillance

1. Video/electronic surveillance will be reviewed by school district personnel on a random basis and/or when problems have been brought to the attention of the district.
2. A video/electronic surveillance recording of the actions of students and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or

employee's conduct in district buildings or on district grounds.

3. Video/electronic surveillance will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~, the Family Educational Rights and Privacy Act, ~~20 U.S.C. § 1232g~~ and the rules and/or regulations promulgated thereunder.

## V. Security

Appropriate security safeguards will be established to ensure the video/electronic surveillance recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, ~~20 U.S.C. § 1232g~~ and the rules and/or regulations promulgated thereunder. [The school district will ensure that video recordings are retained in accordance with the district's records retention schedule.](#)

### Legal References:

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

### Cross References:

Policy 506 (Student [Conduct and Discipline](#))  
Policy 515 (Protection and Privacy of Student Records)  
Policy 713 (Student Transportation)  
[Policy 719 \(Records Retention\)](#)

Policy  
adopted: 11/8/10  
Revised: 09/22/14  
Revised: 08/17/15  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Buildings and Sites

### Waste Reduction and Recycling

#### I. Purpose

This policy establishes a resource recovery program, as set forth in ~~the~~ [Appendices I-V](#), to promote the reduction of waste and the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management.

#### II. General Statement of Policy

The school district will adhere to state and federal laws relating to waste management and make resource conservation an integral part of the physical operations and curriculum of the ~~school~~ district. This compliance includes procedures [for](#) managing pharmaceutical waste.

#### III. Definitions

[For purposes of this policy, the definitions included in this section apply.](#)

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

batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner).

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

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

Legal References:

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

Cross Reference:

Policy 533 (Student Wellness - Food, Nutrition and Physical Activity)

Policy  
adopted: 07/19/10  
Revised: 11/18/13  
Revised: 04/17/17  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

Appendix I to Policy 805

**GENERAL WASTE DISPOSAL AND RECYCLING PROGRAM**

I. Waste Disposal

A. The school district will attempt to decrease the amount of consumable waste materials by:

1. Reduction of the use of consumable materials whenever practicable;
2. Full utilization of materials prior to disposal; and
3. Minimization of the use of non-biodegradable products whenever practicable.

B. Each district facility will also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.

C. The district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the district is located.

D. Prior to entering into a contract for the management of mixed municipal solid waste, the district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the ~~school~~-district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the ~~school~~-district will:

1. Determine the potential liability to the ~~school~~ district and its taxpayers for managing waste in this manner;
2. Develop and implement a plan for managing the potential liability; and
3. Submit the information in (1) and (2) above to the Pollution Control Agency ("PCA").

If the contract is inconsistent with the county plan or if the ~~school~~-district's waste management activities are inconsistent with the county plan, the ~~school~~ district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (~~Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4~~)

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

1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
  2. The land unless approved by the (“PCA”); or
  3. The waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
    - a. Permitted to do so by the operator of the system and the PCA;
    - b. The ~~school~~-district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
    - c. The ~~school~~ district keeps records of the amount of waste antifreeze generated, maintains these records on site, and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
- F. The district ~~may~~ will not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling in solid waste or in a wastewater disposal system.
- G. The district ~~may~~ will not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling in a solid waste processing facility or in a solid waste disposal facility.
- H. The district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota law.
- I. The district ~~may~~ will not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The district also ~~may~~ will not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the district. The district also ~~may~~ will not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a non-removable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.
- J. The district ~~may~~ will not place yard waste in mixed municipal solid waste, in a

disposal facility, or in a resource recovery facility, except for the purposes of reuse, composting, or co-composting, or in a plastic bag unless specified by Minnesota Law.

- K. The district ~~may~~ will not place a telephone directory in solid waste removal, in a disposal facility, or in a resource recovery facility, except a recycling facility.
- L. The district ~~may~~ will not place major appliances in mixed municipal solid waste, or dispose of major appliances in or on the land or in a solid waste processing or disposal facility.
- M. The district ~~may~~ will not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.
- N. The district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

## II. Procurement of Recycled Commodities and Materials

- A. When practicable and when the price of recycled materials does not exceed the price of non-recycled materials by more than ten percent, the school district may purchase recycled materials. To maximize the quantity and quality of recycled materials purchased, the district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the district.
- B. When purchasing commodities and services, the district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the district will:
  - 1. Purchase uncoated office paper and printing paper;
  - 2. Purchase recycled content paper with at least thirty (30) percent post-consumer material by weight and purchase office printing paper with at least ten (10) percent post-consumer material by weight;
  - 3. Purchase paper which has not been dyed with colors, excluding pastel colors;
  - 4. Purchase recycled content copy, office and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  - 5. Use reusable binding materials or staples and bind documents by methods that do not use glue;
  - 6. Use soy-based inks;
  - 7. Produce reports, publications, and periodicals that are readily recyclable;
  - 8. Purchase paper which has been made on a paper machine located in Minnesota; and
  - 9. Print documents on both sides of the paper where commonly accepted publishing practices allow.

- D. The district ~~may~~ will not use a specified product included on the prohibited products list published in the State Register.
- E. In developing bid specifications, the district will consider the extent to which a commodity or product is durable, reusable, or recyclable, and marketable through applicable local or regional recycling programs, and the extent to which the commodity or product contains post-consumer material.
- F. When a project involves the replacement of carpeting, the district may require all entities who wish to bid on the project to designate a carpet recycling company in their bids.

Appendix

Revised: 04/17/17

revised: \_\_\_/\_\_\_/24

## Appendix II to Policy 805

### PROCEDURES FOR PHARMACEUTICAL/MEDICATION WASTE

Pharmaceutical waste includes expired drugs, personal student medications, waste materials containing excess drugs, and drugs that are intended to be discarded. The school district will abide by Minnesota Pollution Control Agency guidelines on managing such regulated waste. To comply with federal, state, and county rules, the district will adhere to the following procedures:

#### A. Medication

##### 1. Student

- a. Where possible, all unused, discontinued, or outdated medication will be returned to the parent or guardian with the return appropriately documented on the student's medication record.
- b. All medications will be returned to the parent or guardian by the end of the current school year. When returning the medication does not or cannot occur, the medication will be disposed of as pharmaceutical waste with the exception of Drug Enforcement Agency ("DEA") controlled-substances waste. Controlled substance waste will be disposed of in accordance with DEA regulations.

##### 2. Employees

An employee must retain possession of personal medication. If employee medication is found, it must be returned immediately to the employee.

#### B. Disposal of Pharmaceutical Waste

1. Medications must remain (as appropriate) in the original container with personal information removed but keeping the content information legible on the label.
2. The school nurse or the health service associate will place the pharmaceutical waste in a designated, leak-proof container (e.g., "sharps" disposal container, large zip-lock bag). Each designated container must be labeled "hazardous waste" with a clear description of the waste (e.g., expired pharmaceutical containing the medication name).
3. When a waste container becomes more than **three-fourths** ( $\frac{3}{4}$ ) full, a school nurse or the health service associate must contact the health services coordinator for proper disposal. Proper disposal will include coordinating a pickup with an approved hazardous waste hauler.

Appendix

Revised 04/17/17

revised: \_\_\_/\_\_\_/24

## Appendix III to Policy 805

### ORGANICS AND RECYCLING DISTRICT-WIDE STANDARDS AND PROCEDURES

#### Organics and Recycling Collection Management

##### I. Organics, Recycling, and Trash Policy Administration

- A. The school district will work towards having nearly identical collection bins and signage labels district wide for organics, trash, and recycling. Signage above lunchroom collection bins will look similar; moving towards identical as funds allow. This will ensure all ~~our~~ district buildings have a similar “look and feel” as to where organics, recycling, and trash are disposed.
- B. Each school site’s PTO will have a designated permanent position for a Go Green Environmental Coordinator (see description, attached). This person will act as a liaison between staff and the district and/or outside parties, and ensure that the District Go Green policy is being followed in their school.
- C. All students, teachers, and staff are expected to dispose of their waste in the appropriate waste container. Teachers will ensure that their room trash, organics, and recycling bins are placed by the classroom door at the end of the school day, ensuring timely and efficient cleaning of all classrooms. Bins not placed by the door will not be emptied. If additional waste bins are needed, ~~please~~ staff should contact the site’s head custodian.
- D. Each school will designate a district Go Green Committee representative, who will attend all District Go Green Committee meetings. The representative can be a staff member, parent/guardian, or the PTO Go Green Environmental Coordinator. If they are unable to attend a particular meeting, they are encouraged to have another school representative attend on their behalf.
- E. In support of ~~District Student Wellness~~ Policy 533 (Student Wellness - Food, Nutrition and Physical Activity), to ensure nutrition education and a healthy lifestyle that includes being good stewards of the environment, for catered and non-catered events at school sites, classroom snack times, and ~~S~~chool Lunches, the ~~D~~istrict ~~F~~ood ~~S~~ervice staff, PTO, outside vendors, and students are strongly encouraged to purchase only food items with compostable (organic) or recyclable packaging. A three-bin sorting system will be provided by custodial staff at these events to ensure waste is properly sorted and disposed of.

##### II. Training

- A. Yearly review training on ~~school~~ ~~D~~istrict organics and recycling procedures will occur at the ~~D~~istrict Welcome Back Kick-Off at the beginning of each school year. Additional resources and videos will be available year-round on the ~~D~~istrict ~~B~~uildings and ~~G~~rounds website under the Go Green Resources link.

- B. Custodians: Will understand that organics and recycling collection is part of their job description and District expectations.
- C. Staff and Teachers: Will understand that organics and recycling collection is a District expectation. Organics and recycling should be integrated into the curriculum where appropriate.
- D. Lunchroom Supervisors/Paras: Will understand that recycling and organics collection is part of their job description and District expectations. They will assist students in the lunchroom by directing them where to properly dispose of their lunch waste.

### III. Organics Collection and Set Up

- A. Organics collection set-up will be determined at the District level and be consistent in all buildings.
- B. Organics collection locations at each site will include:
  1. School cafeteria
  2. Teacher/staff lounges
  3. Classrooms
  4. Other areas for special events as determined by the head custodian
- C. Organics collection in the classroom should be limited to paper towels so as not to attract vermin, ants, or other pests. If there is classroom food waste, it should be securely wrapped in paper towels before utilizing the classroom organics bin, or disposed of in the trash.
- D. Organics containers ~~should~~ will be clearly labeled with Hennepin County organics labels. Labels can be ordered by teachers, staff, and custodians from the Hennepin County website at <http://www.hennepin.us/business/recycling-hazardous-waste/school-recycling>
- E. Organics collection events outside of school hours will include:
  1. After school programs
  2. Early Childhood Education programs
  3. Classroom parties
  4. All-School parties and carnivals
  5. Events catered by District food service
  6. PTO-sponsored events and special staff lunches
  7. Fine Arts Performances
  8. Senior all-night party at the High School
  9. Other events as determined by each site

### IV. Recycling & Trash Collection and Set Up

- A. Recycling and trash bins set-up will be determined at the District level.

- B. At least one recycling and one trash bin will be placed in each classroom. There should be no more than 2 trash bins in a classroom. If more recycling containers are needed, [the teacher should](#) contact the site's head custodian.
- C. Recycling bins should be blue in color and clearly labeled with a Hennepin County Recycling label. Labels can be ordered by teachers, staff and custodians from the Hennepin County website at <http://www.hennepin.us/business/recycling-hazardous-waste/school-recycling> .
- D. Classroom recycling bins should be larger than trash bins.
- E. Recycling and trash bins will be located in:
  - 1. Building entrances
  - 2. Hallways and classrooms
  - 3. Lunchrooms
  - 4. Other areas as determined by head custodian for special events

## Appendix

~~Established~~ ~~adopted~~: 05/18/15

Revised: 4/17/17

revised: \_\_/\_\_/24

## Appendix IV to Policy 805

### Go Green Environmental Coordinator

- I. Goals of the PTO Go Green Environmental Coordinator & School Go Green Committee are to:
  - A. Ensure District environmental policies and practices are recognized and adopted throughout the site by all organizations and committees, despite changes in staff and volunteer turnover.
  - B. Help create a site culture where environmental impacts are considered in making decisions regarding office and staff purchases, and event decorations (i.e., school carnivals, outside clubs, etc.).
  - C. Work with other Committee Chairs to ensure the Go Green Committee is represented at PTO-related meetings.
- II. Duties of the PTO Go Green Environmental Coordinator:
  - A. ~~This position will~~ Works under the direction of the site's PTO Executive Board. The PTO Go Green Environmental Coordinator coordinates the site's environmental and energy-reducing efforts. This is accomplished through forming a school Go Green Committee to introduce, improve, and increase environmentally-sound practices in all aspects of school life, including all physical spaces of the site (indoors and out), classroom activities and parties, staff functions, school events, and educational opportunities.
  - B. Helps educate staff, students, and families on the school district's environmental and Go Green policies. The site's head custodian is the first resource for any questions.
  - C. Acts as the site's representative on the District Go Green Committee, and attends District Go Green Committee meetings or sends another site representative if they cannot attend.
  - D. Strongly encourages staff, parents/guardians, and outside clubs to utilize the District Food Service if catering is needed. If food is brought in for classroom parties or after-school events, providers are encouraged to use compostable packaged products or, at the very least, products with little to no waste. Flyers on low-waste food alternatives and the District Food Service contact person should be made available to school staff, parents/guardians, and outside organizations.
  - E. Acts as a liaison between their site and parents/guardians, student groups, and outside organizations that utilize their site and the school district on Go Green Committee policies and procedures. Additional assistance can be obtained by contacting the District Buildings & Grounds Department at 952-848-3999.
  - F. Enlists volunteers to be on their site's Go Green Committee.

G. Ensures that they train their replacement when leaving the position.

Appendix

~~Established: May 18, 2015~~

adopted: 05/18/15

revised: \_\_/\_\_/24

## Appendix V to Policy 805

### Go-Green Committee

**Purpose:** The Go Green Committee promotes sustainable environmental and energy conservation initiatives by providing advice and direction for schools and programs within the [school](#) district.

1. The Go Green Committee will consist of one representative from each school selected by the principal or designee. These individuals ~~could~~ [can](#) be a PTO member, staff, or student. Additional members of the committee will consist of [B](#)uilding and [G](#)rounds leadership, resident dietitian, parent/[guardian](#) representative, Hennepin County School Recycling representative, and City of Edina representative.
2. The Go Green Committee will meet three times a year in September, January, and April. The dates and time will be set and published before the start of school each year. Additional meetings may be scheduled as needed. Each meeting is anticipated to last an hour.
3. The Go Green Committee is an advisory group to help support the schools and PTO's. The [B](#)uilding & [G](#)rounds department will be part of that support for schools and the PTO's. Requested items and changes will be discussed and, if sustainable, implemented.
4. Agenda items can be emailed to the department specialist for [the B](#)uilding and [G](#)rounds [department](#). Items should be school-based and focused, however, sharing items not for district support may be discussed at the tail end of each meeting.

#### [Appendix](#)

~~Established: July 18, 2016~~

[adopted:](#) [07/18/16](#)

[revised:](#) [\\_\\_/\\_\\_/24](#)

## Buildings and Sites

### Environmental Resources Management and Waste Reduction

#### I. Purpose

This policy defines the school district's vision and focus ~~is~~ on environmental resources management.

#### II. General Statement of Policy

The school district values creating globally-minded citizens who are aware of their collective and individual environmental footprint and who are equipped to manage their consumption of environmental resources. The district will implement its policies and practices to ensure that environmental sustainability is an integral part of district planning, decision making, and daily operations.

#### III. Program

A. The school district will continue to partner with families, community members, government entities, ~~and~~ businesses, ~~and~~ other relevant organizations to limit the environmental impact of its activities, working toward a more sustainable future.

B. The district will focus on ~~the following~~ five areas of environmental resources management:

1. Reduce the amount of energy consumed;
2. Reduce the amount of resources consumed;
3. Reduce the amount of waste;
4. Separation and recovery of recyclable waste;
5. Procurement of recyclable and sustainable commodities;
6. Preserve the natural resources found on district grounds; and
7. Educate through words and actions about sustainability and "green" initiatives.

#### IV. Administrative Responsibilities

School ~~D~~istrict administration will implement initiatives, action plans, and accountability measures to advance the focus areas of environmental management on an ongoing basis.

Cross References:

Policy 804 (Energy Utilization Management)

~~Policy 805 (Waste Reduction and Recycling)~~

Policy

adopted: 03/14/11

Revised: 12/16/13

Revised: 04/17/17

revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

**VII. Action**

VII.A. 2024 Metro South Adult Basic Education  
Joint Powers Agreement



**Board Meeting Date:** June 10, 2024

**Title:** 2024 Metro South Adult Basic Education Joint Powers Agreement

**Type:** Action

**Presenter(s):** Dr. Anne Marie Leland, Community Education & Strategic Partnerships Director

**Description:** The 2024 Joint Powers Agreement for the Metro South Adult Basic Education (ABE) Consortium is to cooperatively provide adult education programs and services for adults 17 years and older who are not currently enrolled in public school regular day classes. This Consortium includes the following independent school districts: Bloomington; Eden Prairie; Edina; and Richfield. The purpose of this agreement is to support collaborative, no cost, and accessible adult education for students seeking to develop their English language and basic skills, obtain their GED or Adult Diploma, or enhance essential skills for postsecondary and career opportunities.

Bloomington Public Schools is the fiscal host for the Metro South ABE Consortium. The funding for Metro South ABE is derived from state and federal aid, learner contact hours, and other funding formula components. The Edina Public Schools Community Education and Strategic Partnership Department hosts adult education and family literacy classes onsite at the Edina Community Center.

**Recommendation:** Please consider approval of the request to enter into the 2024 Metro South Adult Basic Education Joint Powers Agreement.

**Desired Outcomes from the Board:** Please review the information and come prepared with your questions.

**Attachments:** 2024 Metro South ABE Joint Powers Agreement

# 2024 JOINT POWERS AGREEMENT FOR THE METRO SOUTH ADULT BASIC EDUCATION CONSORTIUM

## PREAMBLE

THIS AGREEMENT IS MADE and entered by and between the school districts named herein, hereafter collectively referred to as “members,” and individually as “member,” which are signatories to this Agreement.

This Agreement is made pursuant to Minnesota Statutes Section 471.59, which provides that two or more governmental units may by agreement jointly exercise any power common to the contracting members, and Minnesota Statutes Section 124D.521, which sets forth the requirements for adult basic education consortia. Each of the members to this Agreement has been duly authorized to enter into the Agreement by its respective School Board.

It is the intention of the members to jointly cooperate to provide Adult Basic Education (“ABE”) services for its residents 17 years of age and older who are not currently enrolled in public school regular day classes.

In consideration of the mutual promises and agreements contained herein and subject to the provisions of Minnesota Statutes Section 471.59 and all other applicable statutes, rules, and regulations, the following members:

Independent School District No. 271, Bloomington (ISD 271)  
Independent School District No. 272, Eden Prairie (ISD 272)  
Independent School District No. 273, Edina (ISD 273)  
Independent School District No. 280, Richfield (ISD 280)

hereto agree as follows:

## RECITALS

**WHEREAS**, the members agree to maintain a joint powers entity entitled Metro South Adult Basic Education Consortium (“Consortium”) to provide adult education and literacy education. Base funding for the Consortium will be provided by the State of Minnesota to the duly assigned fiscal agent on behalf of the operation of the program; and

**WHEREAS**, the members seek to provide Adult Basic Education (“ABE”) opportunities to its residents 17 years of age and older who are not currently enrolled in public school regular day classes; and

**WHEREAS**, the members understand that programs funded through the WorkForce Innovation and Opportunity Act and Minnesota Statutes Section 124D.52, Adult Basic Educations, needs to be part of a cooperative ABE delivery system established by written agreement among two or more school districts; and

**WHEREAS**, the members certify that the Consortium will carry out tasks and responsibilities in compliance with all applicable State and Federal laws and regulations, as well as the promises and agreements contained herein; and

**WHEREAS**, the purposes of the laws are to enable all adults to acquire basic skills necessary to function in society and also enable adults who so desire to continue their education to at least the level of completion of secondary school.

**NOW THEREFORE**, in consideration of the mutual promises and agreements set forth, the members agree as follows:

## **AGREEMENT**

### **1. JOINT POWERS.**

The members are jointly empowered to act on behalf of the several members and to take such actions as may be necessary from time to time to fulfill the purpose of this Agreement. The name of the entity formed by this Joint Powers Agreement shall be the Metro South Adult Basic Education Consortium. The Consortium shall have all the powers, duties, authorities, and responsibilities pertaining to the provision of ABE Services of the School Boards of each individual member that are herein designated and assigned to the Consortium.

### **2. PURPOSE.**

The purpose of the Consortium is to enable the members to provide programs that offer comprehensive learning opportunities and support service choices appropriate for and accessible to adults at all basic skill and English language levels of need. Statute 124D.52, subd. 2. (b)(1).

### **3. ORGANIZATION AND GOVERNANCE.**

The activities contemplated by this Agreement shall be overseen by the Consortium Board. The Consortium Board, hereinafter termed “the Board,” shall be in existence for the duration of this Agreement.

#### A. Voting Representation.

The Board shall consist of one voting member from each member District to this Agreement.

Members of the Board shall not be deemed to be employees of the Consortium and will not be compensated by the Consortium for serving on the Board. For all purposes, including workers’ compensation, each member of the Board shall be considered to be an employee of the member District that made their appointment.

#### B. Voting and Quorum.

Each Board member shall be entitled to one vote on Board matters.

A quorum shall consist of all Board members. Board action shall be determined by a majority of the votes cast at a meeting of the Board. All votes of the Board shall be recorded and become a matter of public record.

C. Meetings.

The Board shall meet at least two times annually at the call of the fiscal agent. Board members will agree to the date and time for regular and special meetings.

Two or more members may request a special meeting of the Board by submitting a written notice to all Board members.

#### **4. BOARD DUTIES AND RESPONSIBILITIES.**

The Board shall have and exercise all powers that may be necessary and convenient to enable it to perform and carry out the responsibilities conferred on it or contemplated by this Agreement, or which may hereafter be imposed on it by law or contract.

Such powers shall include the power to accept and disburse funds and to apply for state and federal funds necessary for the purposes set forth herein. The Board shall not have the authority to levy taxes.

The Board, on behalf of each individual member, shall assume the following responsibilities:

- A. The Board, with the input and assistance of the fiscal agent, shall consider and approve all budgets and evaluate the programs and services provided by the Consortium.
- B. The Board shall review this Agreement on an annual basis and, if necessary, amend this Agreement in accordance with paragraph 11.
- C. The Board shall review contracts and/or leases at the request of the fiscal agent as needed to help fulfill the purpose of this Agreement.

#### **5. FINANCIAL PARTICIPATION.**

The members agree that the Board shall have the authority to utilize funds received in the name of the Consortium for the purposes outlined herein. The members further agree that they shall share in any Consortium deficit as approved by a majority vote of the Board. Each member shall share in any deficit in proportion to the respective enrollment of each district in the current fiscal year.

#### **6. MEMBER OBLIGATIONS.**

Each member shall be obligated to:

- A. Submit appropriate financial data required by the State to qualify for program approval.
- B. Contribute to the ABE efforts of the Consortium. For example, member Districts may provide the following:
  - 1) Administrative leadership and support;
  - 2) Outreach and marketing through Community Education catalogs;
  - 3) Referral of students to the program; and
  - 4) Liaison support of local schools, social service agencies and employers.
- C. Agree to abide by any requirements set forth in the annual adult basic education program application, including the state adult basic education assurances which are hereby incorporated into this Agreement by reference.
- D. Direct all revenue intended for ABE Services, whether it be State, Federal, or local funding, to the fiscal agent on behalf of the Consortium.

## **7. FISCAL AGENT.**

ISD 271 shall serve as the fiscal agent for the Consortium. The Board, by a majority vote, may designate any other member to act as fiscal agent for the Consortium, provided the designated fiscal agent accepts the responsibilities. The fiscal agent shall perform the following duties and responsibilities:

- A. The fiscal agent is responsible for fiscal management of the Consortium. The fiscal agent shall develop a program budget and submit the same to the Board for approval. The fiscal agent shall monitor the program budget and ensure proper recordkeeping of all receipts and expenditures of the Consortium.
- B. The fiscal agent shall develop formulas, pertaining to both revenues and expenditures, for the distribution of Consortium funds. Such formulas shall be submitted to the Board for approval.
- C. The fiscal agent is responsible for the organizational structure and staffing and supervision in order to implement programs. The fiscal agent shall employ Consortium-wide ABE staff working on behalf of the Consortium.
- D. The fiscal agent shall develop operational guidelines and procedures. Such guidelines and procedures shall be presented to the Board.
- E. The fiscal agent shall collect data from members as necessary to perform the purposes of this Agreement.
- F. The fiscal agent shall submit application materials on behalf of the Consortium for State, Federal, and other grants.
- G. The fiscal agent shall submit all required State and Federal performance reports and fiscal reports.

- H. The fiscal agent shall file this Agreement with the Minnesota Department of Education as required by Minnesota Statutes Section 124D.521.
- I. The fiscal agent shall provide necessary assurances to State and Federal authorities.
- J. The fiscal agent shall keep all records on behalf of the Consortium.
- K. The fiscal agent is responsible for program planning and development. The fiscal agent will report to the Board on program planning and development at each Board meeting.
- L. The fiscal agent shall perform all obligations and duties as set forth in Minnesota Statutes Section 124D.521, as amended.

## **8. INSURANCE.**

The members agree that they will at all times, during the term of this Agreement or any extension thereof, at their own expense, maintain and keep in force comprehensive general public liability insurance against claims for personal injury, death, or property damage arising in connection with this Agreement in the limits set forth in Minnesota Statutes Section 466.04, as amended. The members further agree that they will name the Consortium as an additional insured on said insurance policies and submit certificates of said insurance to the fiscal agent.

The members agree that they will carry workers' compensation insurance as required by law, and that they will submit certificates of said insurance to the fiscal agent.

In the event that the procured liability coverage does not cover a particular act or omission, each individual member shall not be individually liable unless required by law, but any such liability shall be apportioned amongst the members based upon their percent of enrollment relative to the other members of the Consortium in the 12 months preceding the act or omission.

Activities by the Consortium are intended to be and shall be construed as a "cooperative activity" and the Consortium shall be deemed a "single government unit" for purposes of liability, as set forth in Minnesota Statutes Section 471.59, subd. 1a(b). To the fullest extent permitted by law, each member of the Consortium agrees to defend and indemnify the other members, their school board members, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the activities under this Agreement.

Under no circumstances, however, shall a party be required to pay, on behalf of itself or other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party. Nothing in this Agreement shall constitute a waiver of the rights, benefits, immunities, and privileges that each party is entitled to under federal law or state law.

## **9. TERM OF AGREEMENT AND TERMINATION.**

This term of this Agreement shall run from the date of authorization of the School Boards of each respective member through June 30, 2025, unless it is terminated prior to June 30, 2025 as a result of the Consortium being:

- A. Terminated by the mutual consent of the members;
- B. Suspended or superseded by a subsequent agreement between the members; or
- C. Terminated by operation of law.

If the Agreement is terminated, all assets acquired as a result of the joint exercise of powers pursuant to this Agreement remaining after the date of termination and after payment of any outstanding debts or expenses, shall be returned to those members in good standing on the date of termination in proportion to the respective contributions made by the member.

## **10. WITHDRAWAL**

Upon adoption of a resolution of its School Board, an individual member may withdraw from participation in the Consortium by providing eleven (11) months written notice. Written notice must also be submitted to the Commissioner of the Minnesota Department of Education.

A withdrawing member shall not be entitled to the return of any contributions previously paid, and shall remain jointly liable for all indebtedness made on behalf of the Consortium during the period in which the withdrawing member was a member of the Consortium. The members shall engage in negotiations over the terms of such indebtedness, including the possibility of a settlement and release of liability for withdrawing members.

## **11. AMENDMENTS.**

Proposed amendments must be submitted to the Board for review and approval. Prior to a meeting of the Board at which an amendment of this Agreement will be considered, each Board member shall be given ten (10) days prior written notice of the meeting and the proposed amendment. In order to be approved, amendments must receive a majority vote of those Board members present at a duly qualified meeting at which the vote is taken.

Should an amendment receive the requisite approval from the Board as provided in this section, the amendment shall be submitted to each member School Board represented on the Board. The amendment shall not be enacted unless adopted by the School Board of each member represented on the Board.

## **12. EFFECTIVE DATE.**

The members agree that this Agreement shall become effective upon authorization of the School Boards of each respective member, and shall be enforced from and after that date until terminated in accordance with paragraph 9.

**13. AUTHORIZATION.**

IN WITNESS WHEREOF, the undersigned member, pursuant to an authorizing resolution of its respective School Board, has caused this Agreement to be signed on the date on the following page.

_____ Chair, Bloomington ISD 271	_____ Clerk, Bloomington ISD 271	_____ Date
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_____ Chair, Eden Prairie ISD 272	_____ Clerk, Eden Prairie ISD 272	_____ Date
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_____ Chair, Edina ISD 273	_____ Clerk, Edina ISD 273	_____ Date
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_____ Chair, Richfield ISD 280	_____ Clerk, Richfield ISD 280	_____ Date
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VII.B. Preliminary Budget - Fiscal Year 2025



**Board Meeting Date:** 6/10/2024

**Title:** Preliminary Budget – Fiscal Year 2025

**Type:** Action

**Presenter(s):** Mert Woodard, Director of Finance & Operations

**Description:** The preliminary budget for fiscal year 2025 was developed using audited financial data from fiscal year 2023, the included revised budget, year-to-date activity of fiscal year 2024, estimates of year end results for fiscal year 2024, the certified property tax levy for taxes payable in 2024, forecasts of the future activity per the assumptions of the administration, and the results of cost containment measures approved by the School Board in the aggregate amount of \$3,620,000. Estimates of the aid the District anticipates receiving from the state are derived from Minnesota education laws 2023.

The cost containment measures approved by the School Board were designed to result in a General Fund unassigned fund balance of 6.90 percent of unassigned expenditures at the end of fiscal year 2025. The budget that is formally recommended to the School Board for approval estimates a 6.96 percent fund balance at fiscal year-end, in-line with preliminary estimates from the winter of 2024.

The recommended revised budget for fiscal year 2024 and preliminary budget for fiscal year 2025 are as follows:

	<b>FY2024</b> <b>Revised Budget</b>	<b>FY2025</b> <b>Preliminary Budget</b>
<b>Revenues:</b>		
General Fund	\$ 155,413,614	\$ 160,833,844
Food Service	4,449,200	4,621,067
Community Service	11,990,571	12,901,634
Debt Service	14,299,501	14,857,137
Building Construction	7,012,849	8,094,237
Internal Service	870,900	910,000
<b>Total Revenue</b>	<b>\$ 194,036,635</b>	<b>\$ 202,217,919</b>
<b>Expenditures:</b>		
General Fund	\$ 154,190,547	\$ 158,362,067
Food Service	4,406,523	4,531,973
Community Service	11,714,083	12,841,752
Debt Service	14,619,573	14,597,514
Building Construction	15,868,798	9,560,259
Internal Service	870,900	910,000
<b>Total Expenditures</b>	<b>\$ 201,670,424</b>	<b>\$ 200,803,565</b>

**Recommendation:** Adopt the District administration's recommended budget revision for fiscal year 2024 and preliminary budget for fiscal year 2025.

**Desired Outcomes from the Board:** Approval of the District administration's recommended action, compliance with District policy 701, and compliance with Minn. Stat. § 123B.77 Subd. 4.

**Attachments:**

1. Preliminary Budget Executive Summary – Fiscal Year 2025

**FISCAL  
YEAR 2025**

# **Preliminary Budget Executive Summary**



**DEFINING EXCELLENCE**



# Edina Public Schools Strategic Plan

# 2020-27

## MISSION

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

## VISION

For each and every student to discover their possibilities and thrive.

### We are guided by our **CORE VALUES:**

Integrity, Compassion, Courage, Commitment, Appreciation and Responsibility

### School Board

Erica Allenburg, Chair  
*Term Expires: January 2026*

Karen Gabler, Vice Chair  
*Term Expires: January 2026*

Michael Birdman, Treasurer  
*Term Expires: January 2026*

Dan Arom, Clerk  
*Term Expires: January 2026*

Jennifer Huwe, Assistant Treasurer  
*Term Expires: January 2028*

Cheryl Barry, Assistant Clerk  
*Term Expires: January 2028*

Elliot Mann, Assistant Clerk  
*Term Expires: January 2028*

Dr. Stacie Stanley, Ex-Officio

## We are committed to these CORE BELIEFS:

### Academic Excellence

We believe each student deserves access to academic excellence which includes challenging and rich curricula, high expectations, and inspiring instruction that meets their individual needs.

### Equity

We believe it is critical to eliminate barriers to success and provide the supports, opportunities and environments so all students can reach their full potential.

### Family, School, & Community

We believe students learn best when students, families, educators, and the community partner to provide dynamic support and share responsibility for learning.

### Healthy Learning Environment

We believe students thrive in a balanced, healthy environment that promotes the free exchange of ideas and support students' physical, social-emotional and intellectual needs.

### Inclusion

We believe in the inherent dignity of all people, we celebrate individuality, and we value and appreciate diversity.

### Life Skills

We believe that inspiring students to grow as critically thinking collaborative learners will prepare them to be productive, accountable, self-motivated, and responsible citizens.

### Operational Excellence

We believe in high performance of governance, administration, and partnerships, and effective and efficient use of time, human, financial, and physical resources in support of the mission.

### Professional Excellence

We believe our educators and staff are essential to student success. We value and support them in advancing strategic and innovative initiatives grounded in best practices.



## Priority Strategies

### Strategy A

Advance Academic Excellence,  
Growth and Readiness

### Strategy B

Ensure an Equitable and  
Inclusive School Culture

### Strategy C

Foster Positive Learning Environments  
and Whole Student Support

### Strategy D

Develop Leadership Throughout the District

### Strategy E

Engage Parents, Schools and Community



DEFINING EXCELLENCE

## Authors

**Dr. Stacie Stanley:** Superintendent

**Mert Woodard:** Director, Finance & Operations

## Governmental Fund Structure

To understand this document and the District's budget, it is helpful to know that there are several legal restrictions on how school districts must spend and account for the public funds that they receive. Per Generally Accepted Accounting Principles of the United States (GAAP), local government organizations are required to use fund accounting. Edina Public Schools separates its revenue and expenditure budgets into five governmental funds:

### ▪ General Fund

Used to account for the general operations of the District. This fund includes the salaries and benefits of teachers, principals, custodians, bus drivers, administrative support staff, paraprofessionals, and administrators; costs of supplies, textbooks, contracted services, utilities, repairs, equipment, etc. This fund is also used for long-term facilities maintenance (LTFM) projects of less than \$2,000,000 per site and for the capital projects (technology) levy. Any revenue or expenditure that cannot otherwise be accounted for in a different fund is recorded in the General Fund.

### ▪ Food Service Fund

Used to account for all revenues and expenditures related to operating the District's child nutrition programs, including food, salaries, benefits, supplies, and equipment. Food Service revenues come primarily from state and federal reimbursements. The District receives additional revenue via the sale of à la carte meals to students and adults.

### ▪ Community Services Fund

Used to account for revenues and expenditures related to programs such as Early Childhood Family Education, Adult Basic Education, Kids Club (school-age care), youth enrichment classes, and other community education programs. Community Service revenues primarily come from fees charged for program participation and property tax revenue dedicated to the Community Service Fund.

### ▪ Building Construction Fund

Used to account for major facility projects. Proceeds from the sale of bonds authorized in an election, lease levy property tax authority, or for bonded LTFM projects are placed in this fund. This fund is also used for LTFM projects exceeding \$2,000,000 per site.

### ▪ Debt Service Fund

Used to accumulate and account for resources that fund principal and interest payments on bonds sold to finance construction. These are similar to a homeowner's payments on a mortgage.

Why is this information important? It is important to understand the fund structure because, with very few exceptions, money cannot be transferred from one fund to another. For example, raising a la carte prices or Kids Club tuition is not a solution to a shortfall in the General Fund. Similarly, the resources of the Debt Service Fund or the Building Construction Fund cannot be used for paraprofessional salaries. Additionally, there are additional intra-fund restrictions embedded in state statute. For example, the capital projects levy cannot be used to pay for instructional salaries or special education

## Expenditures By Program

- **Administration**  
Includes all costs for general administration, instructional administration and school site administration. This area also covers the school board, superintendent, principals, and directors.
- **District Support Services**  
Consists of activities related to general administrative support not listed in the administration category. This area covers federal programs, human resources, business and finance, government relations, school elections, and miscellaneous district administration not otherwise classified.
- **Elementary and Secondary Regular Instruction**  
Elementary and secondary regular instruction consists of all activities dealing directly with the instruction of students, the interaction between instructional staff and students in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels.
- **Vocational Instruction**  
Courses and activities which develop knowledge, skills, attitudes, and behavioral characteristics for students seeking career exploration and employability.
- **Special Education Instruction**  
Activities providing learning experiences for students of any age who, because of certain characteristics or conditions, need, or who would benefit by, educational programs differentiated from those provided to students in regular or vocational instruction.
- **Instructional Support Services**  
Activities for assisting instructional staff with curriculum development, curriculum implementation, and the process of providing learning experiences for pupils in kindergarten through twelfth grade.
- **Pupil Support Services**  
Includes services provided to students that do not qualify to be classified as instructional services such as counseling and guidance, health, psychological, social work, transportation, etc.
- **Sites and Buildings**  
Activities related to the acquisition, operation, maintenance, repair and remodeling of all physical plant, facilities, and grounds of the District.
- **Fiscal and Other Fixed Costs**  
Fiscal and fixed cost activities that are not recorded elsewhere.

## Expenditures By Object

The school district budget consists of the following types of expenditures:

- **Salaries**  
Salaries related to personnel positions, extra-curricular assignments, overtime, substitute staff costs, and severance payments.
- **Benefits**  
Medical, dental, life, long-term disability, workers' compensation, state pension contributions, deferred compensation contributions, and post-retirement benefits for eligible persons.
- **Purchased Services**  
Includes consultants, postage, insurance, repair and maintenance services, utilities, student transportation contracts, travel/conferences, payments to other districts, and tuition.
- **Supplies and Materials**  
Textbooks, instructional supplies, office and custodial supplies, computer software, and related copier costs. Includes fuel for buildings.
- **Capital**  
Building construction, equipment, facility repair and maintenance, vehicles, technology equipment, and other items with a useful life of more than one year.
- **Debt Service**  
Principal and interest payments for bonded debt.
- **Other Expenditures**  
All other expenditures not classified in other categories.

# Preliminary Budget Executive Summary

	Preliminary Budget Fiscal Year 2025		
	FY2023 Audited Results	FY2024 Revised Budget	FY2025 Preliminary Budget
<b>Revenues:</b>			
General Fund	\$ 144,736,963	\$ 155,413,614	\$ 160,833,844
Food Service	3,657,303	4,449,200	4,621,067
Community Service	10,882,451	11,990,571	12,901,634
Debt Service	15,236,725	14,299,501	14,857,137
Internal Service	858,609	870,900	910,000
<b>Total Excluding Construction</b>	<b>175,372,051</b>	<b>187,023,786</b>	<b>194,123,682</b>
Building Construction	23,952,483	7,012,849	8,094,237
<b>Total Revenue</b>	<b>\$ 199,324,534</b>	<b>\$ 194,036,635</b>	<b>\$ 202,217,919</b>
<b>Expenditures:</b>			
General Fund	142,267,400	154,190,547	158,362,067
Food Service	3,790,593	4,406,523	4,531,973
Community Service	10,784,657	11,714,083	12,841,752
Debt Service	15,234,125	14,619,573	14,597,514
Internal Service	887,654	870,900	910,000
<b>Total Excluding Construction</b>	<b>172,964,429</b>	<b>185,801,626</b>	<b>191,243,306</b>
Building Construction	19,054,076	15,868,798	9,560,259
<b>Total Expenditures</b>	<b>\$ 192,018,505</b>	<b>\$ 201,670,424</b>	<b>\$ 200,803,565</b>

For presentation purposes, throughout this document other financing sources are depicted as revenues and other financing uses as expenditures

## Budget Overview

The annual budget presented includes an analysis of the actual financial results of the District at June 30, 2023, and the anticipated positions at June 30, 2024 and June 30, 2025.

The budget was prepared in accordance with GAAP, the Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota school districts, and **District Policy 701**. The budget includes all governmental and proprietary funds operated by the District. Each fund is treated as an independent accounting entity in accordance with statutory requirements and state and federal regulations governing the District’s various revenue sources and expenditure purposes.

Minnesota Education Laws 2023 were used as the basis for building the fiscal year (FY) 2025 budget which includes \$7,281 of state basic education revenue per pupil unit (an increase of 2.0% or \$143 per pupil unit from FY2024), special education cross-subsidy aid of 44.0%, and operating referendum revenue of \$2,197 per pupil (an increase of 4.36% or \$92 per pupil unit from FY2024). The District will also experience a 14.05% increase to the capital projects levy, directly proportional to the increase of the net tax capacity of the District from 2021 to 2022.

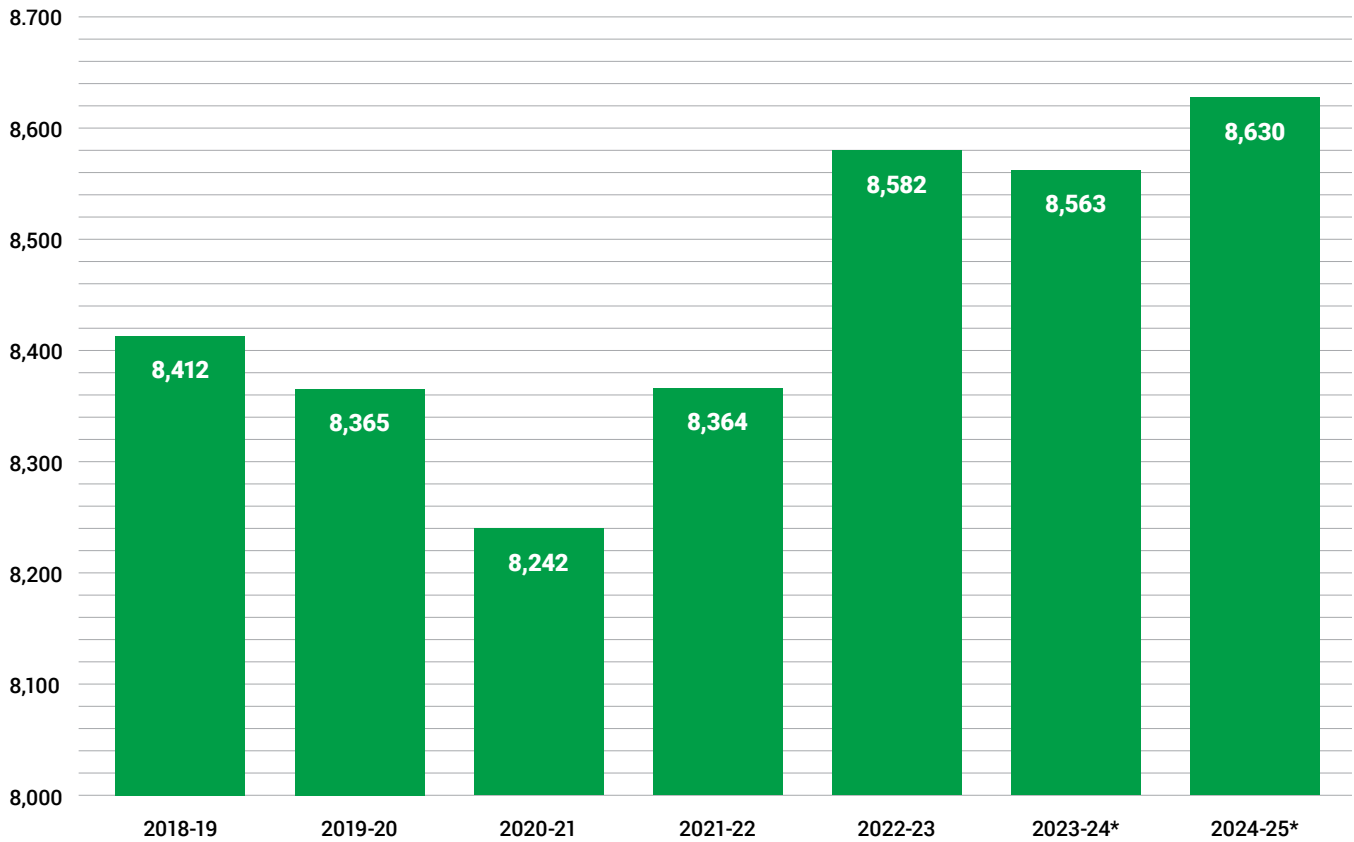
The development of the District’s General Fund budget for the 2024-2025 school year includes approximately \$3,620,000 of cost containment measures. The cost containment measures include but are not limited to: the reduction of certain administrative and support staff, adjustments to the licensed media specialist and licensed school nurse staffing models, right-sizing of licensed staff in accordance with the established teacher-to-student ratio by grade level, an increase to parking and activity fees, and the deferral of certain capital purchases. More details regarding the District’s cost containment process can be found on the District’s cost containment [website](#).

A school district’s budget can be one of the most meaningful and useful documents in public school administration. It depicts the priorities of the School Board, administration, staff, and community.

## Enrollment History & Projections

During the 2020-21 school year the District, like many throughout the state and country, experienced a one-time enrollment loss due to the COVID-19 pandemic. Due to demand for District’s programming, enrollment stabilized and grew beyond pre-pandemic levels during FY2023 and FY2024. The District anticipates modest growth for FY2025 to 8,630.

### ENROLLMENT



\*The enrollment figures for the 2023-24 and 2024-25 school years are estimates. The enrollment figures for the other years that are presented represent actual student enrollment (average daily membership).

# Preliminary Budget Executive Summary

	Preliminary Budget Fiscal Year 2025		
	FY2023 Audited Results	FY2024 Revised Budget	FY2025 Preliminary Budget
<b>Revenues:</b>			
Local Property Taxes	\$ 46,405,452	\$ 53,290,711	\$ 56,342,166
Investment Earnings	1,186,645	1,031,559	1,070,820
Other Local Revenue	5,191,120	3,694,390	2,350,434
State Aid	87,753,124	95,111,257	99,080,008
Federal Aid	2,923,062	2,285,697	1,990,416
Other Financing Sources	1,277,560	-	-
<b>Total Revenue</b>	<b>\$ 144,736,963</b>	<b>\$ 155,413,614</b>	<b>\$ 160,833,844</b>
<b>Expenditures:</b>			
Salaries and Benefits	111,597,194	120,520,094	122,737,571
Purchased Services	11,339,734	11,077,674	11,101,730
Supplies and Materials	5,332,589	4,242,555	4,713,386
Capital	11,827,844	11,504,446	11,634,121
Other	585,913	508,462	570,384
Other Financing Uses	1,584,127	6,337,316	7,604,875
<b>Total Expenditures</b>	<b>\$ 142,267,400</b>	<b>\$ 154,190,547</b>	<b>\$ 158,362,067</b>
<b>Fund Balances:</b>			
<i>Net Change in Fund Balance</i>	2,469,563	1,223,067	2,471,777
<i>Beginning of Year</i>	18,122,022	20,591,585	21,814,651
<i>End of Year</i>	20,591,585	21,814,651	24,286,428

## General Fund

The General Fund contains all revenue and expenditures for the general, day-to-day operations of the District. This includes salaries and benefits for teachers, administrators, bus drivers, custodians, administrative support staff, and paraprofessionals; instructional supplies, technology, transportation, textbooks, and money spent to operate and repair District buildings. In some ways, it is clearer to express the General Fund in terms of what it does not cover. The General Fund does not account for Food Service, Community Service programs, debt service payments on voter-approved bonds issued by the District, and the cost of major construction projects financed through the issuance of bonds.

The General Fund includes expenditures associated with the capital projects levy or “tech levy”, which funds virtually all of the technology infrastructure and staff in the District, the annual levy for LTFM projects less than \$2,000,000 per site. Projects over \$2,000,000 are accounted for in the Building Construction Fund. It is important to note that LTFM expenditures can fluctuate considerably from year to year and can impact the overall view of the District’s funding picture.

## Fund Balance Policy

The level of spending is set with several considerations in mind, but one of the primary considerations is to maintain an adequate level of reserves for unanticipated events. The District has a formal policy calling for an unassigned fund balance in the General Fund equal to at least 6.0% to 10.0% of total unassigned expenditures. This balance could be considered to be the District’s insurance policy against the unforeseen. Maintaining an adequate fund balance is important for the stability of the District, and is a key measure that credit rating agencies examine when assigning a credit rating to a District, which can have a material impact to resident taxpayers. The projected unassigned General Fund balance as of June 30, 2025 is \$8,651,427. This is 6.9% of the unassigned expenditure budget, or about two weeks of operations. Board policy dictates an additional committed fund balance of 2.0% of unassigned expenditures. Unanticipated events that could occur that would require the District to use its unassigned fund balance include:

- Property tax delinquencies and abatements
- Enrollment fluctuations
- Unanticipated price increases for essential purchases including fuel, utilities, property and liability insurance, software licenses fees, inflation, etc.
- State revenue reductions or “pro-rations”
- Unforeseen public/health safety emergencies or severe weather/natural disasters
- Future unfunded mandates imposed by the state legislature

# Preliminary Budget Executive Summary

	Preliminary Budget Fiscal Year 2025		
	FY2023 Audited Results	FY2024 Revised Budget	FY2025 Preliminary Budget
<b>Revenues:</b>			
Lunch Sales	\$ 1,971,809	\$ 875,824	\$ 897,720
Federal Aid	1,478,698	1,392,196	1,427,001
State Aid	148,196	2,168,191	2,222,396
Other	58,600	12,989	73,950
<b>Total Revenue</b>	<b>\$ 3,657,303</b>	<b>\$ 4,449,200</b>	<b>\$ 4,621,067</b>
<b>Expenditures:</b>			
Salaries and Benefits	481,273	-	-
Purchased Services	2,942,612	4,301,523	4,431,973
Supplies and Materials	356,353	-	-
Other Expenditures	10,355	-	-
Capital Outlay	-	105,000	100,000
<b>Total Expenditures</b>	<b>\$ 3,790,593</b>	<b>\$ 4,406,523</b>	<b>\$ 4,531,973</b>
<b>Fund Balances:</b>			
<i>Net Change in Fund Balance</i>	<i>(133,290)</i>	<i>42,677</i>	<i>89,094</i>
<i>Beginning of Year</i>	<i>1,299,309</i>	<i>1,166,019</i>	<i>1,208,696</i>
<i>End of Year</i>	<i>1,166,019</i>	<i>1,208,696</i>	<i>1,297,790</i>

## Food Service Fund

The District's food service operation, managed by a food service management firm, provides meals and nutrition services that fully comply with regulations set forth by the United States Department of Agriculture. All revenues and expenditures associated with the program must be accounted for in this separate fund. By law, revenues generated by the program can only be used to provide meals and to pay for certain closely related expenditures.

During the 2023 legislative session a bill to provide free meals to all students attending public schools was enacted, effective July 1, 2023. All students of the District will receive one free breakfast and one free lunch each school day. This program will continue in FY2025.

# Preliminary Budget Executive Summary

	Preliminary Budget Fiscal Year 2025		
	FY2023 Audited Results	FY2024 Revised Budget	FY2025 Preliminary Budget
<b>Revenues:</b>			
Local Property Taxes	\$ 1,089,785	\$ 1,232,059	\$ 1,398,027
Tuition and Fees	8,920,871	9,988,558	10,690,488
Other Local Revenues	87,900	29,807	98,931
State Sources	690,020	740,147	714,188
Federal Sources	93,875	-	-
<b>Total Revenue</b>	<b>\$ 10,882,451</b>	<b>\$ 11,990,571</b>	<b>\$ 12,901,634</b>
<b>Expenditures:</b>			
Salaries and Benefits	7,599,774	8,487,252	9,277,941
Purchased Services	2,391,391	2,208,264	2,773,527
Supplies and Materials	561,633	638,267	593,984
Other Expenditures	131,540	160,300	40,300
Capital Outlay	100,319	220,000	156,000
<b>Total Expenditures</b>	<b>\$ 10,784,657</b>	<b>\$ 11,714,083</b>	<b>\$ 12,841,752</b>
<b>Fund Balances:</b>			
<i>Net Change in Fund Balance</i>	97,794	276,488	59,882
<i>Beginning of Year</i>	1,612,330	1,710,124	1,986,612
<i>End of Year</i>	1,710,124	1,986,612	2,046,494

## Community Services Fund

Community service programs exist to help E-12 students and families thrive and be successful in school and life. The District's Community Ed department designs, operates and participates in hundreds of important programs year-round that make life and learning better for all people who live, work and attend school in the District. Programs include Kid's Club childcare, facility rentals, youth camps and classes, adult classes, adult basic education, and volunteering opportunities. Community Ed also operates the Edina Early Learning School which offers early childhood family education, full-day and part-day preschool, early childhood screening, and intervention and outreach for the community's youngest learners.

# Preliminary Budget Executive Summary

	Preliminary Budget Fiscal Year 2025		
	FY2023 Audited Results	FY2024 Revised Budget	FY2025 Preliminary Budget
<b>Revenues:</b>			
Investment Earnings	\$ 682,856	\$ 675,533	\$ 489,362
Debt Issued	21,685,500	-	-
Transfers In	1,584,127	6,337,316	7,604,875
<b>Total Revenue</b>	<b>\$ 23,952,483</b>	<b>\$ 7,012,849</b>	<b>\$ 8,094,237</b>
<b>Expenditures:</b>			
Salaries and Benefits	2,124	-	-
Purchased Services	4,678,187	-	-
Capital Outlay	14,373,765	15,868,798	9,560,259
Interest and Fiscal Charges	-	-	-
<b>Total Expenditures</b>	<b>\$ 19,054,076</b>	<b>\$ 15,868,798</b>	<b>\$ 9,560,259</b>
<b>Fund Balances:</b>			
<i>Net Change in Fund Balance</i>	4,898,407	(8,855,949)	(1,466,022)
<i>Beginning of Year</i>	11,413,906	16,312,313	7,456,364
<i>End of Year</i>	16,312,313	7,456,364	5,990,343

## Building Construction Fund

The Building Construction Fund is used for two purposes:

- to account for construction project expenditures financed with bond or bond-like proceeds
- to account for the expenditures of LTFM projects that are greater than \$2,000,000 per site.

There can be no borrowing from the Building Construction Fund; any cash or investment balance in the fund must be used for authorized construction or LTFM projects.

Expenditures relating to projects financed by bonds issued in prior years are reflected in the reduction of fund balance over time as projects progress to completion.

During the FY2023 the District issued certificates of participation in the aggregate par amount of \$14,200,000 to finance the addition to Countryside Elementary, which will host the District’s Spanish dual-language program. The project was substantially completed during FY2024.

# Preliminary Budget Executive Summary

	Preliminary Budget Fiscal Year 2025		
	FY2023 Audited Results	FY2024 Revised Budget	FY2025 Preliminary Budget
<b>Revenues:</b>			
Local Property Taxes	\$ 15,031,347	\$ 14,277,476	\$ 14,677,524
Investment Earnings	29,300	22,025	179,613
Debt Issued	176,078	-	-
<b>Total Revenue</b>	<b>\$ 15,236,725</b>	<b>\$ 14,299,501</b>	<b>\$ 14,857,137</b>
<b>Expenditures:</b>			
Principal	8,015,000	7,625,000	3,342,857
Interest	7,202,577	6,948,840	11,237,857
Fiscal Charges and Other	16,548	45,733	16,800
<b>Total Expenditures</b>	<b>\$ 15,234,125</b>	<b>\$ 14,619,573</b>	<b>\$ 14,597,514</b>
<b>Fund Balances:</b>			
<i>Net Change in Fund Balance</i>	2,600	(320,072)	259,623
<i>Beginning of Year</i>	3,451,305	3,453,905	3,133,833
<i>End of Year</i>	3,453,905	3,133,833	3,393,456

## Debt Service Fund

The Debt Service Fund exists to account for revenues and expenditures associated with repayment of the District's bonded indebtedness. The District issues bonds primarily for the purposes of financing the acquisition, construction, betterment and equipping of the District's buildings. Also, the District occasionally issues bonds to refund or refinance existing debt at more favorable interest rates. By state law, revenues and expenditures for debt service must be maintained in a separate fund. Borrowing from the Debt Service Fund is not allowed; all resources held by the fund are held exclusively for the purposes of debt repayment and related activities.

The District's underlying credit rating by Moody's Investors Service, **most recently affirmed in April 2023**, is Aaa, the highest rating possible. The District is one of only three school districts in the State of Minnesota and one of approximately 90 across the United States to hold the coveted rating.

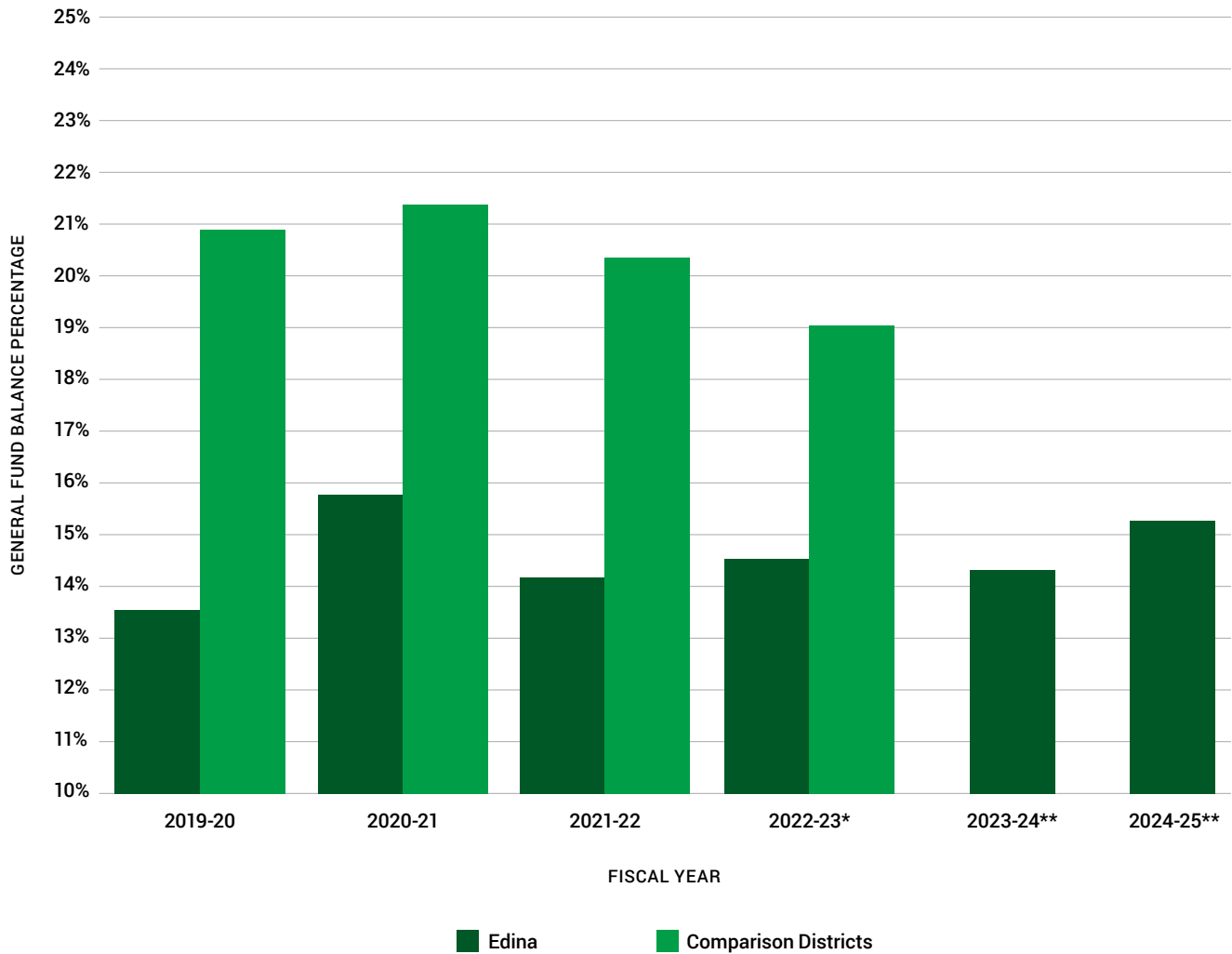
# Preliminary Budget Executive Summary



## Fund Balance Report

	FY2023 Ending Fund Balances	FY2024 Final Budgeted Revenues	FY2024 Final Budgeted Expenditures	FY2024 Final Budgeted Transfers In/(Out)	FY2024 Ending Fund Balances	FY2025 Proposed Budgeted Revenues	FY2025 Proposed Budgeted Expenditures	FY2025 Proposed Budgeted Transfers In/(Out)	FY2025 Ending Fund Balances
<b>General Fund:</b>									
Nonspendable - Inventory	\$ 23,064	\$ -	\$ -	\$ -	\$ 23,064	\$ -	\$ -	\$ -	\$ 23,064
Nonspendable - Prepaid Items	369,917	-	-	-	369,917	-	-	-	369,917
<b>Total Nonspendable</b>	<b>392,981</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>392,981</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>392,981</b>
Restricted - Achievement & Integration	-	1,296,098	1,401,258	105,160	-	1,401,456	1,401,456	-	-
Restricted - Alternative Program	-	260,905	403,697	142,792	-	-	435,808	435,808	-
Restricted - Area Learning Center	-	-	-	-	-	-	-	-	-
Restricted - Basic Skills	-	1,343,199	1,748,811	405,612	-	1,545,049	1,545,049	-	-
Restricted - Capital Projects Levy	-	7,431,835	7,431,835	-	-	8,476,346	8,476,346	-	-
Restricted - English Learner	-	573,291	573,291	-	-	551,403	798,153	246,750	-
Restricted - Gifted & Talented	-	121,672	1,318,627	1,196,955	-	122,842	1,125,237	1,002,395	-
Restricted - Learning & Development	-	1,959,835	1,959,835	-	-	1,939,167	1,939,167	-	-
Restricted - Literacy Incentive Aid	-	542,841	542,841	-	-	542,841	543,841	1,000	-
Restricted - Long-Term Facilities Maintenance	-	11,215,006	4,877,690	(6,337,316)	-	11,331,524	3,726,649	(7,604,875)	-
Restricted - Medical Assistance	-	50,000	50,000	-	-	-	51,500	51,500	-
Restricted - Operating Capital	4,306,608	4,370,116	4,350,651	-	4,326,073	4,264,140	3,684,164	-	4,906,049
Restricted - Safe Schools	-	468,518	826,859	358,341	-	480,576	867,410	386,834	-
Restricted - School Library Aid	-	150,780	150,780	-	-	152,240	152,240	-	-
Restricted - Staff Development	-	1,336,148	1,107,056	-	229,092	1,375,896	1,129,309	-	475,679
Restricted - Student Activities	35,787	-	-	-	35,787	-	-	-	35,787
Restricted - Student Support Personnel Aid	-	44,943	44,943	-	-	161,397	161,397	-	-
<b>Total Restricted</b>	<b>4,342,395</b>	<b>31,164,387</b>	<b>26,787,374</b>	<b>(4,128,456)</b>	<b>4,590,952</b>	<b>32,344,877</b>	<b>26,037,726</b>	<b>(5,480,588)</b>	<b>5,417,515</b>
Committed Fund Balance	2,322,850	-	-	88,453	2,411,303	-	-	73,085	2,484,388
Assigned - Department/Site Carryover	822,667	927,915	500,722	-	1,249,860	493,475	500,075	-	1,243,260
Assigned - OPEB & Severance	4,183,033	-	-	650,000	4,833,033	-	-	-	4,833,033
Assigned - Unemployment Insurance	-	-	-	500,000	500,000	-	-	-	500,000
Assigned - Paid Family Medical Leave	-	-	-	250,000	250,000	-	-	-	250,000
Assigned - Literacy and Virtual Programming	513,824	-	-	-	513,824	-	-	-	513,824
<b>Total Assigned</b>	<b>5,519,524</b>	<b>927,915</b>	<b>500,722</b>	<b>1,400,000</b>	<b>7,346,717</b>	<b>493,475</b>	<b>500,075</b>	<b>-</b>	<b>7,340,117</b>
Unassigned Fund Balance	8,013,834	123,321,312	120,565,135	(3,697,313)	7,072,698	127,995,492	124,219,391	(2,197,372)	8,651,427
<b>Total General Fund</b>	<b>\$ 20,591,584</b>	<b>\$ 155,413,614</b>	<b>\$ 147,853,231</b>	<b>\$ (6,337,316)</b>	<b>\$ 21,814,651</b>	<b>\$ 160,833,844</b>	<b>\$ 150,757,192</b>	<b>\$ (7,604,875)</b>	<b>\$ 24,286,428</b>
<b>Food Service Fund:</b>									
Nonspendable - Inventory	67,961	-	-	-	67,961	-	-	-	67,961
Restricted - Food Service	1,098,058	4,449,200	4,406,523	-	1,140,735	4,621,067	4,531,973	-	1,229,829
<b>Total Food Service Fund</b>	<b>1,166,019</b>	<b>4,449,200</b>	<b>4,406,523</b>	<b>-</b>	<b>1,208,696</b>	<b>4,621,067</b>	<b>4,531,973</b>	<b>-</b>	<b>1,297,790</b>
<b>Community Service Fund:</b>									
Restricted - Community Education	1,240,073	10,766,638	10,540,413	-	1,466,298	11,733,597	11,619,520	-	1,580,375
Restricted - Early Childhood Family Education	299,896	688,816	725,635	-	263,077	666,158	756,518	-	172,717
Restricted - School Readiness	71,697	296,279	257,957	-	110,019	263,041	262,983	-	110,077
Restricted - Community Service	98,459	238,838	190,078	-	147,219	238,838	202,731	-	183,326
<b>Total Community Service Fund</b>	<b>1,710,124</b>	<b>11,990,571</b>	<b>11,714,083</b>	<b>-</b>	<b>1,986,612</b>	<b>12,901,634</b>	<b>12,841,752</b>	<b>-</b>	<b>2,046,494</b>
<b>Building Construction Fund:</b>									
Restricted - Building Construction	1,485,808	-	320,000	-	1,165,808	-	-	-	1,165,808
Restricted - Long-Term Facilities Maintenance	8,545,571	390,533	8,982,863	6,337,316	6,290,557	489,362	9,560,259	7,604,875	4,824,535
Restricted - Building Projects Funded by COPs	6,280,935	285,000	6,565,935	-	-	-	-	-	-
<b>Total Building Construction Fund</b>	<b>16,312,314</b>	<b>675,533</b>	<b>15,868,798</b>	<b>6,337,316</b>	<b>7,456,365</b>	<b>489,362</b>	<b>9,560,259</b>	<b>7,604,875</b>	<b>5,990,343</b>
<b>Debt Service Fund:</b>									
Restricted - Debt Service	3,453,905	14,299,501	14,619,573	-	3,133,833	14,857,137	14,597,514	-	3,393,456
<b>Total Debt Service Fund</b>	<b>3,453,905</b>	<b>14,299,501</b>	<b>14,619,573</b>	<b>-</b>	<b>3,133,833</b>	<b>14,857,137</b>	<b>14,597,514</b>	<b>-</b>	<b>3,393,456</b>
<b>Internal Service Fund:</b>									
Internal Service Fund	485,401	870,900	870,900	-	485,401	910,000	910,000	-	485,401
<b>Total Internal Service Fund</b>	<b>485,401</b>	<b>870,900</b>	<b>870,900</b>	<b>-</b>	<b>485,401</b>	<b>910,000</b>	<b>910,000</b>	<b>-</b>	<b>485,401</b>
<b>Total Governmental Funds</b>	<b>\$ 43,719,346</b>	<b>\$ 187,699,319</b>	<b>\$ 195,333,108</b>	<b>\$ -</b>	<b>\$ 36,085,557</b>	<b>\$ 194,613,044</b>	<b>\$ 193,198,690</b>	<b>\$ -</b>	<b>\$ 37,499,911</b>
<b>Fund Balance Calculation</b>									
	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>						
Statutory Operating Debt Calculation (SOD):	14.52%	14.29%	15.19%						
Unassigned Fund Balance Percentage:	6.90%	5.87%	6.96%						
Committed Fund Balance Percentage:	2.00%	2.00%	2.00%						
Comparable school district average SOD calculation for fiscal year 2023:				18.43%					

## GENERAL FUND BALANCE HISTORY AND COMPARISONS



\* The fund balance categories included in the stated figures are those used by the Department of Education to calculate statutory operating debt.

\*\* Comparison school district data was not available at the time of reporting.

# Preliminary Budget Executive Summary

## Adopted Revenue, Expenditures, and Changes in Fund Balances – Governmental Funds

For the Fiscal Year Ended June 30, 2025

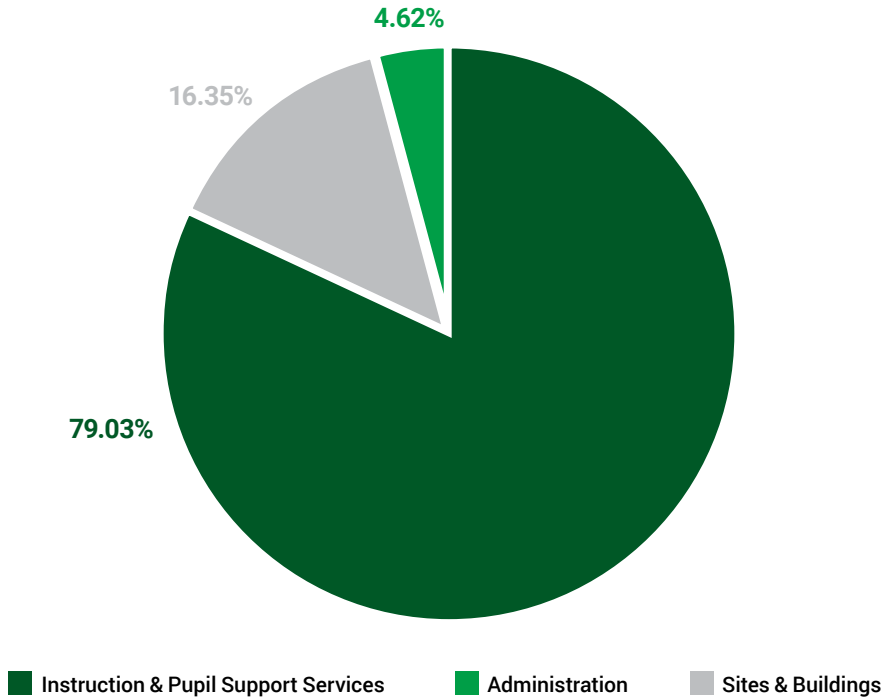
	General Fund	Capital Projects - Building Construction Fund	Debt Service Fund	Non-Major Funds - Special Revenue Funds	Total Governmental Funds
<b>Revenue</b>					
Local Sources					
Property Taxes	\$ 56,342,166	\$ -	\$ 14,677,524	\$ 1,398,027	\$ 72,417,717
Investment Earnings	1,070,820	489,362	179,613	164,881	1,904,676
Other	2,350,434	-	-	11,596,208	13,946,642
State Sources	99,080,008	-	-	2,936,584	102,016,592
Federal Sources	1,990,416	-	-	1,427,001	3,417,417
<b>Total Revenue</b>	<b>\$ 160,833,844</b>	<b>\$ 489,362</b>	<b>\$ 14,857,137</b>	<b>\$ 17,522,701</b>	<b>\$ 193,703,044</b>
<b>Expenditures</b>					
Current					
Administration	4,236,526	-	-	-	4,236,526
District Support Services	3,073,469	-	-	-	3,073,469
Elementary and Secondary Regular Instruction	68,759,782	-	-	-	68,759,782
Vocational Education Instruction	517,834	-	-	-	517,834
Special Education Instruction	28,010,174	-	-	-	28,010,174
Instructional Support Services	10,263,667	-	-	-	10,263,667
Pupil Support Services	12,299,557	-	-	-	12,299,557
Sites and Buildings	10,940,828	-	-	-	10,940,828
Fiscal and Other Fixed Cost Programs	1,008,480	-	16,800	-	1,025,280
Food Service	-	-	-	4,531,973	4,531,973
Community Service	-	-	-	12,841,752	12,841,752
Capital Outlay	9,889,109	9,560,259	-	-	19,449,368
Debt Service					
Principal	1,051,408	-	3,342,857	-	4,394,265
Interest	706,358	-	11,237,857	-	11,944,215
<b>Total Expenditures</b>	<b>\$ 150,757,192</b>	<b>\$ 9,560,259</b>	<b>\$ 14,597,514</b>	<b>\$ 17,373,725</b>	<b>\$ 192,288,690</b>
Excess (Deficiency) of Revenue Over Expenditures	10,076,652	(9,070,897)	259,623	148,976	1,414,354
Other Financing Sources (Uses)					
Transfers In	-	7,604,875	-	-	7,604,875
Transfers (Out)	(7,604,875)	-	-	-	(7,604,875)
<b>Total Other Financing Sources (Uses)</b>	<b>\$ (7,604,875)</b>	<b>\$ 7,604,875</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balances</b>	<b>\$ 2,471,777</b>	<b>\$ (1,466,022)</b>	<b>\$ 259,623</b>	<b>\$ 148,976</b>	<b>\$ 1,414,354</b>

# Preliminary Budget Executive Summary

## General Fund Expenditures by Program

For the Fiscal Year Ended June 30, 2025

Program Description	FY2023 Audited	FY2024 Budgeted	FY2025 Budgeted	Percentage by Program
Administration	\$ 3,449,633	\$ 3,382,951	\$ 4,236,526	2.68%
District Support Services	2,516,269	3,374,099	3,073,469	1.94%
Elementary and Secondary Regular Instruction	60,949,598	67,560,565	68,999,782	43.57%
Vocational Education Instruction	456,282	461,001	517,834	0.33%
Special Education Instruction	26,173,927	27,283,660	28,010,174	17.69%
Instructional Support Services	14,639,827	15,347,473	15,072,664	9.52%
Pupil Support Services	13,061,910	12,270,578	12,557,170	7.93%
Sites and Buildings	20,243,766	23,703,436	24,885,968	15.71%
Fiscal and Other Fixed Cost Programs	562,301	806,784	1,008,480	0.64%
<b>Total</b>	<b>\$ 142,053,511</b>	<b>\$ 154,190,547</b>	<b>\$ 158,362,067</b>	<b>100.00%</b>

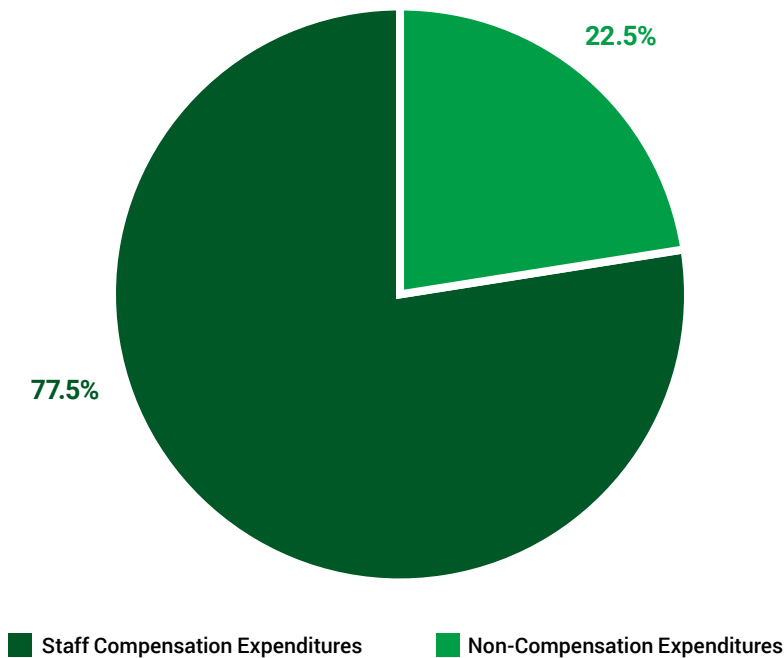


# Preliminary Budget Executive Summary

## General Fund Expenditures by Object

For the Fiscal Year Ended June 30, 2025

Program Description	FY2023 Audited	FY2024 Budgeted	FY2025 Budgeted	Percentage by Object
Salaries and Wages	\$ 85,143,560	\$ 91,062,342	\$ 92,627,596	57.99%
Employee Benefits	26,453,634	29,457,752	30,109,975	19.52%
Purchased Services	11,339,416	10,377,674	11,101,730	7.19%
Supplies and Materials	5,328,837	4,242,555	4,713,386	2.98%
Capital Expenditures	11,618,024	11,504,446	11,646,875	7.17%
Other Expenditures	585,913	508,462	570,384	0.36%
Other Financing Uses	1,584,127	6,337,316	7,592,121	4.80%
<b>Total</b>	<b>\$ 142,053,511</b>	<b>\$ 153,490,547</b>	<b>\$ 158,362,067</b>	<b>100.00%</b>



# Preliminary Budget Executive Summary

## Scheduled Debt Service Activity

For the Fiscal Year Ended June 30, 2025

Debt Issue	Issue Date	Coupon Rate	Final Maturity	Balance at June 30, 2024	Principal Payments	Interest Payments	Balance at June 30, 2025
General Obligation Bonds, Series 2014A	12/30/14	3.00%-3.50%	2/1/35	\$ 6,050,000	\$ -	\$ 194,188	\$ 6,050,000
General Obligation Bonds, Series 2015A	7/22/15	4.00%-5.00%	2/1/37	95,810,000	2,335,000	4,189,900	93,475,000
General Obligation Bonds, Series 2017A	4/13/17	2.50%-4.00%	2/1/31	15,685,000	-	487,175	15,685,000
General Obligation Bonds, Series 2019A	5/2/19	3.00%-5.00%	2/1/36	24,075,000	-	789,250	24,075,000
General Obligation Bonds, Series 2020A	11/5/20	3.00%-4.00%	2/1/26	8,380,000	4,175,000	335,200	4,205,000
General Obligation Bonds, Series 2021A	5/27/21	2.00%-3.00%	2/1/31	10,585,000	1,270,000	255,900	9,315,000
General Obligation Bonds, Series 2021B	9/28/21	2.00%-3.00%	2/1/35	7,000,000	-	143,300	7,000,000
General Obligation Bonds, Series 2023A	5/11/23	4.00%-5.00%	2/1/37	7,035,000	115,000	290,800	6,920,000
Certificates of Participation, Series 2011C	11/17/11	2.00%-3.75%	4/1/27	390,000	125,000	14,150	265,000
Certificates of Participation, Series 2022A	11/9/22	4.00%-5.00%	4/1/38	13,780,000	705,000	651,350	13,075,000
Capital Leases (Various)	Various	2.69%-5.20%	Various	1,188,961	221,409	40,857	967,553
			<b>Total</b>	<b>\$ 189,978,962</b>	<b>\$ 8,946,409</b>	<b>\$ 7,392,069</b>	<b>\$ 181,032,553</b>

VII.C. Policy Review (714, 716, 718, 720, 721,  
801, 802, 804, 808, 813)



**Board Meeting Date:** 6/10/2024

**Title:** Policy Review

**Type:** Action

**Presenter(s):** Board Policy Committee

**Description:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 714 Use of District-Owned Vehicles
- Policy 716 Vending Machines
- Policy 718 Construction and Remodeling of Facilities and Grounds
- Policy 720 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- Policy 721 Service Animals in Schools
- Policy 801 Equal Access by Students to School Facilities
- Policy 802 Disposition of Obsolete Equipment and Material
- Policy 804 Energy Utilization Management
- Policy 808 Naming Facilities and Educational Programs
- Policy 813 Aquatics Policy

**Recommendation:** Approve the suggested modifications for Policies 714, 716, 718, 720, 721, 801, 802, 804, 808, 813.

**Desired Outcome(s) from the Board:** Approve suggested modifications.

**Attachments:**

1. Policy 714 Use of District-Owned Vehicles
2. Policy 716 Vending Machines
3. Policy 718 Construction and Remodeling of Facilities and Grounds
4. Policy 720 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
5. Policy 721 Service Animals in Schools
6. Policy 801 Equal Access by Students to School Facilities
7. Policy 802 Disposition of Obsolete Equipment and Material
8. Policy 804 Energy Utilization Management
9. Policy 808 Naming Facilities and Educational Programs
10. Policy 813 Aquatics Policy

## Non-Instructional Operations and Business Services

### Use of District-Owned Vehicles

#### I. Purpose

This policy defines appropriate use of school district-owned vehicles.

#### II. General Statement of Policy

The school district owns and maintains district-owned vehicles necessary to meet the educational and operational needs of the school district. All drivers must be properly licensed and follow federal, state, and local laws related to vehicle transportation. All district policies will apply during the use of district-owned vehicles.

#### III. Operations

- A. The director of ~~business services~~ finance and operations, director of athletics and activities, director of media and technology services, and director of community education and strategic partnerships will work with the supervisor of transportation and the director of buildings and grounds to coordinate the access, maintenance, and use of school district-owned vehicles.
- B. Personal use of a district-owned vehicle is strictly prohibited. ~~unless preapproved by the superintendent.~~
- C. An employee who uses a personal vehicle for district business is not covered by the district's vehicle insurance.

Policy  
adopted: 11/08/10  
revised: 09/22/14  
reviewed: 03/20/17

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Non-Instructional Operations and Business Services

### Vending Machines

#### I. Purpose

This policy establishes procedures to govern vending machines installed in school district facilities.

#### II. General Statement of Policy

It is the policy of the school district to contract for, supervise, maintain, and account for the proceeds from vending machines located in school district facilities in a manner that is fair, that maximizes the revenues from those machines, ~~that allows those revenues to be included in the budget of the facility in which they are generated,~~ and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

#### III. Authorization

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the district provided all contracts for such vending machines ~~must be~~ are approved by the school board, as provided in this policy.

#### IV. Supervision; Approval; Location

A. All vending machines will be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator will be responsible to supervise the operation of the machine so as to be in compliance with this policy and any applicable laws.

B. The items to be dispensed from a vending machine located in a school facility will be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved will be appropriate to the school setting and consistent with Policy 533 (Student Wellness - Food, Nutrition and Physical Activity). In the event a written complaint is filed with the district regarding the approval or disapproval of any item, the superintendent, after proper review, will make the final determination.

C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or other means. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of

any machine.

- D. Vending machines will be located to meet any applicable building, fire or life/safety codes, and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility will review the location of each machine with appropriate maintenance and food service staff.
- E. All vending machines will comply with district advertising guidelines as set forth in ~~Policy 905—Advertising~~ [district policy](#).

#### V. Contract Approval

- A. All contracts for the purchase or rental of vending machines ~~will be considered~~ [must be authorized](#) by the school board. ~~on a facility by facility basis.~~
- B. If it is estimated that the aggregate receipts from all vending machines located in a school [district](#) facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and [in compliance with Minn. Stat. § 123B.52 state law](#).
- C. If it is estimated that the aggregate receipts from all vending machines located in a ~~school~~ [district](#) facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with ~~Minn. Stat. § 123B.52~~ [state law](#).
- D. The contracting process will be conducted in compliance with ~~Minn. Stat. § 123B.52~~ [state law](#). A copy of this policy will be included in any specifications or request for proposals or quotations. A record will be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations will be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other non-commission amounts to be paid as a result of the award of the contract. The non-commission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The non-commission amounts will be reduced to a cash equivalency and will be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of beverage or merchandise, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the ~~school~~ district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy will be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which they are located. All financial responsibility for the maintenance and repair of machines will remain with the individual facility in which they are located to the extent not addressed in the contract.
- I. No teacher, administrator, district employee, or school board member will be interested, directly or indirectly, in a vending machine contract with the district or personally benefit financially therefrom.

## VI. Accounting

- ~~A. All financial activity related to the operation of district vending machines will be accounted for in accordance with district policy. Proceeds from vending machine sales and contracts will be under the control of the school board, will be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.~~
- ~~B. An amount equal to the amount of the proceeds from the machines in each facility will be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.~~
- ~~C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures will be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Every time cash is removed from or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports will be filed with the business office monthly and a copy will be retained by the principal's office.~~

### Legal References:

Minn. Stat. § 123B.20 (Dealing in [School Supplies](#))

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (~~Contracts~~ [Uniform Municipal Contracting Law](#))

Minn. Stat. § 471.87 (~~Conflict of Interest~~ [Public Officers, Interest in Contract; Penalty](#))

### Cross References:

Policy 210 (Conflict of Interest – School Board Members)

Policy 533 (Student Wellness - [Food, Nutrition and Physical Activity](#))

Policy 703 (Accounting)  
Policy 905 (Advertising)

Policy  
adopted: 11/08/10  
Revised: 09/23/14  
Revised: 04/17/17  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Non-Instructional Operations and Business Services

### Construction and Remodeling of Facilities and Grounds

#### I. Purpose

This policy defines the process the school district will use to plan, administer, design, finance, construct, and occupy a building.

#### II. General Statement of Policy

The school district recognizes the importance of facilities and grounds that provide a favorable environment for student and community learning and activities. The district will meet all federal, state, and local construction requirements as well as seek public and staff input and communications throughout the construction and remodeling of facilities and grounds process.

#### III. Construction and Remodeling Process

- A. The school district will follow all local, federal and state laws, building codes, ordinances, and requirements throughout the process of completing new construction or remodeling of district facilities and grounds. All school site and/or district construction and remodeling projects will be coordinated by the director of buildings and grounds. All proposed projects will be reviewed by the Board Facilities Committee with a recommendation brought to the school board, as necessary, for action or information.
- B. The district values the involvement of community and staff in the planning and design of the construction and/or remodeling of school facilities and grounds. A school administrator identified by the director of buildings and grounds will ensure this involvement occurs throughout the process. The process will be shared with the school board for either action or information as determined by the Board Finance and Facilities Committee.
- C. All agreements, bids, leases, joint agreements, and contracts must be approved by the school board in conformity with district Policy 707. Change orders of greater than \$175,000 must be formally communicated to the board. ~~For any project funded by bonds issued by the district, the school board will adopt a specific process for the approval of change orders.~~
- D. The construction and/or remodeling process will include:
  1. Planning – Project planning will be based on determined needs, available resources, and demonstrated public and staff input.

2. Administrative oversight – Local, state, and federal requirements must be considered in the process and consultant services may be required.
  3. Design – Architectural and engineering services will be used in the design of construction/remodeling, as determined by the scope of the project. All contracts, services, and fees must be approved by the ~~school~~ board.
  4. Financing – Project financing must meet state and federal law, and the method of financing must be approved by the ~~school~~ board. A vote of the public may be necessary for the funding of a construction bond referendum.
  5. Construction – All construction requires approved contracts and bids. The director of buildings and grounds will identify the district administrator who will serve as the point of contact for a construction or remodeling project. The district will complete all necessary requirements related to records, reports, and payments, as per state law.
- E. The district will seek partnerships when possible with other agencies and organizations to maximize the use of the facilities or grounds and access by students and the public.
- G. The district will choose products that are easily maintainable, and whose quality aligns with district standards.

Legal References:

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (~~Contracts~~ [Uniform Municipal Contracting Law](#))

Minn. Stat. § 471.87 (~~Conflict of Interest~~ [Public Officers, Interest in Contract; Penalty](#))

Cross References:

Policy 210 (Conflict of Interest – School Board Members)

Policy 703 (Accounting)

[Policy 707 \(Purchasing\)](#)

Policy

adopted: 11/08/10

Revised: 09/22/14

Revised: 08/17/15

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

APPENDIX I ~~Appendix I to Policy 718~~

**Next Gen Construction Bond Approved May 5, 2015  
Project Change Order Process**

The voter-approved Next Gen Construction Project provides funding to enhance school security, improve learning spaces at every school, and update the infrastructure of the ~~school~~ district's schools and facilities. In order to keep the construction project moving forward in a timely manner, construction change orders may need to be processed in a time-sensitive manner.

When a change order request is made by the construction management firm, the following actions will occur:

1. ~~The Director of Business Services~~ ~~director of finance and operations~~ or designee will determine if the request is a necessary change for the success of the project.
2. If the request is necessary, the ~~D~~director/designee will determine the required timeliness of approving the change order. Change order requests requiring a just-in-time response may be approved as follows:
  - ~~\$0 – \$100,000 change order amounts may be approved by the~~ ~~S~~superintendent or designee;
  - ~~Any change order over \$100,000 requires formal school board approval.~~
3. All approved change orders will be noted in the construction expenditure reports at the next regular school board meeting.

Appendix

Adopted: 08/17/15

## Non-Instructional Operations and Business Services

### Uniform Grant Guidance Policy Regarding Federal Revenue Sources

#### I. Purpose

This policy ensures compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

#### II. Definitions

For purposes of this policy, the definitions included in this section apply.

##### A. ~~Grants~~

- ~~1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).~~
- ~~2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.~~

~~B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.~~

~~C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:~~

- ~~1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or~~
  - ~~b. The cost reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).~~
- ~~2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal~~

Financial Assistance), or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

#### E. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.

F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).

- ~~H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.~~
- ~~I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.~~
- ~~J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.~~
- ~~K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.~~
- ~~L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.~~
- A. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- B. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
- C. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

- F. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at:  
<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
- G. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- H. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or  
b. The cost-reimbursement contract under the Federal Acquisition Regulation that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
  2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the Federal Acquisition Regulation.
  3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- I. Grants
1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
  2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that

are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

- J. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- K. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
- L. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- M. Procurement Methods
  - 1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
  - 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
  - 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  - 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  - 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- N. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.

- O. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- P. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### III. Conflict of Interest

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if ~~he/she has~~ **they have** a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of ~~his or her~~ **their** immediate family, ~~his or her~~ **their** partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the district.
- B. Organizational Conflicts of Interest. The district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The district ~~must~~ **will** disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

### IV. Acceptable Methods of Procurement

- A. General Procurement Standards. The school district ~~must~~ **will** use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The district ~~must~~ **will** maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- C. The district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The district ~~must~~ will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The district ~~must~~ will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The district alone ~~must~~ will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the ~~school~~-district of any contractual responsibilities under its contracts.
- G. The district ~~must~~ will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable.
  2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  3. Procurement by sealed bids (formal advertising).

4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The ~~school~~ district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when

necessary, ~~must~~ will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers ~~must~~ will be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The ~~school~~ district ~~must~~ will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the district ~~must~~ will not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in ~~2 C.F.R. § 180.215~~ by federal law.
- V. Managing Equipment and Safeguarding Assets
- A. Property Standards. The school district ~~must~~ will, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally-owned property need not be insured unless required by the terms and conditions of the federal award.
- The district ~~must~~ will adhere to the federal law requirements concerning real property, equipment, supplies, and intangible property ~~set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.~~
- B. Equipment. Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:
1. Property records ~~must~~ will be maintained that include a description of the property; a serial number or other identification number; the source of the

funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

2. A physical inventory of the property ~~must~~ will be taken and the results reconciled with the property records at least once every two years.
3. A control system ~~must~~ will be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft ~~must~~ will be investigated.
4. Adequate maintenance procedures ~~must~~ will be developed to keep property in good condition.
5. If the district is authorized or required to sell the property, proper sales procedures ~~must~~ will be established to ensure the highest possible return.

## VI. Financial Management Requirements

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, ~~must~~ will be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the district and the financial management systems that meet the standards for fund control.

Advance payments to a ~~the~~ district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The district ~~must~~ will make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The district ~~must~~ will establish and maintain effective internal control over the federal award that provides reasonable assurance that the district is managing the federal award in compliance with federal statutes,

regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The district ~~must~~ will comply with federal statutes, regulations, and the terms and conditions of the federal award.

The district ~~must~~ also will evaluate and monitor the district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The district ~~must~~ also will take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The district ~~must~~ will take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## VII. Allowable Use of Funds and Cost Principles

A. Allowable Use of Funds. The school district administration and school board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

### B. Definitions

- ~~1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.~~
- ~~2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.~~
- ~~3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.~~
- ~~4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity~~

~~disburses the funds for program purposes.~~

~~C.~~ B. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

~~D.~~ C. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;

10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

#### E.—D. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

#### F.—E. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased

with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G.–F. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement; not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement; not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
  - a. The district uses federal funds to provide services that the district is required to make available under other federal, state, or local laws.
  - b. The district uses federal funds to provide services that the district provided with state or local funds in the prior year.
  - c. The district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the district provides with state or local funds to non-participating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H.–G. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs ~~must~~ will be consistent with approved program plans and budgets.
2. Costs ~~must~~ will also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the district's grants.

~~I.~~ H. Training

1. The district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

~~J.~~ I. Employee Sanctions. Any district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. Compensation – Personal Services Expenses and Reporting

A. Compensation – Personal Services Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with ~~a~~ the district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, ~~a~~ the district ~~must~~ will follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave. The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:
  - a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type

of leave is consistently followed by the district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits ~~must~~ will be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the ~~school~~-district's accounting practices.
  3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the district follows a consistent costing policy.
  4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the district.
  5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with district cost accounting practices and district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the district's non-federally funded activities and in accordance with the district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, ~~must~~ will be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the district in its regular operations according to the district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation ~~must~~ will justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the district's documented travel policy for all district travel; and
3. Only temporary during the travel period.

Legal References:

- 2 C.F.R. § 200.12 (Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.2065(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.2142 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Federal Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)

- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (~~Monitoring and Reporting Program Performance~~ [Financial Reporting](#))
- 2 C.F.R. § 200.339~~8~~ (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.47~~3~~[4](#) (Transportation Costs)
- 2 C.F.R. § 200.47~~4~~[5](#) (Travel Costs)
- [48 C.F.R. Federal Acquisition Regulations System](#)

Cross References:

- Policy 208 Development, Adoption, and Implementation of Policies
- Policy 210 Conflict of Interest – School Board Members
- Policy 701 Establishment, ~~and Adoption~~ [and Modification](#) of School District Budget
- ~~Policy 708 Expense Reimbursement~~
- Policy 703 Accounting
- Policy 704 Annual Audit
- [Policy 708 Expense Reimbursement](#)

Policy  
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INDEPENDENT SCHOOL DISTRICT [NO. 273](#)  
Edina, Minnesota

## Students

### Service Animals in Schools

#### I. Purpose

This policy establishes procedures for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

#### II. General Statement of Policy

Service animals are permitted to accompany individuals with a disability to public events or within public areas of the [school](#) district, consistent with the Americans with Disabilities Act, ~~28 CFR 35.136~~, and Minnesota law concerning persons with disabilities, ~~Minn. Stat. §§ 256C.02, and 363A.19~~. Use of a service animal on district property is subject to the following procedures.

#### III. Definitions

[For purposes of this policy, the definitions included in this section apply.](#)

- A. "Service animal" means any dog, or in specific circumstances, a miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.
- B. "Handler" means an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, handler means the person who cares for and supervises the animal on that individual's behalf. District personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.
- C. ["Trainer" means a person who is training a service animal and is affiliated with a recognized training program for service animals.](#)
- D. "Work or tasks" includes, but is not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are

deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

#### IV. Access to Programs and Activities; Permitted Inquiries

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees will not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
  - 1. Is the service animal required because of a disability; and
  - 2. What work or tasks is the service animal trained to perform.
- C. School district employees will not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

#### IV. Requirements for all Service Animals

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability, as described in III.A.

- C. The service animal must have a harness, leash, or other tether, unless either the handler is unable to use such because of a disability, or the use of such would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, or responding to the service animal's need to relieve itself.
- F. The district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise their service animal, the student's parent/guardian of the individual is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise their service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

## VI. Requesting Use of a Service Animal

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the form attached ~~form~~ as Appendix to the Pprincipal of the school the student attends. The Pprincipal will notify the Ddirector of Sstudent support Sservices of the request. School Ddistrict employees seeking to be accompanied by a service animal are requested to submit the attached form to the Ddirector of Hhuman Rresources.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability, and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal is requested to provide proof that the service animal has received all vaccinations required by state law or local ordinance.
- D. The district will perform a background check for handlers in accordance with Policy 404.

## VII. Additional Provisions for Service Miniature Horses

- A. Requests by an individual with a disability to permit a service miniature horse that has been individually trained to do work or perform tasks for the individual to accompany the individual on [school](#) district property or at a district-sponsored event will be handled on a case-by-case basis, considering these additional factors:
  - i. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
  - ii. Whether the handler has sufficient control of the miniature horse;
  - iii. Whether the miniature horse is housebroken; and
  - iv. Whether the miniature horse's presence in a specific facility compromises health and safety.

## VIII. Exclusions/Removals of Service Animals

The [school](#) district retains the discretion to exclude or remove a service animal from its property [or school-sponsored program or activity](#) if:

- A. Any of the previously listed conditions are not met.
- B. The service animal is out of control and/or the animal's handler does not effectively control the animal's behavior.
- C. The service animal's presence or behavior fundamentally alters the functions of the district.
- D. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.

## VIII IX. Liability

- A. The owner of the service animal is responsible for any harm or injury to an individual, and for any property damage caused by the service animal, while on [school](#) district property.
- B. An individual who, directly or indirectly, through statements or conduct intentionally misrepresents an animal in that person's possession as a service

animal may be subject to criminal liability.

#### IX. Allergies; Fear of Animals

Allergies and fear of dogs generally are not valid reasons for denying access or refusing services to individuals using service animals. When a student or employee notifies the [school](#) district that ~~he or she is~~ [they are](#) allergic to a service animal, the district will take reasonable steps to accommodate that student or employee as well as the individual utilizing the service animal.

#### XI. Animals for Students with IEPs or Section 504 Plans

If a special education student or a student with a Section 504 plan seeks to bring an animal onto district property that is not a service animal, the request ~~shall~~ [will](#) be referred to the student's IEP or Section 504 team to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE).

#### XII. [Non-Service Animal as an Accommodation for Employees](#)

[If an employee seeks to bring an animal onto school property that is not a service animal, the request will be referred to the director of human resources. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of their position or to perform in a manner comparable to those similarly situated non-disabled employees.](#)

#### Legal References:

~~Individuals with Disabilities Education Act~~, 20 U.S.C. § 1401 et seq. ([Individuals with Disabilities Education Act](#))

[29 U.S.C. § 794](#) (Section 504 of the Rehabilitation Act of 1973)

28 C.F.R. §§ 35.104; 35.136 (~~Regulations to the ADA~~ [Definitions; Service Animals](#))

Minn. Stat. § 256C.01-.02 (Public Accommodations for Persons with Disabilities)

Minn. Stat. § 363A.19 (~~Minnesota Human Rights Act~~ [Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited](#))

Minn. Stat. § 609.226 (Harm Caused by Dog)

Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

~~City of Edina Code~~, [City Code](#), ~~Minn. Code ch. 8~~, [Ch. 8 \(Animals\)](#)

#### Cross References:

Policy 402 (Disability Nondiscrimination ~~Policy~~)

Policy 521 (Student Disability Nondiscrimination)

[Policy 404 \(Employee Background Checks\)](#)

Policy  
adopted: ~~May 20, 2019~~ 05/20/19  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

Appendix I to Policy 721

**Approval Request Form for Use of a Service Animal**

Please turn in your request to the ~~D~~irector of ~~S~~tudent ~~S~~upport ~~S~~ervices (~~S~~tudents) or the ~~D~~irector of ~~H~~uman ~~R~~esources (~~E~~mployees)

Student/Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/~~G~~uardian or authorized representative name(s) and contact information (*please include email, phone number, and address*):

\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_

Type of service animal: \_\_\_\_\_

Name of service animal: \_\_\_\_\_ Name of handler: \_\_\_\_\_

Is the service animal required because of a disability: \_\_\_\_\_

\_\_\_\_\_

What work or tasks is the service animal trained to perform: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Checklist for Completion of Form:**

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the Edina Public Schools Service Animals in Schools policy and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the ~~school~~ ~~D~~istrict has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to ~~School~~ ~~D~~istrict property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless Edina Public Schools, its directors, officers, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Director Student Support Services Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year, or whenever a different service animal will be used.

## Buildings and Sites

### Equal Access by Students to School Facilities

#### I. Purpose

This policy acknowledges and affirms compliance with the school district's obligations under the Equal Access Act, which requires the granting of equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

#### II. General Statement of Policy

A. The school district will not deny equal access or a fair opportunity to, or discriminate against, students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which non-curriculum-related student groups have equal access and a fair opportunity to conduct meetings during non-instructional time.

C. [Student use of a facility must comply with the procedures set forth in Appendix I, including submission of the application form in Appendix II.](#)

D. Student use of facilities under this policy does not imply district sponsorship, approval, or advocacy of the content of the expression at such meetings.

E. The district retains its authority to maintain order and discipline on its premises, to protect the well-being of students and employees, and to assure that attendance of students at meetings is voluntary.

F In adopting and implementing this equal access policy, the district will not:

1. Influence the form or content of prayer or other religious activity.
2. Require a person to participate in prayer or other religious activity.
3. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings.

4. Compel a district agent or employee to attend a district meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
5. Sanction meetings that are otherwise unlawful.
6. Limit the rights of groups of students based on the size of the group.
7. Abridge the constitutional rights of any person.

### III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Limited open forum" means the school district grants an offering to or opportunity for one or more non-curriculum-related student groups to meet on district premises during non-instructional time.
- B. "Secondary school" means district facilities with enrollment of students ordinarily in grades 6 through 12, or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a district employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups that are permitted under a limited open forum and are not directly related to district curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

### IV. Fair Opportunity Criteria

The school district will uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated.
- B. There is no sponsorship of the meeting by the district, its agents, or employees.
- C. District employees or agents are present at religious meetings only in a non-participatory capacity.

- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the district.
- E. Non-district persons may not direct, control, or regularly attend activities of student groups.

Legal References:

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

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

Cross References:

Policy 626 (Independent Provider Activity Programs)

Policy 628 (Student Activities Program)

Policy 902 (Use of School District Facilities and Equipment)

Policy  
adopted: 06/21/10  
revised: 11/18/13  
revised: 03/20/17  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Appendix I to Policy 801

### **PROCEDURES FOR USE OF FACILITIES**

#### Procedures

- A. A student who wishes to initiate a meeting under this policy will apply to the building principal at least 48 hours in advance of the time of the activity or meeting, and complete the necessary facility use documentation (Appendix II). The student must agree to the following:
  - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern the operation of district-sponsored activities.
  - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
  - 1. Those attending must not engage in any activity that is illegal, dangerous, or that materially or substantially interferes with the orderly conduct of the educational activities of the district. Such activities are grounds for discipline of an individual student and grounds for a particular group to be denied access.
  - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name or image that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
  - 3. The groups must comply with district and school policies, regulations, and procedures governing district-sponsored activities.
- C. Students applying for use of district facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building administrator has the responsibility to:
  - 1. Keep a log of application information.
  - 2. Work with district facilities scheduling to find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.
  4. Assure proper supervision.
  5. Assure that the meeting or activity does not interfere with the district's regular instructional activities.
- E. The district will not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The district will provide no additional or special transportation.
  - F. Non-district persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
  - G. District employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
  - H. A copy of this policy is made available to each student who initiates a request to use school facilities under this policy.

Appendix  
revised:

\_\_/\_\_/24

Appendix II to Policy 801

**APPLICATION FOR USE OF FACILITIES**

The school district grants equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during non-instructional time, pursuant to the Equal Access Act.

Provision of district facilities does not constitute sponsorship of such meeting; and the views expressed therein may or may not reflect those of the district administration, its employees, or its school board and are neither approved nor disapproved by them.

Please complete this form and submit to the building principal or designee at least 48 hours in advance of the time of the activity or meeting.

Name of student initiating request: \_\_\_\_\_

Email address: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of group: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Time: \_\_\_\_\_

Estimated number attending: \_\_\_\_\_

Special equipment needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(School District Use Only)*

Room assigned: \_\_\_\_\_

Condition of facilities: \_\_\_\_\_

Staff (if any) assigned to supervise: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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(  /24)

## Buildings and Sites

### Disposition of Obsolete Equipment and Material

#### I. Purpose

This policy provides guidelines, via ~~the a~~Appendix I, for district administration to dispose of obsolete equipment and material.

#### II. General Statement of Policy

~~Minnesota State Statutes de~~ law does not allow staff to remove, give away, or donate any school district property. The superintendent or designee is authorized to dispose of obsolete equipment and materials by selling them at a fair price consistent with the procedures. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent or designee is authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### III. Sales to Employees

A. No officer or employee of the school district will sell or procure for sale, or possess or control for sale, to any other officer or employee of the district any property or materials owned by the district unless the property and materials are not needed for public purposes and are sold to a district employee after reasonable public notice, at a public auction, or by sealed response, if the employee is not directly involved in the auction or sale process.

~~4.~~Reasonable notice includes at least one week's published or posted notice.

B. A district employee may purchase no more than one motor vehicle from the district in any one auction. This section does not apply to the sale of property or materials acquired or produced by the district for sale to the general public in the ordinary course of business. Nothing in this section prohibits an employee from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

#### Legal References:

Minn. Stat. § 13.591 (Business Data)

Minn. Stat. § 15.054 (~~Public Employees Not to Purchase Merchandise From~~)

~~Governmental Agencies; Exceptions;~~ [Sale or Purchase of State Property](#); Penalty)  
Minn. Stat. § 16B.2975 (Surplus Property Acquisition, Distribution, and Disposal)  
Minn. Stat. § 123B.29 (~~Sale of School Building~~ at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

Policy  
adopted: [06/21/10](#)  
revised: 11/18/13  
revised: [03/20/17](#)  
revised: [\\_\\_/\\_\\_/24](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)  
Edina, Minnesota

Appendix I to Policy 802

**PROCEDURE FOR DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

I. ~~Contracts~~ **Asset Disposal**

A. ~~Contracts Over \$100,000~~ **Assets With Estimated Fair Market Value Greater Than \$175,000**

1. If the value of the ~~equipment or materials is~~ **assets are** estimated to exceed ~~\$100,000~~ **\$175,000 per unit**, sealed bids will be solicited by two weeks' published notice in the official newspaper. This notice will state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the superintendent **or their designee** deems necessary.
2. The sale will be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record is kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid is rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the ~~school~~ board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained are kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions is void.
6. Data submitted by a business to ~~a~~ **the** school **district** in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the ~~school~~ **district** has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the

selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

B. ~~Contracts From \$25,000 to \$100,000~~ **Assets With Estimated Fair Market Value Less Than \$175,000**

If the fair market value of the assets ~~amount of the sale~~ is estimated to ~~exceed \$25,000 but not to exceed \$100,000~~ **be less than \$175,000**, the assets will be **made available for purchase utilizing processes compliant with current state laws and regulations**. ~~the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained must be kept on file for a period of at least one year after receipt.~~

C. ~~Contracts \$25,000 or Less~~

If the ~~amount of the sale~~ is estimated to be ~~\$25,000 or less~~, the contract may be made ~~either upon quotation or in the open market. The sale in the open market may be by auction. If the contract is made on quotation, it must be based, so far as practicable, on at least two quotations that will be maintained for a period of at least one year after receipt.~~

II. ~~Electronic Sale of Surplus Supplies, Materials, and Equipment~~

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

B. ~~Exceptions for~~ **II. Surplus School Computers**

A **The** district may bypass the requirements for competitive bidding and is not subject to any other laws relating to district contracts if it is disposing of surplus district computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;

3. any school system, college, or university in Minnesota~~the board of trustees of Minnesota State Colleges and Universities~~; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

### III. Notice of Quotation

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

### IV. Employees

~~Minnesota State Statutes de~~ law does not allow staff to remove, give away, or donate any school district property. Staff violating this statute will be disciplined.

### Appendix

Revised: 03/20/17

revised: \_\_/\_\_/24

## Buildings and Sites

### Energy Utilization Management

#### I. Purpose

This policy provides parameters for managing energy resources within the district.

#### II. General Statement of Policy

The school district recognizes the necessity of using energy resources efficiently and effectively. The district acknowledges that successful implementation of this policy is a joint responsibility of all district facilities users, school board members, administration, and employees. Further, this policy requires the cooperation of parents/guardians, students, and community members who use the facilities.

On a regular basis, the district will review its energy management plan and consider potential energy-saving strategies, alternative sources of energy, and efficiency in district equipment and fuel/energy usage.

#### III. Energy Management

- A. The superintendent or designee will oversee the implementation of this policy and ensure procedures are in place to maintain accurate records and data on energy utilization. The superintendent or designee will periodically report on the progress of energy utilization management plans to the school board.
- B. The director of buildings and grounds is responsible for implementing the energy management plans at all [school](#) district facilities. Implementation includes conducting energy audits on a regular basis, using energy conservation strategies, and implementing annual energy utilization management goals. The identified management goals will be included in discussions at buildings and grounds department meetings.
- C. The district will share energy conservation procedures and expectations for employees. These procedures and expectations will be monitored by the buildings and grounds department.
- D. The district may access energy management consultants and grants to help the district maximize the use of energy resources in the district.

revised: 03/20/17  
revised: \_\_/\_\_/24

## **Buildings and Sites**

### **Naming Facilities and Educational Programs**

#### I. Purpose

This policy establishes the criteria and procedures for naming school district facilities and educational programs.

#### II. General Statement of Policy

The school district recognizes the importance and significance of naming school district facilities and educational programs. The district will follow policy procedures when reviewing and acting upon all nominations. The school board may elect (1) to name facilities or educational programs in recognition of individuals who have attained achievements of extraordinary and lasting distinction or (2) to enter into contracts to lease naming rights with a sponsoring agent in order to generate alternative sources of revenue for the district.

#### III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. “Facilities” are school district-owned buildings, properties, and structures, including but not limited to spaces within buildings, outdoor fields, streets, and other areas.
- B. “Educational programs” are district-approved learning opportunities that support a specific need or learning goal.
- C. “Naming in recognition” is naming a facility or education program in recognition of individuals who have attained achievements of extraordinary and lasting distinction.
- D. “Specific naming agreement” is a contract entered into to lease naming rights with a sponsoring agent in order to generate alternative source of revenue for the district.

#### IV. Authority

The school board exercises approval authority for naming all facilities.

## V. Procedures for Naming District Property

- A. The superintendent will forward to the school board, a facility for which a name is sought to be established.
- B. At the ~~direction~~ discretion of the ~~school~~ board, the board may request that the superintendent convene a committee to study the potential names and make a recommendation. In the circumstance of a newly constructed facility, the ~~school~~ board will direct the superintendent or designee to establish such a committee.
- C. If a committee is established, the superintendent or designee will be charged with the responsibility of determining a process for soliciting and evaluating names. The superintendent will make the final recommendation to the ~~school~~ board for approval. The superintendent will supply the ~~school~~ board with a history of the name recommendation and rationale to support the recommendation.
- D. If a committee is not established, the superintendent may make a recommendation to the ~~school~~ board for approval. The superintendent will supply the ~~school~~ board with a history of the name recommendation and rationale to support the recommendation.

## VI. Naming Processes and Criteria

### A. Naming in Recognition

The school district may name a facility or educational program to recognize outstanding contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its mission. When naming a facility or educational program after an individual, consideration will be given to persons who have significance to students, employees, and/or the community. Except in unusual circumstances or for compelling reasons, individual names to be considered should be individuals who are deceased. One of the following criteria must be met for naming in recognition:

1. Recognition of outstanding service to the district while serving in an employment capacity or outstanding service to the Edina community; or
2. Recognition of the achievements of distinguished alumni; or
3. Recognition of a generous financial or other contribution from a donor through a donation, bequest, or sponsorship that was not made in exchange for naming a facility or space.

### B. Specific Naming Agreement

1. The district recognizes that circumstances exist when the district may enter into an agreement for the specific naming of a facility in exchange for a

financial or other contribution to the district. Specific naming rights will not be granted to educational programs. Specific naming agreements must be in writing.

2. The superintendent decides the monetary valuation prior to entering into a specific naming agreement in consultation with the director of ~~business services~~ **finance and operations** who may take advice from such persons or other professionals, as needed. Each case should consider market comparisons for naming rights for which professional advice may be sought.

3. Transferability and Renewability

If a name is granted by a specific naming agreement, those rights may be transferred or renewed if and as permitted by the written agreement.

4. Limit of Specific Naming Agreement Rights

- a. On the Part of the District

The district's right to use the name and other brand elements of the named party is permitted by the express agreement with the named party.

- b. On the Part of the Named Party

The party after whom a facility or space is named has no decision-making rights as to the facility's purpose unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the school board's authority. The named party has no liability with respect to that facility or space unless provided for in a contract between the parties.

5. Termination of Specific Naming Agreements

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a specific naming rights agreement in advance of the scheduled termination date under the following conditions:

- a. Termination by the District

The district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute, as determined by the district.

b. Termination by the Named Party

The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the district directly brings the named party into disrepute.

C. Specific Naming Agreements and Naming in Recognition

1. In naming all facilities, spaces, or specific educational programs, due regard will be taken to maintain an appropriate balance between commercial considerations and the role that names of facilities, spaces, and educational programs contribute to the ~~school~~ district's mission.
2. The role played by the name of a facility, space, or education program in assisting employees, students, and visitors to orient themselves is recognized.
3. Names must always be consistent with the district's mission and vision.
4. The long-term effects of the name must be considered.
5. The department/school affected by the name to be granted ~~must~~ will be consulted before any decision is made.
6. The district will not name a facility, space, or educational program without the informed consent of the named party.
7. The district retains all rights to discontinue any name to avoid the district being brought into disrepute, as determined by the district.

Policy  
adopted: 04/12/10  
Revised: 11/18/13  
Revised: 07/21/14  
Revised: 05/15/17  
Revised: 11/16/20  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Building and Sites

### Aquatics Policy

#### I. Purpose

This policy promotes safety for students, staff, and community members while any aquatic activities are being conducted. The [school](#) district maintains swimming pools and offers a variety of aquatic experiences for students and community members.

#### II. General Statement of Policy

Water safety and swimming instruction enrich our lives. Safety for students, staff, and community members will be promoted through implementation of reasonable procedures adopted by the superintendent for any aquatic activities being conducted in pools owned or leased by ~~Edina Public Schools~~ [the school district](#).

#### III. Responsibility

- A. This policy applies to all aquatic activities. “Aquatic activities” include swimming, water safety, and any other curricular and extra-curricular activities conducted in or at any pool or other water facility that is owned or leased by the [school](#) district.
- B. In the event that any person is harmed or injured while participating in an aquatic activity, school personnel should follow the procedures [and rules for district facilities and equipment use and special area use](#) outlined in ~~administrative rules and regulations~~ [district policy](#). All aquatic activity accidents involving any person should be reported to the ~~H~~uman ~~R~~esources ~~D~~epartment as soon as possible.
- C. Responsibility for maintenance of [district-owned](#) swimming pool facilities is vested in the head building custodian.

#### IV. Lifeguards

- A. A certified lifeguard must be present on the pool deck whenever a pool is in use during the school day, Community Education classes, and, when the pool is rented to an outside user group.

B. Lifeguards will have the authority to order any person who does not comply with the pool rules or the rules of the school and the school district to leave the school.

C. See Appendix I for lifeguard requirements and duties.

V. Aquatic Activities: Teacher Led

A. For all aquatics physical education classes taking place at a pool on a K-12 school property, the school district will provide paid lifeguard supervision. The certified lifeguard will be a person in addition to the physical education teacher.

B. Each teacher is strongly recommended to have a Red Cross lifeguard certification or equivalent and be responsible for user supervision, safety, and sanitation at all times the pool is in use. Appropriate certificates or licenses should be filed with the Human Resources Department.

C. If, for whatever reason, the lifeguard cannot be present during the physical education class, the aquatic activities may not take place and an alternate non-aquatic activity outside of the pool area must be conducted.

VI. Aquatic Activities: Coach Led

A. Every person who coaches an aquatic activity must have on file with the Human Resources Department an appropriate certificate or license for the program they are coaching. This can be Red Cross Lifeguard training certification, Safety Training for Swim Coaches or USA Diving Safety Certification. A minimum of two (2) coaches are required to be present during swim and diving practices.

B. A lifeguard is required for swim and diving competitions. If, for whatever reason, a lifeguard cannot be present for a competition, the Activities Director may permit the practice or competition to occur when adequate supervision is provided.

VII. Aquatic Activities: Community Education

A. For all aquatics community education classes taking place at a pool on a K-12 school property, the school district will provide paid lifeguard supervision.

B. If, for whatever reason, the lifeguard cannot be present during the curricular aquatics activity, the aquatic activities may not take place and an alternate non-aquatic activity outside of the pool area must be conducted.

VIII. Lifeguards during Non-District Aquatics Activities (rental)

- A. A certified lifeguard is required for all facility rental aquatic activities. ~~The school district will find a lifeguard at the renter's expense.~~
- B. If, for whatever reason, the lifeguard cannot be present during the facility rental of the pool, the aquatic activities may not take place.

IX. Renewal of Lifeguard and Water Safety Instruction Certificates

- A. The school district will provide opportunities for aquatic teachers and aquatic coaches and assistant coaches to obtain their lifeguard's certificate or license at no cost to the employee.

Staff and coaches must provide the Human Resource Department a copy of their lifeguard certificate or license.

X. Water Safety Equipment

- A. Aquatic activities will not be conducted, unless safety equipment complying with the ~~district~~ [the provisions set forth in Appendix I](#) is readily available for emergency use at all times the pool is open to use.
- B. The classroom teacher and/or coach will be responsible to ensure that all safety equipment is in place before any aquatic activity takes place.
- C. See Appendix I for use of Water Safety Equipment.

Cross Reference:

[Policy 812 \(Health and Safety Program\)](#)

[Policy 902 \(Use of School District Facilities and Equipment\)](#)

Policy  
adopted: 08/15/16  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Appendix I to Policy 813

### Lifeguards and Water Safety Equipment Use

#### I. Lifeguards

##### A. Minimum Requirements:

1. Must have a Red Cross lifeguard certification or equivalent
2. All lifeguards must wear appropriate swimming attire and be identified as a lifeguard at all times while on duty
3. No lifeguard, while assigned to supervise a pool, may be used as a teacher, teacher's aide, coach, assistant coach, or have any additional duties that would distract their attention from proper observation of the pool area.
4. Lifeguards will have the authority to order any person who does not comply with pool rules or the rules of the school district to leave the pool.

##### B. Duties of the Lifeguard

###### The lifeguard will:

1. ~~The lifeguard will~~ be responsible for the safety and conduct of all pool users under ~~his/her~~ **their** supervision. If an instructor is in charge of a period, the lifeguard may receive special instructions from the instructor.
2. ~~In~~ in the event of an anticipated absence, notify the supervisor or instructor well in advance.
3. ~~Know~~ **know** and enforce pool regulations.
4. ~~Never~~ **never** leave the pool unguarded.
5. ~~The safety of the people using the pool depends upon vigilance of the lifeguard. He/she should not allow anything to distract him/her~~ **them** from ~~his/her~~ **their** obligation. **The safety of the people using the pool depends upon vigilance of the lifeguard.**
6. ~~Do not~~ **do not** open the pool unless ~~you~~ **they** have access to a telephone and first aid equipment.

#### II. Water Safety Equipment Use

- A. Rescue Equipment: Rescue equipment that complies with the requirements of Hennepin County must be present in the pools at all times.
- B. Automated External Defibrillator: An automated external defibrillator must be located near the pool area and must be accessible by the lifeguard at all times.
- C. Emergency Telephone and Emergency Contact List: A pool with a lifeguard present must have a telephone in or immediately adjacent to the pool area. When a telephone is provided, the emergency number must be posted. When a telephone is not located in the pool enclosure, a sign placed in plain view must indicate the location of the nearest telephone available to a pool user and the emergency number.
- D. Emergency Action Plans: Aquatic Emergency procedures are established and available to all staff and pool patrons. In addition, an Aquatic Emergency Action Plan is posted by the emergency phone in the pool enclosure.
- E. Buoyed Safety Ropes: Pool depth changes are clearly marked for all pools, and there is an effective barrier, such as stanchions and ropes to notify swimmers of pool depth changes. These safety ropes are used when it does not interfere with programming, and the barrier must permit easy removal for emergency access or maintenance.
- F. Posted Pool Rules: Pool rules that comply with the requirements of Hennepin County must be present in the pools at all times.
- G. Locked Access: Pool doors will remain locked at all times when the pools are not in use. This will include time between classes when a pool is being used for instruction. No one is allowed in the pool without qualified personnel present.

When the pools are used by non-district users, the pool doors will not be unlocked until an authorized/qualified representative from the user group as well as the lifeguard are present. In all cases, authorized/qualified personnel representing the pool user will be the last to leave the pool area and will be responsible for the doors being locked.

Appendix  
revised: \_\_/\_\_/24

VIII.        **Leadership and Committee Updates**

IX. **Superintendent Updates**

X.    **Adjournment**

XI. **Information**

XI.A.        Enrollment Mobility Report



**Board Meeting Date:** 6/10/2024

**Title:** May 2024 Enrollment Mobility

**Type:** Information

**Presenter(s):** Shauna Talley, MARSS – Student Information Coordinator

**Attachment:**

1. Mobility Report (next page)

**Report Section Descriptions and Assumptions:**

- **School Level Enrollment Information**
  - This section is broken up by School / Grade
  - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
  - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
  - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
  - This section of the report uses the same reporting period as the other sections of the report.
  - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
  - This section of the report displays the reason students withdrew during the reporting period.
  - This section of the report is broken out by the Minnesota Department of Educations approved End Status Codes. These codes are:
    - 03: Transferred to an approved nonpublic school
    - 04: Student moved outside of the district, transferred to another MN District
    - 05: Student moved to another state and enrolled in school; student moved out of the country
    - 20: Student transferred to another district/state but did not move

This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.

# Edina Public Schools Enrollment Summary



## Enrollment as of the end of May, 2024

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord Elementary School		106	110	126	126	130	132	730
Cornelia Elementary School		87	97	101	105	99	98	587
Countryside Elementary School		115	125	93	95	108	101	637
Creek Valley Elementary School		86	95	99	107	100	102	589
Highlands Elementary School		82	95	97	97	93	90	554
Normandale Elementary School		106	101	125	117	102	97	648
<b>Totals</b>		<b>582</b>	<b>623</b>	<b>641</b>	<b>647</b>	<b>632</b>	<b>620</b>	<b>3745</b>

Secondary Schools		6	7	8	9	10	11	12	TOTAL
South View Middle School		328	340	325	0	0	0	0	993
Valley View Middle School		326	340	325	0	0	0	0	991
Edina High School		0	0	0	679	678	659	644	2660
Edina Virtual Pathway Secondary		0	0	0	14	17	12	31	74
Options at Edina High School		0	0	0	0	0	0	1	1
<b>Totals</b>		<b>654</b>	<b>680</b>	<b>650</b>	<b>693</b>	<b>695</b>	<b>671</b>	<b>676</b>	<b>4719</b>

## Enrollment Comparisons

	June 2023	May 2024	June 2024
K-5	3786	3750	3745
6-8	1975	1987	1984
9-12	2731	2738	2735
<b>Totals K-12</b>	<b>8492</b>	<b>8475</b>	<b>8464</b>
PS	263	244	245
ECSE	253	282	276

## May Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	1	3	1	0	1	1	2	0	0	1	0	0	3	13
Enrolled Students	0	1	0	1	0	0	0	0	1	0	0	1	0	4
	-1	-2	-1	1	-1	-1	-2	0	1	-1	0	1	-3	

## Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
03: Transferred to a Non-Public School	0	0	0	0	0	0	0	1	0	0	0	0	0	1
05: Moved Outside of the State	1	3	1	0	1	1	1	1	0	0	0	0	0	8
08: Student Graduated	0	0	0	0	0	0	0	0	0	0	0	0	3	3
20: Transferred to Another MN District, did not move	0	0	0	0	0	0	0	0	0	1	0	0	0	1
<b>Total</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	

XI.B. Investment Summary - May 2024



**Board Meeting Date:** 6/10/2024

**Title:** Investment Summary – May 2024

**Type:** Information

**Presenter(s):** Mert Woodard, Director of Finance & Operations

**Description:** The attached report provides detailed information regarding cash and investments belonging to the District as of May 31, 2024.

**Recommendation:** N/A

**Desired Outcomes from the Board:** This information is provided for the benefit of the Board of Education and its stakeholders.

**Attachments:**

1. Investment Summary – May 2024

# Investment Summary

**FOR THE MONTH ENDED MAY 31, 2024**

**General Operating Funds:**

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	3,174,943	5.30%
MSDLAF+ Max	Money Market	N/A	NOW	12,772,587	5.40%
MSDLAF Term	TERM - MSDLAF+ TERM Jun 25	1/16/2024	10/11/2024	1,036,978	5.05%
MSDLAF CD Program	Fieldpoint Private Bank & Trust, CT	1/23/2024	1/22/2026	249,052	5.10%
PMA/MN Trust	Money Market	N/A	NOW	21,289,513	5.21%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	3/31/2024	NOW	4,275,388	5.25%
SDA Account	NexBank, TX	3/31/2024	NOW	2,073,239	5.26%
Certificate of Deposit	VIBRANT CREDIT UNION, IL	11/18/2022	5/16/2024	236,550	5.58%
Certificate of Deposit	Western Alliance Bank, CA	11/18/2022	5/28/2024	237,150	5.37%
Certificate of Deposit	Milledgeville State Bank, IL	11/18/2022	5/28/2024	233,350	4.69%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	11/18/2022	5/28/2024	232,650	4.88%
Certificate of Deposit	BOM Bank, LA	8/22/2023	8/21/2024	236,500	5.65%
Certificate of Deposit	State Bank of Texas, TX	8/22/2023	8/21/2024	237,100	5.39%
Certificate of Deposit	EagleBank, VA	3/17/2023	9/12/2024	236,900	5.48%
Certificate of Deposit	R Bank, TX	3/17/2023	9/12/2024	237,000	5.44%
Certificate of Deposit	ALLIANT CREDIT UNION/IL,01882MAF9	11/1/2023	10/31/2024	248,262	5.65%
Certificate of Deposit	KS STATEBANK / KANSAS STATEBANK OF MANHATTAN, KS	11/1/2023	10/31/2024	226,600	4.58%
Certificate of Deposit	FIRST NATIONAL BANK, ME	11/1/2023	10/31/2024	226,800	4.56%
Certificate of Deposit	PENTAGON FEDERAL CREDITUNION (183 day and out), VA	11/1/2023	10/31/2024	1,750,000	4.40%
Certificate of Deposit	CITY NATL BK - BEV HILLS,178180GR0	11/8/2023	11/7/2024	242,374	4.71%
Certificate of Deposit	UBS BANK USA, 90348J7G9	11/18/2022	11/18/2024	247,310	4.66%
Certificate of Deposit	BMW BANK NORTH AMERICA,05580AT20	11/18/2022	11/18/2024	242,191	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/18/2022	11/19/2024	242,294	4.66%
Certificate of Deposit	FIRST PRYORITY BANK, OK	11/18/2022	11/25/2024	224,400	4.56%
Certificate of Deposit	GREENSTATE CREDIT UNION, IA	11/18/2022	11/25/2024	225,100	4.53%
Certificate of Deposit	ELGA CREDIT UNION, MI	11/18/2022	11/25/2024	232,350	5.21%
Certificate of Deposit	MN TRUST TERM SERIES, MN	11/18/2022	12/2/2024	1,000,000	5.05%
Certificate of Deposit	CONNEXUS CREDIT UNION,20825WCN8	11/18/2022	1/27/2025	248,281	5.26%
Certificate of Deposit	CALIFORNIA CREDIT UNION,130162AY6	11/18/2022	1/27/2025	243,423	5.31%
Certificate of Deposit	Bank of Crockett, TN	8/22/2023	1/27/2025	226,100	5.24%
Certificate of Deposit	Schertz Bank & Trust, TX	8/22/2023	8/25/2025	226,450	5.14%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	8/22/2023	8/28/2025	243,683	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	11/1/2023	11/3/2025	243,216	5.16%
Certificate of Deposit	MN TRUST TERM SERIES, MN	11/7/2023	11/10/2025	5,000,000	4.92%
Certificate of Deposit	US TREASURY N/B, 91282CGR6	11/1/2023	11/10/2025	1,239,888	4.57%
Certificate of Deposit	First National Bank, AR	11/1/2023	11/10/2025	217,600	4.94%
Certificate of Deposit	NUMERICA CREDIT UNION,67054NBN2	3/18/2024	3/15/2026	251,236	5.41%
US Treasury Bonds & Notes	OPTUM BANK INC, 68405VBK4	11/1/2023	11/2/2026	243,693	4.96%
<b>Total General Operating Funds:</b>				<b>\$ 60,250,150</b>	

**2021A Facilities Maintenance Bonds:**

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	N/A	NOW	-	5.19%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	1/31/2024	1/31/2024	-	5.30%
<b>Total 2021A Facilities Maintenance Bonds:</b>				<b>\$ -</b>	

**2021B General Obligation School Building Bonds:**

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	N/A	NOW	1,093,408	5.21%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	1/31/2024	1/31/2024	-	-
<b>Total 2021B General Obligation School Building Bonds:</b>				<b>\$ 1,093,408</b>	

**2023A General Obligation Capital Notes & Facilities Maintenance Bonds:**

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	1/31/2024	NOW	20,241	5.21%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	238,950	5.31%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	238,850	5.36%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	239,000	5.29%
PMA/MN Trust	Certificate of Deposit	8/10/2023	6/14/2024	2,500,000	5.17%
<b>Total 2023A GO Capital Notes &amp; FM Bonds:</b>				<b>\$ 3,237,041</b>	
<b>Total Portfolio Value:</b>				<b>\$ 64,580,599</b>	

XI.C. Expenditure Summary - May 2024



**Board Meeting Date:** 6/10/2024

**Title:** Expenditure Summary – May 2024

**Type:** Information

**Presenter(s):** Mert Woodard, Director of Finance & Operations

**Description:** The attached report describes fiscal year-to-date expenditure activity within the District's various funds through May 31, 2024.

**Recommendation:** There is no recommended action.

**Desired Outcomes from the Board:** This information is provided for the benefit of the School Board and its stakeholders.

**Attachments:**

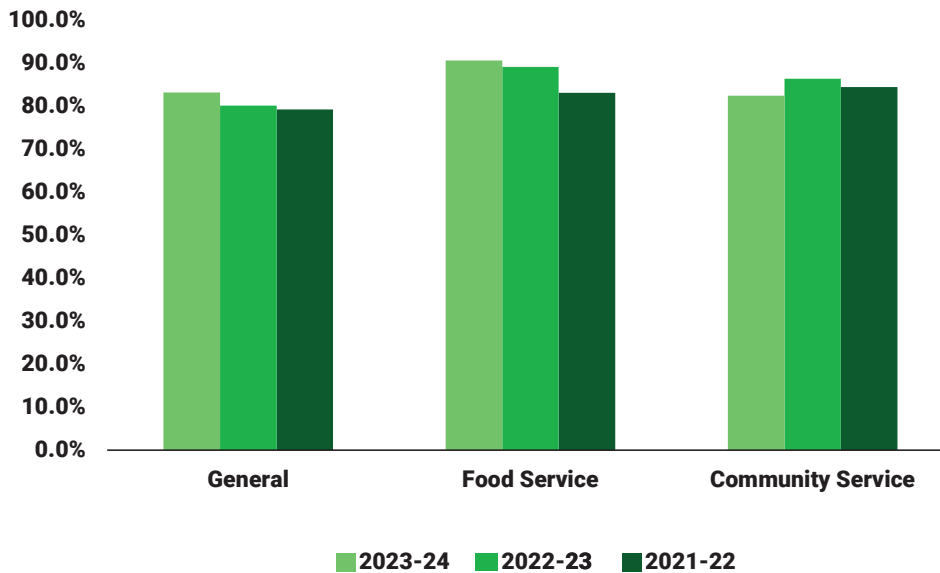
1. Expenditure Summary – May 2024

# Expenditure Summary

FOR THE MONTH ENDED MAY 31, 2024

Fund	Fiscal Year-to-Date 2023-24		Fiscal Year-to-Date % of Budget		
	Budget	Actuals	2023-24	2022-23	2021-22
<b>General Fund</b>					
Salaries	\$ 87,982,793	\$ 72,899,251	82.9%	79.2%	76.9%
Benefits	29,450,663	22,389,897	76.0%	76.9%	81.8%
Purchased Services	8,863,473	9,416,019	106.2%	99.5%	91.5%
Supplies & Materials	3,708,842	3,529,109	95.2%	86.3%	88.2%
Other Expenditures	507,439	157,109	31.0%	22.5%	24.1%
Other Financing Uses	-	-	-	-	-
<b>Total General Fund Expenditures</b>	<b>\$ 130,513,210</b>	<b>\$ 108,391,385</b>	<b>83.1%</b>	<b>80.0%</b>	<b>79.2%</b>
Food Service	3,749,153	3,392,102	90.5%	89.0%	83.0%
Community Service	11,892,848	9,792,053	82.3%	86.2%	84.3%
Debt Service	14,587,840	14,619,572	100.2%	100.0%	99.5%
Capital	35,990,997	27,128,432	75.4%	70.7%	38.3%
Internal Service	870,900	851,839	97.8%	94.7%	90.1%
<b>Total Expenditures All Funds</b>	<b>\$ 197,604,948</b>	<b>\$ 164,175,383</b>	<b>83.1%</b>	<b>80.5%</b>	<b>74.6%</b>

**Percent Comparison**  
Year-To-Date to Total Budget



**Notes:**

- 1- Capital Expenditures, including those made under the building construction fund, operating capital, capital projects levy, and long-term facilities maintenance are presented in combination within the "Capital" category as they are non-linear in nature and can vary greatly from period to period and year to year. Significant variances are normal.
- 2 - Expenditure figures may be understated or overstated due disbursement timing fluctuations; the District operates under the cash basis of accounting during the year for non-salary expenditures
- 3- The variance between actual year-to-date salaries and the budget is due to newly ratified collective bargaining agreements. The variance will be addressed by a forthcoming budget revision.

XI.D. Deep Portage October 14 - 16, 2024:  
Highlands Discovery Grade 4



**Board Meeting Date:** 6/10/2024

**Title:** Deep Portage October 14 - 16, 2024: Highlands Discovery Grade 4

**Type:** Information

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning

**Description:**

The purpose of the Deep Portage Conservation Reserve is to give students a quality experience in a quality outdoor environment expanding learning beyond the classroom. Students are immersed in natural surroundings while participating in experiential learning in the form of hands-on classes, naturalist programs, group challenges, and adventure activities. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

The scheduled times and dates are as follows:

Monday, October 14, 2024 8:00am Leave Highlands, 10:30 am Deep Portage

Wednesday, October 16, 2024 1:00pm Deep Portage, 3:30 pm Arrive Highlands

**Costs:** The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

**Transportation:** Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

**Supervision:** Two teachers and approximately 20-25 adults will accompany the group.

**Desired Outcome(s) from the Board:** This information is provided for the benefit of the Board of Education and its stakeholders.

XI.E. Deep Portage February 24-26, 2025:  
Highlands Continuous Progress Grades 4 & 5



**Board Meeting Date:** 6/10/2024

**Title:** Deep Portage February 24-26, 2025: Highlands Continuous Progress Grades 4 & 5

**Type:** Information

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning

**Description:**

The purpose of the Deep Portage Conservation Reserve is to give students a positive experience in an outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

The scheduled times and dates are as follows:

Monday, February 24, 2025 8:00am Leave Highlands, 10:30am Arrive Deep Portage

Wednesday, February 26, 2025 1:00pm Leave Deep Portage, 3:30pm Arrive Highlands

Study topics will include animal signs, canoeing, water canaries, amphibian hike, fun with forests, bog hike, trials of life, camo critters, bat program, flying feathers and pioneer olympics.

**Costs:** The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for families who need assistance.

**Transportation:** Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

**Supervision:** Two teachers and approximately 20-25 adults will accompany the group.

**Desired Outcome(s) from the Board:** This information is provided for the benefit of the Board of Education and its stakeholders.

XI.F. Eagle Bluff Feb. 26 - 28, 2025:  
Highlands Discovery Grade 5



**Board Meeting Date:** 6/10/2024

**Title:** Eagle Bluff Feb. 26 - 28, 2025: Highlands Discovery Grade 5

**Type:** Information

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning

**Description:**

The purpose of the Eagle Bluff is to give students a positive experience in an outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

The scheduled times and dates are as follows:

Wednesday, February 26, 2025 8:00am Leave Highlands, 10:30 am Arrive Eagle Bluff

Friday, February 28, 2025 1:00pm Leave Eagle Bluff, 3:30 pm Arrive Highlands

Study topics will include animal signs, climbing wall, cross-country skiing, ice fishing, snow shoeing, winter survival, T.E.A.M. course and bass pond in winter.

**Costs:** The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for families who need assistance.

**Transportation:** Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

**Supervision:** Two teachers and approximately 20-25 adults will accompany the group.

**Desired Outcome(s) from the Board:** This information is provided for the benefit of the Board of Education and its stakeholders.

XI.G. Deep Portage May 12 - 14, 2025: Highlands  
Continuous Progress Grades 4 and 5



**Board Meeting Date:** 6/10/2024

**Title:** Deep Portage May 12 - 14, 2025: Highlands Continuous Progress Grades 4 and 5

**Type:** Information

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning

**Description:**

The purpose of the Deep Portage Conservation Reserve is to give students a quality experience in a quality outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

The scheduled times and dates are as follows:

Monday, May 12, 2025 8:00am Leave Highlands, 10:30 am Arrive Deep Portage

Wednesday, May 14, 2025 1:00pm Leave Deep Portage, 3:30 pm Arrive Highlands

Study topics will include animal signs, canoeing, water canaries, amphibian hike, fun with forests, bog hike, trials of life, camo critters, bat program, flying feathers and pioneer olympics.

**Costs:** The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for families who need assistance.

**Transportation:** Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

**Supervision:** Two teachers and approximately 20-25 adults will accompany the group.

**Desired Outcome(s) from the Board:** This information is provided for the benefit of the Board of Education and its stakeholders.

XI.H. Camp Foley May 21 - 23, 2025: Highlands  
Continuous Progress Grades 2 and 3



**Board Meeting Date:** 6/10/24

**Title:** Camp Foley May 21 - 23, 2025: Highlands Continuous Progress Grades 2 and 3

**Type:** Information

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning

**Description:**

The purpose of Camp Foley is to give students a quality experience in a quality outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

The scheduled times and dates are as follows:

Wednesday, May 21, 2025 8:00 am Leave Highlands, 10:30 am Arrive Camp Foley

Friday, May 23, 2024 1:00 pm Leave Camp Foley, 3:30 pm Arrive Highlands

Study topics will include animal signs, canoeing, water canaries, amphibian hike, fun with forests, bog hike, trials of life, camo critters, bat program, flying feathers and pioneer olympics.

**Costs:** The cost per child will be approximately \$170 for room, board and program and \$50 for transportation. A fund is available for families who need assistance.

**Transportation:** Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

**Supervision:** Two teachers and approximately 20-25 adults will accompany the group.

**Desired Outcome(s) from the Board:** This information is provided for the benefit of the Board of Education and its stakeholders.

XI.I. Calendar Changes for 2024-2025 School  
Year



**Board Meeting:** 6.10.24

**Title:** Calendar Changes for the 2024-25 School Year

**Type:** Information

**Presenter(S):** Jody De St. Hubert, Director of Teaching and Learning; and Dr. Randy Smasal, Assistant Superintendent

**Description:** District administration has proposed two specific calendar changes for the 2024-25 school year. The first one includes the addition of one professional development day in the Spring of 2025. The specific date of the professional development day will be determined in consultation with the calendar committee and presented back to the board at a future meeting. The second change is the movement of Connect and Assess days in the back to school week. The Connect and Assess days will be one day earlier in the week than they have been in past years.

**Recommendation:** There is no recommendation at this time and this item is being shared with the board for information.

**Desired Outcomes for the Board:** This is for information only.

## **Adding a Professional Development day in the Spring of 2025**

Professional development is crucial for educators as it ensures they stay current with best practices, provides time for learning new standards and resources, and creates collective efficacy across the district. Collective efficacy fosters collaboration, leading to more supportive, positive, and effective learning environments for each and every Edina student and staff member. By investing in professional development, we are investing in the quality of education students receive, ultimately leading to improved academic outcomes and a more engaging, inclusive school experience for all. Currently the Edina 2024-25 calendar has 5 Professional Development Days, 3 of which are not aligned with conferences. These 3 days are designated as “Professional Development Days” and are district lead with strong collaboration with site administrators.

As we look ahead with a variety of stakeholders and across departments over next year and beyond, there are many topics that are critical to provide professional development on at every level of the Early Learning - 12 system. We are specifically implementing READ Act Legislation professional development. Although the READ Act does align closely with our district priorities some of the legislative requirements are limiting our flexibility and tightening our deadlines. Thus we are requesting to add an additional “Professional Development Day” for the 2024-25 school year.

In addition to on-going training such as annual mandated trainings, specific trainings for license renewal, continued CoGAT implementation training, learning on technology advancements/AI, specific training to support the need of students with IEPs, and 504 training, there are three **main areas** that these topics fall into:

1. Strategy Plan A: Advance Academic Growth and Readiness
  - a. PreK-12 Comprehensive Literacy Plan
  - b. Curriculum Reviews specific to ELA (in various stages depending on level) and Social Studies (in exploration) and Math (beginning exploration in 24-25 or 25-26)
  - c. K-5 STEAM
2. Strategy Plan B: Ensure and Equitable and Inclusive Culture
  - a. Culturally Proficient School Systems
3. Strategy Plan C: Foster Positive Learning Environment and Whole Student and Staff Wellness Support
  - a. Social and Emotional Learning
  - b. Adult Wellness

We are also implementing READ Act Legislation professional development. Although the READ Act does align closely with our PreK-12 CLP some of the legislative requirements are limiting our flexibility and tightening our deadlines.

The READ Act professional development that Edina has chosen is LETRs. In 2024-25 approximately 220 staff will be participating in the LETRs training. LETRs consists of 2 volumes of training; each volume consisting of 4 units. The total hours of professional development for

the 8 units is 136. Each unit includes one 6-hour full group session and 10 or 12 asynchronous independent hours of learning.

- For 2024-25 we have 3 District Allocated Professional Development days, with these days and an addition of either a summer or August Workshop choice for teachers we are able to fit in each of the necessary 6 hour full group sessions for volume 2\*\*. *\*\*Note: Most staff are being trained on volume 2, and we have plans in place for staff that are still working on volume 1.*

Unfortunately, this leaves no additional professional development time. Our proposal is that we add an additional district professional development day on the calendar in April, 2025. This timing would allow us to create intentional professional development on other targeted topics that were mentioned above. For example, this could allow all elementary staff to engage in spring STEAM and/or ELA curriculum resource professional development. Both STEAM and ELA curriculum resources will be new to implementation in the fall of 2025-26. The additional day will also allow us to continue to build upon the 6-12 CLP focus areas such as literacy across content areas and intervention systems. Another example would allow for Early Learning - 12 professional development on CPSS. As we learn more about READ Act requirements and continue planning with all stakeholder input and across departments this spring, we would enter 2024-25 with a tight specific and aligned topic for the proposed additional professional development day. Placing the proposed additional day in April is intentional, as it would allow EPS to adjust if we end up closing school for multiple days due to inclement weather earlier in the year. This would allow EPS to recapture a student contact day in that circumstance. We are and will remain committed to ensuring that Edina students are in school accessing learning as a priority.

Currently, the following districts are adding district professional development days to their 2024-25 calendar in order to fully implement the READ Act:

<b>District</b>	<b>Additional Days</b>
Burnsville	5
Lakeville	5
Byron	4
Minnetonka	3
West St. Paul	3
Big Lake	2
Independent District 728	2
Wayzata	0

## **Connect and Assess Update and Back to School Schedule Reminder for the Fall of 2024**

A review of our current practices for Connect and Assess days was conducted in the spring of 2024. An IROD (Information, Reactions, Options, Decision) framework was used to determine what steps, if any, could be taken to improve the Connect and Assess days in terms of the experience of students, parents and staff. Elementary Principals and Administrative Deans worked through the IROD framework and determined that we needed additional input from staff, parents/guardians which was captured through a survey. Survey participants were asked to respond to potential benefits of moving the Connect and Assess days earlier in the back to school week and adding a data analysis day for teachers prior to the start of school year. There was also an opportunity for respondents to add suggestions for improvements and to give general feedback on the Connect and Assess days overall. A summary of the survey results is included below along with a schedule for the Connect and Assess experience in grades K-5 and a reminder of the back to school schedule for grades 6-12. A communication plan has also been developed to inform staff, parents and guardians of the changes.

### **Feedback from Connect and Assess Survey to Staff and Parents/Guardians (N ~ 1400 respondents)**

#### Data Summary:

A total of 75% of respondents indicated that they either supported (25%) an additional data analysis day between Connect and Assess and the start of the school year or were neutral to the idea (50%); 25% of respondents were opposed to the idea. Connect and Assess and the start of the school year.

#### Open Ended Response Summary:

Based on the feedback provided, here are some key themes and suggestions for improving the Connect and Assess days at Edina Public Schools:

#### 1. Redundancy of Open House and Connect & Assess Days:

Many respondents felt that having both Open House and Connect & Assess days was redundant and unnecessary. There were suggestions to eliminate Open House entirely or combine it with the Connect & Assess days to reduce the burden on families and staff. This will be a future consideration.

#### 2. Scheduling Challenges for Working Families:

Several respondents highlighted the difficulties faced by working families in accommodating the Connect & Assess days, especially when they fall during regular work hours or conflict with end-of-summer travel plans. Suggestions included offering evening or weekend options,

scheduling the days closer to the start of school, or providing childcare options. Flexible options for accommodating families have been included in the schedule.

### 3. Teacher Preparation and Data Review:

Many respondents supported having a dedicated day for teachers to review data and prepare for the start of school after the Connect & Assess days. This was seen as valuable for making the Connect & Assess process more meaningful.

### 4. Communication and Transparency:

Some respondents expressed a desire for better communication and transparency regarding the purpose and goals of the Connect & Assess days, as well as receiving feedback on their child's assessment results and how it will inform their learning. Site leadership teams will include this feedback in their communication plans.

### 5. Logistics and Scheduling:

There were suggestions to provide longer time slots or flexibility for families with multiple children or those with special needs. Additionally, some respondents requested virtual or electronic options for completing forms or introductions before the in-person meeting. Flexibility in accommodating family needs has been deemed important.

### 6. Childcare and Scheduling Conflicts:

Many respondents mentioned challenges with childcare arrangements or conflicts with end-of-summer travel plans, especially when the Connect & Assess days fell during the week before school started. Multiple day options have been built into the schedule.

### 7. Value and Appreciation:

Despite the challenges, many respondents acknowledged the value of the Connect & Assess days in helping students and teachers build connections and reduce anxiety before the first day of school. The reduction of anxiety amongst students on the first day of school was a common benefit shared by teachers.

Overall, the feedback highlights the need for a careful balance between providing opportunities for connection and assessment while minimizing disruptions and accommodating the diverse needs of families and staff.

## **Fall School Schedule for all grades**

### **Grades: K-5**

Thursday, August 22nd: Open House scheduled at each Elementary school

Friday, August 23rd: Connect and Assess from 7:30am to 3:30pm, Scheduled time for students and families

Monday, August 26th: Connect and Assess from 10am to 6pm, Scheduled time for students and families

Tuesday, August 27th: Teacher Data Analysis, No school for students

Wednesday, August 28th: First day of school K-5

**Grades: 6-8**

Monday, August 26th:

- Full school day for 6th graders, and 7th and 8th graders new to middle school
- Late start for all other students in grade 7 and 8

Tuesday, August 27th:

- Regular school day for all students

**Grades: 9-12**

Monday, August 26th:

- Full school day for 9th graders
- Late start for students in grades 10-12

Tuesday, August 27th:

- Regular school day for all students

**Communication Plans for Calendar Changes:**

Updates for families will be included in two summer principal newsletters, two District Office “In the Know” communications for families, and “The Buzz” communications to staff. Additionally, information will be posted on the front page of our Edina website in August as a Banner reminder for staff and families.