

Regular Meeting

Monday, August 5, 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, August 5, 2024; 7:00 PM
ECC Room 349**

- 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. Minutes: *July 8 special and regular meetings; July 23 work session*
 - B. Personnel Recommendations
 - C. Check Register - July 2024
 - D. Electronic Fund Transfers - July 2024
 - E. Gifts and Bequests – July 2024
 - F. EHS Mechanical Renovations Phase II Bids
 - G. EHS Mechanical Renovations Phase III Bids
 - H. Audit Services - Fiscal Year 2024
 - I. 2024-2025 Membership in the Association of Metropolitan School Districts (AMSD)
- VI. **Discussion**
 - A. 2024-2025 Superintendent Goals
Description: Superintendent goals are aligned with key Edina Public Schools strategic plan priorities and MSBA performance standards.
Presenter(s): Dr. Stacie Stanley, Superintendent
 - B. School Security Overview
Description: Edina Public Schools is committed to the safety and security of all individuals on our campuses. The evolution and assessment of our safety practices is ongoing and will always remain so. We will continue to enact best practices, policies, and procedures to enhance our layered security approach. We will continue to leverage the strong partnership with Edina Police and Fire, as well as the City of Edina.
Presenter(s): Nate Swenson, Assistant Superintendent; and Alex Hattstrom, Emergency Management and Safety Coordinator
- VII. **Action**
 - A. Edina e-Learning Plan 2024-2025
Description: The Edina e-Learning Day Plan was designed in collaboration with a variety of stakeholders including principals, EME leadership, teachers, and district-level leaders to develop a comprehensive plan for emergency closing days. The e-Learning Day Plan is designed to meet the requirements of Minn. Stat. § 120A.41.
Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Nathaniel Lindley, Director of Media and Technology; and Brianna Buck, Digital Learning Coordinator
Recommendation: Approve e-Learning Plan for 2024-2025.

- B. Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Edina Professional Association of Support Staff (EPASS)
Description: The School District's EPASS employees have ratified a tentative agreement for a two-year contract effective July 1, 2024 through June 30, 2026.
Presenter(s): Sonya Sailer, Director of Human Resources; and Mert Woodard, Director of Finance and Operations
Recommendation: Approve the proposed 2024-2026 collective bargaining agreement.

- C. Policy Review (103, 113, 414, 415, 524, 806)
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. Investment Summary - July 2024

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent

V.A. Minutes: *July 8 special and regular meetings;*
July 23 work session

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JULY 8, 2024

SPECIAL MEETING
4:00 PM

Edina Community Center
ECC 338 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

4:04 PM - 5:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Business Services

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 8, 2024

4:04 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Sailer, Woodard.

APPROVAL OF AGENDA

CLOSED SESSION

A. Negotiations Update

LEADERSHIP UPDATES

ADJOURNMENT

The meeting was adjourned at 5:50 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
JULY 8, 2024 SPECIAL MEETING

4:04 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Sailer, Woodard.

APPROVAL OF AGENDA

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

At 4:06 PM, Member Birdman moved and Member Huwe seconded to close the meeting. All members voted Aye by roll call. The motion passed unanimously.

CLOSED SESSION

Negotiations Update. Pursuant to Minnesota Statutes section 13D.03, the Board is authorized to vote to move into closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

At 5:44 PM, Member Mann moved and Member Gabler seconded to open the meeting. All members voted Aye by roll call. The motion passed unanimously.

LEADERSHIP UPDATES

Dr. Stanley noted there would not be a police presence at the regular meeting; and she introduced Alex Hattstrom who is the new Emergency Management and School Safety Coordinator.

ADJOURNMENT

At 5:50 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 JULY 8, 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 - 8:28 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent (virtual)
Nate Swenson, Assistant Superintendent (virtual)
Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming (virtual)
Daphne Edwards, Director of Marketing and Communications (virtual)
Sonya Sailer, Director of Human Resources (virtual)
Mert Woodard, Director of Finance and Operations (virtual)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JULY 8, 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; online at 7:01pm). Staff present: Stanley (virtual), Swenson (virtual), Becquer (virtual), Edwards (virtual), Sailer (virtual), Woodard (virtual).

APPROVAL OF AGENDA

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *June 10 special, work session, and regular meetings*
- B. Personnel Recommendations - July 2024
- C. Proposed Miscellaneous Wage Rates
- D. Check Register - June 2024
- E. Electronic Fund Transfers - June 2024
- F. Gifts and Bequests – June 2024
- G. Purchase of Music Instruments and Equipment for 2024-2025

DISCUSSION

- A. 2024 Graduation Debrief Overview
- B. Policy Review (103, 113, 414, 415, 524, 806)

ACTION

- A. Minnesota State High School League Membership Resolution
- B. Cybersecurity as a Service Agreement with Arctic Wolf
- C. Long Term Facilities Maintenance (LTFM) - Fiscal Year 2026-2035
- D. Policy Review (506, 717, 805, 811)

LEADERSHIP UPDATES

INFORMATION

- A. Investment Summary - June 2024
- B. Summary of Edina Public School District Year End Superintendent Evaluation

ADJOURNMENT

The meeting adjourned at 8:28 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
JULY 8, 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; online at 7:01pm). Staff present: Stanley (virtual), Swenson (virtual), Becquer (virtual), Edwards (virtual), Sailer (virtual), Woodard (virtual).

APPROVAL OF AGENDA

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

HEARING FROM MEMBERS OF THE PUBLIC

Callie Peterson and Megan Sweeney spoke about cell phone use in schools.

CONSENT

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

The resolutions were:

- A. Minutes: *June 10 special, work session, and regular meetings*
- B. Personnel Recommendations - July 2024
- C. Proposed Miscellaneous Wage Rates
- D. Check Register - June 2024
- E. Electronic Fund Transfers - June 2024
- F. Gifts and Bequests – June 2024
- G. Purchase of Music Instruments and Equipment for 2024-2025

DISCUSSION

2024 Graduation Debrief Overview: Superintendent Stanley and Principal Paetzel shared an overview of information about graduation.

Policy Review (103, 113, 414, 415, 524, 806): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

- Policy 103 Equal Educational Opportunity
- Policy 113 Data Requests
- Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 524 Electronic Technologies Acceptable Use
- Policy 806 Emergency Management

ACTION

Minnesota State High School League Membership Resolution: Member Arom moved and Member Birdman seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Cybersecurity as a Service Agreement with Arctic Wolf: Member Mann moved and Member Gabler seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Long Term Facilities Maintenance (LTFM) - Fiscal Year 2026-2035: Member Mann moved and Member Birdman seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Policy Review (506, 717, 805, 811): Member Mann moved and Member Barry seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

- Policy 506 Student Conduct and Discipline
- Policy 717 Video/Electronic Surveillance
- Policy 805 Waste Reduction and Recycling
- Policy 811 Environmental Resources Management

LEADERSHIP UPDATES

Chair Allenburg shared an overview of the superintendent's annual evaluation.

Superintendent Stanley shared two commendations: one from a parent thanking Student Support Services and the Special Education Advisory Committee for all they have accomplished this past year; and one from an employee who is also a parent of students in the district who wanted to recognize Highlands Principal Cara Rieckenberg and Assistant Principal/Athletic Director Troy Stein for their outstanding leadership.

ADJOURNMENT

At 8:28 PM, Member Arom moved, and Member Gabler 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 JULY 23, 2024

WORK SESSION
5:00 PM

Edina Community Center
ECC 350 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

Ms. Erica Allenburg

PRESIDING OFFICER: Vice Chair Karen Gabler

5:03 PM - 6:09 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Nate Swenson, Assistant Superintendent

Brianna Buck, Digital Learning Coordinator
Nathaniel Lindley, Director of District Media and Technology Services

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 23, 2024

5:03 PM Vice Chair Gabler called to order the regular meeting of the School Board. Members present: Arom, Barry, Birdman, Gabler (virtual), Huwe, Mann. Staff present: Stanley, Swenson, Buck, Lindley.

APPROVAL OF AGENDA

DISCUSSION

- A. Edina eLearning Day Plan 2024-2025
- B. 2024-2025 Superintendent Goals

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:09 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
JULY 23, 2024 WORK SESSION

5:03 PM Vice Chair Gabler called to order the regular meeting of the School Board. Members present: Arom, Barry, Birdman, Gabler (virtual), Huwe, Mann. Staff present: Stanley, Swenson, Buck, Lindley

APPROVAL OF AGENDA

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

DISCUSSION

Edina eLearning Day Plan 2024-2025: Staff shared updates about the eLearning plan for 2024-2025. The plan will come back to the board for approval in August.

2024-2025 Superintendent Goals: Superintendent goals were discussed.

LEADERSHIP AND COMMITTEE UPDATES

Director Gabler reminded board members of the upcoming board retreat, August 7-8. She also welcomed new assistant superintendent Nate Swenson.

Member Arom shared that he and some Edina students were participating in a legislative round table on cell phone use tomorrow, and would share an update at a subsequent board meeting.

ADJOURNMENT

At 6:09 PM, Member Mann moved, and Member Barry seconded to adjourn the meeting. All members voted Aye by roll call. The motion passed unanimously.

V.B. Personnel Recommendations



Board Meeting Date: August 5, 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>
CLARK, BRUCE	EVP	SCIENCE TEACHER	PER MOU	08/19/2024
CLONKEY, HANNAH	ECSE	SCHOOL PSYCHOLOGIST, 0.4 FTE	\$24,392	08/19/2024
GRIFFITHS, KIMBERLY	VV	STEAM TEACHER, 0.58 FTE	\$51,226.76	08/19/2024
LAVIN, SARA	VV	SCIENCE TEACHER, 1.0 FTE	\$48,909	08/19/2024
LUNDBERG, REBEKAH	CC, CS	SPED RESOURCE, 1.0 FTE	\$67,500	08/19/2024
RIIPI, ERIN	EVP	MATHEMATICS TEACHER	PER MOU	08/19/2024
SCHULTZ, GRACE	ELC	PRESCHOOL TEACHER, 0.99 FTE	\$37.63/HOUR	08/19/2024
TRUONG, ALYSON	EHS	SCIENCE TEACHER, 0.6 FTE	\$30,525.60	08/19/2024
ZANISH, BAILY	CN	TITLE I ACADEMIC TEACHER	\$36.42/HOUR	09/16/2024

B. ADDITIONAL DUTY DAY CONTRACTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Number of Days</u>
BLOCK, JULIE	EHS	SCHOOL COUNSELOR	\$5,806.96	10
KIEFFER, ANGELA	EHS	SCHOOL COUNSELOR	\$5,820.65	10

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
O'SHEA, KAITLYN	ELC	PRESCHOOL TEACHER	08/09/2024
VAN VELDHUIZEN, LAURA	CC	GRADE 4 TEACHER, 1.0 FTE	06/04/2024

D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
AUNE, JANNA	EHS	FROM: WL - SPANISH, 0.8 FTE TO: WL - SPANISH, 1.0 FTE	\$106,848	08/19/2024
GIMSE, KATHRYN	VV DW	FROM: ML TEACHER, 1.0 FTE TO: INSTRUCTIONAL COACH, 1.0 FTE	\$103,026	08/19/2024
HORSTMAN, KIRSTEN	ND	FROM: TD MATH, 0.7 FTE TO: TD MATH, 0.7 FTE AND INTERVENTION, 0.2 FTE	\$69,156.90	08/19/2024

PAETZEL, PAUL	EHS	FROM: EHS PRINCIPAL WITH AN INDIVIDUAL CONTRACT TO: EHS PRINCIPAL WITH AN EDINA ADMINISTRATIVE COUNCIL CONTRACT	\$177,830	07/01/2024
SPAULDING, ANNE	NP NP/ECSE	FROM SPEECH PATH, 0.5 FTE TO TO SPEECH PATH, 0.8 FTE	\$61,472.80	08/19/2024

E. REQUEST FOR LEAVE OF ABSENCE

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

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ANDRON, NATALIE	EHS	EA SPED PARA	\$22.55/HOUR	08/26/2024
BORG, MOLLY	CC	EA SPED PARA	\$21.15/HOUR	08/26/2024
BUDLONG, ERIN	CV	INSTRUCTIONAL ASSISTANT	\$18.75/HOUR	09/10/2024
HUISENTRUIT, DUANE	ECC	CULTURAL LIAISON	\$58,767	08/12/2024
JOHNSON, MITCHELL	SV	CUSTODIAN	\$22.06/HOUR	07/01/2024
KUZNETSOVA, MARIIA	HS	PRINCIPAL'S ADMINISTRATIVE ASSISTANT - CLASSIFICATION A	\$25.27/HOUR	07/24/2024
MONDRAGON, SARAH	CN	EA SPED PARA	\$19.00/HOUR	08/26/2024
OSMAN, HUSSEIN	ECC	CULTURAL LIAISON	\$69,736.95	08/12/2024
SANDS, KATHERINE	CV	EA SPED PARA	\$22.10/HOUR	08/26/2024
SHAVER, AMY	ECC	PAYROLL MANAGER	\$81,151	07/23/2024
SHUN, KEIFER	CN	EA SPED PARA	\$19.00/HOUR	08/26/2024
STOTTS, ANDREW	EHS	EVENT WORKER	\$20.00/HOUR	08/01/2024
THRAEN, ANDREW	TC	BUS DRIVER	\$24.17/HOUR	08/01/2024
TRONSON, ESTELLE	ND	EA SPED PARA	\$19.00/HOUR	08/26/2024
VATNE, MEGAN	DW	HEALTH SERVICES ASSOCIATE	\$28.78/HOUR	07/08/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
-------------	-----------------	-----------------	-------------

DEWARS, TARA	ELC	INSTRUCTIONAL ASSISTANT	05/31/2024
DYSON, DONNA	HS	HEALTH SERVICES ASSOCIATE	07/23/2024
HANNAN, MARK	CV	EA SPED PARA	07/08/2024
SMITH, TIMOTHY	VV	EA SECURITY MONITOR	05/31/2024
XIONG, SHUE	HS	CUSTODIAN	07/31/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
DUFFY, ADAM	ECC	FROM: TECH OPER DEVELOPER TO: TECH OPER ADMINISTRATOR	\$101,278	07/01/2024
FAULSTICK, ELIZABETH	HL	FROM: EA SPED PARA SUB TO: EA SPED PARA	\$19.00/HOUR	08/26/2024
FLORES, JANELL	SV	FROM: EA PARAPROFESSIONAL TO: DEPARTMENT SPECIALIST CLASSIFICATION B	\$27.38/HOUR	08/01/2024
PAULISON, SAMUEL	EHS	FROM: EA SECURITY MONITOR TO: EA SPED PARA	\$21.15/HOUR	08/26/2024
SCHAEFER, ALICE	ECC	FROM: DEPARTMENT SPECIALIST CLASSIFICATION B TO: DEPARTMENT SPECIALIST CLASSIFICATION A	\$28.52/HOUR	07/01/2024
SHELEST, RUSLANA	EHS	FROM: EA SPED PARA SUB TO: EA SPED PARA	\$22.10/HOUR	08/26/2024
SUM-RUGUT- NAUM	CV	FROM: EA SPED PARA SUB TO: EA SPED PARA	\$21.15/HOUR	08/26/2024
YOUNG, BRETT	HS	FROM: BUILDING REPAIR TO: CUSTODIAN	\$22.06/HOUR	08/09/2024

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
CORBESIA, JOHN	HS	CUSTODIAN	07/18/2024 - 08/30/2024
PAVLOVSKI, VIRVINA	ND	KIDS' CLUB LEAD	07/08/2024 - 09/30/2024

E. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
DURRETT, LYDIA	DW	ESY SPED PARAPROFESSIONAL	\$19.00/HOUR	07/08/2024- 07/18/2024

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
NONE.				

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
HOLSTEIN, LOUIS	CC	KIDS' CLUB LEAD		07/09/2024
MEDRANO, ADRIANNA	CC	KIDS' CLUB LEAD		05/31/2024
SOLGA, MEGAN	ND	SUMMER KIDS' CLUB LEAD		07/03/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BALVOA, DEANNA	ND	FROM: KIDS' CLUB LEAD TO: KIDS' CLUB SITE LEAD	\$24.37/HR	07/01/2024
GANT, TIFFANY	DW	FROM: KIDS' CLUB SITE LEAD TO: PROGRAM SPECIALIST	\$28.65/HR	08/01/2024

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>
CHOI, IVAN	ND	SUMMER KIDS' CLUB LEAD	\$16.48/HR	07/22/2024
GILES, NICHOLAS	ND	SUMMER KIDS' CLUB LEAD	\$16.48/HR	07/18/2024
HINNENKAMP, WENDY	ELC	SUMMER INSTRUCTIONAL ASSISTANT	\$20.45/HR	07/22/2024
HOPF, JULIE	CV	SUMMER KIDS' CLUB LEAD	\$16.48/HR	07/08/2024
KNOPP-MADSON, GRACE	ND	SUMMER KIDS' CLUB LEAD	\$16.48/HR	07/22/2024
SUCCIO, ZACHARY	DW	SUMMER ENRICHMENT LEAD	\$17.85/HR	06/10/2024
VOSTERS, MATTHEW	CN	SUMMER KIDS' CLUB LEAD	\$20.93/HR	07/11/2024

V.C. Check Register - July 2024



Board Meeting Date: 8/5/2024

Title: Check Register – July 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 July 2024:

<u>Fund</u>	<u>Amount</u>
General	\$ 5,879,162
Food Service	376,627
Community Service	1,425
Building Construction	2,588
Debt Service	79,153
Total	\$ 6,338,954

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

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

Attachments:

1. Check Register – July 2024

Check Register

FOR THE MONTH ENDED JULY 31, 2024

Check No.	Vendor	Description	Date	Amount
399264	M.I.S.T.	PROP/LIAB/CYBER INS	7/3/24	1,070,700.73
399460	MN PEIP	CURRENT TEACHERS	7/17/24	755,557.28
399591	VIVACITY TECH PBC	STDT DEVICE REFRESH	7/25/24	560,006.00
399442	CDW GOVERNMENT	24-25 ARCTIC WOLF	7/17/24	221,379.11
399436	XEROX BUSINESS SOLU	STAFF DEVICES, ETC.	7/11/24	180,066.00
399442	CDW GOVERNMENT	HPE ARUBA AP-655	7/17/24	177,718.40
399261	INFINITE CAMPUS INC	24-25 INF CAMPUS RE	7/3/24	155,741.26
399442	CDW GOVERNMENT	HP ARUBA AP-635	7/17/24	138,600.00
399290	ISD #272 - EDEN PRA	TASSEL PROGRAM PMT	7/10/24	128,939.40
399254	DAKOTA TRUCK UNDERW	INSTALLMENT #1	7/3/24	120,151.00
399485	CITY OF EDINA - POL	SCHOOL RESOURCE OFF	7/18/24	119,299.91
399408	RESTORATION & CONST	HL EXTERIOR WALL	7/11/24	106,208.67
399430	UPPER MIDWEST ATHLE	KUHLMAN RESURFACING	7/11/24	99,621.00
399442	CDW GOVERNMENT	24-25 FORTINET RENE	7/17/24	98,439.82
399635	POWERSCHOOL GROUP L	24-25 SCHOODOLOGY	7/31/24	90,659.33
399460	MN PEIP	COBRA/RETIREEES	7/17/24	69,126.30
399262	IXL LEARNING	24-25 IXL RENEWAL	7/3/24	62,700.00
399376	KRAUS-ANDERSON CONS	PRE-CONST/SITE SERV	7/11/24	58,909.00
399377	LAKETOWN ELECTRIC C	SV LIGHTING REPLACE	7/11/24	57,898.86
399442	CDW GOVERNMENT	HPE ARUBA CENTR FOU	7/17/24	57,203.37
399322	BRECK HIGH SCHOOL	NON PUB TRANSPORTAT	7/11/24	54,420.37
399508	SAFEWAY DRIVING SCH	JUN24 DRIVERS ED	7/18/24	54,360.00
399633	PETERSON COMPANIES	CC DRAINAGE IMPROVE	7/31/24	52,115.00
399358	H2I GROUP INC	HL SYNTHETIC GYM FL	7/11/24	51,446.00
399275	RENAISSANCE LEARNIN	24-25 FASTBRIDGE	7/3/24	46,062.50
399520	XCEL ENERGY	EHS 5-22-6/23/2024	7/18/24	45,206.10
399605	DAKOTA TRUCK UNDERW	INSTALLMENT #2	7/31/24	40,051.00
399485	CITY OF EDINA - POL	SCHOOL RESOURCE OFF	7/18/24	39,765.00
399485	CITY OF EDINA - POL	SCHOOL RESOURCE OFF	7/18/24	39,765.00
399501	METRO ELEVATOR	CC - ELEVATOR MODER	7/18/24	34,605.45
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	33,903.86
399260	INCIDENT IQ LLC	24-25 IIQ RENEWAL	7/3/24	30,795.44
399600	BRAINPOP LLC	24-25 BRAINPOP	7/31/24	28,525.50
399643	WILL DEBERG BASKETB	JUL24 BSKTBALL CAMP	7/31/24	23,817.50
399377	LAKETOWN ELECTRIC C	SV LIGHTING REPLACE	7/11/24	23,750.00
399272	PEAR DECK INC	24-25 PEARDECK RENE	7/3/24	23,672.52
399405	REGENTS OF THE UNIV	2024 GRADUATION	7/11/24	23,028.48
399435	WOLD ARCHITECTS & E	25-26 EHS RENO	7/11/24	20,370.46
399520	XCEL ENERGY	ECC 5/22-6/23/2024	7/18/24	20,292.07
399520	XCEL ENERGY	VV 5/22-6/23/2024	7/18/24	20,181.53
399369	ISD 271 - BLOOMINGT	23-24 TUITION AGREE	7/11/24	19,288.72
399270	NATIONAL INSURANCE	LTD DISTRICT W/H	7/3/24	18,894.03
399287	EBS CAMPS INC	JUL24 CAMPS	7/10/24	18,811.60
399293	LEARNING ALLY	24-25 LEARNING ALLY	7/10/24	18,626.52
399487	CRESCENT MOON PRODU	CURRENT JAM 2024	7/18/24	18,500.00
399427	TWIN CITY TRANSPORT	JUN24 SPED TRANSPOR	7/11/24	18,200.79
399518	VIVACITY TECH PBC	STAFF CHROMEBOOKS	7/18/24	17,700.00
399520	XCEL ENERGY	SV 5/22- 6/23/2024	7/18/24	17,635.25
399425	TRIPLE THREAT TRAIN	JUN24 BSKTBALL CAM	7/11/24	17,430.00
399270	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	7/3/24	15,732.43
399567	TIMECLOCK PLUS DATA	24-25 TIMECLOCK PLU	7/24/24	15,230.72

Check No.	Vendor	Description	Date	Amount
399251	BETTERCLOUD, INC	24-25 BETTERCLOUD P	7/3/24	15,120.56
399441	BSN SPORTS, LLC	STUDENT COUNCIL TEE	7/17/24	14,830.00
399274	RAPTOR TECHNOLOGIES	24-25 RAPTOR RENEWA	7/3/24	14,788.00
399525	BA SERVICES LLC	VARIOUS BUS PARTS	7/24/24	14,302.86
399376	KRAUS-ANDERSON CONS	CONST MGMT SERVICES	7/11/24	13,475.00
399564	SWAN COMPANIES INC	HL PLAYGROUND WORK	7/24/24	13,244.54
399568	TRIPLE THREAT TRAIN	BASKETBALL CAMP	7/24/24	12,915.00
399596	ARVIG	24-25 LOCATING FEE	7/31/24	12,900.00
399435	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	7/11/24	12,652.23
399258	FOLLETT SCHOOL SOLU	24-25 DESTINY RENEW	7/3/24	12,558.78
399595	APPLE INC	IPAD CASES	7/31/24	12,232.50
399282	SYSCLOUD INC	24-25 SYSCLOUD RENE	7/3/24	12,000.00
399402	PAVEMENT RESOURCES	HL - PAVEMENT REPAI	7/11/24	11,960.00
399447	DIGITAL INSURANCE	1ST QUARTER SERVICE	7/17/24	11,875.00
399256	EDPUZZLE, INC	24-25 EDPUZZLE RENE	7/3/24	11,620.00
399644	XCEL ENERGY	SV 6/16-7/16/24	7/31/24	11,583.05
399257	ELECTRONIC DESIGN C	KUHLMAN SOUND SYSTE	7/3/24	11,503.57
399281	SWANK MOVIE LICENSI	24-27 MOVIE LICENSI	7/3/24	11,300.00
399280	SPED FORMS LLC	24-25 SPED FORM SER	7/3/24	11,212.95
399517	UPPER MIDWEST ATHLE	REPAINT LINES KUHLM	7/18/24	11,069.00
399391	THE MUSIC MART	YHR-567 LACQ HORN (7/11/24	10,780.00
399446	DEBTBOOK	DEBT MGMT SUBSC FEE	7/17/24	10,500.00
399259	FRONTLINE EDUCATION	24-25 RECR/HIRING S	7/3/24	10,445.52
399280	SPED FORMS LLC	24-25 SPED FORM SER	7/3/24	10,387.49
399531	CIRCUS JUVENTAS	JUL24 KC CIRCUS TRI	7/24/24	10,360.00
399634	PLANSOURCE	SERVICES FOR JUL24	7/31/24	10,224.56
399276	RIVERSIDE INSIGHTS	24-25 EL COGAT	7/3/24	10,131.25
399524	AMSD	24-25 EPS MEMBERSHI	7/24/24	10,125.00
399422	TONENWORKS MUSIC THE	MAY24 MUSIC THERAPY	7/11/24	9,799.50
399370	ITSAVVY LLC	SCREEN DEDUCTIBLES	7/11/24	9,300.00
399367	INGINA LLC	624-B2005/624-B2004	7/11/24	9,114.00
399273	POWERSCHOOL GROUP L	24-25 PERFORM MATTE	7/3/24	9,102.49
399404	RADAR CONSULTING LL	STAFF RECRUITMENT	7/11/24	9,000.00
399328	CHESS & STRATEGY GA	JUN24 CLASSES	7/11/24	8,957.90
399306	ACADEMY OF HOLY ANG	NON PUB TRANSPORTAT	7/11/24	8,875.74
399263	LEVEL8CREATIVE	24-25 FLEX SCHED	7/3/24	8,800.00
399365	IDEATE COLLABORATIV	CAB RETREAT FACILIT	7/11/24	8,430.00
399442	CDW GOVERNMENT	HPE ARUBA AP-MNT-MP	7/17/24	8,124.00
399554	RADAR CONSULTING LL	STAFF RECRUITING	7/24/24	8,000.00
399459	MINITEX - UNIVERSIT	24-25 SIRS/CULTUREG	7/17/24	7,914.00
399520	XCEL ENERGY	CC 5/22-6/24/2024	7/18/24	7,324.96
399437	YMCA - MINNEAPOLIS	GATHERING PINES CAM	7/11/24	7,276.00
399418	STRATEGIC BEHAVIORA	MAY24 BCBA SERVICES	7/11/24	6,890.00
399376	KRAUS-ANDERSON CONS	GENERAL CONDITIONS	7/11/24	6,768.59
399520	XCEL ENERGY	CV 5/22-6/23/2024	7/18/24	6,657.97
399438	YOUTH ENRICHMENT LE	JUN24 CLASSES	7/11/24	6,645.10
399520	XCEL ENERGY	HL 5/23-6/24/2024	7/18/24	6,635.58
399520	XCEL ENERGY	CS 5/22-6/23/2024	7/18/24	6,582.36
399608	EBS CAMPS INC	HTC GRD K-5/6-8	7/31/24	6,552.00
399537	EBS CAMPS INC	HTC MID-JULY24	7/24/24	6,425.50
399505	NATIONAL TREASURE K	APR-MAY24 KUNG FU	7/18/24	6,363.00
399472	WILLIAM HICKS	COLLEGE BOOTCAMP	7/17/24	6,352.50
399513	TRUGREEN PROCESSING	DW - SUMMER SERVICE	7/18/24	6,329.28
399420	TECH ACADEMY	3D PRINTING/PYTHON	7/11/24	6,180.03
399348	FRASER CHILD AND FA	MAY24 CONSULTING	7/11/24	6,006.00
399348	FRASER CHILD AND FA	APR24 CONSULTATIONS	7/11/24	5,852.00
399321	BOLTON & MENK INC	ECC - TENNIS COURTS	7/11/24	5,750.00
399357	GROVES ACADEMY	NON PUB TRANSPORTAT	7/11/24	5,736.04
399520	XCEL ENERGY	ND 5/22-6/23/2024	7/18/24	5,723.41
399570	WILL DEBERG BASKETB	JUL24 GRLS BASKETBA	7/24/24	5,712.00
399533	CITY OF EDINA	SV 4/10-7/10/2024	7/24/24	5,435.20
399367	INGINA LLC	KIDS VS WILD/ROBOTI	7/11/24	5,203.80
399420	TECH ACADEMY	KIDS V WILD/ROBOTIC	7/11/24	5,203.80
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	5,129.38

Check No.	Vendor	Description	Date	Amount
399533	CITY OF EDINA	SV 3/27-7/01/2024	7/24/24	5,123.26
399400	PARALLEL TECHNOLOGI	ECC CAMERA INSTALLS	7/11/24	5,057.98
399466	SANDCREEK EAP	EAP Q3 2024 SERVICE	7/17/24	5,056.88
399487	CRESCENT MOON PRODU	SPRING SHOWS 2024	7/18/24	5,000.00
399578	INGCO INTERNATIONAL	INTERPRETATION: GRA	7/25/24	5,000.00
399556	RIGHT ANGLE STUDIO	FALL CATALOG DESIGN	7/24/24	5,000.00
399442	CDW GOVERNMENT	ARUBA 91XX GW WLAN	7/17/24	4,907.28
399539	HOGLUND BUS COMPANY	INJECTORS/ADAPTERS	7/24/24	4,781.88
399328	CHESS & STRATEGY GA	STRATEGY GAME/NOVEL	7/11/24	4,777.50
399370	ITSAVVY LLC	SCREEN DEDUCTIBLES	7/11/24	4,700.00
399304	93 SKIP LLC	CN - JUN24 PRODUCTI	7/11/24	4,632.67
399378	LANGUAGE LINE SERVI	JUN24 TRANSLATING	7/11/24	4,607.25
399499	MALLOY MONTAGUE KAR	SERVICES THRU 6/30/	7/18/24	4,550.00
399510	SQUIRES, WALDSPURGE	LEGAL SERV: MISC.	7/18/24	4,536.00
399432	VOIGT'S MOTORCOACH	5/23 BAND TRIP BUS	7/11/24	4,418.40
399336	DASH SPORTS LLC	JUN24 MULTI SPORTS	7/11/24	4,277.70
399347	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	7/11/24	4,253.20
399270	NATIONAL INSURANCE	COBRA/RETIREE	7/3/24	4,194.03
399593	ADVANCED IMAGING SO	LEASE 08.08 0631790	7/31/24	4,151.77
399609	EXPLORELEARNING	EHS - 6 GIZMOS LICE	7/31/24	4,140.00
399271	PATCH MY PC LLC	24-25 ENTERPRISE PL	7/3/24	4,016.25
399386	MCGRAW-HILL SCHOOL	PD SESSION: STUDY S	7/11/24	3,885.78
399279	SMARTPASS INC	VV FY24-25 SMARTPAS	7/3/24	3,790.00
399278	SERVICE EXPRESS LLC	24-25 AGREEMENT #41	7/3/24	3,756.00
399314	AMERICAN SPORT FLOO	FLOOR PREP/COATING	7/11/24	3,751.30
399340	EBS CAMPS INC	JUN24 CAMPS	7/11/24	3,685.50
399400	PARALLEL TECHNOLOGI	ECC CAMERA INSTALLS	7/11/24	3,670.32
399392	NAC MECHANICAL (DO	HL - CHILLER REPAIR	7/11/24	3,603.00
399279	SMARTPASS INC	SV FY24-25 SMARTPAS	7/3/24	3,539.10
399315	ANN MARIE THOMAS	STEM CONSULTING	7/11/24	3,500.00
399270	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	7/3/24	3,497.27
399255	DRUIDE INFORMATIQUE	24-25 TYPING PAL	7/3/24	3,494.08
399400	PARALLEL TECHNOLOGI	ECC CAMERA ADD ONS	7/11/24	3,493.81
399604	COMMERCIAL FURNITUR	CONF TABLE/CHAIRS	7/31/24	3,466.52
399539	HOGLUND BUS COMPANY	PURIMUFL/SENSORS	7/24/24	3,405.66
399361	HOLY FAMILY ACADEMY	NON PUB TRANSPORTAT	7/11/24	3,345.80
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	3,285.50
399299	SEWER SERVICES INC	SAND TRAPS COMM WAS	7/10/24	3,275.50
399565	TECH ACADEMY	AI/MEDIEVAL BATTLEB	7/24/24	3,184.30
399536	DASH SPORTS LLC	JUL24 MLS GO	7/24/24	3,114.30
399300	TECH ACADEMY	STRATEGY GAME/ROBOT	7/10/24	3,007.20
399401	PARTNERED LLC	PRESENTATION	7/11/24	3,000.00
399553	OVERDRIVE INC	24-25 DIGITAL LIBRA	7/24/24	3,000.00
399452	GRAYBAR ELECTRIC CO	ACCESS POINT LOCK B	7/17/24	2,979.89
399289	HAPPY NUMBERS INC	24-25 SCHOOL SUBSC	7/10/24	2,900.00
399599	BENEFIT EXTRAS, INC	JUL24 HRA ADMIN	7/31/24	2,899.05
399407	RELATE COUNSELING C	CHEM HEALTH #10 OF	7/11/24	2,880.00
399528	BOLTON & MENK INC	ECC TENNIS COURTS	7/24/24	2,875.00
V20188	MARGO M BAUCK	MEDICARE REIMB	7/11/24	2,872.92
399350	FUN ENGINEERZ LLC	624-B2091 ENGINEERI	7/11/24	2,859.50
399327	CHAPEL HILL ACADEMY	NON PUB TRANSPORTAT	7/11/24	2,842.35
399303	93 HOP LLC	BUS - JUN24 PRODUCT	7/11/24	2,806.48
399496	JACKI BRICKMAN INC	SUPPORT FOR CATALYS	7/18/24	2,800.00
399523	ARVIG	HL - PLAYGROUND	7/24/24	2,706.45
399486	COMMERCIAL FURNITUR	OFFICE FURNITURE	7/18/24	2,685.57
399540	HORIZON COMMERCIAL	POOL CHEMICALS	7/24/24	2,639.97
399435	WOLD ARCHITECTS & E	SV LIGHTING REPLACE	7/11/24	2,622.20
399292	LAKESHORE LEARNING	FOLD/ROLL STORAGE	7/10/24	2,598.00
399578	INGCO INTERNATIONAL	INTERPRETATION: GRA	7/25/24	2,596.30
399253	BRAXOS SECURITY SOF	24-25 SRVCE AGREEME	7/3/24	2,500.00
399569	VALERIE LOCKHART	VISUAL COMM TRAININ	7/24/24	2,500.00
399439	ARVIG	JUL24 INTERNET ACCE	7/17/24	2,412.07
399471	WASTE MANAGEMENT OF	EHS 7/1-7/31/2024	7/17/24	2,392.10
399535	COMPAS, INC	GUERILLA HAIKU @ CS	7/24/24	2,390.00

Check No.	Vendor	Description	Date	Amount
399478	AVI SYSTEMS INC	PELICAN CASE AV PRO	7/18/24	2,364.82
399538	FUN ENGINEERZ LLC	ENGINEERING CAMPS	7/24/24	2,257.50
399629	MINNESOTA MEMORY IN	TOP COVERS-CB REPAI	7/31/24	2,199.00
399467	STACY RUTTEN	LEADERSHIP TRAINING	7/17/24	2,198.50
399623	LUMEN TECHNOLOGIES	DW - AUG24 SERVICES	7/31/24	2,162.22
399457	LUMEN TECHNOLOGIES	DW - JUL24 SERVICES	7/17/24	2,145.36
399451	FUN ENGINEERZ LLC	ENGINNER/DESIGN CAM	7/17/24	2,107.00
399292	LAKESHORE LEARNING	MOBILE STEM STATION	7/10/24	2,097.00
399502	MIKKONEN MUSIC LLC	JUN24 MUSIC LESSONS	7/18/24	2,070.00
399559	SDI INNOVATIONS INC	24-25 STUDENT PLANN	7/24/24	2,038.26
399360	HEILICHER JEWISH DA	NON PUB TRANSPORTAT	7/11/24	2,037.50
399283	SPORTS PRO LLC	WELLNESS CENTER MAI	7/10/24	2,025.00
399463	PARK NICOLLET FOUND	24-25 GRIEF COUNSEL	7/17/24	2,000.00
399406	REGION 3AA	BLAX SECTIONS DAY 2	7/11/24	1,995.00
399307	ACCURATE HOME CARE	MAY24 NURSE CARE	7/11/24	1,985.94
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	1,963.16
399532	CITY OF APPLE VALLE	KC ND FIELD TRIP	7/24/24	1,962.50
399363	HORIZON COMMERCIAL	POOL CHEMICALS	7/11/24	1,955.71
399403	PRAIRIE RESTORATION	SPRING SEEDING	7/11/24	1,950.22
399607	DUNHAM ASSOCIATES I	EHS 23-26 RENOVATIO	7/31/24	1,950.00
399533	CITY OF EDINA	ECC 3/27-7/01/2024	7/24/24	1,949.05
399393	NORTHLAND MECHANICA	EHS - H/W HEATER	7/11/24	1,918.00
399552	NOW MICRO INC	CONSULTING HOURS (8	7/24/24	1,912.50
399495	IWS - INNOVATIONAL	MONTHLY MGMT PROGRA	7/18/24	1,873.92
399406	REGION 3AA	BLAX SECTIONS DAY 1	7/11/24	1,835.00
399423	TRI-STATE BOBCAT IN	CS - SEEDER RENTAL	7/11/24	1,832.50
399321	BOLTON & MENK INC	HL - PLAYGROUND	7/11/24	1,815.00
399566	THREE RIVERS PARK D	LEADERSHIP CATERING	7/24/24	1,806.35
399312	ALLEGRA EDEN PRAIRI	FROZEN PROGRAMS	7/11/24	1,803.92
399535	COMPAS, INC	SPOKEN WORD @ CS	7/24/24	1,790.00
399313	AMERGIS HEALTHCARE	JUN24 SPED TEACHER	7/11/24	1,776.82
399309	AGAPE CHRISTI ACADE	NON PUB TRANSPORTAT	7/11/24	1,762.28
399330	COMMERCIAL FURNITUR	3 OFFICE CHAIRS	7/11/24	1,760.43
399292	LAKESHORE LEARNING	CLASSIC BIRCH BIG B	7/10/24	1,758.00
399474	5-STAR MOVERS	KC CLUB SUMMER MOVI	7/18/24	1,700.00
399317	APPLE INC	SPED IPADS	7/11/24	1,676.00
399353	GERTENS GREENHOUSES	ECC - TREES	7/11/24	1,668.00
399493	INESE KRIEVANS	PRIVATE/GROUP LESSO	7/18/24	1,659.70
399512	SUNBELT STAFFING LL	6/22 SPED TEACHER	7/18/24	1,640.00
399631	NORTHSTAR BUS LINES	07/08 KC CV CHARTER	7/31/24	1,612.50
399385	MAYER ARTS INC	624-B2117 HIP HOP D	7/11/24	1,606.50
399603	CESO COMMUNICATIONS	COMM PLAN DEVL (2)	7/31/24	1,600.00
399555	REALLY GOOD STUFF I	SDL GRD 2 BOOK/BIND	7/24/24	1,581.80
399394	NWEA -- NORTHWEST E	MAP GROWTH (120 QTY	7/11/24	1,575.00
399292	LAKESHORE LEARNING	SHIPPING/HANDLING	7/10/24	1,568.40
399522	APURE INC.	WATER FOUNTAIN SERV	7/24/24	1,538.00
399562	SOURCEWELL	Q3 OVRAGE HOURS	7/24/24	1,531.25
399331	COMMERCIAL ROOFING	CC - ROOF REPAIR	7/11/24	1,502.85
399445	DAVID WEBB -- HOMER	HR & FINANCE TRAINI	7/17/24	1,500.00
399606	DAVID WEBB -- HOMER	7/31 LEADERSHIP TRA	7/31/24	1,500.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	1,471.01
399484	CESO COMMUNICATIONS	MONTHLY COMM SUPPOR	7/18/24	1,430.00
399417	STIX SPORTSWEAR & S	SUMMER BAND APPAREL	7/11/24	1,419.50
399471	WASTE MANAGEMENT OF	ECC 7/1-7/31/2024	7/17/24	1,413.95
399375	KAY ZUCCARO	JUN24 WATER WELLNES	7/11/24	1,411.20
399612	GENERATIVE LEARNING	2024 SEMINAR - T.R.	7/31/24	1,400.00
399269	METRO ELEVATOR	JUL24 ELEVATOR SERV	7/3/24	1,392.83
399507	ROHAAN AND/OR FEROUZ	CHATTERBOX REIMB	7/18/24	1,390.50
399284	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	7/10/24	1,380.00
399319	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	7/11/24	1,364.00
399497	KJ BRANDING	H.R. - EDINA LOGO	7/18/24	1,340.00
399599	BENEFIT EXTRAS, INC	JUL24 HSA ADMIN	7/31/24	1,335.95
399354	GILBERT MECHANICAL	CC - CHILLER FILTER	7/11/24	1,334.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	1,275.00

Check No.	Vendor	Description	Date	Amount
399601	CDW GOVERNMENT	AZURE OVERAGES	7/31/24	1,264.54
399579	INSTITUTE FOR ENVIR	EHS 2023-2026 H&S	7/25/24	1,258.63
399604	COMMERCIAL FURNITUR	BOOK CASE	7/31/24	1,238.18
399534	COMMERCIAL FURNITUR	GUEST CHAIRS W/ARM	7/24/24	1,235.51
399406	REGION 3AA	GLAX SECTIONS DAY 1	7/11/24	1,225.00
399534	COMMERCIAL FURNITUR	RECT HEIGHT TABLE	7/24/24	1,214.74
399419	SUMMIT FIRE PROTECT	EHS - HOOD INSPECTI	7/11/24	1,205.25
399543	KATH FUEL OIL SERVI	UNLEADED	7/24/24	1,201.74
399337	DAVID WEBB -- HOMER	EXECUTIVE COACHING	7/11/24	1,200.00
399470	VITAMINK12 LLC	MN SCHOOL JOBS IMPO	7/17/24	1,200.00
399449	EXPERT CONCRETE RAI	RAISE CONCRETE DOOR	7/17/24	1,192.00
399594	ANNA HEUER	PRIVATE VOICE LESSO	7/31/24	1,176.00
V20187	GARY R AASEN	INDOOR TENNIS COURT	7/11/24	1,168.00
399362	HOLY FAMILY CATHOLI	NON PUB TRANSPORTAT	7/11/24	1,147.53
399481	BENCHMARK EDUCATION	DECODABLE BOOKS	7/18/24	1,122.00
399356	GROTH MUSIC COMPANY	BARI/BASS SAX REPAI	7/11/24	1,118.00
399353	GERTENS GREENHOUSES	CC - TREES	7/11/24	1,112.00
399292	LAKESHORE LEARNING	FLEX SPACE JR MOBIL	7/10/24	1,099.00
399479	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	7/18/24	1,096.50
399462	NORTHSTAR BUS LINES	7/2 KC CV CHARTER B	7/17/24	1,095.00
399333	CROSTOWN MECHANICA	CC - FREEZER REAPIR	7/11/24	1,090.67
399637	SCHOOL SPECIALTY, L	BULLETIN STRIPS	7/31/24	1,082.20
399311	ALL STRINGS ATTACHE	VIOLIN BOWS	7/11/24	1,080.00
399338	DUNHAM ASSOCIATES I	CS 2023 ADDITION	7/11/24	1,060.00
399607	DUNHAM ASSOCIATES I	CS 2023 ADDITION	7/31/24	1,060.00
399342	EDINA BOYS TRACK BO	SPR24 TRACK WORKERS	7/11/24	1,051.75
399277	SEA LIFE MINNESOTA	7/8 KC FIELD TRIP	7/3/24	1,050.00
399617	HUDSON MAGIC LLC	DISCOVER MAGIC CLAS	7/31/24	1,050.00
399563	SUMMIT FIRE PROTECT	EHS - FE INSPECTION	7/24/24	1,049.04
399477	AMERGIS HEALTHCARE	6/29 - SPED TEACHER	7/18/24	1,022.00
399638	TECH ACADEMY	MOBILE GAME APP DEV	7/31/24	1,002.40
399298	SEA LIFE MINNESOTA	7/12 KC FIELD TRIP	7/10/24	1,000.00
399434	WHOBODIES LLC	ASH T-SHIRTS	7/11/24	997.75
V20217	LORI J CARTER	PD CONFERENCE - R.R	7/17/24	995.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	987.50
399356	GROTH MUSIC COMPANY	BARIT/EUPH REPAIR	7/11/24	986.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	977.41
399422	TONENWORKS MUSIC THE	FEB24 MUSIC THERAPY	7/11/24	973.00
399294	MESPA	MEMBERSHIP - C.M.	7/10/24	972.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	970.53
399575	CHARTWELLS DINING S	JUNE24 FOOD SERVICE	7/25/24	967.68
399637	SCHOOL SPECIALTY, L	GRD K ART SUPPLIES	7/31/24	965.45
399268	MESPA	24-25 MEMBERSHIP: A	7/3/24	962.00
399535	COMPAS, INC	HATIAN DANCE @ CS	7/24/24	950.00
399574	BRYAN ROCK PRODUCTS	RED ROCK FOR SHOTPU	7/25/24	934.04
399579	INSTITUTE FOR ENVIR	EHS 2024 ASBESTOS	7/25/24	932.24
399356	GROTH MUSIC COMPANY	BAND SUPPLIES	7/11/24	930.00
399381	MACKIN EDUCATIONAL	BOOKS FOR CC	7/11/24	929.78
399465	RUSSELL SECURITY RE	EHS LOCK REPLACEMEN	7/17/24	925.00
399291	KINECT ENERGY, INC	JULY24 ENERGY MGMT	7/10/24	902.00
399368	INSPEC INC	VV - INFRARED SCAN	7/11/24	900.00
399368	INSPEC INC	CN - INFRARED SCAN	7/11/24	900.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	896.88
399267	MASSP -MN ASSOC OF	24-25 MEMBERSHIP: T	7/3/24	885.00
399458	MASSP -MN ASSOC OF	MEMBERSHIP - T.J.C.	7/17/24	885.00
399458	MASSP -MN ASSOC OF	MEMBERSHIP - P.P.	7/17/24	885.00
399398	ORKIN COMMERCIAL SE	DW - MAY2424 SERVIC	7/11/24	880.00
399343	EDINA GIRLS TRACK B	SPR24 TRACK WORKERS	7/11/24	875.50
399579	INSTITUTE FOR ENVIR	HL XRF TESTING	7/25/24	872.16
399626	MCPHILLIPS BROS R00	CS 2024 ROOF REPAIR	7/31/24	850.00
399626	MCPHILLIPS BROS R00	ECC 2024 ROOF REPAI	7/31/24	850.00
399626	MCPHILLIPS BROS R00	EHS 2024 ROOF REPAI	7/31/24	850.00
399356	GROTH MUSIC COMPANY	YAMAHA SPEAKER	7/11/24	839.98
399302	ZIP PRINTING & COPY	24-25 CALENDAR POST	7/10/24	837.96

Check No.	Vendor	Description	Date	Amount
399490	ELLA WASSERMAN	JUN24 PIANO LESSONS	7/18/24	832.74
399639	THE MASTER TEACHER	15 PARA LICENSES	7/31/24	825.00
399435	WOLD ARCHITECTS & E	CV LTFM	7/11/24	824.03
399435	WOLD ARCHITECTS & E	ECC LTFM	7/11/24	824.03
399435	WOLD ARCHITECTS & E	CC LTFM	7/11/24	824.02
399435	WOLD ARCHITECTS & E	CN LTFM	7/11/24	824.02
399479	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	7/18/24	824.00
399319	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	7/11/24	817.50
399475	ACTION OVERHEAD GAR	SHED DOOR REPAIR	7/18/24	800.00
399626	MCPHILLIPS BROS ROO	SV 2024 ROOF REAPIR	7/31/24	800.00
399627	MENARDS - EDEN PRAI	REFRIGERATOR STAFF	7/31/24	799.00
399442	CDW GOVERNMENT	HPE ARUBA AP-575	7/17/24	777.10
399307	ACCURATE HOME CARE	MAR24 NURSE CARE	7/11/24	774.18
399620	IWS - INNOVATIONAL	COIL TESTING	7/31/24	768.00
399536	DASH SPORTS LLC	JUL24 SOCCER TYKES	7/24/24	753.90
399626	MCPHILLIPS BROS ROO	CC 2024 ROOF REPAIR	7/31/24	750.00
399326	CATALYST SOURCING S	ON DEMAND/ACTIVITIE	7/11/24	746.75
399319	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	7/11/24	722.00
399319	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	7/11/24	704.00
399582	LRS PORTABLES LLC	KUHLMAN - MAY24 UNI	7/25/24	700.00
399456	LRS PORTABLES LLC	JUL24 - KUHLMAN UNI	7/17/24	700.00
399626	MCPHILLIPS BROS ROO	CN 2024 ROOF REPAIR	7/31/24	700.00
399426	TURNAROUND PERCUSSI	CONCERT SERVICE VIS	7/11/24	695.00
399448	EDUCATORS BENEFIT C	403(B) ADMIN & COMP	7/17/24	691.98
399576	ESCREEN, INC.	DOT URINE - MAY24	7/25/24	685.00
399547	MCGRAW-HILL SCHOOL	MY MATH STUDENT GRD	7/24/24	670.50
399471	WASTE MANAGEMENT OF	CC 7/1-7/31/2024	7/17/24	658.82
399595	APPLE INC	IPADS FOR ATHLETICS	7/31/24	658.00
399419	SUMMIT FIRE PROTECT	EHS - SPRINKLER INS	7/11/24	653.00
399469	TRI-STATE BOBCAT IN	HYDRO-MUL RENTAL	7/17/24	652.50
399563	SUMMIT FIRE PROTECT	CS - ALARM INSPECTI	7/24/24	635.00
399563	SUMMIT FIRE PROTECT	SV - FE INSPECTIONS	7/24/24	626.33
399557	SAVVAS LEARNING COM	MAYP25 LICENSE GRD7	7/24/24	624.00
399547	MCGRAW-HILL SCHOOL	MY MATH STUDENT GRD	7/24/24	616.86
399547	MCGRAW-HILL SCHOOL	MY MATH STUDENT GRD	7/24/24	616.86
399348	FRASER CHILD AND FA	MAY24 PSYCHOTHERAPY	7/11/24	616.00
399471	WASTE MANAGEMENT OF	SV 7/1-7/31/2024	7/17/24	615.00
399593	ADVANCED IMAGING SO	LEASE 08.08 0631790	7/31/24	612.00
399494	INGCO INTERNATIONAL	TRANSLATION SERVICE	7/18/24	610.80
399507	ROHAAN AND/OR FERDZ	OUTSCHOOL REIMB	7/18/24	600.00
399292	LAKESHORE LEARNING	DRAMATIC PLAY TABLE	7/10/24	599.00
399539	HOGLUND BUS COMPANY	ICP SENSORS	7/24/24	598.26
399433	WASTE MANAGEMENT OF	EHS 6/1-6/15/24 SER	7/11/24	590.24
399547	MCGRAW-HILL SCHOOL	MY MATH STUDENT GRD	7/24/24	590.04
399482	BRIN GLASS SERVICE	CLASS 148 GLASS REP	7/18/24	575.00
399424	TRINITY SCHOOL AT R	NON PUB TRANSPORTAT	7/11/24	573.84
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	569.60
399625	MATH ADVANTAGE TUT	ACT PRIVATE TUTORIN	7/31/24	560.00
399319	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	7/11/24	558.00
399353	GERTENS GREENHOUSES	SV - TREES	7/11/24	556.00
399329	CHESTERTON ACADEMY	NON PUB TRANSPORTAT	7/11/24	550.59
399292	LAKESHORE LEARNING	COBBLESTONE ACCENTS	7/10/24	549.00
399292	LAKESHORE LEARNING	COLORS OF NATURE CA	7/10/24	549.00
399292	LAKESHORE LEARNING	OCEAN CLASS CARPET	7/10/24	549.00
399622	LAKESHORE LEARNING	SDL GRD 2 SUPPLIES	7/31/24	545.87
399406	REGION 3AA	BLAX SECTIONS DAY 2	7/11/24	545.00
399533	CITY OF EDINA	ND 3/27-7/01/2024	7/24/24	542.02
399321	BOLTON & MENK INC	ECC - KUHLMAN/TRACK	7/11/24	540.00
399319	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	7/11/24	536.00
399557	SAVVAS LEARNING COM	MAYP25 LICENSE GRD8	7/24/24	528.00
399534	COMMERCIAL FURNITUR	FREIGHT & INSTALL	7/24/24	522.00
399442	CDW GOVERNMENT	HPE ARUBA AP-505H	7/17/24	516.44
399419	SUMMIT FIRE PROTECT	EHS - VESDA INSPECT	7/11/24	515.00
399547	MCGRAW-HILL SCHOOL	MY MATH STUDENT GRD	7/24/24	509.58

Check No.	Vendor	Description	Date	Amount
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	504.38
399419	SUMMIT FIRE PROTECT	SV - HOOD INSPECTIO	7/11/24	501.50
V20210	NDEYE KANY SECK	SPARC LUNCH	7/11/24	501.16
399590	VERIFIED CREDENTIAL	MAY24 BKGD SCREENIN	7/25/24	500.30
399413	SOUTH METRO PUBL SA	CLASSROOM SPACE	7/11/24	500.00
399527	BILL CARROLL PAINTI	PAINTING ROOM 200C	7/24/24	500.00
399614	HAMLIN UNIVERSITY	NOV24 GRLS TOURNAME	7/31/24	500.00
399619	ITSAVVY LLC	CB SCREEN DEDUCTIBL	7/31/24	500.00
399563	SUMMIT FIRE PROTECT	VV - FE INSPECTIONS	7/24/24	498.95
399563	SUMMIT FIRE PROTECT	ECC - FE INSPECTION	7/24/24	498.63
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	493.88
399409	RJ MECHANICAL INC	ECC - LAWN IRRIGATI	7/11/24	490.00
399592	WHITE BEAR LAKE HIG	4/30 BGOLF VARS TOU	7/25/24	490.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	487.50
399563	SUMMIT FIRE PROTECT	VV- HOOD INSPECTION	7/24/24	480.50
399412	SET - THE MULCH STO	CS - TOPSOIL	7/11/24	480.00
399412	SET - THE MULCH STO	CS - TOPSOIL	7/11/24	480.00
399412	SET - THE MULCH STO	CS - TOPSOIL	7/11/24	480.00
399295	MIKE'S SEPTIC SERVI	CONCESSIONS PUMP	7/10/24	475.00
399252	BOND TRUST SERVICES	2014A PAYING AGENT	7/3/24	475.00
399252	BOND TRUST SERVICES	2020A PAYING AGENT	7/3/24	475.00
399252	BOND TRUST SERVICES	2021B PAYING AGENT	7/3/24	475.00
399471	WASTE MANAGEMENT OF	CN 7/1-7/31/2024	7/17/24	473.80
399511	STATE SUPPLY COMPAN	SEAL KIT FOR PUMP #	7/18/24	471.66
399534	COMMERCIAL FURNITUR	METAL ANGLED LEG 29	7/24/24	470.86
399471	WASTE MANAGEMENT OF	CV 7/1-7/31/2024	7/17/24	461.08
399592	WHITE BEAR LAKE HIG	5/7 GGOLF JV TOURN	7/25/24	460.00
399615	HAND2MIND INC	SDL MATH BOOKS/SUPP	7/31/24	458.89
399454	INSPEC INC	EPS 2024 REFOOFING	7/17/24	458.00
399534	COMMERCIAL FURNITUR	BOAT SHAPE TOP	7/24/24	457.23
V20222	PATRICIA PETTIS	MASSP CONF HOTEL	7/18/24	456.66
399557	SAVVAS LEARNING COM	MYP25 LICENSE GRD6	7/24/24	456.00
399356	GROTH MUSIC COMPANY	BASS CLARINET REPAI	7/11/24	453.00
399333	CROSSTOWN MECHANICA	EHS - FRIDGE REPAIR	7/11/24	450.00
399440	BILL CARROLL PAINTI	ASST SUP OFFICE PAI	7/17/24	450.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	450.00
399356	GROTH MUSIC COMPANY	CLARINET REPAIR	7/11/24	446.00
399450	FRESHPOINT BIX PROD	KC CV SNACKS	7/17/24	441.29
399346	ELIZABETH POCH	JUN24 PIANO LESSONS	7/11/24	441.00
399319	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	7/11/24	434.00
399471	WASTE MANAGEMENT OF	VV 7/1-7/31/2024	7/17/24	423.50
399530	CENTURYLINK	SV 07/01-07/31/24	7/24/24	407.12
399483	CENTURYLINK	SV 06/01-06/30/24	7/18/24	406.98
399489	ECM PUBLISHERS INC	EHS MECH PHASE 2 BI	7/18/24	404.00
399628	MIDWEST BUS PARTS I	RUB RAIL	7/31/24	400.98
399356	GROTH MUSIC COMPANY	TROMBONE REPAIR	7/11/24	398.00
399637	SCHOOL SPECIALTY, L	SDL GRD K ART SUPPL	7/31/24	396.56
V20197	STEVE HENKE	STATE BADMINTON MED	7/11/24	395.44
399489	ECM PUBLISHERS INC	EHS MECH PHASE 3 BI	7/18/24	391.20
399599	BENEFIT EXTRAS, INC	JUL24 FLEX ADMIN	7/31/24	384.85
399419	SUMMIT FIRE PROTECT	CV - EXTINGUISHER I	7/11/24	383.46
399334	CUSTOM HOSE TECH IN	VARIOUS HOSES	7/11/24	381.44
399356	GROTH MUSIC COMPANY	BARI/EUPH REPAIR	7/11/24	380.64
399628	MIDWEST BUS PARTS I	HEADLIGHTS	7/31/24	380.10
399547	MCGRAW-HILL SCHOOL	DISCOVERING OUR PAS	7/24/24	374.76
399428	UNITED RENTALS INC	SCISSOR LIFT INSPEC	7/11/24	373.49
399326	CATALYST SOURCING S	ON DEMAND/DMTS	7/11/24	373.38
399345	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	7/11/24	371.50
399521	SPORTS PRO LLC	WELLNESS REPAIRS	7/24/24	367.75
399519	WASTE MANAGEMENT OF	EHS 6/15-6/30/2024	7/18/24	362.40
399356	GROTH MUSIC COMPANY	BARI/EUPH REPAIR	7/11/24	362.00
399428	UNITED RENTALS INC	SCISSOR LIFT INSPEC	7/11/24	360.30
399428	UNITED RENTALS INC	VV - LIFT INSPECTIO	7/11/24	360.30
399428	UNITED RENTALS INC	HL - 2024 LIFT INSP	7/11/24	360.30

Check No.	Vendor	Description	Date	Amount
399428	UNITED RENTALS INC	CV - MACHINE INSPEC	7/11/24	360.30
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	358.88
399515	UNITED RENTALS INC	CN - LIFT INSPECTIO	7/18/24	358.80
399642	UNITED RENTALS INC	CC - LIFT INSPECTIO	7/31/24	358.80
399642	UNITED RENTALS INC	ECC - LIFT INSPECTI	7/31/24	358.80
399547	MCGRAW-HILL SCHOOL	IMPACT SOCIAL - GRD	7/24/24	356.25
399597	BATTERIES R US	D/AA BATTERIES SUPP	7/31/24	355.02
399399	OVERDRIVE INC	BOOKS FOR EHS	7/11/24	353.73
V20191	ERIC M DAHLMAN	APR-MAY24 MILEAGE	7/11/24	352.29
399572	ZANER-BLOSER INC	HANDWRITING GRD2C	7/24/24	351.25
399335	DARK KNIGHT SOLUTIO	JUN24 CONSORTIUM FE	7/11/24	350.00
399356	GROTH MUSIC COMPANY	BASS CLARINET REPAI	7/11/24	348.00
399419	SUMMIT FIRE PROTECT	ECC - HOOD INSPECTI	7/11/24	347.00
399580	JERRY'S PRINTING	SING SPRING PROGRAM	7/25/24	345.00
399324	BUSINESS ESSENTIALS	KC PAPER FOR SUMMER	7/11/24	345.00
V20231	KARI L OPATZ-KARWOS	CLASSROOM SUPPLIES	7/31/24	344.95
399549	METRO SALES INC	ATHL COPIER COPIES	7/24/24	343.80
399390	MULTILINGUAL WORD I	JUN24 INTERPRETING	7/11/24	343.55
399547	MCGRAW-HILL SCHOOL	SHIPPING/HANDLING	7/24/24	341.39
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	340.43
399419	SUMMIT FIRE PROTECT	CN - EXTINGUISHER I	7/11/24	340.05
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	337.50
399542	JACKIE MART	DONUTS FOR DAYS	7/24/24	336.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	333.64
399304	93 SKIP LLC	BUS - JUN24 PRODUCT	7/11/24	332.80
399498	KULLY SUPPLY INC	PLUMPING HANDLE	7/18/24	330.48
399412	SET - THE MULCH STO	HL - TOPSOIL	7/11/24	330.00
399624	MASA	MASA FALL CONF - S.	7/31/24	329.00
399292	LAKESHORE LEARNING	FLEX SPACE CLASS AC	7/10/24	329.00
399544	LAKESHORE LEARNING	FLX-SPC GRY DESIGN	7/24/24	329.00
399416	STATE CHEMICAL SOLU	VOMIT ABSORBER POWD	7/11/24	328.50
399373	JESSEN PRESS INC	SCHOLAR ATHL CERTIF	7/11/24	324.00
399571	WILLIAM H SADLIER I	VOCAB LEVEL B - GRD	7/24/24	310.23
V20197	STEVE HENKE	STATE BADMINTON FOO	7/11/24	298.20
V20219	CHRISTOPHER D GRIGG	STUDENT HOTEL ROOM	7/18/24	298.17
399301	WEST 44TH STREET GR	24-25 POSTER CALEND	7/10/24	297.50
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	295.32
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	295.32
399563	SUMMIT FIRE PROTECT	CS - HOOD INSPECTIO	7/24/24	292.75
399476	AMAZON CAPITAL SERV	CV SUPPLIES	7/18/24	292.35
399547	MCGRAW-HILL SCHOOL	YOUR TURN PRACTICE	7/24/24	291.72
399530	CENTURYLINK	VV 06/28-07/27/24	7/24/24	290.70
399598	BAYADA HOME HEALTH	SCHOOL NURSE - C.O.	7/31/24	288.00
399419	SUMMIT FIRE PROTECT	CC - HOOD INSPECTIO	7/11/24	286.00
399355	GRAINGER	DRAIN CABLE	7/11/24	285.07
399572	ZANER-BLOSER INC	HANDWRITING GRD 3	7/24/24	281.00
399572	ZANER-BLOSER INC	HANWRITING GRD 4	7/24/24	281.00
399352	GENERAL SECURITY SE	BUS - JUN24 PATROL	7/11/24	280.00
399589	SUNBELT STAFFING LL	6/29 SPED TEACHER	7/25/24	280.00
399353	GERTENS GREENHOUSES	BUS - TREES	7/11/24	278.00
399419	SUMMIT FIRE PROTECT	CN - HOOD INSPECTIO	7/11/24	277.00
399539	HOGLUND BUS COMPANY	SENSORS	7/24/24	276.92
399571	WILLIAM H SADLIER I	VOCAB LEVEL C - GRD	7/24/24	275.76
399510	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	7/18/24	275.00
399506	ODP BUSINESS SOLUTI	GRD 2 INSTRUCTIONAL	7/18/24	273.75
399547	MCGRAW-HILL SCHOOL	LITERATURE ANTHOLOG	7/24/24	271.32
399483	CENTURYLINK	DO 06/01-06/30/24	7/18/24	262.40
399530	CENTURYLINK	DO 07/01-07/31/24	7/24/24	260.86
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	259.20
399547	MCGRAW-HILL SCHOOL	YOUR TURN PRACTICE	7/24/24	258.06
399630	MTI DISTRIBUTING IN	BLADE/FILTER	7/31/24	256.49
399415	ST JOHN'S LUTHERAN	NON PUB TRANSPORTAT	7/11/24	255.26
399468	THE ROTARY CLUB OF	Q1 FEES/DUES - L.S.	7/17/24	254.25
399371	JACKIE MART	SWEET SUMMER 624-B2	7/11/24	252.00

Check No.	Vendor	Description	Date	Amount
399526	BEATRICE BASSI	GYMNASTICS 716-L180	7/24/24	250.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	250.00
399593	ADVANCED IMAGING SO	LEASE 08.08 0631790	7/31/24	246.00
399410	RUMBLINGS MEDIA LLC	624-K37 DESIGN HEAL	7/11/24	245.00
399456	LRS PORTABLES LLC	JUL24 - EHS UNITS	7/17/24	245.00
399547	MCGRAW-HILL SCHOOL	IMPACT SOCIAL - GRD	7/24/24	241.44
399563	SUMMIT FIRE PROTECT	CV - HOOD INSPECTIO	7/24/24	240.75
399563	SUMMIT FIRE PROTECT	HL - HOOD INSPECTIO	7/24/24	240.75
399326	CATALYST SOURCING S	SUPP TRACK MON SUBS	7/11/24	239.99
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	233.13
399530	CENTURYLINK	CC 07/01-07/31/24	7/24/24	232.64
399530	CENTURYLINK	ECC 07/01-07/31/24	7/24/24	232.64
399483	CENTURYLINK	ECC 06/01-06/30/24	7/18/24	232.56
399483	CENTURYLINK	CC 06/01-06/30/24	7/18/24	232.56
399530	CENTURYLINK	EHS 06/28-07/27/24	7/24/24	232.56
399547	MCGRAW-HILL SCHOOL	CLOSE READING COMP	7/24/24	232.53
399473	ZIP PRINTING & COPY	STAFF KICK OFF FLYE	7/17/24	229.97
399571	WILLIAM H SADLIER I	VOCAB LEVEL A - GRD	7/24/24	229.80
399444	CUSHMAN MOTOR COMPA	FILTER/BLADES	7/17/24	229.27
399405	REGENTS OF THE UNIV	SYNCHRO SWIM	7/11/24	224.00
399316	ANNA OSTENSO MOORE	722-L5178 CANCELLAT	7/11/24	220.00
399528	BOLTON & MENK INC	CC DRAINAGE	7/24/24	220.00
399528	BOLTON & MENK INC	CS PLAYGROUND	7/24/24	220.00
V20208	MEGAN B SCHNEIDER	MAY-JUN24 MILEAGE	7/11/24	217.68
399429	UNIVERSITY LANGUAGE	JUN24 INTERPRETING	7/11/24	216.18
399516	UNIVERSITY LANGUAGE	JUN24 INTERPRETING	7/18/24	216.18
399469	TRI-STATE BOBCAT IN	BLADE/FILTER	7/17/24	213.86
399529	BSN SPORTS, LLC	FOOTBALL EQUIPMENT	7/24/24	211.97
399476	AMAZON CAPITAL SERV	CV SUPPLIES	7/18/24	209.80
V20220	JESSICA L HEIDELBER	MAR-APR24 MILEAGE	7/18/24	208.91
399431	VERIFIED CREDENTIAL	JUN24 BKGD SCREENIN	7/11/24	206.65
399547	MCGRAW-HILL SCHOOL	READ/WRITE WKSHP GR	7/24/24	203.49
399503	MN DEPT OF LABOR AN	SV - ANNUAL ELEVATO	7/18/24	200.00
399561	SITEONE LANDSCAPE S	POLY PIPE	7/24/24	190.80
399372	JERRY'S HARDWARE	SHOW PAINT SUPPLIES	7/11/24	189.41
399453	GREATAMERICA FINANC	DO JUL24 POSTAGE MT	7/17/24	184.95
399471	WASTE MANAGEMENT OF	HL 7/1-7/31/2024	7/17/24	183.62
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	181.88
V20227	AMY J REED	FY25 SMORE NEWSLETT	7/24/24	179.00
399514	UNITED REFRIGERATIO	MOTOR FOR UNIVENT	7/18/24	176.80
399471	WASTE MANAGEMENT OF	BUS 7/1-7/31/2024	7/17/24	175.64
399456	LRS PORTABLES LLC	JUL24 - CV UNITS	7/17/24	175.00
399551	MYA LOZIER	GYMNASTICS 716-L180	7/24/24	175.00
399530	CENTURYLINK	HL 07/01-07/31/24	7/24/24	174.48
399530	CENTURYLINK	CV 07/01-07/31/24	7/24/24	174.48
399530	CENTURYLINK	CS 07/01-07/31/24	7/24/24	174.48
399602	CENTURYLINK	CV 07/10-08/09/24	7/31/24	174.48
399483	CENTURYLINK	CN 06/01-06/30/24	7/18/24	174.42
399483	CENTURYLINK	HL 06/01-06/30/24	7/18/24	174.42
399483	CENTURYLINK	CS 06/01-06/30/24	7/18/24	174.42
399443	CENTURYLINK	CV 06/10-07/09/24	7/17/24	174.42
399557	SAVVAS LEARNING COM	MYP25 TE - GRD 7	7/24/24	173.50
399557	SAVVAS LEARNING COM	MYP25 TE - GRD 8	7/24/24	173.50
399557	SAVVAS LEARNING COM	MYP25 TE - GRD 6	7/24/24	173.50
399563	SUMMIT FIRE PROTECT	CS - FE INSPECTIONS	7/24/24	170.49
399312	ALLEGRA EDEN PRAIRI	FROZEN FOAM BOARDS	7/11/24	168.23
399310	AGPARTS WORLDWIDE I	IPAD REPAIRS	7/11/24	168.00
399621	JACKIE MART	WE ALL SCREAM	7/31/24	168.00
V20220	JESSICA L HEIDELBER	MAY-JUN24 MILEAGE	7/18/24	166.09
399611	FRESHPOINT BIX PROD	KC CN SNACKS SUMMER	7/31/24	163.45
V20213	ERIN ST. ORES	MAY-JUN24 PART C MI	7/11/24	162.81
399491	GOPHER STATE ONE-CA	JUN24 BILLABLE TICK	7/18/24	162.00
399453	GREATAMERICA FINANC	SV JUL24 POSTAGE MT	7/17/24	159.95
399615	HAND2MIND INC	SDL MATH BOOKS/SUPP	7/31/24	159.94

Check No.	Vendor	Description	Date	Amount
399461	NAESP	MEMBERSHIP - S.S.	7/17/24	159.00
399613	GREATAMERICA FINANC	ECC JUL24 POSTAGE M	7/31/24	159.00
V20193	AMY E FAIRWEATHER	MAY-JUN24 PART C MI	7/11/24	157.38
399341	ECM PUBLISHERS INC	MAY 13 REG MINUTES	7/11/24	153.60
V20216	ABIGAIL L WILFAHRT	KC SKY ZONE TRIP	7/11/24	152.57
399397	OPENTEXT INC	JUN24 FAX-2-MAIL	7/11/24	150.23
399320	BEATRICE BASSI	JUN24 GYMNASTICS	7/11/24	150.00
399380	LYRIC BUSBY	JUN24 GYMNASTICS	7/11/24	150.00
399480	BEATRICE BASSI	GYMNASTICS 611-L180	7/18/24	150.00
399453	GREATAMERICA FINANC	EHS JUL24 POSTAGE M	7/17/24	149.95
399332	CRAIG WEBER	GLAX: HOPKINS	7/11/24	147.00
399391	THE MUSIC MART	BAND SUPPLIES	7/11/24	145.46
399547	MCGRAW-HILL SCHOOL	IMPACT SOCIAL - GRD	7/24/24	142.50
399476	AMAZON CAPITAL SERV	CV SUPPLIES	7/18/24	141.67
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	141.00
V20229	THERESA D BADEMAN	ELA CURRICULUM BOOK	7/25/24	140.55
399585	METRO ELEVATOR	EMERGENCY LIGHT #1	7/25/24	140.52
399351	FUTURA LANGUAGE PRO	604-K07	7/11/24	140.00
399558	SCHOLASTIC INC	AMERICAS IN FOCUS	7/24/24	133.65
399308	ACME TOOLS PLYMOUTH	TOOLS	7/11/24	129.96
399586	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	7/25/24	128.99
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	127.50
399349	FRESHPOINT BIX PROD	KC CN SNACKS	7/11/24	122.10
399305	AARON WALTON	GBSKTBALL: HOPKINS	7/11/24	120.00
V20197	STEVE HENKE	STATE BADMINTON FOO	7/11/24	116.91
V20201	DERRICK J LIDSTONE	MAY-JUN24 MILEAGE	7/11/24	116.71
V20214	NICOLE R SWOBODA	MAY-JUN24 MILEAGE	7/11/24	115.24
399345	EDUCATORS BENEFIT C	ACT BASE FEE	7/11/24	114.44
399616	HEINEMANN	LLI MY WRITING BOOK	7/31/24	114.23
399558	SCHOLASTIC INC	TRAVEL NEAR & FAR	7/24/24	113.85
399326	CATALYST SOURCING S	ON DEMAND/SNACK FOO	7/11/24	112.01
399547	MCGRAW-HILL SCHOOL	SHIPPING/HANDLING	7/24/24	111.87
399381	MACKIN EDUCATIONAL	BOOKS FOR CV	7/11/24	110.06
399266	MASBO	FY24-25 MEMBERSHIP	7/3/24	110.00
399546	MASBO	24-25 MEMBERSHIP -	7/24/24	110.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	109.38
V20196	ERIC D HAMILTON	JUN24 MILEAGE	7/11/24	109.28
399557	SAVVAS LEARNING COM	MAYP25 HARDCOVER GR	7/24/24	106.00
399557	SAVVAS LEARNING COM	MAYP25 HARDCOVER GR	7/24/24	106.00
399557	SAVVAS LEARNING COM	MYP25 HARDCOVER GRD	7/24/24	106.00
399584	MENARDS - EDEN PRAI	VARIOUS SUPPLIES	7/25/24	104.87
V20225	ALEXANDER J HATTSTR	LOVE U GUYS SEMINAR	7/24/24	103.00
399366	INGCO INTERNATIONAL	4/24 TRANSLATOR	7/11/24	101.25
399503	MN DEPT OF LABOR AN	ECC - ANNUAL ELEVAT	7/18/24	100.00
399265	MACAC	COUNSELOR MEMBERSHI	7/3/24	100.00
399606	DAVID WEBB -- HOMER	HOMERUN LEADER BOOK	7/31/24	100.00
399618	ISD 549 - PERHAM HI	8/24 BOYS XC ENTRY	7/31/24	100.00
399558	SCHOLASTIC INC	MAPS ACROSS AMERICA	7/24/24	99.00
399549	METRO SALES INC	JUL24 ATHL COPIER	7/24/24	98.00
399571	WILLIAM H SADLIER I	SHIPPING/HANDLING	7/24/24	97.89
399395	OCCUPATIONAL MEDICI	DOT EXAM - D.J.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - M.L.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - M.O'B.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - B.B.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - L.L.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - B.D.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - T.C.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - S.W.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - F.M.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - D.S.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - D.O.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - S.S.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - J.W.	7/11/24	95.00
399395	OCCUPATIONAL MEDICI	DOT EXAM - P.J.	7/11/24	95.00

Check No.	Vendor	Description	Date	Amount
399632	OCCUPATIONAL MEDICI	DOT EXAM - D.H.	7/31/24	95.00
V20202	NATHANIEL M LINDLEY	6/17 EVENT MILEAGE	7/11/24	94.74
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	94.38
399563	SUMMIT FIRE PROTECT	CC - FE INSPECTIONS	7/24/24	93.73
V20199	JENNIFER J JOUPPI	T&L INTERVIEW LUNCH	7/11/24	93.05
399572	ZANER-BLOSER INC	SHIPPING/HANDLING	7/24/24	91.33
V20212	KORY M SMITH	MAY-JUN24 MILEAGE	7/11/24	91.12
399384	MAUCK AND SON --- D	BLAX: SECTIONS	7/11/24	91.00
399573	ANTHONY LANCETTE JR	GLAX: SECTIONS	7/25/24	91.00
399581	JONATHAN HOLMES	BLAX: SECTIONS	7/25/24	91.00
399583	MATTHEW ANDERSON	GLAX: SECTIONS	7/25/24	91.00
399588	SCOTT MUNOS	GLAX: SECTIONS	7/25/24	91.00
399366	INGCO INTERNATIONAL	1/18 TRANSLATOR	7/11/24	90.00
399504	MN UMPIRE ASSOCIATI	9TH BASEBALL UMPIRE	7/18/24	88.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	86.36
399547	MCGRAW-HILL SCHOOL	SHIPPING/HANDLING	7/24/24	85.23
399381	MACKIN EDUCATIONAL	BOOKS FOR CC	7/11/24	85.22
399339	DWIGHT STEPHENS	BASEBALL: E PRAIRIE	7/11/24	85.00
V20185	MERT T WOODARD	AGA CGFM RENEWAL	7/3/24	85.00
V20197	STEVE HENKE	STATE BADMINTON CER	7/11/24	84.93
399341	ECM PUBLISHERS INC	MAY 21 WS MINUTES	7/11/24	83.20
399421	T-MOBILE	ECC MAINT - JUN24	7/11/24	80.81
399640	T-MOBILE	ECC MAINT - JUL24	7/31/24	80.80
399483	CENTURYLINK	DO 06/01-06/30/24	7/18/24	80.52
399530	CENTURYLINK	DO 07/01-07/31/24	7/24/24	80.52
399325	CADEN FRITZ	BHOCKEY: WAYZATA	7/11/24	80.00
399577	HEATHER FLECK	LUNCH ACCT REFUND	7/25/24	79.50
V20206	CAROLYN PROCTOR	JUN24 MILEAGE	7/11/24	78.12
399550	MINNESOTA EQUIPMENT	OIL/AIR FILTER	7/24/24	77.64
399372	JERRY'S HARDWARE	TSCHIDA SUPPLIES	7/11/24	77.33
399383	MARK NEWMAN	SOFTBALL: MINNETONK	7/11/24	77.00
399382	MADELINE KAUFMAN	JUN24 GYMNASTICS	7/11/24	75.00
399545	MADELINE KAUFMAN	GYMNASTICS 716-L180	7/24/24	75.00
399488	DISPLAY SALES CO	US FLAG (1)	7/18/24	74.00
V20230	CHERYL B GUNNESS	CS TEACHER WRAP-UP	7/31/24	73.90
V20190	JANET M DAHL	MAY-JUN24 PART C MI	7/11/24	73.16
399539	HOGLUND BUS COMPANY	HOSE/FITTINGS	7/24/24	72.25
V20204	PAUL MILLER	APR-MAY24 MILEAGE	7/11/24	71.89
399341	ECM PUBLISHERS INC	MAY 13 WS MINUTES	7/11/24	70.40
399379	LRS PORTABLES LLC	ECC - JUN24 RENTAL	7/11/24	70.00
399379	LRS PORTABLES LLC	EHS - JUN24 RENTAL	7/11/24	70.00
399388	MIDWEST MUSICAL IMP	OBOE REEDS	7/11/24	70.00
399627	MENARDS - EDEN PRAI	HOSE REEL	7/31/24	68.98
399593	ADVANCED IMAGING SO	LEASE 08.08 0631790	7/31/24	68.96
399530	CENTURYLINK	VV 06/28-07/27/24	7/24/24	65.13
399530	CENTURYLINK	BUS 07/04-08/03/24	7/24/24	65.04
V20208	MEGAN B SCHNEIDER	JUN24 CELL PHONE	7/11/24	65.00
V20213	ERIN ST. ORES	MAY24 CELL PHONE	7/11/24	65.00
V20213	ERIN ST. ORES	JUN24 CELL PHONE	7/11/24	65.00
V20214	NICOLE R SWOBODA	MAY24 CELL PHONE	7/11/24	65.00
V20214	NICOLE R SWOBODA	JUN24 CELL PHONE	7/11/24	65.00
V20221	NATHANIEL M LINDLEY	JUN24 CELL PHONE	7/18/24	65.00
V20209	SERENITY SEBESTA	APR24 CELL PHONE	7/11/24	65.00
V20209	SERENITY SEBESTA	MAY24 CELL PHONE	7/11/24	65.00
V20216	ABIGAIL L WILFAHRT	MAY24 CELL PHONE	7/11/24	65.00
V20216	ABIGAIL L WILFAHRT	JUN24 CELL PHONE	7/11/24	65.00
399296	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	7/10/24	64.49
399443	CENTURYLINK	BUS 06/04-07/03/24	7/17/24	64.31
399341	ECM PUBLISHERS INC	MAY 31 SPEC MINUTES	7/11/24	64.00
399389	MRI SOFTWARE LLC	JUN24 BKGD CHECKS	7/11/24	64.00
399364	IBSAA GELMO	GLAX: BENILDE	7/11/24	61.00
399374	JONATHAN HOLMES	BLAX: EDEN PRAIRIE	7/11/24	61.00
V20207	DEBRA K RICHARDS	MAY-JUN24 MILEAGE	7/11/24	59.70
V20190	JANET M DAHL	MAY-JUN24 PART B MI	7/11/24	59.09

Check No.	Vendor	Description	Date	Amount
399373	JESSEN PRESS INC	BUSINESS CARDS: C.M	7/11/24	58.75
399285	CENTURYLINK	CC 06/19-07/18/24	7/10/24	58.14
V20201	DERRICK J LIDSTONE	JUN24 CELL PHONE	7/11/24	56.85
399356	GROTH MUSIC COMPANY	BAND SUPPLIES	7/11/24	56.00
V20200	ANNE MARIE LELAND	MAY-JUN24 MILEAGE	7/11/24	55.21
399628	MIDWEST BUS PARTS I	SEAT MOUNT	7/31/24	54.95
V20201	DERRICK J LIDSTONE	MAY24 CELL PHONE	7/11/24	54.92
399641	TRI-STATE BOBCAT IN	HIFLO BLADE	7/31/24	54.00
399396	ODP BUSINESS SOLUTI	OFFICE SUPPLIES	7/11/24	53.18
399442	CDW GOVERNMENT	HPE ARUBA LONG MOUN	7/17/24	52.80
399379	LRS PORTABLES LLC	CC - JUN24 RENTAL	7/11/24	52.50
V20206	CAROLYN PROCTOR	JUN24*** CELL PHONE	7/11/24	52.50
V20194	TAMARA K FORBY	JUN24 CELL PHONE	7/11/24	51.92
399541	INNOVATIVE OFFICE S	NAME PLATES (3)	7/24/24	51.70
399421	T-MOBILE	CN MAINT - JUN24	7/11/24	50.61
399640	T-MOBILE	CN MAINT - JUL24	7/31/24	50.61
V20210	NDEYE KANY SECK	JUN24 CELL PHONE	7/11/24	50.00
V20223	NDEYE KANY SECK	MAY24 CELL PHONE	7/18/24	50.00
399534	COMMERCIAL FURNITUR	ELC FURNITURE DEPOS	7/24/24	50.00
399411	SCHMITT MUSIC COMPA	BARITONE REPAIR	7/11/24	49.00
399344	EDINA GIVE & GO	JUN24 G&G PAYROLL	7/11/24	48.00
399492	GROTH MUSIC COMPANY	PEDAL GUT STRINGS	7/18/24	47.90
V20198	SCOTT H HIPPIE	JUN24 CELL PHONE	7/11/24	47.40
V20203	BRIAN MANTHE	APR24 CELL PHONE	7/11/24	47.00
V20203	BRIAN MANTHE	MAY24 CELL PHONE	7/11/24	47.00
V20204	PAUL MILLER	MAY24 CELL PHONE	7/11/24	46.50
V20204	PAUL MILLER	JUN24 CELL PHONE	7/11/24	46.50
V20205	BETHANY A MOHS	SUMMER SCHOOL FOOD	7/11/24	45.44
V20192	BLANCA E DIAZ DE LE	APR24 CELL PHONE	7/11/24	44.36
V20192	BLANCA E DIAZ DE LE	MAY24 CELL PHONE	7/11/24	44.36
399548	MENARDS - EDEN PRAI	LIGHT SWITCH/SALT	7/24/24	43.39
V20226	SCOTT B JOHNSON	MSHSCA MEMBERSHIP	7/24/24	42.50
399640	T-MOBILE	ATHLETICS - JUL24	7/31/24	42.24
399421	T-MOBILE	ATHLETICS - JUN24	7/11/24	42.23
399560	SIGNUM SIGNS AND GR	NAME PLATES - E.J./	7/24/24	42.00
399645	ZESTFUL DESIGN	ZESTFULLY DECLUTTER	7/31/24	42.00
399557	SAVVAS LEARNING COM	SHIPPING/HANDLING	7/24/24	41.64
399288	GENERAL SECURITY SE	CV - JUL24 INTR MON	7/10/24	40.08
399288	GENERAL SECURITY SE	ECC - JUL24 INTR MO	7/10/24	40.08
399288	GENERAL SECURITY SE	EHS - JUL24 INTR MO	7/10/24	40.08
399288	GENERAL SECURITY SE	SV - JUL24 INTR MON	7/10/24	40.08
399288	GENERAL SECURITY SE	VV - JUL24 INTR MON	7/10/24	40.08
399288	GENERAL SECURITY SE	CC - JUL24 INTR MON	7/10/24	40.08
399288	GENERAL SECURITY SE	CN - JUL24 INTR MON	7/10/24	40.08
399288	GENERAL SECURITY SE	HL - JUL24 INTR MON	7/10/24	40.08
399411	SCHMITT MUSIC COMPA	TUBA REPAIR	7/11/24	40.00
399411	SCHMITT MUSIC COMPA	TUBA REPAIR	7/11/24	40.00
399587	SCHMITT MUSIC COMPA	TRUMPET REPAIR	7/25/24	40.00
V20193	AMY E FAIRWEATHER	MAY-JUN24 CELL PHON	7/11/24	39.26
V20227	AMY J REED	WORKING GENIUS BOOK	7/24/24	39.04
399640	T-MOBILE	CC MAINT - JUL24	7/31/24	37.48
399640	T-MOBILE	CS MAINT - JUL24	7/31/24	37.48
399640	T-MOBILE	CV MAINT - JUL24	7/31/24	37.48
399421	T-MOBILE	CC MAINT - JUN24	7/11/24	37.47
399421	T-MOBILE	CS MAINT - JUN24	7/11/24	37.47
399421	T-MOBILE	CV MAINT - JUN24	7/11/24	37.47
399414	SPS WORKS	ENGRAVED PLATES (2)	7/11/24	37.00
399421	T-MOBILE	DMTS - JUN24	7/11/24	36.85
399640	T-MOBILE	ECSE - JUL24	7/31/24	36.82
399421	T-MOBILE	ECSE - JUN24	7/11/24	36.81
399640	T-MOBILE	DMTS - JUL24	7/31/24	36.76
399610	FACTORY MOTOR PARTS	FILTERS	7/31/24	36.44
399297	PREMIUM WATERS INC	JUL24 HOT/COLD WATE	7/10/24	35.95
V20205	BETHANY A MOHS	SUMMER SCHOOL SUPPL	7/11/24	35.11

Check No.	Vendor	Description	Date	Amount
399352	GENERAL SECURITY SE	CC - JUN24 PATROL R	7/11/24	35.00
399352	GENERAL SECURITY SE	CV - JUN24 PATROL R	7/11/24	35.00
399352	GENERAL SECURITY SE	EHS - JUN24 PATROL	7/11/24	35.00
V20189	STEVEN CURTIS CULLI	JUN24 CELL PHONE	7/11/24	35.00
V20197	STEVE HENKE	STATE BADMINTON CER	7/11/24	34.38
399593	ADVANCED IMAGING SO	LEASE 08.08 0631790	7/31/24	34.15
399387	MENARDS - EDEN PRAI	EXIT SIGN	7/11/24	31.98
399558	SCHOLASTIC INC	SHIPPING/HANDLING	7/24/24	31.19
V20195	TIFFANY P GANT	MAY-JUN24 MILEAGE	7/11/24	29.21
399627	MENARDS - EDEN PRAI	SAND PAPER	7/31/24	27.96
V20230	CHERYL B GUNNESS	CS TEACHER WRAP-UP	7/31/24	27.96
399387	MENARDS - EDEN PRAI	WATER/SPRAY	7/11/24	27.38
V20195	TIFFANY P GANT	MAY-JUN24 MILEAGE	7/11/24	27.20
V20186	BLAKE A PLOMBON	7/2 ZOO TRIP MILES	7/10/24	26.13
V20216	ABIGAIL L WILFAHRT	MAY-JUN24 MILEAGE	7/11/24	25.73
399610	FACTORY MOTOR PARTS	CHECK BALL	7/31/24	25.69
399557	SAVVAS LEARNING COM	SHIPPING/HANDLING	7/24/24	25.44
399509	SHRED RIGHT	WO 0041982 - B.S.	7/18/24	25.40
399640	T-MOBILE	KC CC - JUL24	7/31/24	25.18
399640	T-MOBILE	KC CN - JUL24	7/31/24	25.18
399640	T-MOBILE	KC CS - JUL24	7/31/24	25.18
399640	T-MOBILE	KC HL - JUL24	7/31/24	25.18
399640	T-MOBILE	KC CV - JUL24	7/31/24	25.18
399640	T-MOBILE	KC ND - JUL24	7/31/24	25.18
399421	T-MOBILE	KC CC - JUN24	7/11/24	25.17
399421	T-MOBILE	KC CN - JUN24	7/11/24	25.17
399421	T-MOBILE	KC CS - JUN24	7/11/24	25.17
399421	T-MOBILE	KC HL - JUN24	7/11/24	25.17
399421	T-MOBILE	KC CV - JUN24	7/11/24	25.17
399421	T-MOBILE	KC ND - JUN24	7/11/24	25.17
399399	OVERDRIVE INC	BOOKS FOR EHS	7/11/24	25.00
399509	SHRED RIGHT	WO 0041982 - H.R.	7/18/24	25.00
399509	SHRED RIGHT	WO 0041982 - SPED	7/18/24	25.00
V20202	NATHANIEL M LINDLEY	JUN24 MILEAGE	7/11/24	24.86
399296	PREMIUM WATERS INC	JUL24 COOLER RENTAL	7/10/24	24.00
399387	MENARDS - EDEN PRAI	ROOF CEMENT ADHESIV	7/11/24	23.96
399455	JERRY'S FOODS CORP-	INTERVIEW SNACKS	7/17/24	22.76
399636	PREMIUM WATERS INC	WATER FOR DMTS	7/31/24	22.49
399318	A-Z RENTAL CENTER	DW - PROPANE REFILL	7/11/24	22.20
399421	T-MOBILE	B&G - JUN24	7/11/24	22.09
399640	T-MOBILE	B&G - JUL24	7/31/24	22.08
V20197	STEVE HENKE	STATE BADMINTON SUP	7/11/24	21.60
399421	T-MOBILE	SV MAINT - JUN24	7/11/24	21.25
399421	T-MOBILE	BUS - JUN24	7/11/24	21.25
399421	T-MOBILE	VV MAINT - JUN24	7/11/24	21.25
399640	T-MOBILE	SV MAINT - JUL24	7/31/24	21.25
399640	T-MOBILE	BUS - JUL24	7/31/24	21.25
399640	T-MOBILE	VV MAINT - JUL24	7/31/24	21.25
399359	HAWKINS INC	POOL CHLORINE CYLIN	7/11/24	20.00
399433	WASTE MANAGEMENT OF	ECC 6/1-6/15/24 SER	7/11/24	19.61
V20228	SARA SWENSON	9TH GRD AUTHOR READ	7/24/24	18.99
399627	MENARDS - EDEN PRAI	AUDIO MOUNT HARDWAR	7/31/24	18.67
399514	UNITED REFRIGERATIO	RUN CAPACITOR	7/18/24	17.97
399288	GENERAL SECURITY SE	CS - JUL24 INTR MON	7/10/24	17.95
399442	CDW GOVERNMENT	HPE ARUBA AP-500H-M	7/17/24	17.50
399500	MENARDS - EDEN PRAI	PVC COUPLING	7/18/24	17.22
399476	AMAZON CAPITAL SERV	CV SUPPLIES	7/18/24	15.95
399323	BRIGHTWORKS	PARA CONFERENCE - M	7/11/24	15.00
V20218	TAMARA K FORBY	MID-JULY24 MILEAGE	7/17/24	14.87
V20224	JESUS ROGELIO CHAVE	MID-JUL24 MILEAGE	7/24/24	14.47
399387	MENARDS - EDEN PRAI	ROOF CEMENT ADHESIV	7/11/24	13.93
399286	CULLIGAN BOTTLED WA	JUL24 ATHL WATER	7/10/24	13.35
V20225	ALEXANDER J HATTSTR	MID-JUL24 MILEAGE	7/24/24	13.07
V20215	KATE TROSKEY	MAY-JUN24 PART B MI	7/11/24	12.26

Check No.	Vendor	Description	Date	Amount
399561	SITEONE LANDSCAPE S	90 DEGREE ELBOW	7/24/24	11.26
399548	MENARDS - EDEN PRAI	HOLD DOWN STRAPS	7/24/24	9.99
V20211	JOSEPH E SIDDY	6/17 EVENT MILEAGE	7/11/24	9.92
399421	T-MOBILE	EHS MAINT - JUN24	7/11/24	8.95
399421	T-MOBILE	HL MAINT - JUN24	7/11/24	8.95
399640	T-MOBILE	EHS MAINT - JUL24	7/31/24	8.95
399640	T-MOBILE	HL MAINT - JUL24	7/31/24	8.95
399372	JERRY'S HARDWARE	BUILDING SUPPLIES	7/11/24	5.97
399433	WASTE MANAGEMENT OF	ND 6/1-6/15/24 SERV	7/11/24	5.53
V20201	DERRICK J LIDSTONE	JUN24 MILEAGE	7/11/24	4.96
V20225	ALEXANDER J HATTSTR	7/8 EVENT MILEAGE	7/24/24	4.62
399576	ESCREEN, INC.	DOT URINE - MAY24 A	7/25/24	0.25
399471	WASTE MANAGEMENT OF	CS 7/1-7/31/2024	7/17/24	(28.58)
399630	MTI DISTRIBUTING IN	FILTER RETURN	7/31/24	(57.40)
399476	AMAZON CAPITAL SERV	CN CREDIT MEMO	7/18/24	(248.92)
399539	HOGLUND BUS COMPANY	INJECTOR CREDIT	7/24/24	(1,500.00)
399539	HOGLUND BUS COMPANY	INJECTOR CREDIT	7/24/24	(1,625.00)
399520	XCEL ENERGY	HL 5/23-6/24 CREDIT	7/18/24	(5,914.28)
Total Value of Checks Issued				\$ 6,338,953.90

V.D. Electronic Fund Transfers - July 2024



Board Meeting Date: 8/5/2024

Title: Electronic Fund Transfers – July 2024

Type: Consent

Presenter(s): Mert Woodard - Director, 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 July 2024, in the amount of \$13,624,444.

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

Attachment(s):

1. Electronic Fund Transfers – July 2024

Electronic Transfers

FOR THE MONTH ENDED JULY 31, 2024

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 4,322,307.30
US Bank - Checking	Aviben	Retirement Contributions	7/23/2024	1,134,824.33
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	7/31/2024	821,637.34
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	7/17/2024	753,919.54
US Bank - Checking	Minnesota Teachers Retirement Association	Contributions	7/19/2024	417,842.66
US Bank - Checking	Minnesota Teachers Retirement Association	Contributions	7/1/2024	405,971.37
US Bank - Checking	Minnesota State Retirement System	Retirement Contributions	Multiple	405,790.27
US Bank - Checking	Aviben	Retirement Contributions	7/31/2024	248,351.88
US Bank - Checking	Aviben	Retirement Contributions	7/5/2024	201,373.09
US Bank - Checking	Aviben	Retirement Contributions	7/18/2024	185,054.17
US Bank - Checking	US Bank	Purchase Card Program	Multiple	183,135.00
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	7/17/2024	146,658.62
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	7/31/2024	134,157.34
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	7/1/2024	126,280.18
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	7/31/2024	109,802.91
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	7/19/2024	109,007.90
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	7/1/2024	104,628.01
US Bank - Checking	Benefit Extras	Flex & HSA	Multiple	102,754.21
US Bank - Checking	Delta Dental	Dental Claims	Multiple	98,038.84
US Bank - Checking	Capital One Finance	Principal & Interest - CC/CN	7/15/2024	96,076.17
US Bank - Checking	Minnesota Department of Revenue	Unemployment - Quarter 2	7/17/2024	62,123.37
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	7/15/2024	34,494.17
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	7/30/2024	34,124.16
US Bank - Checking	Aviben	Retirement Contributions	7/1/2024	30,500.00
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	Multiple	6,772.16
US Bank - Checking	Various	Service Fees	Multiple	3,303.02
US Bank - Checking	Various	Payroll Vendors	Multiple	2,507.07
US Bank - Checking	Edina Education Fund	Employee Donations	7/19/2024	153.00
PMA	Bond Trust Services Company	Debt Service - 2014A	7/26/2024	97,093.75
PMA	Bond Trust Services Company	Debt Service - 2015A	7/26/2024	2,094,950.00
PMA	Bond Trust Services Company	Debt Service - 2017A	7/26/2024	243,587.50
PMA	Bond Trust Services Company	Debt Service - 2019A	7/26/2024	394,625.00
PMA	Bond Trust Services Company	Debt Service - 2020A	7/26/2024	167,600.00
PMA	Bond Trust Services Company	Debt Service - 2021A	7/26/2024	127,950.00
PMA	Bond Trust Services Company	Debt Service - 2021B	7/26/2024	71,650.00
PMA	Bond Trust Services Company	Debt Service - 2023A	7/26/2024	145,400.00

Total of Electronic Fund Transfers \$ 13,624,444.33

V.E. Gifts and Bequests - July 2024



Board Meeting Date: 8/5/2024

Title: Gifts and Bequests – July 2024

Type: Consent

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

Description: The enclosed report describes gifts and bequests made to the District during the month of July 2024.

Recommendation: Accept with appreciation gifts and bequests made to the District in the amount of \$189,508.

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

Attachments:

1. Gifts & Bequests – July 2024

Gifts & Bequests

FOR THE MONTH ENDED JULY 31, 2024

<u>Donated By</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
Edina Give & Go	Community Education	Scholarships	\$ 7,276.00
Edina Give & Go	Community Education	Scholarships	56,067.00
Concord Elementary PTO	Concord Elementary	Playground Bench	5,266.01
Paypal	Valley View Middle Schools	General Donation	128.81
University of Denver	Edina High School Athletics	Band Frozen Four	2,000.00
Edina Boosters	Edina High School Athletics	Swimming	118,410.00
Edina Give & Go	Edina Virtual Pathways	Tuition	360.00
Total Cash Donations			\$ 189,507.82
Total In-Kind Donations			\$ -
Total 2024-2025 School Year Gifts and Donations			\$ 189,507.82

V.F. Edina High School Mechanical Renovations Phase
II Bids



Board Meeting Date: 8/5/2024

Title: Edina High School Mechanical Renovations Phase II Bids

Type: Consent

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

Description: The District administration solicited bids for the Edina High School Mechanical Renovations Phase II Project (“the project”). The scope of the project includes mechanical systems, electrical systems, interior surfaces, and other deferred maintenance needs. Bids for the project were opened on July 2, 2024, and were reviewed in detail by the administration and its construction partners Kraus-Anderson. The project will be funded by long-term facilities maintenance (LTFM) revenue and is the second phase of the major LTFM project at Edina High School. Project completion is anticipated in fall of 2026.

Recommendation: Award construction contracts for the project to the following lowest responsible bidders in the aggregate amount of \$348,676:

Work Scope	Description	Bidder	Amount
09-A	Drywall	Custom Drywall	\$ 181,000
14-B	Elevator	Metro Elevator	167,676
		Total	\$ 348,676

Desired Outcomes from the Board: Compliance with Minn. Stat. § 471.345 Subd. 3 and District Policy 707.

Attachments:

1. Recommendation Letter – EHS Mechanical Renovations Phase II
2. Bid Tabulations – EHS Mechanical Renovations Phase II



July 8, 2024

Mr. Eric Hamilton
Edina Public Schools District, ISD#273
5701 Normandale Road
Edina, MN 55424

**RE: Edina High School Mechanical Renovations Phase 2
WS 09-A and WS 14-B Re-Bid
Contract Award Recommendation**

Dear Mr. Hamilton

This letter is concerning our recommendations for contract awards for the above referenced project that was bid on July 2nd, 2024. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders.

Work Scope		Contractor, City, State		Bid Amount
09-A	Drywall	Custom Drywall Golden Valley, MN	Base Bid	\$181,000.00
14-B	Elevator	Metro Elevator Hopkins, MN	Base Bid	\$167,676.00
			Total Base Bid	\$348,676.00

If you have any questions regarding this information, please do not hesitate to contact me at 612-336-6453.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Mark Oelrich
Project Manager

V.G. Edina High School Mechanical Renovations Phase
III Bids



Board Meeting Date: 8/5/2024

Title: Edina High School Mechanical Renovations Phase III Bids

Type: Consent

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

Description: The District administration solicited bids for the Edina High School Mechanical Renovations Phase III Project (“the project”). The scope of the project includes mechanical systems, electrical systems, interior surfaces, and other deferred maintenance needs. Bids for the project were opened on July 2, 2024, and were reviewed in detail by the administration and its construction partners Kraus-Anderson. The project will be funded by long-term facilities maintenance (LTFM) revenue and is the final phase of the major LTFM project at Edina High School. Project completion is anticipated in fall of 2026.

Recommendation: Award construction contracts for the project to the following lowest responsible bidders, including alternates, in the aggregate amount of \$2,502,500:

Work Scope	Description	Bidder	Amount
11-J	Performing Arts & Equipment	Gopher Stage Lighting	\$ 221,500
26-A	Electrical	A.J. Moore Electric	2,281,000
		Total	\$ 2,502,500

Desired Outcomes from the Board: Compliance with Minn. Stat. § 471.345 Subd. 3 and District Policy 707.

Attachments:

1. Recommendation Letter – EHS Mechanical Renovations Phase III
2. Bid Tabulations – EHS Mechanical Renovations Phase III

July 8, 2024

Mr. Eric Hamilton
 Edina Public Schools District, ISD#273
 5701 Normandale Road
 Edina, MN 55424

**RE: Edina High School Mechanical Renovations Phase 3
 Contract Award Recommendation**

Dear Mr. Hamilton

This letter is concerning our recommendations for contract awards for the above referenced project that was bid on July 2nd, 2024. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders, including the alternates:

- Alternate #1 – AV-1 Video Projectors
- Alternate #2 – AV-2 Wireless Microphones
- Alternate #3 – EL-1 Pathway Lighting at House Egress Stair
- Alternate #4 – EL-2 Altern. Lighting at Cross Aisle

Work Scope	Contractor, City, State	Bid Amount
11-J	Performing Arts and Music Equipment Gopher Stage Lighting West St. Paul, MN	Base Bid \$221,500.00 Alternate 1 0 Alternate 2 0 Alternate 3 0 Alternate 4 0
26-A	Electrical A.J. Moore Electric, Inc. Burnsville, MN	Base Bid \$2,134,000.00 Alternate 1 \$81,000.00 Alternate 2 \$61,000.00 Alternate 3 \$1,000.00 Alternate 4 \$4,000.00
		Total Base Bid \$2,355,500.00 Total Alternates \$147,000.00 Total Including Alternates \$2,502,500.00

If you have any questions regarding this information, please do not hesitate to contact me at 612-336-6453.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Mark Oelrich
 Project Manager



KRAUS-ANDERSON[®]
Construction Company

Edina High School Mechanical Renovations Phase 3
Edina, MN

BID TABULATIONS

July 2, 2024 @ 2:00pm

OWNER: Edina Public Schools District

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 11-J: Theaters, Stage, Curtains

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Gopher Stage Lighting	Norcostco				
BID SECURITY CONTRACTOR AFFIDAVIT	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$221,500.00	\$267,700.00				
Alt#1: AV-1 Video Projectors						
Alt#2: AV-2 Wireless Microphones						
Alt#3: EL-1 Pathway Lighting at House Egress Stair						
Alt#4: EL-2 Altern. Lighting at Cross Aisle						



KRAUS-ANDERSON[®]
Construction Company

Edina High School Mechanical Renovations Phase 3
Edina, MN

BID TABULATIONS

July 2, 2024 @ 2:00pm

OWNER: Edina Public Schools District

ARCHITECT: Wold Architects & Engineers

WORK SCOPE 26-A: Electrical

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	AJ Moore	Muska Electric				
BID SECURITY CONTRACTOR AFFIDAVIT	x	x				
ADDENDA REC'D.	x	x				
BASE BID	\$2,134,000.00	\$2,497,705.00				
Alt#1: AV-1 Video Projectors	\$81,000.00	\$127,605.00				
Alt#2: AV-2 Wireless Microphones	\$61,000.00	\$54,129.00				
Alt#3: EL-1 Pathway Lighting at House Egress Stair	\$1,000.00	\$1,275.00				
Alt#4: EL-2 Altern. Lighting at Cross Aisle	\$4,000.00	\$1,570.00				

V.H. Audit Services - Fiscal Year 2024



Board Meeting Date: 8/5/2024

Title: Audit Services – Fiscal Year 2024

Type: Consent

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

Description: The firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. (MMKR) has conducted the financial audit of the District since 1997. William Lauer is the consulting principal of the District's audit. The base fee for the fiscal year 2024 audit is \$70,500, however, charged fees will be adjusted accordingly if unforeseen circumstances requiring additional hours are encountered during the audit.

Recommendation: Appoint the audit firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. to perform the audit of the District's financial statements for the 2024 fiscal year.

Desired Outcomes from the Board:

Attachments:

1. Audit Engagement Letter – Fiscal Year 2024



PRINCIPALS

Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

July 29, 2024

To the School Board and Management of
Independent School District No. 273
5701 Normandale Road
Edina, MN 55424

Dear School Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Independent School District No. 273 (the District) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) MD&A
- 2) GASB-required supplementary pension and other post-employment benefits information (as needed)

We have also been engaged to report on supplementary information, other than RSI, that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards
- 2) Combining and individual fund statements and schedules
- 3) Uniform Financial Accounting and Reporting Standards Compliance Table

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory section
- 2) Statistical section

We will perform the required State Legal Compliance Audit conducted in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65, and will include such tests of the accounting records and other procedures we consider necessary to enable us to conclude that, for the items tested, the District has complied with the material terms and conditions of applicable legal provisions.

We will also prepare a management report for the District's School Board and administration. This report will communicate such things as our concerns regarding accounting procedures or policies brought to our attention during our audit, along with recommendations for improvements. The report will also contain certain financial comparisons and analysis.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts; tests of the physical existence of inventories; and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Management override of controls
- 2) Revenue recognition
- 3) Constructed capital asset additions, if material

At this time, audit planning has not concluded and modifications may be made to significant risks of material misstatement. If modifications are made, we will communicate them to you.

We may, from time to time and depending on the circumstances, use third party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with any of our third party service providers. Furthermore, we will remain responsible for the work provided by our third party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under the American Institute of Certified Public Accountants (AICPA) professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Office of Management and Budget Compliance Supplement (OMB Compliance Supplement)* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the *OMB Compliance Supplement*, our compliance and internal control procedures will relate to the compliance requirements that the *OMB Compliance Supplement* identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, Schedule of Expenditures of Federal Awards, and related notes of the District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, Schedule of Expenditures of Federal Awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, Schedule of Expenditures of Federal Awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the Schedule of Expenditures of Federal Awards, and related notes and that you have reviewed and approved the financial statements, the Schedule of Expenditures of Federal Awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, Schedule of Expenditures of Federal Awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, Schedule of Expenditures of Federal Awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; Schedule of Expenditures of Federal Awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review at the scheduled time of our audit.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the Schedule of Expenditures of Federal Awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the Schedule of Expenditures of Federal Awards in any document that contains, and indicates that we have reported on, the Schedule of Expenditures of Federal Awards. You also agree to include the audited financial statements with any presentation of the Schedule of Expenditures of Federal Awards that includes our report thereon OR make the audited financial statements readily available to intended users of the Schedule of Expenditures of Federal Awards no later than the date the Schedule of Expenditures of Federal Awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the Schedule of Expenditures of Federal Awards in accordance with the Uniform Guidance; (2) you believe the Schedule of Expenditures of Federal Awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, Schedule of Expenditures of Federal Awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of MMKR personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of six years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

William J. Lauer, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit shortly after the end of the fiscal year and have a goal of issuing the annual financial audit reports by December 31, 2024 and the single audit reports by March 31, 2025.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Unless additional work is requested or circumstances require additional work, we estimate the basic audit fees will be \$70,500 for the year ended June 30, 2024.

In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The fees charged are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

If we find that additional audit procedures are required, or if additional services are requested by the District, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events such as new contractual agreements, new accounting and auditing standards, transactions and legal requirements of new bond issues, new funds, major capital projects, or if there is an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the District's staff. If significant additional time is necessary, we will discuss it with you.

During the year, you might request additional services such as routine advice, assistance in implementing audit recommendations, review of your projections or budgets, and other similar projects. Independence standards allow us to perform these routine services; however, it is important that you understand that we are not allowed to make management decisions, perform management functions, nor can we audit our own work or provide nonaudit services that are significant to the subject matter of the audit.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks, such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement, resulting in an increase in fees.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

ShareFile is used solely as a method of exchanging information and is not intended to store the District's information. At the end of the engagement, MMKR will provide the District with a copy (in an agreed-upon format) of deliverables and data related to the engagement. Upon completion of the engagement, data and other content will either be removed from ShareFile or become unavailable to MMKR within a reasonable time frame.

To ensure that MMKR's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If you intend to publish or otherwise reproduce the financial statements, such as in a bond statement, and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

If a dispute occurs related in any way to our services, our firm and the District agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve it. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorney fees and costs of the mediation. Participation in such mediation shall be a condition to either of us initiating litigation. To allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute.

The mediation shall be confidential in all respects, as allowed or required by law, except that our final settlement positions at mediation shall be admissible in litigation solely to determine the identity of the prevailing party for purposes of the awarding of attorney fees.

We both recognize the importance of performing our obligations under this agreement in a timely way and fully cooperating with the other. In the event that either of us fails to timely perform or fully cooperate, the other party may, in its sole discretion, elect to suspend performance or terminate the agreement regardless of the prejudice to the other person. We agree we will give 10 days' written notice of an intent to suspend or terminate, specifying the grounds for our decision, and will give the other an opportunity to cure the circumstances cited as grounds for that decision. In the event of suspension or termination, all fees and costs are immediately due on billing.

We agree that it is important that disputes be discussed and resolved promptly. For that reason, we agree that, notwithstanding any other statutes of limitations or court decisions concerning them, all claims either of us may have will be barred unless brought within one year of the date the complaining party first incurs any damage of any kind, whether discovered or not, related in any way to acts or omissions of the other party, whether or not the complaining party seeks recovery for that first damage and whether or not we have continued to maintain a business relationship after the first damage occurred. Notwithstanding anything in this letter to the contrary we agree that regardless of where the District is located, or where this agreement is physically signed, this agreement shall have been deemed to have been entered into at our office in Hennepin County, Minnesota, and Hennepin County shall be the exclusive venue and jurisdiction for resolving disputes related to this agreement. This agreement shall be interpreted and governed under the laws of Minnesota.

When requested, *Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

Reporting

We will issue written reports upon completion of our audit of the District's financial statements. Our reports will be addressed to the School Board and management of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis of matter or other matters paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

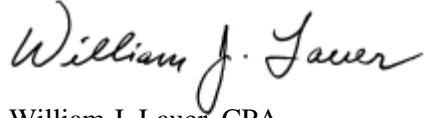
The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will also provide a report (that does not include an opinion) on the District's compliance with applicable provisions of the *Minnesota Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65. The report will state (1) whether, in connection with our audit, anything came to our attention that caused us to believe that the District failed to comply with the applicable provisions of the *Minnesota Legal Compliance Audit Guide*, insofar as they relate to accounting matters, and (2) that the purpose of the report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. The report will also state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and e-mail it to mmkr@mmkr.com.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.



William J. Lauer, CPA
Principal

WJL:lmb

Response:

This letter correctly sets forth the understanding of Independent School District No. 273.

School Board Representative

District Management Representative

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



Report on the Firm's System of Quality Control

To the Principals of Malloy, Montague, Karnowski, Radosevich & Co., P.A. and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (the firm) in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich & Co., P.A. in effect for the year ended May 31, 2022 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Malloy, Montague, Karnowski, Radosevich & Co., P.A. has received a peer review rating of *pass*.

Kerber Rose SC
September 29, 2022

V.I. 2024-2025 Membership in the Association of
Metropolitan School Districts (AMSD)



Board Meeting Date: 8/05/2024

Title: 2024-2025 Membership in the Association of Metropolitan School Districts (AMSD)

Type: Consent

Description: Dues are comprised of a fixed fee and a variable fee, based on resident student enrollment. Dues for 2023-24 were \$10,055.00. This year's total represents a \$70 increase.

AMSD is the only education organization with the mission of advocating for the unique needs and challenges facing metropolitan school districts. It continues to be the voice for metropolitan school districts and plays a major role in shaping state education policy and building support for public education among policymakers and the general public.

The School Board of Edina Public Schools has been a member of AMSD since its beginning more than forty years ago.

Recommendation: Renew membership in the Association of Metropolitan School Districts (AMSD) for the school year 2024-25 with dues totaling \$10,125.00.

Desired Outcome(s) from the Board: Renewal of AMSD dues.

VI. Discussion

VI.A. 2024-2025 Superintendent Goals



Board Meeting Date: 8/5/2024

Title: 2024-2025 Superintendent Goals

Type: Discussion

Presenter(s): Dr. Stacie Stanley, Superintendent

Description: Superintendent goals are aligned to Edina Public Schools strategic plan priorities and MSBA/MASA performance standards model that was adopted by the EPS school board in 2022.

Recommendation: Review updated proposed goals, evidence and artifacts/metrics.

Desired Outcomes from the Board: Thoroughly read through and use the [MSBA/MASA superintendent evaluation framework](#) and [EPS Strategic Plan](#) to review proposed goals, evidence and artifacts/metrics. Bring any questions you might have.

Attachment(s):

1. [2024-2025 Superintendent Goals](#)
2. [Minnesota School Board Association Standards](#)
3. [Edina Public Schools Strategic Plan](#)

Overview

In 2022, the EPS school board approved the use of the MSBA/MASA Superintendent Evaluation System as the tool to be used to evaluate the superintendent. The evaluation system focuses on 7 Standards for Superintendent Leadership.

- Standard 1: Governance Team
- Standard 2: School District Finances
- Standard 3: Communication and Community Relations
- Standard 4: School District Operations
- Standard 5: Human Resources
- Standard 6: Teaching and Learning
- Standard 7: Student Support
- Standard 8: Ethical and Inclusive Leadership

The evaluation system recommends that the superintendent develop two to three district focused goals that are aligned to the most important work of the school district at the time and

with the seven standards for superintendent leadership listed above. In addition, each year the superintendent has incorporated strategic priorities and benchmarks to connect the evaluations system to the work of Edina Public Schools.

The goals are outlined in the recommended format noted in the MSBA/MASA evaluation system (see image of model below).

SAMPLE FORM 1 – ESTABLISH GOALS AND STANDARDS	
Goal 1: Provide leadership to maximize use of school district resources	Evidence of Performance 1: By (month) of 20--, develop and implement a five (5) year capital improvement plan, identifying general and deferred maintenance needs for all facilities and an annual allocation of resources for meeting needs.
	Evidence of Performance 2: By the fall of 20__, develop a plan by which the school district will meet the fund balance reserve goal of ___ days or ___% of the annual general fund of the school district.
	Evidence of Performance 3: Annually prepare and submit a report to the school board concerning expected and unexpected revenue/expenditure changes for all funds for the current fiscal year and for the following three (3) years.
Goal 2: Provide leadership to strengthen school/community communications and relationships.	Evidence of Performance 1: Assess existing communication methods and identify preferred communication methods and content for internal and external stakeholders concerning volunteer and partnership opportunities.
	Evidence of Performance 2: Increase by __% the number of parents who "Agree" or "Strongly Agree" that "the school district provides timely and informative communication about the school district" on the school district's climate survey.
	Evidence of Performance 3: Conduct a minimum of four school district surveys and/or community meetings on specific school district programs or initiatives.
Standard 1. Governance Team: Element 1.b. Goals and/or Strategic Plan <i>Please select one of the following: highly effective, effective, developing, ineffective, or not applicable.</i>	

The superintendent has used feedback from the 2023-2024 end of the school year evaluation along with an analysis of district academic, student social emotional, staff satisfaction and community feedback data to generate her goals. In addition, due to the continuous cycle of salary benefit negotiations and its critical connection to the overall fiscal health of the school district, the superintendent has included goals and benchmarks in this area. The descriptors for the ratings are taken from the evaluation system.

The initial 2024-2025 goals were reviewed at the school board work session on Tuesday, July 23, 2024. The superintendent has incorporated feedback to include specific artifacts or metrics that will be used to assess progress towards goals. In addition, the superintendent has moved the information for goal area, evaluation standard, and strategic plan focus area from the highlighted band (as outlined in image above) to the goals statement area to allow it to be more prominent for the reader.

Superintendent Stacie Stanley 2024-2025 Goals

ESTABLISH GOALS AND STANDARDS

<p><u>Goal 1:</u> Provide leadership to improve and enhance student learning in Edina Public Schools.</p> <p><u>MSBA/MASA Standards</u></p> <p>Standard 6. Teaching and Learning; benchmarks a-d.</p> <p><u>Strategic Plan Priorities</u></p> <p>(A) Advance Academic Excellence, Growth & Readiness, benchmarks 1-5.</p> <p>(B) Ensure an Equitable and Inclusive School Culture; benchmarks 1 & 3.</p> <p>(D) Develop Leadership throughout the District; benchmarks 1, 2 & 4.</p> <p>(E) Engage Parents,</p>	<p><u>Evidence of Performance 1:</u> Superintendent will advise EPS administration to enhance continuous school improvement plan</p> <ul style="list-style-type: none"> - Ensure new principals and Assistant Superintendent are trained on the change management protocols including the Lencioni Dignity Model, William Bridges Change & Transition Model, and Dave Webb, IROD model. - Meet with and provide weekly transition coaching for the new Assistant Superintendent to ensure a strong transition into Edina Public Schools. - Weekly check-ins with Assistant Superintendent to monitor implementation of Continuous School Improvement Plans, & meet with lead principals on a quarterly basis. - Ensure the school board receives a Fall and Spring report about the continuous school improvement planning process. - Ensure the board receives an update on English Learner Programming.
<p>(A) Advance Academic Excellence, Growth & Readiness, benchmarks 1-5.</p> <p>(B) Ensure an Equitable and Inclusive School Culture; benchmarks 1 & 3.</p> <p>(D) Develop Leadership throughout the District; benchmarks 1, 2 & 4.</p> <p>(E) Engage Parents,</p>	<p><u>Evidence of Performance 2:</u> Superintendent will ensure benchmarks of the CLP are implemented in alignment with the strategic plan Gantt chart.</p> <ul style="list-style-type: none"> - Superintendent will advise the director of teaching and learning to ensure LETRS teacher training and implementation continues the planned implementation pace and aligns with READ Act expectations. - Superintendent will advise the director of teaching and learning to monitor the implementation of the new ELA courses that were approved by the school board in November of 2023. - Provide the school board with a detailed report on performance indicators as outlined in the board approved data metrics plan. - During the spring of 2025, the superintendent will continue to engage a variety of stakeholders to garner feedback about strategic plan implementation efforts.
<p>(D) Develop Leadership throughout the District; benchmarks 1, 2 & 4.</p> <p>(E) Engage Parents,</p>	<p><u>Evidence of Performance 3:</u> Superintendent will monitor the STEAM program development and launch</p> <ul style="list-style-type: none"> - Monitor implementation during monthly 1:1's and DILT meetings.

<p>Schools and Communities; benchmark 4</p>	<ul style="list-style-type: none"> - Ongoing meetings with the director of teaching and learning to receive updates on implementation efforts. - Provide the school board with a detailed report about the elementary STEAM program implementation.
---	---



Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Artifact/Metric
<p>Ensures school improvement plans are in place at all buildings and align with school district-wide goals; assures plans and strategies are in place and used for implementing improvement efforts and monitoring progress; demonstrates knowledge and comfort with current instructional programs and seeks to communicate how the school district is implementing best practices and new initiatives; prioritizes and focuses on increasing student achievement, including reporting on student achievement</p>	<p>Ensures school improvement plans are in place at all buildings and align with school district-wide goals; demonstrates knowledge with current instructional programs and is able to discuss them; student achievement metrics are reported.</p>	<p>School improvement plans are in place at building level, but lack district-wide coordination; is somewhat knowledgeable of current instructional practices; relies on others for information/data.</p>	<p>School improvement efforts are limited; no comprehensive plan in place; is uninvolved in current instructional programs; is unaware of current instructional issues.</p>	<p>Slide-decks - Workshops and Training (provided at mid-year evaluation)</p> <p>Administrative calendar (provided mid-year & end-of-year evaluation)</p> <p>C-SIP school board presentations (Oct. 2024 & Feb. 2025)</p> <p>EL Program Report (October 2024)</p> <p>Data metrics plan report (October 2024)</p> <p>Elementary STEAM implementation progress report (November 2024)</p> <p>ELA Implementation report (February 2025)</p>

metrics.				Spring 2025 Core Planning Team reports on progress toward each priority and June 2025 executive report to the school board.
----------	--	--	--	---



Goal 2: Provides oversight of leadership for student and staff support to improve and enhance district culture and climate

MSBA/MASA Standards
Standard 6: Teaching & Learning; benchmark e.
Standard 7: Student Support; benchmarks f & g

Strategic Plan Priorities
(C) Foster Positive Learning Environments and Whole Student and Staff Wellness; benchmarks 1, 2, 4 & 5
(E) Engage Parents, Schools and Communities; benchmark 4

Evidence of Performance 1: Superintendent will advise all levels of administration and partner with community agencies to review, update and enhance school safety and security efforts.

- Reorganize department and employee structure to hire a new coordinator of emergency management and safety position to ensure there is direct oversight of our safety and security methods.
- Provide direction in the review, update and enhancement of board policy 806 and ensure all levels of administration are well versed in policy and apply its principles.
- Provide all levels of administration with an annual refresher training on the I Love U Guys crisis management model.
- Provide direction for a plan to conduct a reunification exercise in 2025.
- Continue to build strong partnerships with EPD and EFD through partnership meetings and exercises.
- August 2024 report to School board of comprehensive overview of safety and security efforts of both public and confidential elements of plan.

Evidence of Performance 2: Superintendent will provide direction, coaching and consultation to administrator project managers in the execution and monitoring of social emotional support for students and staff.

- Belonging indicator will increase by at least 3% as evidenced by spring 2025 district-wide Panorama adult climate survey.
- Staff culture & climate goals outlined in continuous school improvement plans are established and monitored throughout the school year.
- Collect additional information to better understand teacher engagement and voice in decision

- making. Use the information as we continue to use IROD to garner staff input.
- Advise the assistant superintendent to frequently monitor cell phone protocol implementation and ensure the school board receives a detailed report on implementation efforts.

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Artifact/Metric
Ensures system-wide plan has been developed and implemented to assure healthy school and/or work environment; collaborates with local health and social service agencies, to provide supports for students and/or staff;	Ensures system-wide plan has been developed and implemented to assure healthy school and/or work environment; collaborates with local health and social service agencies, to provide supports for students and/or staff; ensures policies prohibiting bullying and harassment are developed.	Ensures system-wide plan has been developed and implemented to assure healthy school and/or work environment; collaborates with local health and social service agencies, to provide supports for students and/or staff; but plan is not followed completely; ensures policies prohibiting bullying and harassment are developed.	No plan has been developed and implemented to assure healthy school and/or work environment; no plan has been developed for social emotional supports or options for students; policies prohibiting bullying and harassment do not exist.	Wellness Committee Meeting Minutes (Mid-year evaluation & End-of-year evaluation) Business agreements with student & adult mental health supports (Mid-year evaluation)
Ensures systems wide school safety & security plan is developed & implemented to assure all school district buildings and grounds are safe and secure; collaborates with local	Ensures systems wide school safety & security plan is developed & implemented to assure all school district buildings and grounds are safe and secure; collaborates with local	Ensures plan has been developed to assure school district building and grounds are safe and secure, including some of the required safety drills.	No plan has been developed to ensure school district buildings and grounds are safe and secure. Culture of trust does not exist.	Job Posting and hire announcement for coordinator of emergency management and safety position (mid-year evaluation) Workshops and Training presentations (mid-year evaluation)

<p>enforcement and fire prevention agencies; ensures effective crisis management and techniques; monitors for effectiveness; ensures drills are conducted to ensure parties know roles and responsibilities.</p>	<p>enforcement and practices safety drills.</p>			<p>Safety & Security board report (public & confidential - August 2024)</p> <p>Policy 806 updates and approval (July 2024, August 2024)</p> <p>Reunification exercise plan outline (May 2025)</p> <p>Drill Logs (End of Year evaluation)</p>
<p>Consults with and guides the leadership team to develop and support open, productive, caring & trusting relationships among and between staff.</p>	<p>Encourages open, productive caring & trusting environment among staff.</p>	<p>Haphazardly supports open, productive, caring & trusting environment among staff.</p>	<p>Culture of trust does not exist.</p>	<p>Executive summary of data collected about teacher voice. (January 2024)</p> <p>IROD documentation forms of garnering teacher/staff input (Mid-year & End-of-year evaluations)</p> <p>2024-2025 C-SIP Culture & Climate Goals. (October 2024, June 2025)</p> <p>2025 Panorama Adult Climate Survey Findings (June 2025)</p> <p>Cell phone protocol implementation progress report (November 2024)</p>
<p>Goal 3: Support the effectiveness of the Governance team</p>	<p>Evidence of Performance 1: Superintendent will provide direction, coaching and consultation to administrator project managers to build greater community understanding for what enrollment means to the district's fiscal budget and its impact on district revenue.</p>			

<p><u>MSBA/MASA Standards</u></p> <p>Standard 1: Governance Team; benchmarks d;</p> <p>Standard 2: School District Finances; benchmark e</p> <p>Standard 3: Communication & Community Relations; benchmark d</p> <p>Standard 5: Human Resources; benchmark f</p> <p><u>Strategic Plan Priorities</u></p> <p>(D) Develop Leadership throughout the District; benchmark 5</p> <p>(E) Engage Parents, Schools and Communities; benchmarks 4 & 5</p>	<ul style="list-style-type: none"> - Provide the school board with integrated marketing and finance reports designed to build greater understanding on the direct connection between enrollment, district budget and budgetary recommendations. - Engage community in understanding the direct connections between enrollment, district budget and budgetary decisions. 			
	<p><u>Evidence of Performance 2: Superintendent will provide direction, coaching and consultation to administrator project managers who oversee contract negotiations.</u></p> <ul style="list-style-type: none"> - Ensures the governance committee and school board receive timely updates on negotiations. - Ongoing guidance and direction for administrator project managers. 			
	<p><u>Evidence of Performance 3: Superintendent will engage in advocacy efforts at the local and state levels.</u></p> <ul style="list-style-type: none"> - Partner with Edina LAC, MASA & AMSD to advocate for the financial needs of Edina Public Schools. 			



Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Artifact/Metric
Collaborates with the school board to review and improve value of information and guidance provided to the board for effective decision-making; ensures meeting materials are comprehensively provided to the school	Assists school board in understanding multiple perspectives surrounding issues as well as possible implications of decisions; provides meeting materials and background; includes recommendations.	Shares information with a few school board members for decision making in a timely manner; provides incomplete meeting materials that do not include adequate background information or historical perspective.	Does not provide timely information needed for effective school board decision-making; meeting materials are not readily available; members do not receive enough information regarding agenda or background information.	<p>School board meeting agendas and materials (monthly)</p> <p>School board feedback (monthly)</p> <p>Communication Log (monthly)</p>

board, with adequate background information aligned to the decision and if required, necessary action. Offers thorough, timely, and prudent recommendations.				
Protects school district's fiscal health by continually seeking efficiencies and identifying new sources of funding, such as grants and investment opportunities; follows school district policies and procedures to ensure funds and property are secure; bases recommendations and decisions on school district approved priorities and needs.	Provides some oversight of school district resource allocations and decisions, including fiscal investments, grant funding opportunities, fixed assets, and external resources; usually follows policies; ensures alignment between school district assets and priorities to support improved instructions and other key goals.	Provides limited oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; does not consistently follow policies; some alignment exists between school district assets and priorities.	Does not provide oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; has not developed policies to guide asset-related decisions; makes fiscal decisions that do not align with school district priorities and/or are wasteful.	Integrated marketing and finance report (October 2024)
Works with school board & community to build relationships with government officials to promote students interests and influence appropriate responses to government actions.	Assumes leadership role through numerous contacts with government officials to protect and promote student's interests.	Engages with government officials to protect student's interests.	Does not engage with government officials to protect student's interests.	AMSD, MASA, executive board agendas; LAC event agendas (mid-year eval & end-of-year evaluation) pertinent email communication (mid-year evaluation & end-of-year evaluation) Civic Group and Stakeholder Presentations (mid-year and end-of-year evaluation)
Provides consultation and	Is proactive in preparing	Accepts that collective	Does not seek to	School Board Meeting

guidance to district leaders and school board in preparing for and executing negotiations.	for collective bargaining by sharing appropriate information.	bargaining is necessary and may be challenging.	understand and/or improve collective bargaining.	Agendas, contracts, governance committee meetings (mid-year evaluation)
--	---	---	--	---

VI.B. School Security Overview



Board Meeting Date: 8/5/24

Title: School Security Overview

Type: Discussion

Presenter(s): Nate Swenson, Assistant Superintendent; and Alex Hattstrom, Emergency Management and Safety Coordinator

Description: Edina Public Schools is committed to the safety and security of all individuals on our campuses. The evolution and assessment of our safety practices is ongoing and will always remain so. We will continue to enact best practices, policies, and procedures to enhance our layered security approach. We will continue to leverage the strong partnership with Edina Police and Fire, as well as the City of Edina.

Recommendation: Review presentation.

Desired Outcome(s) from the Board: Review presentation and come with questions.


Attachment(s): Overview Presentation

School Security Overview

Alex Hattstrom | Emergency Management & Safety Coordinator

August 5th, 2024





Edina Public Schools is committed to the safety and security of all individuals on our campuses. We recognize that while serious events cannot always be prevented, we can enact best practices to increase our security posture. As such, we adopt a layered security approach. In addition, a strong partnership with our emergency response personnel is critical. This presentation is part of our annual update to the school board and the public.

District Emergency Response Team (DERT)

- Outlined in Policy 806 & is comprised of all District cabinet member & leadership staff.
- Designed to bring organization and structure to incident response.
- Structure is based on FEMA Incident Command System (ICS) structure, tailored to the needs of the Edina Public School District.



Building Emergency Response Teams (BERT)

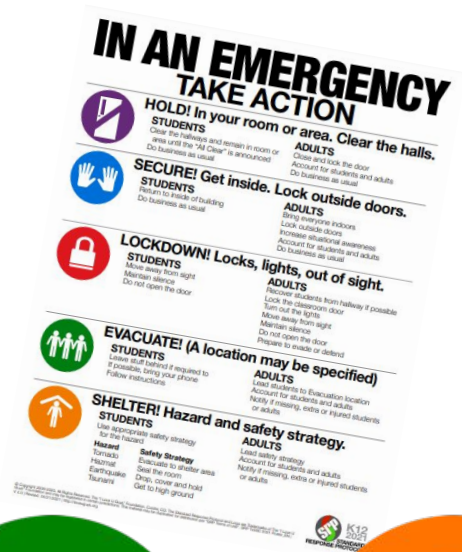
- School based team comprised of staff members assigned to specific job duties for incident management.
- Can be used in conjunction with Police and Fire resources.
- Receives training throughout the year to confidently handle a range of incident types.



“I Love U Guys” Foundation



**STANDARD
RESPONSE PROTOCOL™**



Hold



Secure



Lockdown



Evacuate

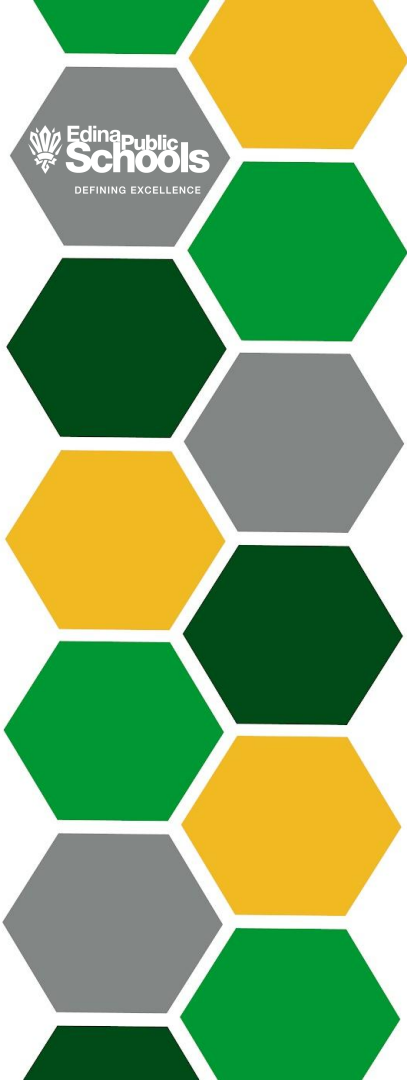


Shelter

“I Love U Guys” Foundation Training

- A safety and security refresher training was conducted with staff during the 2024 Leadership Advance.
- On-going training will be provided to staff across the district for specific topics related to safety, security, and emergency management.





Policy 806 Updates

- Updated policy to involve new Emergency Management & Safety (EM&S) Coordinator position.
- Safety & Security reporting requirements previously under the DMTS Director now handled by Emergency Management & Safety Coordinator.

Police & Fire Partnerships



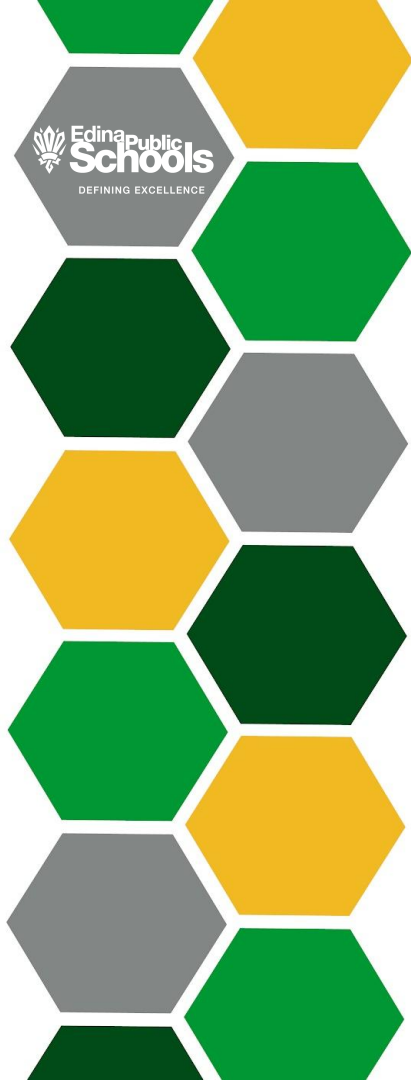
Safety & Security Overview Meeting

- Met with Edina Police and Fire leadership on July 26th, 2024
- Discussed strategies for working together to achieve safety and security objectives across the District including:
 - Cross-functional collaboration
 - Procedures to help improve effectiveness of police/fire response.
 - Tabletop exercises this year.
 - Better communication = improved safety



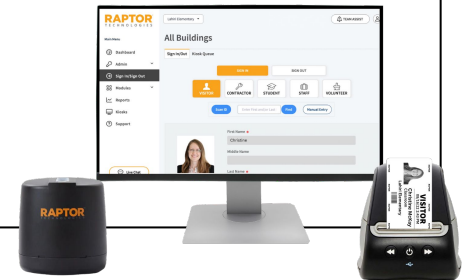
DEFINING EXCELLENCE





Raptor Visitor Management

- Provides a layer of security for staff and students through identifying who is allowed access to our buildings.
- Enables staff to identify visitors by photo ID and compares the information against a national sex offender registry and custom alerts entered into our information system.
- Creates a badge sticker with the visitors picture and notifies appropriate personnel when a visitor arrives.
- After first year of use, staff are liking it
 - Ease of use



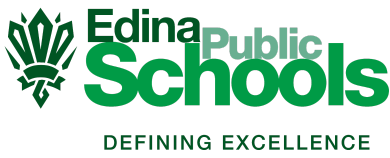
2024-2025 Goals

- Host on-going safety & security training events with school staff and leaders.
- Host tabletop exercises with DERT members and police/fire leaders.
- Solidify reunification sites for each school.
- Perform safety and security audits at each school to identify/mitigate emerging risks.



VII. Action

VII.A. Edina e-Learning Day Plan 2024-2025



Board Meeting Date: 8/5/2024

Title: Edina e-Learning Day Plan 2024-2025

Type: Action

Presenter (s): Jody De St. Hubert, Director of Teaching and Learning; Nathaniel Lindley, Director of Media and Technology; and Brianna Buck, Digital Learning Coordinator

Background: The Edina e-Learning Day Plan was designed in collaboration with a variety of stakeholders including principals, EME leadership, teachers, and district-level leaders to develop a comprehensive plan for emergency closing days. The e-Learning Day Plan is designed to meet the requirements of Minn. Stat. § 120A.41.

As per contract the EME President, Director of Teaching and Learning, and Director of Media and Technology Services met in July in order to review the e-Learning Day Plan for the purpose of continuous improvement.

Recommendation: Approve the 2024-2025 Edina e-Learning Day Plan.

Desired Outcomes from the Board: Approve the 2024-2025 Edina e-Learning Day Plan.

Edina e-Learning Plan

Purpose

Edina Public Schools Inclement Weather e-Learning Plan (following: Minn. Stat. § 120A.41) hopes to minimize the disruption of learning caused by a school closure:

- Due to inclement weather.
- Up to five days in one school year.
- Counted as an instructional day and included as hours of instruction.
- Provide continuity of learning during non-student days.

School districts must provide a minimum number of annual instructional hours: 850 for full-day, daily kindergarten; 935 for grades 1 through 6; and 1,020 for grades 7 through 12 (Minn. Stat. § 123A.17, subdivision 4).

Table of contents

Purpose	2
Communications	3
Instruction	4
Instructional Content	5
Students with Special Needs	6
Preparation	7
Access to devices	7
Checking Access	8
Review	8
Appendix A: FAQ	8
About this plan	9

During the school year, e-Learning days will go into effect, districtwide, following the first 3 emergency closures.

- ★ Please note, EPS will move to e-Learning prior to the 4th emergency closure, if the district falls short of state required days.

A preparation experience will occur in consultation with building administration and staff before November 8th where E-12 students and staff will practice in buildings and send devices home with an activity in preparation for e-Learning.

All learning will be asynchronous, with an opportunity for office hours or connection with staff. [Students who receive special services may receive synchronous support.](#)

Communications

Parent communication

The following forms of communication will provide parents and students with information about e-Learning days, when they will be used, how they will be notified, what to expect for an e-Learning day, and to answer additional questions:

1. Communication to families about e-Learning days
 - Annual communication
Content in this communication will provide background and how families will be notified of an e-Learning day and what to expect when an e-Learning day is called. It will also link to the district website (bit.ly/EPS_ELearn) for additional information.
 - Notification to parents of an e-Learning day
As much advance notice will be given as possible. The following practice already exists for notifying parents of school closings due to inclement weather: Parents/Guardians receive an automated phone call, email, and optionally a text via the district's mass notification service. In addition to district mass communication, announcements are made on radio station WCCO and television stations WCCO, KSTP, KARE, and FOX, and the school district web page, www.edinaschools.org, prior to 6:30 a.m. that school will be closed. This practice will be amended to include notification that the district is invoking an e-Learning day and provide instructions for accessing e-Learning activities. If non-student days need to be converted to e-Learning, families will receive advance warning. In addition, updates will be given to parents and students.
 - Website with e-Learning day resources. Additional information about e-Learning days can be found at bit.ly/EPS_ELearn.
2. Communications between teachers and students and families
 - Teacher Availability: A legislative requirement for e-Learning is that teachers must be accessible for student questions.
 - Building administration will communicate expectations for Teacher contact/office hours to provide support for students and families, with

student experiences and the developmental needs of students in mind. Teachers will communicate these times to families and be available to answer inquiries throughout the workday.

- Teachers will communicate to families and students the best ways to receive support.
- Teachers will be present for student support in a format accessible to students and provide a classroom telephone number where parents can call to leave a message if they have questions. Voice messages left at an Edina Public Schools number will be forwarded to the teacher's email for appropriate response.
- Learning Expectations:
 - Activities and virtual office hours will be posted to Schoology or Seesaw
 - Elementary Teachers by 9 am the morning of an eLearning day. (Normandale by 10 am)
 - Secondary Teachers by 10 am the morning of an eLearning day.
- K-2:** When the weather presents the possibility of a fourth emergency closure, classroom devices will be sent home. Student activities will be updated on classroom Seesaw pages. Suggested 45-90 minutes (not all screen time).
- 3-5:** When the weather presents the possibility of a fourth emergency closure, classroom devices will be sent home. Activities will be posted to class Schoology pages, with instructions for completion. Suggested 90 minutes (not all screen time)
- 6-12:** Create an attendance based assignment (Assignment/Activity in Schoology) with instructions for students to complete. Activity title should include the name of the assignment, e-Learning Day and the date. The suggested time is 30 minutes per course. Attendance for the class period is based on completion of the assignment. All assignments should be completed by the end of the regular school day. There will be a 48 hour window of time to rectify absences.

Instruction

The purpose of e-Learning is to support student learning through intentional practice of current classroom topics and skills when in-person learning is interrupted by emergency closing. Edina has established an asynchronous learning plan to support the differing experiences of students. Meeting and support time should not be required or graded on e-learning days. All learning should be communicated to students/families through rostered Schoology & Seesaw courses to provide ease of access for students, exceptions may be made for students receiving special education services. Instruction may include:

Instructional Practices:

- Connect with your student in support of their learning through:
 - Delivering content
 - Assessment of and for learning
 - Providing feedback
 - Diagnosing misconceptions
 - Coaching
 - Explaining concepts
- Be available through office hours, email, or phone messages.
- Take attendance.
- Plan for self-directed, independent learning with specific consideration to student age and individual learning needs.
- Customize learning opportunities with student access and opportunity in mind.
- Communicate and collaborate with colleagues to ensure common expectations, communications, and protocols.

Instructional Content

The following is a suggested framework for content during an e-Learning day. It is important that there is consistency across the system in the delivery of this content.

ECSE	Details in Students with Special Needs section
K-1 Classroom Staff	<ul style="list-style-type: none"> ● Share activities with students via Seesaw or on student iPad ● Use Seesaw to share journals for parents to view. ● Communicate via Seesaw and/or email.
2-5 Classroom Staff	<ul style="list-style-type: none"> ● Create an e-Learning Day folder in Schoology or activity in Seesaw. ● Have an attendance-based activity included in the folder.
K-5 Specialists	<ul style="list-style-type: none"> ● Communicate with classroom teachers a brief activity for classrooms you would have met with.
6-12 Classroom Staff	<ul style="list-style-type: none"> ● Create an assignment in Schoology at the top of the course with the instructions. <ul style="list-style-type: none"> ○ Title: name of the assignment, “e-Learning Day”, and date. ○ All files needed for students should be attached to the assignment. ○ Include interaction with content, a Schoology assignment/discussion/assessment to be completed. ○ The item should be due at the end of the regular

	<p>school day for attendance. There will be a 48 window of time to rectify absences.</p>
--	---

- Content in **Schoology** should include:
 - Easy to find expectations for the day; Assignment, Calendar event, or Folder posted by 10 am with the due date and time.
 - Clear step-by-step directions focused on steps for access and completion of the assignment.
 - Learning outcomes for that day listed
 - Attendance is confirmed via one of the following:
 - i. Student Completion on the assignment or folder to confirm that students viewed the materials if using the folder.
 - ii. Some type of submitted student creation or reflection to document learning.
 - iii. Formative assessments to check for understanding
- Be present for student support in a format accessible to students. These **could** include the following:
 - i. Responding via electronic messaging
 - ii. Creating an online meeting for office hours using Google Meet
 - iii. Screencast of lessons for direct instruction
 - iv. Set clear expectations for participation in the digital environment

Students with Special Needs

The following is implemented in order to assist students with special needs:

Special Education will have access to their students' courses. Additionally, teachers will be able to create their own courses with their students. Below is additional information.

- **Special Education Resource Staff:** Contact students directly through Talking Points (ECSE), Seesaw (Gr. K-2), Schoology (Gr. 3-12), or email with reminders for how their accommodations and modifications can support their engagement with e-Learning Day activities *or* support general education teachers in lesson plan development to ensure accommodations are available. Asynchronous instruction and activities must align with the student's direct service minutes listed in the IEP. For asynchronous instruction to be considered direct service MDE requires a feedback loop such as interacting with the student through a live check-in, assignment completion, or other assessment of student learning from the activity.

- Be present for student support in a format accessible to students. These **could** include the following:
 - Responding via electronic messaging
 - Creating an online meeting for office hours using Google Meet for virtual office hours.
 - Screencast of lessons for direct instruction
 - Set clear expectations of participation

- **Special Education Site-Based Staff:** Create asynchronous lessons that will provide instruction and activities that align with the student's direct service minutes listed in the IEP. Contact students directly through Talking Points (ECSE), Seesaw (Gr.K-2), Schoology (Gr. 3-12), or email. For asynchronous instruction to be considered direct service MDE requires a feedback loop such as interacting with the student through a live check-in, assignment completion, or other assessment of student learning from the activity.
 - Be present for student support in a format accessible to your students. These **could** include the following:
 - Responding via online electronic messaging
 - Creating an online meeting for office hours using Google Meet for virtual office hours.
 - Screencast of Lessons for direct instruction
 - Set clear expectations of participation

Preparation

To assist our teachers in creating the necessary content as well as provide consistency across our learning environment, frameworks for instructions have been developed and will be accessible via our Learning Management Systems.

Access to devices

Access to technology is critical for learning at Edina Public Schools. Therefore access to technology and Internet access is critical for day-to-day learning in Edina Public Schools regardless of e-Learning or normal instruction.

K-1	<ul style="list-style-type: none"> ● When the weather presents the possibility of a fourth emergency closure, classroom iPads will be sent home with students.
2-5	<ul style="list-style-type: none"> ● When the weather presents the possibility of a fourth emergency closure, classroom Chromebooks will be sent home with students.

6-12	<ul style="list-style-type: none"> Will access resources using their district-provided or personal device.
<ul style="list-style-type: none"> Hotspots can be provided to students in grades 2-12 who do not have adequate internet access. Parents should reach out to buildings to begin this process. Building principals will work with media specialists, deans, and social workers to verify need. 	

Checking Access

Ensuring elementary student access to the internet at home might require connecting to a home wireless source.

[Connect an iPad to a home network](#) - [Connect a Chromebook to a home network](#)

Review

Though Edina Public Schools has a rich tradition of leveraging technology in our learning, e-Learning is different and there will be opportunities to learn from our experiences once put into place. To that end, this program should be reviewed annually.

Appendix A: FAQ

What are e-Learning Days?

e-Learning days are stay-at-home learning days that are invoked when inclement weather conditions force the district to close. Using our normal severe weather communications, families will be instructed to access technology to learn about what is expected on these days.

Why do we need e-Learning Days?

Continuity of learning is important for our students to succeed. In order to do this, we feel that learning needs to continue even when we have an unplanned cancellation of a school day due to inclement weather.

All schools in Minnesota have a required amount of time for which students must attend. In the event that we have a school cancellation due to inclement weather emergency closing, e-Learning Days ensure that Edina Public Schools will meet our minimum number of annual instructional hours without extending the school year.

How do e-Learning Days work?

- Families will receive an automated message notifying them of a school cancellation. Messages will also be distributed on the district website, social media, and appear on local television stations.
- Students will log on to their courses in Seesaw/Schoology to connect with their teachers and work on their assignments.
- Teachers will check email and voicemail periodically during the school day to answer questions and provide guidance.
- The due dates for e-Learning Day assignments will be determined by each teacher but attendance is taken for that day.
- Students with special needs may face unique challenges while performing academic tasks independently. Provisions will be made for the particular needs of these students by their teachers.

How will the district ensure access to e-Learning materials for all students?

Access to technology is critical for learning at Edina Public Schools. Therefore access to technology and Internet access is critical for day-to-day learning in Edina Public Schools regardless of e-Learning or normal instruction.

All students are able to access instructional material through LaunchPad with internet access. Personal devices can be used for this purpose, and Chrome is our suggested browser for ease of access. Knowing that not all students have their own device, Edina Public Schools will send K-5 student classroom devices home if there is a likelihood of a significant weather event. Students will be expected to participate in their courses in district approved tools or through activities that they can do around their home.

Mobile hotspots are also available to support student access to the internet and instructional materials.

During e-Learning days the expectation is that a telephone can be used to provide assistance to our students. Families and students can utilize the voicemail system to leave messages, which then go directly to the teacher's email row review.

About this plan

The original plan was created in 2019 over a two year period with input from many stakeholders, including: Teaching and Learning, Communications Department, Student Services, Assistive Technology, Teaching and Learning Board committee, EME, Technology Advisory Team, parents and the Department of Media and Technology Services. Upon completion, the Edina School Board approved the plan. **The document is an update to the original plan.** This plan will be reviewed and modified annually in collaboration with a wide variety of stake-holders.

VII.B. Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Edina Professional Association of Support Staff (EPASS)



Board Meeting Date: 8/5/2024

Title: Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Edina Professional Association of Support Staff (EPASS)

Type: Action

Presenter(s): Sonya Sailer, Director of Human Resources; Mert Woodard, Director of Business Services

Description: The School District's EPASS employees have ratified a tentative agreement for a two-year contract effective July 1, 2024 through June 30, 2026. The proposed terms and conditions of employment are reflected in the attached agreement with underlined font used to represent new language and strikethrough font used to show language to be removed from the contract as a part of the tentative agreement. Financial highlights of the proposed agreement include:

1. Step advancement for eligible employees in both years of the agreement and retroactive application to July 1, 2024; and
2. A four (4) percent improvement to the wage schedule in both years of the agreement; and
3. An increase to the school district's contribution towards single health insurance to better align EPASS to other similar employee groups as of January 1, 2025; and
4. A \$25.00 per month district contribution towards dental insurance as of January 1, 2025.

The two-year total package for this proposed agreement is \$7,604,697, which represents an increase of \$557,836. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 7.92%. This amount is within the School Board's financial parameters for this collective bargaining agreement. Superintendent Stanley supports the recommendation.

Recommendation: Approve the proposed 2024-2026 collective bargaining agreement.

Attachments:

1. DRAFT underlined/strikethrough version of proposed 2024-2026 EPASS agreement.
2. Final clean copy of the proposed 2024-2026 EPASS agreement.

DRAFT 7.22.24



DEFINING EXCELLENCE

AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273

EDINA PUBLIC SCHOOLS

AND THE

**EDINA PROFESSIONAL ASSOCIATION OF SUPPORT STAFF
(EPASS)**

JULY 1, 2022 2024 THROUGH JUNE 30, 2024 2026

TABLE OF CONTENTS

TOC HAS NOT BEEN MODIFIED TO ALIGN WITH PROPOSED 2024-2026 AGREEMENT

	<u>Page</u>
1. PURPOSE	1
2. DEFINITIONS	1
3. MANAGEMENT RIGHTS	2
3.1 Authority of the Employer	2
3.2 Provisions Contrary to Law	2
4. ASSOCIATION RIGHTS	2
4.1 Recognition	2
4.2 Dues Check-Off	2
4.3 School Buildings and Facilities	3
4.4 Board Agenda	3
4.5 Information	3
4.6 Released Time for Association Activities	3
5. COMPENSATION	3
5.1 Hourly Wage Schedule	4
5.2 Placement on Salary Schedule	5
5.3 Longevity Pay	5
5.4 Reemployment after Voluntary Separation	5
5.5 Pay Periods	6
6. RECLASSIFICATION	6
6.1 Reclassification	6
6.2 Changes in Pay Equity Evaluation Systems	6
7. JOB OPENINGS	6
7.1 Notice of Job Openings	6
7.2 Application for Job Openings	7
8. LAYOFF AND RECALL	7
8.1 Recognition	7
8.2 Definitions	7
8.3 Seniority Date	7
8.4 Displacement Rights	8
8.5 Reduction to Part-time	9
8.6 Changes in Assignment	9
8.7 Layoff Application	9

8.8	Recall	10
8.9	Reemployment after Layoff	10
9.	DUTY DAYS, HOURS AND OVERTIME	10
9.1	Duty Days	10
9.2	Regular Work Week	11
9.3	Overtime and Compensatory Time	11
9.4	Replacement Pay	12
9.5	Emergency/Weather Closing	12
10.	VACATIONS AND HOLIDAYS	12
10.1	Vacations	13
10.2	Holidays	13
11.	LEAVES AND ABSENCES	14
11.1	Basic Leave Allowance	14
11.2	Disaster Leave	16
11.3	Parental Leave	16
11.4	Family, Medical, and Parental Leave	16
11.5	Leave of Absence Without Pay	17
11.6	Judicial Leave	17
11.7	Substitutes During Leave of Absence	17
11.8	Incentive Leave	17
11.9	Superintendent's Discretionary Leave	17
11.10	Return from Leaves of Absence	17
12.	BENEFITS	17
12.1	Group Insurance Policies	17
12.2	Life Insurance	18
12.3	Long-Term Disability Insurance	18
12.4	Accidental Death and Dismemberment Coverage	18
12.5	Hospitalization-Medical Insurance	18
12.6	Dental Insurance	19
12.7	Retirement Contribution Plans	19
12.8	Flexible Benefits Plan	20
13.	DISCIPLINE AND DISCHARGE	20
13.1	Probationary Period	20
13.2	Discipline and Discharge	20
13.3	Representative and Employee's Personnel File	20
14.	GRIEVANCES AND ARBITRATION	21
14.1	Grievance	21
14.2	First Step	21
14.3	Second Step	21
14.4	Third Step	22
14.5	Submission to Arbitration	22
14.6	Jurisdiction and Authority of Arbitrator	22

14.7	Representation	22
14.8	Time Limitations	22
14.9	Arbitrator's Decision	23
14.10	Expenses	23
14.11	Grievance Mediation	23
15.	MISCELLANEOUS	23
15.1	Staff Development	23
15.2	Personnel Files	23
15.3	Recognition Pay	24
15.4	Labor-Management Committee	24
16.	DURATION AND RENEGOTIATION OF AGREEMENT	24
16.1	Term of Agreement	24
16.2	Effect of Agreement	24
16.3	Termination or Modification	25
16.4	Negotiations During Term	25
17.	DOCUMENT AUTHORIZATION	25
APPENDIX A	POSITION CLASSIFICATIONS	26
APPENDIX B	MEMORANDUM OF UNDERSTANDING EMPLOYEE FEEDBACK PROCESS AND ANNUAL FEEDBACK FORM	28
APPENDIX C	MEMORANDUM OF UNDERSTANDING DISASTER LEAVE/SICK LEAVE POOL	33

1. PURPOSE

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools ("Employer") and the Edina Professional Association of Support Staff, EPASS ("Association")

This Agreement is intended to promote constructive and harmonious relationships between the Employer and its employees; to establish equitable and peaceful procedures for the resolution of differences over terms and conditions of employment; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment that have been agreed upon by the Employer and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended ("PELRA").

2. DEFINITIONS

2.1 Definitions

The following definitions are applicable to terms used in this Agreement:

2.1.1 Twelve-month Employees are defined as employees that are assigned by the Employer to work ~~twelve~~¹²-months each year, inclusive of paid holidays and vacation. Although the number of duty days may vary slightly from one calendar year to the next, a typical work year for a twelve-month employee is ~~two-hundred sixty~~ (260) paid days. During years in which there are more than ~~two-hundred sixty~~ (260) duty days, the additional day(s) wages will be paid accordingly based on the employee's hourly rate. ~~A 12-month employee may accrue additional vacation days in accordance with Section 10.1.1.~~

2.1.2 Ten-Month Employees are defined as all employees that are assigned by the Employer to work for ~~ten~~¹⁰-months of each year. A typical work year for a ten-month employee includes ~~two-hundred ten~~ (201) ~~210~~ duty days, ~~inclusive of nine (9) paid holidays. Ten-month employees also receive extra compensation as provided in Subsection 5.2. Ten-month employees will be paid for 217 days, including 201 duty days, 9 holidays, and 7 days of vacation.~~ Ten-month employees will meet with their supervisor to complete a duty day calendar at the beginning of each school year. It is expected that ten-month employees will work on all student contact days with limited exception. ~~A ten-month employee may accrue additional days of vacation pay in accordance with Section 10.1.2.~~

2.1.3 Nine-Month Employees are defined as all employees that are assigned by the Employer to work for ~~nine~~⁹-months of each

year. A typical work year for a nine-month employee includes one-hundred ninety (181 190) duty days, inclusive of nine (9) paid holidays. Nine-month employees also receive extra compensation as provided in Section 5.2. Nine-month employees will be paid for 195 days, including 181 duty days, 9 holidays, and 5 days of vacation. Nine-month employees will meet with their supervisor to complete a duty day calendar at the beginning of each school year. It is expected that nine-month employees will work on all student contact days with limited exception. A nine-month employee may accrue additional days of vacation pay in accordance with Section 10.1.3.

2.1.4 Length of Service Experience Credit for each employee will be determined as of July 1 each year. An employee hired prior to January 1 will be given credit for one (1) year of experience. is experience credit for purposes of salary increases, longevity pay, tax deferred matching contribution plan and vacation benefits. Length of service is determined as of July 1 each year. An employee hired prior to January 1 is given credit for one year of experience on the following July 1st. No step increase or any other experience credit will be given for less than one year of credit.

2.1.5 Other Terms Other terms not specifically defined have the definitions given them under PELRA.

3. MANAGEMENT RIGHTS

3.1 Authority of the Employer

State law has vested in the Employer the full authority to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, rules, and regulations for the district. All such authority of the Employer continues unimpaired, except as limited by a specific provision of this Agreement.

3.2 Provisions Contrary to Law

Any portion of this Agreement that violates any provision of the state or federal law is null and void and without force and effect. The provisions of this Agreement are severable.

4. ASSOCIATION RIGHTS

4.1 Recognition

The Employer recognizes the Association as the exclusive

representative of all employees in the following appropriate unit as certified by the Minnesota Bureau of Mediation Services in Case No. 94-PTR-1005:

All office clerical employees who are employed in salary classifications a through g of Independent School District No. 273, Edina, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, including those on leave of absence who are guaranteed a position upon their return, excluding supervisory, confidential, and all other employees.

The Association has those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

4.2 Dues Check-Off

The Employer agrees to withhold dues for membership in the Association through payroll deduction for those employees authorizing the dues withholding. The Employer will forward these dues to the Association.

The Association will indemnify, defend, and hold the Employer harmless against any claims made against and any suits instituted against the Employer, its officers, or employees, by reason of the Association dues deductions.

4.3 School Buildings and Facilities

The Association has the right in accordance with established regulations to reasonable use of school buildings and facilities provided the use does not interfere with normal school activities or functions. The Association's Executive Board and its designees serving on district-wide committees has the right to use district mailboxes and email for the purpose of communicating meeting dates; distributing minutes of meetings; and sharing information such as internal position vacancies, benefit information, and educational opportunities. The Employer reserves the right to assess charges for additional custodial expense or for other additional operational expense beyond normal maintenance costs resulting from this use.

4.4 Board Agenda

The board agenda is made available on the district website prior to the board meeting. If the School Board does not approve the personnel recommendations as contained in the board agenda, the Employer will inform the Association President in writing of any changes from the board agenda within twenty-four (24) hours after the board meeting.

4.4.1 Seniority List The current seniority list will be made

available to the Association within **fifteen (15)** working days of ~~the School Board approval of~~ any changes.

4.5 Information

The Association will have access upon reasonable notice, to any available financial information not deemed confidential, necessary for the Association to exercise its responsibilities as exclusive representative.

4.6 Released Time for Association Activities

The Association will be allowed up to a total of ten **(10)** days annually to be used by officers or agents of the Association. The Association agrees to notify the Superintendent or designee, no less than five **(5)** business days in advance of the date for intended use of this leave. The cost of Association representative wages is equally borne by the Employer and the Association. The Association agrees to reimburse the Employer within **thirty (30)** calendar days of the absence.

5. COMPENSATION

5.1 Hourly Wage Schedule

The following hourly wage schedule applies to an employee covered by this Agreement:

Effective ~~January~~ July 1, ~~2023~~ 2024 through June 30, ~~2023~~ 2025:

Step	A	B	D	E	G
1	\$ 24.17	\$ 23.20	\$ 22.29	\$ 21.24	\$ 20.64
2	\$ 24.61	\$ 23.61	\$ 22.52	\$ 21.55	\$ 20.88
3	\$ 25.27	\$ 24.53	\$ 23.07	\$ 22.03	\$ 21.33
4	\$ 26.62	\$ 25.62	\$ 23.93	\$ 22.59	\$ 22.13
5	\$ 28.52	\$ 27.38	\$ 24.47	\$ 23.51	\$ 22.84
L-10	\$ 29.39	\$ 28.28	\$ 25.26	\$ 24.34	\$ 23.72
L-20	\$ 31.59	\$ 30.06	\$ 27.77	\$ 26.79	\$ 26.11

Step	Class A	Class B	Class D	Class E
1	\$25.14	\$24.13	\$23.19	\$22.09
2	\$25.60	\$24.55	\$23.42	\$22.42
3	\$26.28	\$25.51	\$23.99	\$22.91
4	\$27.69	\$26.65	\$24.89	\$23.49

5	\$29.66	\$28.48	\$25.44	\$24.45
L10	\$30.56	\$29.41	\$26.27	\$25.31
L20	\$32.85	\$31.27	\$28.88	\$27.86

All eligible employees will advance one (1) step on the above wage schedule as of ~~January~~ July 1, ~~2023~~ 2024.

Effective July 1, ~~2023~~ 2025 through June 30, ~~2024~~ 2026:

Step	Class A	Class B	Class D	Class E
1	\$26.14	\$25.09	\$24.11	\$22.97
2	\$26.62	\$25.53	\$24.36	\$23.31
3	\$27.33	\$26.53	\$24.95	\$23.82
4	\$28.80	\$27.71	\$25.88	\$24.43
5	\$30.84	\$29.62	\$26.46	\$25.43
L10	\$31.78	\$30.59	\$27.32	\$26.33
L20	\$34.16	\$32.52	\$30.04	\$28.97

All eligible employees will advance one (1) step on the above wage schedule as of July 1, ~~2023~~ 2025.

5.2 Extra Compensation for Nine and Ten-Month Employees

Nine and ten-month employees will receive extra compensation annually based on their years of service in the EPASS unit. A nine or ten-month employee's extra compensation is calculated by multiplying their hourly rate by their regularly scheduled daily hours, multiplied by the service multiplier listed on the chart below. The extra compensation is provided in installments spread evenly over an employee's annual pay periods. If an employee terminates employment prior to the end of their contract year, they will receive a prorated amount of the extra compensation up to their last date of employment.

Years of Service in EPASS Unit	Nine-Month Employee Service Multiplier	Ten-Month Employee Service Multiplier
1-6	5	7
7	6	8
8	6	9
9	6	10
10	6	11
11	6	12

12+	6	13
-----	---	----

5.32 Initial Placement on Hourly Wage Schedule Initial Wage Placement and Continuous Service Criteria for Longevity Steps L10 and L20

Credit may be given for appropriate outside experience when determining initial wage placement at the time of employment. New employees with appropriate experience may be placed on steps 1 through 5 with approval of the Director of Human Resources, or designee. Salary Wage step placement will be determined as of July 1 of each year.

5.3.1 L10 Longevity Step New employees in EPASS positions are not eligible to be placed on the L10 longevity step during their first year in the position. If an employee has appropriate experience qualifying them for an initial wage placement at step 5, and the employee has nine (9) years of continuous service with the Employer before their EPASS position, then they must complete one (1) year at step 5 before being eligible for placement on the L10 longevity step.

Placement on the L10 longevity step will only occur if the employee has appropriate outside experience warranting a step 5 placement and the employee has nine years of continuous service to the district directly preceding the hiring into the unit.

5.3.2 L20 Longevity Step New employees in EPASS positions are not eligible to be placed on the L20 longevity step during their first year in the position. If an employee has appropriate experience qualifying them for an initial wage placement at step 5, and the employee has nineteen (19) years of continuous service with the Employer before their EPASS position, then they must complete one (1) year at step 5 before being eligible for placement on the L20 longevity step.

Refer to subsection 5.5 (Reemployment after Voluntary Separation) for details on initial wage placement and continuous service criteria for employees originally hired before October 1, 2012, who are returning to employment after voluntarily separating.

Refer to subsection 8.9 (Reemployment after Layoff) for details on initial wage placement and continuous service criteria for employees who originally hired before October 1, 2012, who are returning to employment after layoff.

5.3 Longevity Pay (Steps L10 and L20)

For employees hired before October 1, 2012, An employee's eligibility for longevity pay will be determined as of July 1 for each succeeding fiscal year. An employee qualifies for placement on the L10 step of the hourly wage schedule after nine years of continuous service to the district, except employees re-employed based on section 5.5 or 8.9. An employee qualifies for placement on the L20 step of the hourly wage schedule after nineteen (19) years of continuous service to the district, except employees re-employed based on section 5.5 or 8.9. Refer to Section 5.1 for hourly wage rates including longevity for each classification level.

For employees hired on or after October 1, 2012, an employee's eligibility for longevity pay will be determined as of July 1 for each succeeding fiscal year. An employee qualifies for placement on the L10 step of the hourly wage schedule after nine years of service to the district. An employee qualifies for placement on the L20 step of the hourly wage schedule after nineteen years of service to the district. Refer to Section 5.1 for hourly wage rates including longevity for each classification level. Current district employees hired into this unit will be placed at the appropriate step in accordance with Section 5.3. An employee who moves into this unit who has additional years of continuous service within the district will qualify for placement on the L10 step after (1) reaching and serving one year on step 5 and (2) nine years of service to the district.

5.4 Performance-Based Incentive

An amount up to \$400.00 per full-time employee has been set aside for 2024-2025 and 2025-2026 for the implementation of a performance-based incentive. The Employer will communicate timelines and process to applicable supervisors, after review with the Association President. The amount of an employee's incentive will be based on the achievement of individual goals as determined by their supervisor. Part-time employees are eligible for a prorated performance-based incentive.

5.54 Reemployment after Voluntary Separation

This paragraph applies to an employee, reemployed after July 1, 2008, who is reemployed by the Employer after separation from employment (1) due to voluntary resignation that occurred with out cause; and (2) reemployed within five (5) years of the separation date with the Employer. The employee will have previously completed years of service with the Employer reinstated to a maximum of five (5) years. Reinstatement of years of service only applies toward the length of service required to reach a longevity step, tax-deferred matching contribution, and vacation benefits. Step placement is governed by

Subsection 5.32 of the Agreement.

An employee reemployed prior to July 1, 2008 remains as credited when reemployed. An employee who is reemployed by the Employer more than five years after the separation date will have one year of service apply toward the length of service required to reach a longevity step, tax-deferred matching contribution, and vacation benefits.

5.65 Pay Periods

~~A t~~Twelve-month employees ~~s are~~ ~~is~~ paid twice monthly, on ~~or before~~ the fifteenth and the thirtieth day of each month. If the fifteenth (15th) or the thirtieth (30th) day of the month fall on a weekend or holiday, then employees will be paid on the preceding business day.

A ten-month employee has the option of twenty-one (21) or twenty-four (24) pay periods. A nine-month employee has the option of nineteen (19) or twenty-four (24) pay periods. An employee must make this election prior to July 1 or at the time of initial employment. ~~An employee is paid twice monthly on or before the fifteenth and the thirtieth of each month.~~ The initial payday period for a ten-month employees is August 30 and for nine-month employees is September 15, assuming hours were worked in the prior pay period. Nine and ten-month employees are paid twice monthly during their applicable pay periods, on the fifteenth and the thirtieth day of the month. If the fifteenth (15th) or the thirtieth (30th) day of the month fall on a weekend or holiday, then employees will be paid on the preceding business day.

5.7 Retirement Contribution Plans **(MOVED FROM SECTION 12)**

An employee may contribute a portion of ~~his or her~~ their annual base salary to the employee's retirement contribution plans, either tax-deferred or not tax-deferred, subject to the following subsections.

5.7.1 12.7.1 Approved Plans The employee's contribution plans must be district-approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

5.7.2 12.7.2 Eligibility for Matching Salary Deduction for Tax-Deferred 403(b) Matching Contribution Plan An employee is eligible to participate in the tax-deferred 403(b) matching contribution plan if (1) the employee has completed five (5) years of service with the Employer and (2) the employee is assigned to work twenty (20) hours or more per week. The Employer contribution is not payable unless the employee

authorizes a matching salary reduction up to the amount ~~he or she is they are~~ eligible to receive under Subsection 12.7.3.

~~5.7.3~~ ~~12.7.3~~ Employer Contribution for Tax-Deferred 403(b) Matching Contribution Plan The amount of the Employer contribution will be two (2) percent of the employee's annual base salary as specified in Section 5.1.

~~12.7.4 Employee and Employer Contribution for Plans (Delete as Redundant - See 5.7.1 Above)~~ Contributions will be made to a district approved company of the employee's choice, subject to the previous subsections. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

6. RECLASSIFICATION

6.1 Reclassification

All reclassification changes are made after consultation with the Association President and the district Job Evaluation Consultant. Job titles included in each classification as of the effective date of this Agreement are set forth in Appendix A. The Employer has the right to reclassify positions as appropriate due to changed circumstances such as changes in workload or job content.

6.2 Changes in Pay Equity Evaluation Systems

An employee whose position is reclassified at a lower level because of a change in the Employer's pay equity evaluation system will remain at ~~his or her~~ ~~their~~ current classification. A new employee in a reclassified position will be placed at the appropriate reclassified level.

7. JOB OPENINGS

7.1 Notice of Job Openings

The Employer will post on its website for seven (7) business days non-temporary job openings not filled by reassignment. All postings will be posted for internal and external candidates simultaneously. All postings submitted by 12:00 p.m. will count as the first business day. Qualifications for any opening are those listed in the Employer's official job description.

The Employer will post all open positions in a timely manner and will make every reasonable attempt to ensure positions are not left vacant.

The Employer will contact the Association President when jobs are posted.

7.2 Application for Job Openings

An eligible employee covered by this agreement who submits an internal application using the employer's online application system for any vacancy posted pursuant to this **Sub**section will be interviewed. The employer and its agents will give fair and objective consideration to internal candidates. Probationary employees are not eligible to apply for a posted vacancy.

An internal applicant not hired for a position shall be informed by the hiring agent of the specific reason(s) why ~~he or she~~ **they was** ~~were~~ not chosen.

An employee promoted from a lower classification to a higher classification shall receive an immediate hourly wage increase.

8. LAYOFF AND RECALL

8.1 Recognition

The parties recognize the principle of seniority in the application of this Section, subject to the restrictions and limitations stated below.

8.2 Definitions

8.2.1 Full-**F**time Employee A full-time employee for purposes of Section 8 only is defined as an employee who works **thirty (30)** or more hours per week.

8.2.2 Part-**F**time Employee A part-time employee for purposes of Section 8 only is defined as an employee who works fewer than **thirty (30)** hours per week.

8.2.3 Calendar Day A calendar day is defined as each day of the week, Sunday through Saturday. If the last day of a timeline is on a holiday, Saturday or Sunday, the timeline will be extended to 4:30 p.m. on the following business day.

8.3 Seniority Date

An employee acquires seniority upon completion of the probationary period as defined in this Agreement. Upon acquiring seniority, the seniority date relates back to the date of hire of continuous service within the appropriate unit and is accumulative only within this appropriate unit.

8.4 Displacement Rights

8.4.1 Written Notice of Layoff An employee whose position is

being eliminated or reduced from full-time to part-time will be sent written notice via email and U.S. mail of the position elimination or reduction from full-time to part-time no fewer than fourteen (14) calendar days before the last working day in the current position. The Department of Human Resources will send a copy of the notice to the representative designated by the Association at the same time it is sent to the affected employee.

The affected employee can elect to displace ("bump") in accordance with Section 8.4.3 and Section 8.4.4.

8.4.2 Written Displacement Request The affected employee must submit a written request to displace to the Department of Human Resources within seven (7) calendar days of the affected employee's receipt of notice of layoff.

8.4.3 Displacement Procedures, General Guidelines The affected employee may elect to accept reduced hours being offered by the Employer as provided in Section 8.5, accept layoff subject to recall rights as provided in this Agreement, or displace using the following displacement procedures. The Department of Human Resources will use the current seniority list to facilitate any elected displacement procedures.

Displacement occurs in accordance with the chart in Section 8.4.6. A part-time employee cannot displace a full-time employee, nor can an employee displace an employee in a higher classification.

An employee serving in more than one classification is considered, for Section 8.4 only, as a member of the classification in which the employee's regular assignment produces the greatest monthly earnings.

8.4.4 Displacement Procedures, Process The affected employee will displace the employee least senior within the affected employee's job classification provided they meet the minimum requirements for the position as described on the current job description or demonstrate they have the skills necessary to perform the essential duties of the position as determined by the Department of Human Resources.

If no opportunity exists for displacement within the employee's job classification, the employee will displace the employee least senior in the next lower job classification. If this opportunity does not exist, the affected employee will displace the employee who is the next least senior within that job classification. This displacement procedure will continue until the affected employee reaches the most senior employee in the lowest classification.

8.4.5 Displaced Employees Each subsequently displaced employee may elect to displace using the process in Section 8.4.4. The displaced employee must submit a written request to displace to the Department of Human Resources within seven (7) calendar days of the displaced employee's notice of displacement.

8.4.6 Illustrative Chart For purposes of this displacement procedure, the chart below illustrates equivalent classifications, their hierarchy, and the order in which an employee may exercise displacement rights.

"A" employee can displace:	A B	D E	G
"B" employee can displace:	B	E	G
"D" employee can displace:		D E	G
"E" employee can displace:		E	E G
"G" employee can displace:			G

8.5 Reduction to Part-time

In the event that a full-time employee's position is reduced, but as a result of that reduction continues to qualify as a full-time employee as defined in Section 8.2.1, the employee is not entitled to displace any other employee regardless of seniority. In the event that a full-time employee's position is reduced to part-time as defined in Section 8.2.2, the employee may accept the reduced position or may elect to displace in accordance with the provisions of Section 8.4.

8.6 Changes in Assignment

In the event that an employee's position is eliminated, or reduced to part-time as defined in Section 8.2.12, and another position is available within the employee's current classification for which the employee has the necessary skills and qualifications as determined by the Employer, the Employer will transfer the employee to that assignment. An employee in this situation is not entitled to displace any other employee regardless of seniority.

8.7 Layoff Application

An employee on layoff retains seniority and right to recall within an equal or lower classification in seniority order for a period of fifteen (15) months after the date of layoff, subject to the provisions of Section 8.8 below.

8.8 Recall

An employee will be recalled by seniority for a position within the same or a lower classification held prior to layoff for which ~~he or she is~~ are qualified. Seniority between classifications is in

accordance with the chart in Section 8.4.6.

8.8.1 Recall Notice If a position becomes available for an employee who is on layoff, the Employer will mail by U.S. ~~mail~~ a notice of recall to the recalled employee and ~~a~~ Association ~~President~~. The employee has ten (10) calendar days from the date this notice is mailed to accept reemployment. If an employee does not believe ~~he or she is~~ they are qualified for the vacant position, ~~he or she~~ they may submit in writing to the Department of Human Resources reasons the employee believes ~~he or she is~~ they are not qualified. This written submission must be made to Department of Human Resources within five (5) business days of being contacted by the Employer. If the employee's written acceptance of the available position is not received by the Department of Human Resources within the ten- (10) calendar day period, the employee has waived recall to the position then available.

The employer will provide training to recalled employees unless the employee is recalled to ~~his or her~~ their original position.

8.8.2 Future Reinstatement Rights The employee also forfeits any future reinstatement of employment rights subject to the following provision. An employee on layoff may only reject reemployment without forfeiting any future reinstatement of employment rights if (1) ~~he or she was~~ they were in a full-time position and ~~was~~ were recalled to a part-time position; (2) ~~he or she was~~ they were recalled to a position in a lower classification; or (3) ~~he or she was~~ they were not qualified for the position as determined in Section 8.8.1.

8.9 Reemployment after Layoff

An employee who is separated as a result of layoff and who has not forfeited reinstatement rights under Section 8.8 will have years of service reinstated without limit upon reemployment, without regard to the number of years between the separation date and reemployment for the purpose of reaching a longevity step, tax-deferred matching contribution, and vacation benefits.

9. **DUTY DAYS, HOURS, AND OVERTIME**

9.1 Duty Days

The specific scheduling of duty days for each nine or ten-month employee is determined by the Employer at the beginning of the year, after consultation between the employee and the immediate supervisor, which should include the employee's identification of any observed religious holidays.

9.2 Regular Workweek Work Week

Forty (40) hours, exclusive of thirty (30) -minute lunch periods, constitutes the regular workweek work week. There are two (2) paid break periods of fifteen (15) minutes each during each workday consisting of eight (8) or more hours. The specific hours of work and break times for an individual employee are established by the employee's immediate supervisor. The workweek work week begins at 12:01 a.m. on Sunday and concludes at midnight on the following Saturday.

9.3 Overtime and Compensatory Time

An employee will be paid at one and one-half (1.5) times the regular rate for all hours worked at the Employer's request in excess of forty (40) hours in any one workweek work week. Authorized sick leave and holiday pay is considered time worked for the purpose of computing overtime. An employee required to work on a Sunday or scheduled holiday is paid two (2) times the regular rate of pay for this time worked.

With mutual agreement between the Employer and the employee, an employee will accrue compensatory time for all hours worked in excess of forty (40) hours at the rate of one and one-half (1.5) hours in lieu of overtime payment.

9.3.1 Definitions related to section 9.3

- Contracted 40 hour per week employees will accrue compensatory time for all hours worked in excess of forty (40) hours at the rate of one and one-half (1.5) hours in lieu of overtime payment.
- Employees contracted to work fewer than 40 hours per week will accrue 1 one hour of compensatory time for each hour worked up to forty (40) hours in any one work week.
- Employees contracted to work fewer than 40 hours per week, upon reaching 40 hours in any one work week, will accrue compensatory time at the rate of one and one-half (1.5) times the regular rate for all hours worked in excess of 40 hours at the Employer's request.

The Employer may offer compensatory time off in lieu of overtime pay, to the extent authorized by law. An employee is not required to accept compensatory time in lieu of overtime pay. Compensatory time will be calculated as described above. An employee's scheduling of compensatory time is subject to approval by the employee's supervisor. Compensatory time must be used or paid out every 90 days with the exception of the end of the fiscal year as noted below. If the

Employer chooses to offer compensatory time in lieu of overtime pay, the employee may choose to bank the time as compensatory time. The immediate supervisor shall keep appropriate records of all compensatory time earned and provide such records to the Human Resources Department to be loaded into the Employer's electronic leave system for use by the employee and used by the employee. Appropriate records include copies of the District form titled: Request for Overtime or Use of Compensatory Time, (Appendix I to Policy 431) and copies of time sheets submitted for payment of overtime.

An employee may accrue a maximum of forty (40) hours of compensatory time at any given time within each 90 day period. Once the forty (40) hour limit has been reached, the employee shall be paid monetary overtime for all hours of overtime work beyond the forty (40) hour limit. If the compensatory time is not used within 90 days, it will be paid out in the next available payroll upon submission of approved timesheet. Compensatory time may not be carried over to the next 90 day period of time. Compensatory time may not be used after June 15 or carried over from one fiscal year to the next. Any accrued compensatory time remaining on June 16 will automatically be paid to the employee earned in the last quarter of the fiscal year ending June 30th shall be paid by submission of approved timesheet on the 6/30 June 30 payroll.

Upon separation from the District, an employee will be paid for all supervisor-approved and unused compensatory time up to the accrued 40 hour limit.

9.4 Replacement Pay

An employee assigned on a temporary basis to an EPASS position in a higher classification for a period of more than three (3) consecutive working days is compensated at the higher rate of pay retroactive to the first day of the assignment. Step placement for the temporary assignment corresponds with the step placement of the employee's normal assignment.

Except in cases of emergency, an employee has the right to refuse to work outside of the EPASS unit. An employee asked to perform the work of an employee outside of the unit for a period of more than three (3) consecutive working days may request consideration for a pay rate different from the employee's regular pay rate. An employee has the right to refuse to work outside of his or her classification. The Employer's decision to permit or deny the employee's request is not subject to the grievance and arbitration procedure.

A part-time employee temporarily working in a higher EPASS classification is compensated at the higher rate of pay for the length of the assignment.

9.5 Emergency/Weather Closing

An employee will be paid as follows in the event that school is delayed in opening, canceled, or closes early-:

Delayed Opening: An employee will adjust hours to announced starting time and is paid regular pay (e.g., if school starts one hour late, report one hour later than usual unless normal start time is the same or later than announced starting time).

School Canceled: An employee is not required to work when school is closed and will receive regular pay. An employee may be required to work an alternative day if school is subsequently rescheduled without any additional pay.

Early Closing: If an employee is sent home, the employee will be paid balance of scheduled hours.

10. VACATIONS AND HOLIDAYS

10.1 Vacations for Twelve-Month Employees

An twelve-month employee will be provided paid vacation time ~~or vacation pay~~ as described below. A scheduled holiday that falls within an employee's vacation period is not counted as a vacation day. An employee hired after July 1 ~~June 30th~~ will receive a prorated number of vacation days. Payment for vacation taken or paid in excess of that which was earned will be deducted from the employee's pay.

~~10.1.1 Paid Vacation Time for Twelve-month Employees A twelve-month employee receives vacation days as set forth in the following schedule.~~ The specific period of vacation is subject to the approval of the employee's supervisor. An employee may carry up to eleven (11) days of vacation from one fiscal year to the next.

Provided that an employee notifies the Employer in writing a minimum of ten (10) duty days in advance of intent to resign, an employee will be paid for unused, earned vacation. The maximum number of vacation days accumulated at the time employment is severed is eleven (11) carryover days plus vacation earned in the last fiscal year of employment.

A twelve-month, part-time employee receives pro rata vacation.

Years of Service	Twelve-Month Employees
	Number of Vacation Days (Hours shown are for 1.0 FTE an 8-hour per day Employee)
1-2	10 (80)
3-4	13 (104)
5-8	16 (128)
9	17 (136)
10	18 (144)
11-12	19 (152)
13	20 (160)
14-19	22 (176)
20 and above	25 (200)

10.1.2 Paid Vacation for Ten-month Employees A ten-month employee receives seven days of vacation pay per year, which is included in their 217 paid days. After completing 6 years of service, an employee will receive an additional day of vacation pay per year, with a maximum of six additional days.

10.1.3 Paid Vacation for Nine-month Employees A nine-month employee receives five days of vacation pay per year, which is included in their 195 paid days. After completing six years of service, an employee will receive an additional day of vacation pay per year, with a maximum of one additional day.

10.1.4 Paid Vacation for Part-time Employees A part-time employee receives pro rata vacation.

10.2 Holidays

The Employer will observe twelve (12) paid holidays per year for 12 twelve-month employees and nine (9) paid holidays for 9 nine-month and 10 ten-month employees on which an employee is not ordinarily scheduled to work. Placement of holidays for each year will be determined by the Employer each spring.

11. LEAVES AND ABSENCES

11.1 Basic Leave Allowance

An employee receives a basic leave allowance of one (1) working day (equal to regular daily hours 1.0 FTE) per month for absence without deduction from pay. An employee working less than eight (8) hours per day 1.0 FTE receives basic leave on a prorated basis.

The basic leave allowance may be used for sick leave, family illness leave, personal leave and religious observance leave under the terms

and conditions set forth in this Section. The leave is requested using the ~~district's~~ Employer's electronic leave system. This leave is deducted from the employee's ~~basic~~ accumulated basic leave allowance. Basic leave not used during any fiscal year accumulates without limit.

11.1.1 Sick Leave An employee may use one (1) day of accumulated basic leave allowance for each day of absence due to illness or injury. An employee who has been absent may be required to present a statement from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five (5) consecutive working days must present this certification. If the Employer requires a certification for an absence of less than six (6) days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five (5) consecutive working days, an employee will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

An employee receiving wage replacement benefits under the provisions of the Workers' Compensation Act is paid the difference between the wage replacement benefit and the employee's regular daily rate of pay to the extent that accumulated basic leave is available.

An employee receiving wage replacement benefits under the provisions of long-term disability insurance is paid the difference between the wage replacement benefit and the employee's regular daily rate of pay to the extent accumulated basic leave is available. Deductions from the employee's accumulated basic leave are according to the pro rata portion of basic leave used.

11.1.2 Family Illness Leave An employee may use ~~up to 12 days~~ of accumulated basic leave in a fiscal year for serious illness of the employee's spouse, children, parents, or any relative or non-relative living in the employee's household in accordance with state or federal law.

An employee may use accumulated basic leave allowance for absences due to an illness or injury to the employee's dependent child for reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave for the employee's own

illness or injury.

11.1.3 Bereavement Leave For a death in the immediate family up to five (5) days of accumulated basic leave may be used per incident. The immediate family includes spouse, children, parents, brother, sister, grandparents, in-laws of a similar degree of relationship, or any relative or non-relative living in the employee's household. For death or illness in other than the immediate family, up to three days of leave allowance may be used per incident.

An employee may, without deduction from pay or leave, also attend local funerals when (1) the absence involves approximately two (2) hours and (2) coverage can be arranged from other employees, as necessary.

11.1.4 Personal Leave An employee may use up to four (4) days of accumulated basic leave during a fiscal year for personal leave. No more than two (2) days will be taken consecutively unless approved by the employee's direct supervisor. The specific reason for the requested leave does not have to be given.

Requests for personal leave must be submitted via the Employer's electronic leave system in writing to the employee's immediate supervisor at least three (3) duty days in advance except in cases of extreme emergency.

An employee making a timely request for use of personal leave may use such leave unless the employee is notified that his or her their request is denied. Adequate staffing for buildings and/or departments must be ensured as determined by the supervisor.

~~The employee must ensure that he or she has personal leave days available. An employee is encouraged to check availability of personal leave by logging into the Employer's electronic leave system.~~

11.1.5 Religious Holiday Observance Leave

Up to three (3) days leave shall be granted to an employee EPASS member for required religious holiday observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. These days shall be deducted from the basic leave allowance. Notification must be submitted to the Human Resources Department Superintendent, or the authorized representative, in

writing, via the Employer's electronic leave system at least two (2) weeks prior to such absence.

11.2 Emergency Sick Leave Bank (ESLB) Disaster Leave

The Employer and Association have developed an emergency sick leave bank (ESLB) for qualifying employees who have exhausted all paid leave options including basic leave, vacation, workers' compensation (if applicable), and any other state and/or federal paid leave programs. Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee from duty, including intermittent absences that are related to the same medical condition, and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave.

An eligible employee must use all forms of paid leave before accessing donated leave from the ESLB. There is a mandatory five (5) day waiting period before an eligible employee can access donated leave.

Examples:

Eligible employee has fifteen (15) days of paid leave. They can access donated leave starting from the sixteenth (16th) day of their absence.

Eligible employee has three (3) days of paid leave. They will use their three (3) days of paid leave for the first three (3) days of their absence. They will be on unpaid leave from days four (4) through five (5). They can access donated leave starting from the sixth (6th) day of their absence.

The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other unit employees to support colleagues experiencing such circumstances.

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the Employer. Employees who choose not to participate in the ESLB at the time of hire can only join during the month of September for the upcoming school year. To do so, they must donate one (1) basic leave day on or before September 30 of that year.

When an employee separates from the School District, they have the option to donate any earned and unused basic leave to the ESLB.

All donations to the ESLB are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

If at any point the ESLB is not self-sustaining, the Employer and Association may request additional donations. Employees that did not donate at the beginning of their employment may choose to participate at that time by donating one (1) basic leave day within the open enrollment period. Open enrollment may be allowed at other times with the mutual agreement of the Employer and Association.

Recipient Eligibility. Membership will be open to all regularly contracted unit employees. An employee who has exhausted all forms of paid leave may apply for leave from the ESLB for a medical emergency, as defined above, by submitting an application and a medical certification from the employee or immediate family member's treating physician to the Human Resources Department. Employees may not begin to use sick leave from the ESLB until the Employer has approved the application. No application will be approved if the ESLB does not contain donated days of leave. The Employer will inform the Association when an application for sick leave from the ESLB has been approved.

No employee may withdraw more than sixty-five (65) consecutive days from the ESLB. After sixty-five (65) days, an employee must be approved for long-term disability or return to work. No employee may withdraw more than one hundred ten (110) days during their career with the Employer unless the Employer and the Association agree to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

Employees will immediately become ineligible for the ESLB if they become eligible to receive long-term disability benefits, workers' compensation, state and/or federal paid leave benefits, or other pay or other benefits in place of any part of their salary.

An employee who is experiencing a catastrophic illness, or who is needed to care for an immediate family member who is experiencing a catastrophic illness, and who has exhausted all paid leave provided by the Employer, and is not eligible for paid leave via state or federal law, may request donated paid leave. and For the duration of the contract, refer to the Disaster/Sick Leave Pool Memorandum of Understanding which supersedes this section upon the establishment of the Sick Leave Pool.

The Employer will provide disaster leave coverage for an employee who has exhausted accumulated basic leave prior to the commencement of long-term disability insurance benefits. An employee becomes eligible for disaster leave coverage after the employee has been continuously disabled and unable to work for 15 consecutive duty days, as certified by a physician. Disaster leave payments begin on the first duty day following the last day of basic leave payment and continues only for the period during which the employee remains continuously disabled and unable to work. Employer contributions toward group insurance coverage will continue while the employee is receiving disaster leave payments.

Disaster leave payments cease in any event after the 65th duty day of absence.

11.3 Parental Leave

Any employee is eligible to request for a leave of absence without pay for a period of up to twelve (12) months for child care childcare. The employee will submit an application for parental leave at least sixty (60) calendar days before the leave is to begin. The sixty- (60) day notice requirement may be waived when an emergency makes this notice impossible. Childcare Child care begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave of absence results in termination of employment. The employee will be reinstated to the employee's original job or to a clerical position with no reduction of monthly pay and retains all seniority and leave benefits accrued prior to taking the leave of absence.

11.4 Family, Medical and Parental Leave

An eligible employee may be entitled to up to twelve (12) weeks of unpaid leave per twelve-month period consistent with law and the terms of the Employer's leave policy and procedure, as it may be amended from time to time at the sole discretion of the Employer. Leaves taken under other sections that also qualify as leave under the federal and state Family Medical Leave Act and provisions are coordinated and taken simultaneously.

11.5 Leave of Absence Without Pay

An employee is eligible for a leave of absence without pay for a period of up to ninety (90) calendar days, without loss of seniority, for the purpose of caring for a spouse, child, or parent during an extended illness. The Employer may also approve, at its sole discretion, a request for a leave without pay for other purposes. Failure to return to work upon expiration of a leave of absence

results in termination of employment. An employee on leave of absence under this ~~s~~Section retains accrued benefits that the employee had accrued at the time of the commencement of the leave.

11.6 Judicial Leave

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular rate of pay and the payments received for the jury or court duty, unless the employee is a party in the case. If the ~~School Board~~ Employer is a party in litigation, the employee receives regular pay while attending as a witness at the request of the ~~School Board~~ Employer or its co-defendant in the case.

11.7 Substitutes During Leaves of Absence

If a twelve-month employee is granted a leave of absence of less than one (1) year or a ten-month or nine-month employee is granted a leave of absence less than a work year, ~~his or her~~ their position will be filled with a temporary employee who will be discharged without rights to Section 8 or Section 11.1. An employee granted this duration of leave is returned to ~~his or her~~ their previous position so long as that position still exists. A position vacant due to the above-mentioned type of leave of absence may be filled by the Employer without posting the position; however, if the employee on leave of absence does not return to work, the temporary employee will be terminated, and the position must be posted at that time. If there is no available position then this employee would invoke displacement procedure described in Section 8.4.

11.8 Incentive Leave

An employee earns one (1) unrestricted incentive leave day with pay if ~~they the employee~~ completes the full prior fiscal year without using any leave allowance for ~~personal~~ sick leave, family illness leave, or personal leave, as provided for in Sections 11.1, 11.2, 11.4, and 11.5 of this Agreement. This incentive leave day may be used upon three days written notice to the employee's supervisor. This day may not accumulate from one fiscal year to the next.

11.9 Superintendent's Discretionary Leave

Other types of absence not included herein are subject to the discretion of the Superintendent.

~~11.10 Return from Leaves of Absence (Delete as Redundant-See 11.7 Above)~~

If a twelve-month employee is granted a leave of absence of more than one year or a ten-month or nine-month employee is granted a leave of absence of more than a work year, the position will be filled with a non-temporary employee. An employee granted this duration of leave is returned to any available position within his or her classification for which they are qualified as determined by the Employer. If there is no available position then this employee would invoke displacement procedure described in Section 8.4.

12. **INSURANCE** BENEFITS

12.1 Group Insurance Policies

The Employer will provide an employee working a regular schedule of thirty (30) or more hours per week the program of group insurance coverage described in this Section. The provisions of this Section are merely descriptive of the coverage provided, and that an employee's eligibility for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

In the event there is a change in any of the carriers, the matter will be referred to the Insurance Committee for recommendation to management, subject to Minn. Stat. § 471.6161, Subd. 5.

12.25 Hospitalization-Medical Insurance

An eligible employee may participate in the Employer's hospitalization-medical insurance plan. Participation in the medical insurance program is voluntary. The Employer will contribute the following amounts toward the monthly premium of each employee enrolled in the coverages available.

Type of Coverage	Monthly Employer Contribution	Monthly Employer Contribution
		As of January 1, 2025
Single	\$577	\$577 725
Single + One	\$805	\$805
Family	\$1048	\$1048

In the event an employee selects a medical insurance plan for which the monthly premium is less than the Employer contribution, the Employer will deposit, into an employee's health reimbursement plan, the difference between the Employer contribution and the amount of the monthly premium.

An employee will contribute, through payroll deduction, any excess

monthly premium remaining after the Employer's contribution toward the type of coverage for which the employee is enrolled.

Employees who are receiving wage replacement benefits under the provisions of the Workers' Compensation Act or long-term disability insurance remain eligible for the Employer contribution for hospitalization-medical insurance.

12.36 Dental Insurance

An eligible employee may participate in the Employer's dental plan. ~~An employee who elects to enroll in the program will contribute the entire premium through payroll deduction. The Employer will contribute the following amounts toward the monthly premium of each employee enrolled in the coverages available.~~

<u>Type of Coverage</u>	<u>Monthly Employer Contribution</u> As of January 1, 2025
Single	\$25
Single + One	\$25
Family	\$25

~~An employee will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the employee is enrolled.~~

12.42 Life Insurance

An eligible employee may participate in the Employer's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. ~~Life insurance benefits are reduced by 50% when an employee reaches age 70.~~ The Employer pays the entire premium for coverage. An eligible employee may apply for supplemental group term life insurance according to the Employer's current life insurance plan.

12.54 Accidental Death and Dismemberment Coverage

An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to ~~his or her~~ their basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

12.63 Long-Term Disability Insurance

An eligible employee may participate in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage. An employee receiving long-term disability

insurance benefits also remains eligible for Employer contributions for hospitalization-medical insurance.

~~12.7 Retirement Contribution Plans~~ (MOVED TO COMPENSATION-SECTION 5)

~~12.78~~ Flexible Benefits Plan

An employee covered by this Agreement is eligible to participate in the Flexible Benefits Plan established by the Employer pursuant to the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

13. DISCIPLINE AND DISCHARGE

13.1 Probationary Period

A new employee serves a probationary period of ~~one-hundred twenty~~ (120) duty days, during which time the Employer has the unqualified right to discharge the employee without assigning any cause and without recourse to the grievance procedure. At any time during the probationary period, the employee may request a review of ~~his or her~~ ~~their~~ performance. An additional ~~sixty~~ (60) ~~working~~ day extension of the probationary period may be required upon the mutual agreement of the Employer and the Association.

13.2 Discipline and Discharge

After an employee has completed the probationary period, the Employer may discipline or discharge an employee for just cause. A supervisor will adhere to School Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees). Disciplinary action normally includes the following actions and will normally be taken in the following order, except in cases of serious misconduct:

1. Oral Warning—notification and warning to employee;
2. Written Reprimand—formal notification in writing to employee;
3. Suspension Without Pay—loss of work and wages for a specified period of time;
4. Discharge—termination of employment.

13.3 Representative and Employee's Personnel File

An employee has the right to request and have an Association representative present during any disciplinary action. The ~~Employer~~ ~~district~~ will ask the employee if they want EPASS representation prior to meeting for any disciplinary action. The employee and ~~his or her~~ ~~their~~ representative designee have access to the employee's personnel file. The employee and ~~his or her~~ ~~their~~ representative will be

provided with a copy of any disciplinary letter entered into these files and have the right to respond to the letter.

Any disciplinary action beyond an oral warning will be part of the employee's personnel file. The letter must include a statement of the rationale for the disciplinary action taken. A copy of the disciplinary letter will be provided to the Association President when written warning, suspension, or discharge is involved provided that the Association has been in consultation with the employee and Employer.

If the employee disputes information contained in the personnel file and the Employer does not agree to remove or revise the disputed information, the employee may submit a written statement explaining the employee's position. This statement must be part of the personnel file for as long as the Employer maintains it. No written allegation is a basis for discipline unless it has been entered into an employee's personnel file.

Any non-disciplinary or disciplinary notice, which has been in the employee's file for at least two (2) years, may be removed upon appeal by the employee to the Director of Human Resources. In determining whether removal of the notice is appropriate, the Director of Human Resources shall consider any appropriate factors including, but not limited to, the severity of the conduct referenced in the notice, and the employee's conduct since the time of the notice. The employee may have EPASS representation at the appeal, if desired.

14. GRIEVANCES AND ARBITRATION

14.1 Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

14.2 First Step

An employee or group of employees with a grievance will meet with the immediate supervisor within ten (10) business days after becoming aware of the incident giving rise to the grievance, in an attempt to resolve the grievance. If the parties are unable to resolve the grievance within five (5) scheduled working days of the meeting, the grievance will be denied. The employee may appeal the grievance to the second step. Failure to timely appeal will constitute a waiver of the grievance.

14.3 Second Step

An employee who is not satisfied with the disposition of the grievance of the first step will file a written statement of the grievance with the Director of Human Resources within ten (10) scheduled working days following the meeting with the supervisor. The written statement must be dated and signed by the employee and/or the exclusive representative and will set forth the facts and state the provisions of this Agreement allegedly violated. The employee and/or exclusive representative and the Director of Human Resources will meet and attempt to resolve the grievance within five (5) scheduled working days after filing of the written grievance with the Director of Human Resources. If the grievance is resolved, the written terms of resolution will be signed by both parties. If no resolution is reached within five (5) scheduled working days after the grievance was filed with the Director of Human Resources, the grievance will be denied. The employee may appeal the grievance to the third step. Failure to timely submit the grievance to the third step will constitute a waiver of the grievance.

14.4 Third Step

An employee who is not satisfied with the disposition of the grievance at the second step will file a copy of the written statement of the grievance with the Superintendent within ten (10) scheduled working days following the completion of the second step. The employee and/or exclusive representative and the Superintendent or designee will meet and attempt to resolve the grievance. If the grievance is resolved, the written terms of resolution will be signed by both parties. If no resolution is reached, the grievance will be denied. The Association may submit the grievance to arbitration. Failure to timely file a written notice of intent to arbitrate will constitute a waiver of the grievance.

14.5 Submission to Arbitration

The Association may submit to arbitration any grievance properly processed through the third step of the grievance procedure. The Association must file a written notice of intent to arbitrate with the Superintendent within fifteen (15) scheduled working days following the completion of the third step. Arbitration is conducted according to PELRA. A grievance may only be advanced to final and binding arbitration provided that the employee has not elected to pursue a veteran's discharge hearing and the timeline for such hearing has been exhausted, if applicable.

14.6 Jurisdiction and Authority of Arbitrator

The arbitrator has jurisdiction only over those grievances properly

submitted to arbitration in accordance with the terms of this Agreement. The arbitrator has no power to add to or subtract from, or change, modify or amend in any way the terms and conditions of employment set forth in this Agreement. All witnesses will be sworn upon oath by the arbitrator.

14.7 Representation

An employee, supervisor, or administrator may be represented at any stage of the formal grievance procedure by any person or agent designated by the party to act in the **employee's** **their** behalf.

14.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the specified time limitations are considered as a maximum and every effort will be made to expedite the process. The time limitations may be extended only by mutual consent. Failure of an employee or the Association to comply with the limitations specified constitutes a waiver of the grievance. Failure of a supervisor or the Employer to act within the time limitations specified constitutes a denial of the grievance and the employee or the Association may proceed to the next stage.

14.9 Arbitrator's Decision

The arbitrator issues a written decision and order including findings of fact which are based upon substantial and competent evidence presented at the hearing. The arbitrator's decision must be rendered within **thirty (30)** days after the close of the hearing. The arbitrator's decision is subject to all the limitations of arbitration decisions set forth in PELRA. Within these constraints, the arbitrator's decision is final and binding.

14.10 Expenses

The Association and Employer bears its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties equally share fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript pays for the copy.

14.11 Grievance Mediation

Upon the completion of the third step, either party may request grievance mediation provided by the Bureau of Mediation Services ("BMS"), if there is mutual agreement to do so. In the event grievance mediation does not result in resolution of the grievance, the Association may file with the Superintendent a written notice of intention to arbitrate not more than fifteen (15) scheduled business days after the Mediator declares the grievance mediation unsuccessful. Decisions by either party as to its participation in the grievance mediation process may not be presented in arbitration.

15. MISCELLANEOUS

15.1 Staff Development

An employee or the Employer may request specific training, or the Employer may require specific training. Reimbursement for training is subject to the prior approval of the Employer. Attendance at approved training will be granted without loss of pay.

15.2 Personnel Files

All evaluations and files generated ~~within the school district~~ by the Employer relating to an employee are available during regular school business hours to an employee upon reasonable notice. The employee has the right to reproduce any of the contents of the files at the employee's expense, and to submit for inclusion in the file, written information in response to any material contained therein. The contents of these files will be subject to the School District's Employer's record disposition retention schedule.

15.3 ~~Payments~~ 15.3.1 Employee Severance Pay at Retirement

A written letter of intent to retire will be sent provided to Human Resources at least ten (10) working days prior to the last day of employment.

A member who has reached at least sixty-two (62) years of age will receive severance pay for up to twenty (20) years of continuous service to the district Employer in the amount \$250 for each year. The employee must have a minimum of fifteen (15) years in the district working for the Employer, ten (10) of which are in the unit. A payment will be made to the employee's 403B account at the end of the fiscal year on June 30. The account must be with an investment company from the approved list of companies with the Edina Public Schools Employer.

An EPASS employee who does not currently have a retirement investment account with the **District Employer** will be required to complete and submit the 'Salary Reduction Agreement - Retirement Plans' form. This form is located on the **District Employer** website and must be completed and submitted by June 1st of the fiscal year to the payroll department before the retirement severance payment can be made.

The total payment to **anyone (1)** an employee will not exceed \$5,000.00.

15.4 Labor-Management Committee

The Employer and Association agree to the creation of a Labor-Management Committee ("Committee") for the purpose of developing a cooperative relationship between the parties through open dialogue and joint problem solving. The Committee will meet quarterly, unless both parties agree to meet more or less often. The Director of Human Resources and Association President will jointly schedule quarterly meeting dates and times prior to July 1 of the fiscal year. Each party will select up to three (3) representatives to attend Committee meetings. The number of Committee members may be expanded by mutual agreement of the Employer and Association. The Employer will provide the facilities for Committee meetings.

16. DURATION AND RENEGOTIATION OF AGREEMENT

16.1 Term of Agreement

This Agreement becomes effective July 1, **2022 2024**, and continues in full force and effect to and including June 30, **2024 2026**, and annually thereafter, except as modified or terminated in accordance with the provisions of this Section.

16.2 Effect of Agreement

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

16.3 Termination or Modification

Either party desiring to terminate or modify this Agreement must notify the other party in writing at least **sixty (60)** days but not more than **ninety (90)** days prior to June 30, **2024 2026**, or at least **sixty (60)** days but not more than **(90)** days prior to June 30 of any year thereafter. A notice of desire to modify this Agreement will set forth proposed modifications sought by the party and all clauses of

this Agreement for which no modification is sought are renewed automatically.

16.4 Negotiations During Term

The parties mutually acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the Employer and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate, except by mutual consent if doing so is consistent with PELRA, regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though the matters may not have been within the knowledge or contemplation of either or both parties at the time this Agreement was negotiated or executed.

17. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**INDEPENDENT SCHOOL DISTRICT
NO. 273**

**EDINA PROFESSIONAL ASSOCIATION
OF SUPPORT STAFF (EPASS)**

Chairperson Board Chair

President

Board Clerk

Vice President

Dated this ___ day of _____ **2024**.

Dated this ___ day of _____ **2024**.

APPENDIX A

POSITION CLASSIFICATIONS

CLASSIFICATION A

~~Accounting Specialist~~

Departmental Specialist, Classification A

Facilities Scheduler

~~Student Services Department Specialist, Classification A~~

Principal's Administrative Assistant

CLASSIFICATION B

~~Accounts Payable Specialist~~

Departmental Specialist, Classification B

~~Student Services Department Specialist, Classification B~~

Welcome Center Specialist

CLASSIFICATION D

Office Assistant, Classification D

CLASSIFICATION E

Due Process Specialist

~~Student Services Department Specialist, Classification E~~

Office Assistant, Classification E

Media Assistant

CLASSIFICATION G

~~Media Assistant~~

~~Teacher Administrative Assistant~~

APPENDIX B

EDINA PUBLIC SCHOOLS
Memorandum of Understanding
Employee Feedback Process

It is agreed to by and between the Edina Professional Association of Support Staff ("Union") and Independent School District No. 273, Edina Public Schools ("District") as follows:

1. The Union and District will implement a feedback form for all members of the union.
2. The feedback form will be implemented for the 2022-2023 and 2023-2024 school years.
3. The district will communicate timelines and process to applicable supervisors.
4. The Union and District will jointly communicate timelines and process to the members of the group.
5. An amount up to \$400 per member has been set aside for the 2022-2023 and 2023-2024 school years for the implementation of a performance-based incentive as determined by the achievement of the individual goals.
6. The purpose of the feedback form is to provide feedback between supervisor and employee and provide an opportunity for job related performance conversation between supervisor and employee.

FOR: Edina Professional Association of Support Staff

President _____ Date _____

Vice President _____ Date _____

FOR: Independent School District No. 273, Edina Public Schools

Chairperson _____ Date _____

Clerk

Date

EPASS ANNUAL FEEDBACK FORM

It is the belief of EPASS members that Edina Public Schools recognizes that its employees are its greatest asset, and the aim of the District is to equitably develop and achieve every employee's full potential.

EPASS employees will meet with their supervisors to review areas of focus, standards of performance, and training opportunities. Supervisors will meet with EPASS employees in the fall to discuss what their focus will be for the year. They will meet in the winter to check in and again in the spring to review, discuss, and give feedback.

This performance feedback form is a tool for reviewing and further developing an employee's skills. This form is not to be used for disciplinary purposes. Any disciplinary and discharge actions must follow section 13.2 of the EPASS contract.

EPASS Annual Feedback Form

Employee Name: _____
Job Title: _____
Supervisor: _____
Date: _____

FALL FOCUS: DUE OCT. 15TH

Feedback Summary

What are the employee's strengths?

What are the employee's areas to focus on for improvement?

Employee Feedback

What is going well? What areas do you want to focus on for the next year?

What would you like your supervisor to know about your job? What training would benefit your position?

Employee Signature: _____

Supervisor Signature: _____

WINTER CHECK IN: DUE FEBRUARY 15TH

Comments:

Employee Signature: _____

Supervisor Signature: _____

JOB FEEDBACK SUMMARY: DUE MAY 15TH

E	Exceeds Expectations — exceeds normal requirements of job
P	Proficient — meets position requirements.
I	Improvement Needed — meets only some of the position requirements.
U	Unsatisfactory — does not meet position requirements, needs more direction/training

Feedback Items: Please use the rating scale above.			
General quality of work:		Communication/Customer Service:	
When given clear & concise directions, employee completes assigned work efficiently and within an established time frame.		Clearly expresses oneself verbally.	
Self-manages by setting own priorities, completing work on schedule and utilizing resources when needed.		Clearly expresses ideas and information in written format.	
Seeks information to solve problems or to follow through with a task; self-starter. Demonstrates flexibility.		Responds promptly and respectfully in a culturally and linguistically sensitive manner.	
Teamwork:		Dependability:	
Regularly works well with others for the success of students, staff, others and District.		Regularly arrives on time.	

Comments:

Employee Signature: _____

Supervisor Signature: _____

Completed EPASS Feedback Form will be sent to the Human Resources Department on or before May 15th.

APPENDIX C

EPASS MOU Memorandum of Understanding Between Edina Public Schools and EPASS Disaster/Sick Leave Pool

WHEREAS, Independent School District 273, Edina Public Schools ("District") and Edina Professional Association of Support Staff ("EPASS") have a common mission to support staff who suffer from an accident, illness or a recurring illness that exhausts their basic leave bank or who need to care for a family member who suffers from an accident, illness or recurring illness that exhausts their basic leave bank.

Be it THEREFORE resolved:

1. This MOU will supersede the language in the Agreement Section 11.2 Disaster Leave if approved by members for the 2022-2024 contract years.

Starting the Sick Leave Pool

- To initiate the Sick Leave Pool requires a minimum of 1,040 hours contributed by EPASS members to the pool and a minimum of 50% + 1 of EPASS members participating.
- Members who wish to participate in the Sick Leave Pool will be required to donate at least one (1) full-time equivalency day to the Sick Leave Pool.

Purpose

- The purpose of the Sick Leave Pool is to provide additional sick leave days to those members or immediate family members suffering from an accident, illness, or a recurring illness who have exhausted their sick leave.
- The Sick Leave Pool coordinates with Long Term Disability (LTD) which begins after an EPASS member has been absent from their position sixty-five (65) consecutive work days. After 65 days the EPASS member must apply for LTD or return to work.

Membership

- EPASS members of the District, as defined in the Agreement, are eligible to be members of the Sick Leave Pool.

- In order to be members of the Sick Leave Pool they must donate at least one (1) day or full-time equivalency and may donate an unlimited number of hours.
- EPASS members must complete and submit a Sick Leave Pool enrollment form to join the Sick Leave Pool.
- New members shall be eligible to join the Sick Leave Pool within thirty (30) days of hire, or within 30 calendar days of the beginning of any succeeding school year.
- Members shall be eligible to join the Sick Leave Pool as full members within 30 calendar days of the beginning of any succeeding school year. Members eligible to join the Sick Leave Pool in 2020-2022, who then join at a later date, will donate one (1) day for each year for which they declined membership in the pool.
- A request to withdraw from membership in the Sick Leave Pool shall be in writing to the Sick Leave Pool Committee prior to ten (10) duty days after the beginning of any school year.
- Members who have accessed the Sick Leave Pool shall remain members of the Sick Leave Pool for the duration of their career in the District and cannot withdraw membership from the pool.
- All days donated to the Sick Leave Pool shall be irretrievable by the donor.
- The member cannot exceed the career maximum of 130 days of use including previous days used as disaster leave under Section 11.2 of the Agreement.

Sick Leave Committee

- The Sick Leave Pool shall be administered by the Sick Leave Pool Committee composed of two (2) employees appointed by the EPASS board and one (1) non-voting member to be appointed by the department of Human Resources.

Request

- A request for use of Sick Leave Pool days must be given in writing to HR and must be accompanied by a licensed physician verification that the applicant or the applicant's immediate family member is unable to work. For this section, an immediate family member includes a spouse, children, parents, or any relative or non-relative living in the employee's household. HR will confirm the receipt of the request within 48 hours.
- The Sick Leave Committee will review requests for use of Sick Leave Pool. Approval will be granted based on:

- a. The member requesting access to Sick Leave Pool is a member of the Sick Leave Pool.
 - b. The requesting member has exhausted all basic sick leave time.
 - c. The member has provided a physician's certification verifying the need of leave.
 - d. The member has not exceeded the career maximum of 130 days of use including previous days used as disaster leave under Section 11.2 of the Agreement.
- Human Resources will share a non-confidential version of the request with the Leave Committee. The Leave Committee will review all requests in a timely manner and a majority vote of the Leave Committee will determine whether or not a request is approved.
 - Human Resources will inform the member of its decision in writing. A member may request that the Leave Committee reconsider its decision by providing additional information within ten (10) days of the member's receipt of the Leave Committee's decision.
 - Complete FMLA paperwork must be provided to the District upon application for use of the Sick Leave Pool if applicable.

Eligibility

- A Sick Leave Pool is available for use by an EPASS member (as defined in the EPASS Agreement) experiencing a short or long term illness of the individual member or a member of their immediate family (limited to spouse, children, parents, or any relative or non-relative living in the employee's household) on a case-by-case basis.
- Members who become members of the Sick Leave Pool and who are working less than full-time (40 hours per week) shall be eligible for benefits only for the pro-rata portion of the school day for which they are employed.
- Members receiving workers' compensation are not eligible to draw from the Sick Leave Pool.
- Sick leave days may be drawn from the Sick Leave Pool for 9 and 10 month EPASS members as per the member's duty day calendar turned into Human Resources.
- Benefits from the Sick Leave Pool will end upon a member's qualification for benefits from the long-term disability insurance plan, the receipt of PERA, or Social Security.

Donation of Sick Days

- Should the number of days in the Sick Leave Pool at the end of the school year be less than five hundred and twenty (520) hours, the committee shall have a leave drive or require each member of the pool to donate one (1) full time equivalent day. Members will be able to donate their basic leave under Section 11.1.1 of the Agreement into the Sick Leave Pool during any leave drive. All donated hours will be deducted from the contributors' accrued basic leave totals under Section 11.1.1 of the Agreement. A member may donate unlimited hours during a drive.
- A Leave Drive may occur at the discretion of the Sick Leave Committee.
- Upon retirement or separation from the District, any EPASS member whether they are currently a member of the Sick Leave Pool or not, may donate any unused sick leave to the Sick Leave Pool. This clause takes effect for retirements as of January 1, 2022 to be added to the Sick Leave Pool at its inception.

This agreement will be reviewed during contract negotiations for the 2024-2026 contract, and is subject to recertification by both parties.

Section 11.2 Disaster Leave will remain in the EPASS Agreement for the 2022-2023 and the 2023-2024 school years during which time the Sick Leave Pool will be reviewed to determine its viability for the 2024-2026 contract.

The District and EPASS are in agreement with the above language as evidenced by their representatives' signatures below.

Representative for:

EPASS **ISD 273, Edina Public Schools**

_____	_____
President	Chairperson

_____	_____
Vice President	Clerk

_____	_____
Date	Date



DEFINING EXCELLENCE

AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273

EDINA PUBLIC SCHOOLS

AND THE

**EDINA PROFESSIONAL ASSOCIATION OF SUPPORT STAFF
(EPASS)**

JULY 1, 2024 THROUGH JUNE 30, 2026

TABLE OF CONTENTS

	<u>Page</u>
1. PURPOSE	1
2. DEFINITIONS	1
2.1 Definitions	1
3. MANAGEMENT RIGHTS	2
3.1 Authority of the Employer	2
3.2 Provisions Contrary to Law	2
4. ASSOCIATION RIGHTS	2
4.1 Recognition	2
4.2 Dues Check-Off	3
4.3 School Buildings and Facilities	3
4.4 Board Agenda	3
4.5 Information	3
4.6 Released Time for Association Activities	4
5. COMPENSATION	4
5.1 Hourly Wage Schedule	4
5.2 Extra Compensation for Nine and Ten-Month Employees	5
5.3 Initial Wage Placement and Continuous Service Criteria for Longevity Steps L10 and L20	5
5.4 Performance-Based Incentive	6
5.5 Reemployment after Voluntary Separation	6
5.6 Pay Periods	7
5.7 Retirement Contribution Plans	7
6. RECLASSIFICATION	8
6.1 Reclassification	8
6.2 Changes in Pay Equity Evaluation Systems	8
7. JOB OPENINGS	8
7.1 Notice of Job Openings	8
7.2 Application for Job Openings	8
8. LAYOFF AND RECALL	9
8.1 Recognition	9
8.2 Definitions	9
8.3 Seniority Date	9
8.4 Displacement Rights	9
8.5 Reduction to Part-time	11
8.6 Changes in Assignment	11
8.7 Layoff Application	11
8.8 Recall	11
8.9 Reemployment after Layoff	12

9. DUTY DAYS, HOURS, AND OVERTIME	12
9.1 Duty Days	12
9.2 Regular Workweek	12
9.3 Overtime and Compensatory Time	13
9.4 Replacement Pay	13
9.5 Emergency/Weather Closing	14
10. VACATIONS AND HOLIDAYS	14
10.1 Vacations for Twelve-Month Employees	14
10.2 Holidays	15
11. LEAVES AND ABSENCES	15
11.1 Basic Leave Allowance	15
11.2 Emergency Sick Leave Bank (ESLB)	17
11.3 Parental Leave	19
11.4 Family, Medical, and Parental Leave	19
11.5 Leave of Absence Without Pay	19
11.6 Judicial Leave	20
11.7 Substitutes During Leave of Absence	20
11.8 Incentive Leave	20
11.9 Superintendent's Discretionary Leave	20
12. INSURANCE BENEFITS	21
12.1 Group Insurance Policies	21
12.2 Hospitalization-Medical Insurance	21
12.3 Dental Insurance	21
12.4 Life Insurance	22
12.5 Accidental Death and Dismemberment Coverage	22
12.6 Long-Term Disability Insurance	22
12.7 Flexible Benefits Plan	22
13. DISCIPLINE AND DISCHARGE	22
13.1 Probationary Period	22
13.2 Discipline and Discharge	23
13.3 Representative and Employee's Personnel File	23
14. GRIEVANCES AND ARBITRATION	24
14.1 Grievance	24
14.2 First Step	24
14.3 Second Step	24
14.4 Third Step	24
14.5 Submission to Arbitration	25
14.6 Jurisdiction and Authority of Arbitrator	25
14.7 Representation	25
14.8 Time Limitations	25
14.9 Arbitrator's Decision	26
14.10 Expenses	26
14.11 Grievance Mediation	26
15. MISCELLANEOUS	26
15.1 Staff Development	26
15.2 Personnel Files	26
15.3 Employee Severance Pay at Retirement	27
15.4 Labor-Management Committee	27

16. DURATION AND RENEGOTIATION OF AGREEMENT	28
16.1 Term of Agreement	28
16.2 Effect of Agreement	28
16.3 Termination or Modification	28
16.4 Negotiations During Term	28
17. DOCUMENT AUTHORIZATION	29
APPENDIX A POSITION CLASSIFICATIONS	30

1. PURPOSE

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools ("Employer") and the Edina Professional Association of Support Staff, EPASS ("Association")

This Agreement is intended to promote constructive and harmonious relationships between the Employer and its employees; to establish equitable and peaceful procedures for the resolution of differences over terms and conditions of employment; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment that have been agreed upon by the Employer and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended ("PELRA").

2. DEFINITIONS

2.1 Definitions

The following definitions are applicable to terms used in this Agreement:

2.1.1 Twelve-Month Employees are defined as employees that are assigned by the Employer to work twelve-months each year, inclusive of paid holidays and vacation. Although the number of duty days may vary slightly from one calendar year to the next, a typical work year for a twelve-month employee is two-hundred sixty (260) paid days. During years in which there are more than two-hundred sixty (260) duty days, the additional day(s) wages will be paid accordingly based on the employee's hourly rate.

2.1.2 Ten-Month Employees are defined as all employees that are assigned by the Employer to work for ten-months of each year. A typical work year for a ten-month employee includes two-hundred ten (210) duty days, inclusive of nine (9) paid holidays. Ten-month employees also receive extra compensation as provided in Subsection 5.2. Ten-month employees will meet with their supervisor to complete a duty day calendar at the beginning of each school year. It is expected that ten-month employees will work on all student contact days with limited exception.

2.1.3 Nine-Month Employees are defined as all employees that are assigned by the Employer to work for nine-months of each year. A typical work year for a nine-month employee includes one-hundred

ninety (190) duty days, inclusive of nine (9) paid holidays. Nine-month employees also receive extra compensation as provided in Section 5.2. Nine-month employees will meet with their supervisor to complete a duty day calendar at the beginning of each school year. It is expected that nine-month employees will work on all student contact days with limited exception.

2.1.4 Experience Credit for each employee will be determined as of July 1 each year. An employee hired prior to January 1 will be given credit for one (1) year of experience.

2.1.5 Other Terms Other terms not specifically defined have the definitions given them under PELRA.

3. MANAGEMENT RIGHTS

3.1 Authority of the Employer

State law has vested in the Employer the full authority to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, rules, and regulations for the district. All such authority of the Employer continues unimpaired, except as limited by a specific provision of this Agreement.

3.2 Provisions Contrary to Law

Any portion of this Agreement that violates any provision of the state or federal law is null and void and without force and effect. The provisions of this Agreement are severable.

4. ASSOCIATION RIGHTS

4.1 Recognition

The Employer recognizes the Association as the exclusive representative of all employees in the following appropriate unit as certified by the Minnesota Bureau of Mediation Services in Case No. 94-PTR-1005:

All office clerical employees who are employed in salary classifications a through g of Independent School District No. 273, Edina, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, including those on leave of absence who are guaranteed a position upon their return, excluding supervisory, confidential, and all other employees.

The Association has those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

4.2 Dues Check-Off

The Employer agrees to withhold dues for membership in the Association through payroll deduction for those employees authorizing the dues withholding. The Employer will forward these dues to the Association.

The Association will indemnify, defend, and hold the Employer harmless against any claims made against and any suits instituted against the Employer, its officers, or employees, by reason of the Association dues deductions.

4.3 School Buildings and Facilities

The Association has the right in accordance with established regulations to reasonable use of school buildings and facilities provided the use does not interfere with normal school activities or functions. The Association's Executive Board and its designees serving on district-wide committees has the right to use district mailboxes and email for the purpose of communicating meeting dates; distributing minutes of meetings; and sharing information such as internal position vacancies, benefit information, and educational opportunities. The Employer reserves the right to assess charges for additional custodial expense or for other additional operational expense beyond normal maintenance costs resulting from this use.

4.4 Board Agenda

The board agenda is made available on the district website prior to the board meeting. If the School Board does not approve the personnel recommendations as contained in the board agenda, the Employer will inform the Association President in writing of any changes from the board agenda within twenty-four (24) hours after the board meeting.

4.4.1 Seniority List The current seniority list will be made available to the Association within fifteen (15) working days of any changes.

4.5 Information

The Association will have access upon reasonable notice, to any available financial information not deemed confidential, necessary for the Association to exercise its responsibilities as exclusive representative.

4.6 Released Time for Association Activities

The Association will be allowed up to a total of ten (10) days annually to be used by officers or agents of the Association. The Association agrees to notify the Superintendent or designee, no less than five (5) business days in advance of the date for intended use of this leave. The cost of Association representative wages is equally borne by the Employer and the Association. The Association agrees to reimburse the Employer within thirty (30) calendar days of the absence.

5. COMPENSATION

5.1 Hourly Wage Schedule

The following hourly wage schedule applies to an employee covered by this Agreement:

Effective July 1, 2024 through June 30, 2025:

Step	Class A	Class B	Class D	Class E
1	\$25.14	\$24.13	\$23.19	\$22.09
2	\$25.60	\$24.55	\$23.42	\$22.42
3	\$26.28	\$25.51	\$23.99	\$22.91
4	\$27.69	\$26.65	\$24.89	\$23.49
5	\$29.66	\$28.48	\$25.44	\$24.45
L10	\$30.56	\$29.41	\$26.27	\$25.31
L20	\$32.85	\$31.27	\$28.88	\$27.86

All eligible employees will advance one (1) step on the above wage schedule as of July 1, 2024.

Effective July 1, 2025 through June 30, 2026:

Step	Class A	Class B	Class D	Class E
1	\$26.14	\$25.09	\$24.11	\$22.97
2	\$26.62	\$25.53	\$24.36	\$23.31
3	\$27.33	\$26.53	\$24.95	\$23.82
4	\$28.80	\$27.71	\$25.88	\$24.43
5	\$30.84	\$29.62	\$26.46	\$25.43
L10	\$31.78	\$30.59	\$27.32	\$26.33
L20	\$34.16	\$32.52	\$30.04	\$28.97

All eligible employees will advance one (1) step on the above wage

schedule as of July 1, 2025.

5.2 Extra Compensation for Nine and Ten-Month Employees

Nine and ten-month employees will receive extra compensation annually based on their years of service in the EPASS unit. A nine or ten-month employee's extra compensation is calculated by multiplying their hourly rate by their regularly scheduled daily hours, multiplied by the service multiplier listed on the chart below. The extra compensation is provided in installments spread evenly over an employee's annual pay periods. If an employee terminates employment prior to the end of their contract year, they will receive a prorated amount of the extra compensation up to their last date of employment.

Years of Service in EPASS Unit	Nine-Month Employee Service Multiplier	Ten-Month Employee Service Multiplier
1-6	5	7
7	6	8
8	6	9
9	6	10
10	6	11
11	6	12
12+	6	13

5.3 Initial Wage Placement and Continuous Service Criteria for Longevity Steps L10 and L20

Credit may be given for appropriate outside experience when determining initial wage placement. New employees with appropriate experience may be placed on steps 1 through 5 with approval of the Director of Human Resources, or designee. Wage step placement will be determined as of July 1 of each year.

5.3.1 L10 Longevity Step New employees in EPASS positions are not eligible to be placed on the L10 longevity step during their first year in the position. If an employee has appropriate experience qualifying them for an initial wage placement at step 5, and the employee has nine (9) years of continuous service with the Employer before their EPASS position, then they must complete one (1) year at step 5 before being eligible for placement on the L10 longevity step.

5.3.2 L20 Longevity Step New employees in EPASS positions are not eligible to be placed on the L20 longevity step during their first year in the position. If an employee has appropriate experience qualifying them for an initial wage placement at step 5, and the employee has nineteen (19) years of continuous service with the Employer before their EPASS position, then they must complete one (1) year at step 5 before being eligible for placement on the L20 longevity step.

Refer to subsection 5.5 (Reemployment after Voluntary Separation) for details on initial wage placement and continuous service criteria for employees originally hired before October 1, 2012, who are returning to employment after voluntarily separating.

Refer to subsection 8.9 (Reemployment after Layoff) for details on initial wage placement and continuous service criteria for employees who originally hired before October 1, 2012, who are returning to employment after layoff.

5.4 Performance-Based Incentive

An amount up to \$400.00 per full-time employee has been set aside for 2024-2025 and 2025-2026 for the implementation of a performance-based incentive. The Employer will communicate timelines and process to applicable supervisors, after review with the Association President. The amount of an employee's incentive will be based on the achievement of individual goals as determined by their supervisor. Part-time employees are eligible for a prorated performance-based incentive.

5.5 Reemployment after Voluntary Separation

This paragraph applies to an employee, reemployed after July 1, 2008, who is reemployed by the Employer after separation from employment (1) due to voluntary resignation that occurred without cause; and (2) reemployed within five (5) years of the separation date with the Employer. The employee will have previously completed years of service with the Employer reinstated to a maximum of five (5) years. Reinstatement of years of service only applies toward the length of service required to reach a longevity step, tax-deferred matching contribution, and vacation benefits. Step placement is governed by Subsection 5.3 of the Agreement.

An employee reemployed prior to July 1, 2008 remains as credited when reemployed. An employee who is reemployed by the Employer more than five years after the separation date will have one year of service apply toward the length of service required to reach a longevity step, tax-deferred matching contribution, and vacation benefits.

5.6 Pay Periods

Twelve-month employees are paid twice monthly, on the fifteenth and the thirtieth day of each month. If the fifteenth (15th) or the thirtieth (30th) day of the month fall on a weekend or holiday, then employees will be paid on the preceding business day.

A ten-month employee has the option of twenty-one (21) or twenty-four (24) pay periods. A nine-month employee has the option of nineteen (19) or twenty-four (24) pay periods. An employee must make this election prior to July 1 or at the time of initial employment. The initial payday for ten-month employees is August 30 and for nine-month employees is September 15, assuming hours were worked in the prior pay period. Nine and ten-month employees are paid twice monthly during their applicable pay periods, on the fifteenth and the thirtieth day of the month. If the fifteenth (15th) or the thirtieth (30th) day of the month fall on a weekend or holiday, then employees will be paid on the preceding business day.

5.7 Retirement Contribution Plans

An employee may contribute a portion of their annual base salary to the employee's retirement contribution plans, either tax-deferred or not tax-deferred, subject to the following subsections.

5.7.1 Approved Plans The employee's contribution plans must be district-approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

5.7.2 Eligibility for Matching Salary Deduction for Tax-Deferred 403(b) Matching Contribution Plan An employee is eligible to participate in the tax-deferred 403(b) matching contribution plan if (1) the employee has completed five (5) years of service with the Employer and (2) the employee is assigned to work twenty (20) hours or more per week. The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount they are eligible to receive under Subsection 12.7.3.

5.7.3 Employer Contribution for Tax-Deferred 403(b) Matching Contribution Plan The amount of the Employer contribution will be two (2) percent of the employee's annual base salary as specified in Section 5.1.

6. RECLASSIFICATION

6.1 Reclassification

All reclassification changes are made after consultation with the Association President and the district Job Evaluation Consultant. Job titles included in each classification as of the effective date of this Agreement are set forth in Appendix A. The Employer has the right to reclassify positions as appropriate due to changed circumstances such as changes in workload or job content.

6.2 Changes in Pay Equity Evaluation Systems

An employee whose position is reclassified at a lower level because of a change in the Employer's pay equity evaluation system will remain at their current classification. A new employee in a reclassified position will be placed at the appropriate reclassified level.

7. JOB OPENINGS

7.1 Notice of Job Openings

The Employer will post on its website for seven (7) business days non-temporary job openings not filled by reassignment. All postings will be posted for internal and external candidates simultaneously. All postings submitted by 12:00 p.m. will count as the first business day. Qualifications for any opening are those listed in the Employer's official job description.

The Employer will post all open positions in a timely manner and will make every reasonable attempt to ensure positions are not left vacant.

The Employer will contact the Association President when jobs are posted.

7.2 Application for Job Openings

An eligible employee covered by this agreement who submits an internal application using the employer's online application system for any vacancy posted pursuant to this Subsection will be interviewed. The employer and its agents will give fair and objective consideration to internal candidates. Probationary employees are not eligible to apply for a posted vacancy.

An internal applicant not hired for a position shall be informed by the hiring agent of the specific reason(s) why they were not chosen.

An employee promoted from a lower classification to a higher classification shall receive an immediate hourly wage increase.

8. LAYOFF AND RECALL

8.1 Recognition

The parties recognize the principle of seniority in the application of this Section, subject to the restrictions and limitations stated below.

8.2 Definitions

8.2.1 Full-time Employee A full-time employee for purposes of Section 8 only is defined as an employee who works thirty (30) or more hours per week.

8.2.2 Part-time Employee A part-time employee for purposes of Section 8 only is defined as an employee who works fewer than thirty (30) hours per week.

8.2.3 Calendar Day A calendar day is defined as each day of the week, Sunday through Saturday. If the last day of a timeline is on a holiday, Saturday or Sunday, the timeline will be extended to 4:30 p.m. on the following business day.

8.3 Seniority Date

An employee acquires seniority upon completion of the probationary period as defined in this Agreement. Upon acquiring seniority, the seniority date relates back to the date of hire of continuous service within the appropriate unit and is accumulative only within this appropriate unit.

8.4 Displacement Rights

8.4.1 Written Notice of Layoff An employee whose position is being eliminated or reduced from full-time to part-time will be sent written notice via email and U.S. mail of the position elimination or reduction from full-time to part-time no fewer than fourteen (14) calendar days before the last working day in the current position. The Department of Human Resources will send a copy of the notice to the representative designated by the Association at the same time it is sent to the affected employee.

The affected employee can elect to displace ("bump") in accordance with Section 8.4.3 and Section 8.4.4.

8.4.2 Written Displacement Request The affected employee must submit a written request to displace to the Department of Human Resources within seven (7) calendar days of the affected employee's receipt of notice of layoff.

8.4.3 Displacement Procedures, General Guidelines The affected employee may elect to accept reduced hours being offered by the Employer as provided in Section 8.5, accept layoff subject to recall rights as provided in this Agreement, or displace using the following displacement procedures. The Department of Human Resources will use the current seniority list to facilitate any elected displacement procedures.

Displacement occurs in accordance with the chart in Section 8.4.6. A part-time employee cannot displace a full-time employee, nor can an employee displace an employee in a higher classification.

An employee serving in more than one classification is considered, for Section 8.4 only, as a member of the classification in which the employee's regular assignment produces the greatest monthly earnings.

8.4.4 Displacement Procedures, Process The affected employee will displace the employee least senior within the affected employee's job classification provided they meet the minimum requirements for the position as described on the current job description or demonstrate they have the skills necessary to perform the essential duties of the position as determined by the Department of Human Resources.

If no opportunity exists for displacement within the employee's job classification, the employee will displace the employee least senior in the next lower job classification. If this opportunity does not exist, the affected employee will displace the employee who is the next least senior within that job classification. This displacement procedure will continue until the affected employee reaches the most senior employee in the lowest classification.

8.4.5 Displaced Employees Each subsequently displaced employee may elect to displace using the process in Section 8.4.4. The displaced employee must submit a written request to displace to the Department of Human Resources within seven (7) calendar days of the displaced employee's notice of displacement.

8.4.6 Illustrative Chart For purposes of this displacement procedure, the chart below illustrates equivalent

classifications, their hierarchy, and the order in which an employee may exercise displacement rights.

"A" employee can displace:	A B	D E	G
"B" employee can displace:	B	E	G
"D" employee can displace:		D E	G
"E" employee can displace:		E	E

8.5 Reduction to Part-time

In the event that a full-time employee's position is reduced, but as a result of that reduction continues to qualify as a full-time employee as defined in Section 8.2.1, the employee is not entitled to displace any other employee regardless of seniority. In the event that a full-time employee's position is reduced to part-time as defined in Section 8.2.2, the employee may accept the reduced position or may elect to displace in accordance with the provisions of Section 8.4.

8.6 Changes in Assignment

In the event that an employee's position is eliminated, or reduced to part-time as defined in Section 8.2.2, and another position is available within the employee's current classification for which the employee has the necessary skills and qualifications as determined by the Employer, the Employer will transfer the employee to that assignment. An employee in this situation is not entitled to displace any other employee regardless of seniority.

8.7 Layoff Application

An employee on layoff retains seniority and right to recall within an equal or lower classification in seniority order for a period of fifteen (15) months after the date of layoff, subject to the provisions of Section 8.8 below.

8.8 Recall

An employee will be recalled by seniority for a position within the same or a lower classification held prior to layoff for which are qualified. Seniority between classifications is in accordance with the chart in Section 8.4.6.

8.8.1 Recall Notice If a position becomes available for an employee who is on layoff, the Employer will mail by U.S. Mail a notice of recall to the recalled employee and Association President. The employee has ten (10) calendar days from the date this notice is mailed to accept reemployment. If an employee does not believe they are qualified for the vacant position, they may submit in writing to the Department of Human Resources

reasons the employee believes they are not qualified. This written submission must be made to Department of Human Resources within five (5) business days of being contacted by the Employer. If the employee's written acceptance of the available position is not received by the Department of Human Resources within the ten (10) calendar day period, the employee has waived recall to the position then available.

The employer will provide training to recalled employees unless the employee is recalled to their original position.

8.8.2 Future Reinstatement Rights The employee also forfeits any future reinstatement of employment rights subject to the following provision. An employee on layoff may only reject reemployment without forfeiting any future reinstatement of employment rights if (1) they were in a full-time position and were recalled to a part-time position; (2) they were recalled to a position in a lower classification; or (3) they were not qualified for the position as determined in Section 8.8.1.

8.9 Reemployment after Layoff

An employee who is separated as a result of layoff and who has not forfeited reinstatement rights under Section 8.8 will have years of service reinstated without limit upon reemployment, without regard to the number of years between the separation date and reemployment for the purpose of reaching a longevity step, tax-deferred matching contribution, and vacation benefits.

9. DUTY DAYS, HOURS, AND OVERTIME

9.1 Duty Days

The specific scheduling of duty days for each nine or ten-month employee is determined by the Employer at the beginning of the year, after consultation between the employee and the immediate supervisor, which should include the employee's identification of any observed religious holidays.

9.2 Regular Workweek

Forty (40) hours, exclusive of thirty (30) minute lunch periods, constitutes the regular workweek. There are two (2) paid break periods of fifteen (15) minutes each during each workday consisting of eight (8) or more hours. The specific hours of work and break times for an individual employee are established by the employee's immediate supervisor. The workweek begins at 12:01 a.m. on Sunday and concludes at midnight on the following Saturday.

9.3 Overtime and Compensatory Time

An employee will be paid at one and one-half (1.5) times the regular rate for all hours worked at the Employer's request in excess of forty (40) hours in any workweek. Authorized sick leave and holiday pay is considered time worked for the purpose of computing overtime. An employee required to work on a Sunday or scheduled holiday is paid two (2) times the regular rate of pay for this time worked.

With mutual agreement between the Employer and the employee, an employee will accrue compensatory time for all hours worked in excess of forty (40) hours at the rate of one and one-half (1.5) hours in lieu of overtime payment.

The Employer may offer compensatory time off in lieu of overtime pay, to the extent authorized by law. An employee is not required to accept compensatory time in lieu of overtime pay. Compensatory time will be calculated as described above. An employee's scheduling of compensatory time is subject to approval by the employee's supervisor. If the Employer chooses to offer compensatory time in lieu of overtime pay, the employee may choose to bank the time as compensatory time. The immediate supervisor shall keep appropriate records of all compensatory time earned and provide such records to the Human Resources Department to be loaded into the Employer's electronic leave system for use by the employee.

An employee may accrue a maximum of forty (40) hours of compensatory time at any given time. Once the forty (40) hour limit has been reached, the employee shall be paid monetary overtime for all hours of overtime work beyond the forty (40) hour limit. Compensatory time may not be used after June 15 or carried over from one fiscal year to the next. Any accrued compensatory time remaining on June 16 will automatically be paid to the employee on the June 30 payroll.

Upon separation from the District, an employee will be paid for all supervisor-approved and unused compensatory time.

9.4 Replacement Pay

An employee assigned on a temporary basis to an EPASS position in a higher classification for a period of more than three (3) consecutive working days is compensated at the higher rate of pay retroactive to the first day of the assignment. Step placement for the temporary assignment corresponds with the step placement of the employee's normal assignment.

Except in cases of emergency, an employee has the right to refuse to work outside of the EPASS unit. An employee asked to perform the work of an employee outside of the unit for a period of more than three (3)

consecutive working days may request consideration for a pay rate different from the employee's regular pay rate. The Employer's decision to permit or deny the employee's request is not subject to the grievance and arbitration procedure.

A part-time employee temporarily working in a higher EPASS classification is compensated at the higher rate of pay for the length of the assignment.

9.5 Emergency/Weather Closing

An employee will be paid as follows in the event that school is delayed in opening, canceled, or closes early.

Delayed Opening: An employee will adjust hours to announced starting time and is paid regular pay (e.g., if school starts one hour late, report one hour later than usual unless normal start time is the same or later than announced starting time).

School Canceled: An employee is not required to work when school is closed and will receive regular pay. An employee may be required to work an alternative day if school is subsequently rescheduled without any additional pay.

Early Closing: If an employee is sent home, the employee will be paid balance of scheduled hours.

10. VACATIONS AND HOLIDAYS

10.1 Vacations for Twelve-Month Employees

A twelve-month employee will be provided paid vacation time as described below. A scheduled holiday that falls within an employee's vacation period is not counted as a vacation day. An employee hired after July 1 will receive a prorated number of vacation days. Payment for vacation taken or paid in excess of that which was earned will be deducted from the employee's pay.

The specific period of vacation is subject to the approval of the employee's supervisor. An employee may carry up to eleven (11) days of vacation from one fiscal year to the next.

Provided that an employee notifies the Employer in writing a minimum of ten (10) duty days in advance of intent to resign, an employee will be paid for unused, earned vacation. The maximum number of vacation days accumulated at the time employment is severed is eleven (11) carryover days plus vacation earned in the last fiscal year of

employment.

A twelve-month, part-time employee receives pro rata vacation.

Years of Service	<u>Twelve-Month Employees</u>
	<u>Number of Vacation Days</u> (Hours shown are for an 8-hour per day Employee)
1-2	10 (80)
3-4	13 (104)
5-8	16 (128)
9	17 (136)
10	18 (144)
11-12	19 (152)
13	20 (160)
14-19	22 (176)
20 and above	25 (200)

10.2 Holidays

The Employer will observe twelve (12) paid holidays per year for twelve-month employees and nine (9) paid holidays for nine-month and ten-month employees on which an employee is not ordinarily scheduled to work. Placement of holidays for each year will be determined by the Employer each spring.

11. LEAVES AND ABSENCES

11.1 Basic Leave Allowance

An employee receives a basic leave allowance of one (1) working day (equal to regular daily hours) per month for absence without deduction from pay. An employee working less than eight (8) hours per day receives basic leave on a prorated basis.

The basic leave allowance may be used for sick leave, family illness leave, personal leave and religious observance leave under the terms and conditions set forth in this Section. The leave is requested using the Employer's electronic leave system. This leave is deducted from the employee's accumulated basic leave allowance. Basic leave not used during any fiscal year accumulates without limit.

11.1.1 Sick Leave An employee may use one (1) day of accumulated basic leave allowance for each day of absence due to illness or injury. An employee who has been absent may be required to present a statement from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five (5)

consecutive working days must present this certification. If the Employer requires a certification for an absence of less than six (6) days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five (5) consecutive working days, an employee will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

An employee receiving wage replacement benefits under the provisions of the Workers' Compensation Act is paid the difference between the wage replacement benefit and the employee's regular daily rate of pay to the extent that accumulated basic leave is available.

An employee receiving wage replacement benefits under the provisions of long-term disability insurance is paid the difference between the wage replacement benefit and the employee's regular daily rate of pay to the extent accumulated basic leave is available. Deductions from the employee's accumulated basic leave are according to the pro rata portion of basic leave used.

11.1.2 Family Illness Leave An employee may use accumulated basic leave in a fiscal year for serious illness of the employee's spouse, children, parents, or any relative or non-relative living in the employee's household in accordance with state or federal law.

An employee may use accumulated basic leave allowance for absences due to an illness or injury to the employee's dependent child for reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave for the employee's own illness or injury.

11.1.3 Bereavement Leave For a death in the immediate family up to five (5) days of accumulated basic leave may be used per incident. The immediate family includes spouse, children, parents, brother, sister, grandparents, in-laws of a similar degree of relationship, or any relative or non-relative living in the employee's household. For death or illness in other than the immediate family, up to three days of leave allowance may be used per incident.

An employee may, without deduction from pay or leave, also attend

local funerals when (1) the absence involves approximately two (2) hours and (2) coverage can be arranged from other employees, as necessary.

11.1.4 Personal Leave An employee may use up to four (4) days of accumulated basic leave during a fiscal year for personal leave. No more than two (2) days will be taken consecutively unless approved by the employee's direct supervisor. The specific reason for the requested leave does not have to be given.

Requests for personal leave must be submitted via the Employer's electronic leave system to the employee's immediate supervisor at least three (3) duty days in advance except in cases of extreme emergency.

An employee making a timely request for use of personal leave may use such leave unless the employee is notified that their request is denied. Adequate staffing for buildings and/or departments must be ensured as determined by the supervisor.

11.1.5 Religious Holiday Observance Leave

Up to three (3) days leave shall be granted to an employee for required religious holiday observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. These days shall be deducted from the basic leave allowance. Notification must be submitted to the Human Resources Department via the Employer's electronic leave system at least two (2) weeks prior to such absence.

11.2 Emergency Sick Leave Bank (ESLB)

The Employer and Association have developed an emergency sick leave bank (ESLB) for qualifying employees who have exhausted all paid leave options including basic leave, vacation, workers' compensation (if applicable), and any other state and/or federal paid leave programs. Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee, including intermittent absences that are related to the same medical condition, from duty and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave.

An eligible employee must use all forms of paid leave before accessing

donated leave from the ESLB. There is a mandatory five (5) day waiting period before an eligible employee can access donated leave.

Examples:

Eligible employee has fifteen (15) days of paid leave. They can access donated leave starting from the sixteenth (16th) day of their absence.

Eligible employee has three (3) days of paid leave. They will use their three (3) days of paid leave for the first three (3) days of their absence. They will be on unpaid leave from days four (4) through five (5). They can access donated leave starting from the sixth (6th) day of their absence.

The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other unit employees to support colleagues experiencing such circumstances.

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the Employer. Employees who choose not to participate in the ESLB at the time of hire can only join during the month of September for the upcoming school year. To do so, they must donate one (1) basic leave day on or before September 30 of that year.

When an employee separates from the School District, they have the option to donate any earned and unused basic leave to the ESLB.

All donations to the ESLB are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

If at any point the ESLB is not self-sustaining, the Employer and Association may request additional donations. Employees that did not donate at the beginning of their employment may choose to participate at that time by donating one (1) basic leave day within the open enrollment period. Open enrollment may be allowed at other times with the mutual agreement of the Employer and Association.

Recipient Eligibility. Membership will be open to all regularly contracted unit employees. An employee who has exhausted all forms of paid leave may apply for leave from the ESLB for a medical emergency, as defined above, by submitting an application and a medical certification from the employee or immediate family member's treating

physician to the Human Resources Department. Employees may not begin to use sick leave from the ESLB until the Employer has approved the application. No application will be approved if the ESLB does not contain donated days of leave. The Employer will inform the Association when an application for sick leave from the ESLB has been approved.

No employee may withdraw more than sixty-five (65) consecutive days from the ESLB. After sixty-five (65) days, an employee must be approved for long-term disability or return to work. No employee may withdraw more than one hundred ten (110) days during their career with the Employer unless the Employer and the Association agree to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

Employees will immediately become ineligible for the ESLB if they become eligible to receive long-term disability benefits, workers' compensation, state and/or federal paid leave benefits, or other pay or other benefits in place of any part of their salary.

11.3 Parental Leave

An employee is eligible to request a leave of absence without pay for a period of up to twelve (12) months for childcare. The employee will submit an application for parental leave at least sixty (60) calendar days before the leave is to begin. The sixty (60) day notice requirement may be waived when an emergency makes this notice impossible. Childcare begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave of absence results in termination of employment. The employee will be reinstated to the employee's original job or to a clerical position with no reduction of monthly pay and retains all seniority and leave benefits accrued prior to taking the leave of absence.

11.4 Family, Medical, and Parental Leave

An eligible employee may be entitled to up to twelve (12) weeks of unpaid leave per twelve-month period consistent with law and the terms of the Employer's leave policy and procedure, as it may be amended from time to time at the sole discretion of the Employer. Leaves taken under other Sections that also qualify as leave under the federal and state Family Medical Leave Act and provisions are coordinated and taken simultaneously.

11.5 Leave of Absence Without Pay

An employee is eligible for a leave of absence without pay for a

period of up to ninety (90) calendar days, without loss of seniority, for the purpose of caring for a spouse, child, or parent during an extended illness. The Employer may also approve, at its sole discretion, a request for a leave without pay for other purposes. Failure to return to work upon expiration of a leave of absence results in termination of employment. An employee on leave of absence under this Section retains accrued benefits that the employee had accrued at the time of the commencement of the leave.

11.6 Judicial Leave

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular rate of pay and the payments received for the jury or court duty unless the employee is a party in the case. If the Employer is a party in litigation, the employee receives regular pay while attending as a witness at the request of the Employer or its co-defendant in the case.

11.7 Substitutes During Leaves of Absence

If a twelve-month employee is granted a leave of absence of less than one (1) year or a ten-month or nine-month employee is granted a leave of absence less than a work year, their position will be filled with a temporary employee who will be discharged without rights to Section 8 or Section 11.1. An employee granted this duration of leave is returned to their previous position so long as that position still exists. A position vacant due to the above-mentioned type of leave of absence may be filled by the Employer without posting the position; however, if the employee on leave of absence does not return to work, the temporary employee will be terminated, and the position must be posted at that time. If there is no available position, then this employee would invoke displacement procedure described in Section 8.4.

11.8 Incentive Leave

An employee earns one (1) unrestricted incentive leave day with pay if they complete the full prior fiscal year without using any leave allowance for sick leave, family illness leave, or personal leave, as provided for in Sections 11.1, 11.2, 11.4, and 11.5 of this Agreement. This incentive leave day may be used upon three days written notice to the employee's supervisor. This day may not accumulate from one fiscal year to the next.

11.9 Superintendent's Discretionary Leave

Other types of absence not included herein are subject to the discretion of the Superintendent.

12. INSURANCE BENEFITS

12.1 Group Insurance Policies

The Employer will provide an employee working a regular schedule of thirty (30) or more hours per week the program of group insurance coverage described in this Section. The provisions of this Section are merely descriptive of the coverage provided. An employee's eligibility for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

In the event there is a change in any of the carriers, the matter will be referred to the Insurance Committee for recommendation to management, subject to Minn. Stat. § 471.6161, Subd. 5.

12.2 Hospitalization-Medical Insurance

An eligible employee may participate in the Employer's hospitalization-medical insurance plan. The Employer will contribute the following amounts toward the monthly premium of each employee enrolled in the coverages available.

Type of Coverage	Monthly Employer Contribution	Monthly Employer Contribution As of January 1, 2025
Single	\$577	\$725
Single + One	\$805	\$805
Family	\$1048	\$1048

An employee will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the employee is enrolled. Employees who are receiving wage replacement benefits under the provisions of the Workers' Compensation Act or long-term disability insurance remain eligible for the Employer contribution for hospitalization-medical insurance.

12.3 Dental Insurance

An eligible employee may participate in the Employer's dental plan. The Employer will contribute the following amounts toward the monthly premium of each employee enrolled in the coverages available.

Type of Coverage	Monthly Employer Contribution As of January 1, 2025
Single	\$25
Single + One	\$25
Family	\$25

An employee will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the employee is enrolled.

12.4 Life Insurance

An eligible employee may participate in the Employer's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. The Employer pays the entire premium for coverage. An eligible employee may apply for supplemental group term life insurance according to the Employer's current life insurance plan.

12.5 Accidental Death and Dismemberment Coverage

An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to their basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

12.6 Long-Term Disability Insurance

An eligible employee may participate in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage. An employee receiving long-term disability insurance benefits also remains eligible for Employer contributions for hospitalization-medical insurance.

12.7 Flexible Benefits Plan

An employee covered by this Agreement is eligible to participate in the Flexible Benefits Plan established by the Employer pursuant to the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

13. DISCIPLINE AND DISCHARGE

13.1 Probationary Period

A new employee serves a probationary period of one-hundred twenty (120) duty days, during which time the Employer has the unqualified right to discharge the employee without assigning any cause and without recourse to the grievance procedure. At any time during the probationary period, the employee may request a review of their performance. An additional sixty (60) working day extension of the probationary period may be required upon the mutual agreement of the

Employer and the Association.

13.2 Discipline and Discharge

After an employee has completed the probationary period, the Employer may discipline or discharge an employee for just cause. A supervisor will adhere to School Board Policy 403 (Discipline, Suspension, and Dismissal of School District Employees). Disciplinary action normally includes the following actions and will normally be taken in the following order, except in cases of serious misconduct:

1. Oral Warning—notification and warning to employee;
2. Written Reprimand—formal notification in writing to employee;
3. Suspension Without Pay—loss of work and wages for a specified period of time;
4. Discharge—termination of employment.

13.3 Representative and Employee's Personnel File

An employee has the right to request and have an Association representative present during any disciplinary action. The Employer will ask the employee if they want EPASS representation prior to meeting for any disciplinary action. The employee and their representative designee have access to the employee's personnel file. The employee and their representative will be provided with a copy of any disciplinary letter entered into these files and have the right to respond to the letter.

Any disciplinary action beyond an oral warning will be part of the employee's personnel file. The letter must include a statement of the rationale for the disciplinary action taken. A copy of the disciplinary letter will be provided to the Association President when written warning, suspension, or discharge is involved provided that the Association has been in consultation with the employee and Employer.

If the employee disputes information contained in the personnel file and the Employer does not agree to remove or revise the disputed information, the employee may submit a written statement explaining the employee's position. This statement must be part of the personnel file for as long as the Employer maintains it. No written allegation is a basis for discipline unless it has been entered into an employee's personnel file.

Any non-disciplinary or disciplinary notice, which has been in the employee's file for at least two (2) years, may be removed upon appeal by the employee to the Director of Human Resources. In determining whether removal of the notice is appropriate, the Director of Human Resources shall consider any appropriate factors including, but not

limited to, the severity of the conduct referenced in the notice, and the employee's conduct since the time of the notice. The employee may have EPASS representation at the appeal, if desired.

14. GRIEVANCES AND ARBITRATION

14.1 Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

14.2 First Step

An employee or group of employees with a grievance will meet with the immediate supervisor within ten (10) business days after becoming aware of the incident giving rise to the grievance, in an attempt to resolve the grievance. If the parties are unable to resolve the grievance within five (5) scheduled working days of the meeting, the grievance will be denied. The employee may appeal the grievance to the second step. Failure to timely appeal will constitute a waiver of the grievance.

14.3 Second Step

An employee who is not satisfied with the disposition of the grievance of the first step will file a written statement of the grievance with the Director of Human Resources within ten (10) scheduled working days following the meeting with the supervisor. The written statement must be dated and signed by the employee and/or the exclusive representative and will set forth the facts and state the provisions of this Agreement allegedly violated. The employee and/or exclusive representative and the Director of Human Resources will meet and attempt to resolve the grievance within five (5) scheduled working days after filing of the written grievance with the Director of Human Resources. If the grievance is resolved, the written terms of resolution will be signed by both parties. If no resolution is reached within five (5) scheduled working days after the grievance was filed with the Director of Human Resources, the grievance will be denied. The employee may appeal the grievance to the third step. Failure to timely submit the grievance to the third step will constitute a waiver of the grievance.

14.4 Third Step

An employee who is not satisfied with the disposition of the grievance at the second step will file a copy of the written statement of the grievance with the Superintendent within ten (10) scheduled working

days following the completion of the second step. The employee and/or exclusive representative and the Superintendent or designee will meet and attempt to resolve the grievance. If the grievance is resolved, the written terms of resolution will be signed by both parties. If no resolution is reached, the grievance will be denied. The Association may submit the grievance to arbitration. Failure to timely file a written notice of intent to arbitrate will constitute a waiver of the grievance.

14.5 Submission to Arbitration

The Association may submit to arbitration any grievance properly processed through the third step of the grievance procedure. The Association must file a written notice of intent to arbitrate with the Superintendent within fifteen (15) scheduled working days following the completion of the third step. Arbitration is conducted according to PELRA. A grievance may only be advanced to final and binding arbitration provided that the employee has not elected to pursue a veteran's discharge hearing and the timeline for such hearing has been exhausted, if applicable.

14.6 Jurisdiction and Authority of Arbitrator

The arbitrator has jurisdiction only over those grievances properly submitted to arbitration in accordance with the terms of this Agreement. The arbitrator has no power to add to or subtract from, or change, modify or amend in any way the terms and conditions of employment set forth in this Agreement. All witnesses will be sworn upon oath by the arbitrator.

14.7 Representation

An employee, supervisor, or administrator may be represented at any stage of the formal grievance procedure by any person or agent designated by the party to act in their behalf.

14.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the specified time limitations are considered as a maximum and every effort will be made to expedite the process. The time limitations may be extended only by mutual consent. Failure of an employee or the Association to comply with the limitations specified constitutes a waiver of the grievance. Failure of a supervisor or the Employer to act within the time limitations specified constitutes a denial of the grievance and the employee or the Association may proceed to the next stage.

14.9 Arbitrator's Decision

The arbitrator issues a written decision and order including findings of fact which are based upon substantial and competent evidence presented at the hearing. The arbitrator's decision must be rendered within thirty (30) days after the close of the hearing. The arbitrator's decision is subject to all the limitations of arbitration decisions set forth in PELRA. Within these constraints, the arbitrator's decision is final and binding.

14.10 Expenses

The Association and Employer bears its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties equally share fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript pays for the copy.

14.11 Grievance Mediation

Upon the completion of the third step, either party may request grievance mediation provided by the Bureau of Mediation Services ("BMS") if there is mutual agreement to do so. In the event grievance mediation does not result in resolution of the grievance, the Association may file with the Superintendent a written notice of intention to arbitrate not more than fifteen (15) scheduled business days after the Mediator declares the grievance mediation unsuccessful. Decisions by either party as to its participation in the grievance mediation process may not be presented in arbitration.

15. MISCELLANEOUS

15.1 Staff Development

An employee or the Employer may request specific training, or the Employer may require specific training. Reimbursement for training is subject to the prior approval of the Employer. Attendance at approved training will be granted without loss of pay.

15.2 Personnel Files

All evaluations and files generated by the Employer relating to an

employee are available during regular school business hours to an employee upon reasonable notice. The employee has the right to reproduce any of the contents of the files at the employee's expense, and to submit for inclusion in the file, written information in response to any material contained therein. The contents of these files will be subject to the Employer's record retention schedule.

15.3 Employee Severance Pay at Retirement

A written letter of intent to retire will be provided to Human Resources at least ten (10) working days prior to the last day of employment.

A member who has reached at least sixty-two (62) years of age will receive severance pay for up to twenty (20) years of continuous service to the Employer in the amount \$250 for each year. The employee must have a minimum of fifteen (15) years working for the Employer, ten (10) of which are in the unit. A payment will be made to the employee's 403B account at the end of the fiscal year on June 30. The account must be with an investment company from the approved list of companies with the Employer.

An EPASS employee who does not currently have a retirement investment account with the Employer will be required to complete and submit the 'Salary Reduction Agreement - Retirement Plans' form. This form is located on the Employer website and must be completed and submitted by June 1st of the fiscal year to the payroll department before the retirement severance payment can be made.

The total payment to an employee will not exceed \$5,000.00.

15.4 Labor-Management Committee

The Employer and Association agree to the creation of a Labor-Management Committee ("Committee") for the purpose of developing a cooperative relationship between the parties through open dialogue and joint problem solving. The Committee will meet quarterly, unless both parties agree to meet more or less often. The Director of Human Resources and Association President will jointly schedule quarterly meeting dates and times prior to July 1 of the fiscal year. Each party will select up to three (3) representatives to attend Committee meetings. The number of Committee members may be expanded by mutual agreement of the Employer and Association. The Employer will provide the facilities for Committee meetings.

16. DURATION AND RENEGOTIATION OF AGREEMENT

16.1 Term of Agreement

This Agreement becomes effective July 1, 2024 and continues in full force and effect to and including June 30, 2026, and annually thereafter, except as modified or terminated in accordance with the provisions of this Section.

16.2 Effect of Agreement

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

16.3 Termination or Modification

Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days but not more than ninety (90) days prior to June 30, 2026, or at least sixty (60) days but not more than (90) days prior to June 30 of any year thereafter. A notice of desire to modify this Agreement will set forth proposed modifications sought by the party and all clauses of this Agreement for which no modification is sought are renewed automatically.

16.4 Negotiations During Term

The parties mutually acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the Employer and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate, except by mutual consent if doing so is consistent with PELRA, regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though the matters may not have been within the knowledge or contemplation of either or both parties at the time this Agreement was negotiated or executed.

17. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**INDEPENDENT SCHOOL DISTRICT
NO. 273**

**EDINA PROFESSIONAL ASSOCIATION
OF SUPPORT STAFF (EPASS)**

Board Chair

President

Board Clerk

Vice President

Dated this 5th day of August 2024.

Dated this __ day of _____ 2024.

APPENDIX A

POSITION CLASSIFICATIONS

CLASSIFICATION A

Departmental Specialist, Classification A
Facilities Scheduler
Principal's Administrative Assistant

CLASSIFICATION B

Departmental Specialist, Classification B
Welcome Center Specialist

CLASSIFICATION D

Office Assistant, Classification D

CLASSIFICATION E

Due Process Specialist
Office Assistant, Classification E
Media Assistant

VII.C. Policy Review (103, 113, 414, 415, 524,
806)



Board Meeting Date: 8/5/2024

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 103 Equal Educational Opportunity
- Policy 113 Data Requests
- Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 524 Electronic Technologies Acceptable Use
- Policy 806 Emergency Management

Recommendation: Approve the suggested modifications for Policies 103, 113, 414, 415, 524, 806.

Desired Outcome(s) from the Board: Approve suggested modifications.

Attachments:

1. Policy 103 Equal Educational Opportunity
2. Policy 113 Data Requests
3. Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
4. Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
5. Policy 524 Electronic Technologies Acceptable Use
6. Policy 806 Emergency Management

School District

Equal Educational Opportunity

I. Purpose

This policy provides guidance to ensure that equal educational opportunity is provided for all students of the school district.

II. General Statement of Policy

- A. The policy of the school district is to provide equal educational opportunity for all students. The district does not ~~unlawfully~~ discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, gender identity and expression, or age. The district also makes reasonable accommodations for students with disabilities.
- B. The district prohibits ~~the~~ harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violations of the district's policy on harassment and violence and the district's procedures for addressing such complaints, refer to the district's policy on harassment and violence (~~Policy 413~~).
- C. The ~~school~~ district prohibits discrimination of ~~students~~ **students** with a disability, within the intent of Section 504 of the Rehabilitation ~~a~~**A**ct of 1973 ("Section 504"), who need services, accommodations, or programs in order to ~~received~~ **receive** a free and appropriate public education. For information as to protections that may apply pursuant to Section 504 and the ~~school~~ district's corresponding procedures for addressing disability discrimination complaints, refer to the ~~school~~ district's policy on student disability nondiscrimination. (~~Policy 521~~).
- D. The ~~school~~ district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and ~~school~~ district's corresponding procedures and process for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (~~policy 522~~).
- E. This policy applies to all areas of education including academics, coursework,

co-curricular and extra-curricular activities, or other rights or privileges of enrollment.

- F. Every district employee is responsible for complying with this policy.
- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the district's human rights officer. In ~~Edina Public Schools~~ [the district](#), the ~~D~~irector of ~~H~~uman ~~R~~esources serves as the human rights officer.

Legal References:

Minn. Stat. § 121A.03, ~~S~~ubd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

[Minn. Stat. § 121A.04 \(Athletic Programs; Sex Discrimination\)](#)

20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

Policy 413 (Harassment and Violence [Prohibition, Students and Employees](#))

Policy 521 (Student Disability Nondiscrimination)

Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Policy

adopted: [03/19/07](#)

amended: [11/07/11](#)

revised: [07/17/18](#)

revised: [10/15/18](#)

revised: [10/17/22](#)

revised: [__/__/24](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

School District

Data Requests

I. Purpose

The school district recognizes its responsibility to disseminate public data as defined by state statute.

II. General Statement of Policy

The school district will ensure there is a clear process in place for requesting public data that complies with and follows the Minnesota Government Data Practices Act.

III. Definitions

For purposes of this policy, the definitions included in this section apply.

⊖ A. “Confidential Data on Individuals”

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data. ~~means the data is not available to the subject and not accessible by the public.~~

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and that data are not accessed by the name or other identifying data of any individual.

⊖ C. “Government Data” ~~is all~~

All data collected, created, received, maintained, or disseminated by a government entity in its various forms (e.g., paper, email, DVDs, photographs, etc.).

D. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority will withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the

responsibility authority determines that withholding the data would be in the best interest of the minor.

- E. “Inspection”
~~includes, but is not limited to, the~~
The visual inspection of paper and similar types of government data. It does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own equipment.
- F. Nonpublic Data
Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.
- G. Not Public Data
Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic or protected nonpublic.
- B H. “Private Data”
~~means the d~~ Data is available to the subject of the data and to district employees who need it to conduct the business of the district.
- I. Private Data on Individuals
Data made by the statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.
- J. Protected Nonpublic Data
Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.
- A K. Public Data
All government data collected, created, received, maintained, or disseminated by the ~~school~~ district, unless classified by statute, or temporary classification pursuant to state or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.
- L. Public Data Not on Individuals
Data accessible to the public pursuant to Minnesota Statutes section 13.03
- M. Public Data on Individuals
Data accessible to the public in accordance with the provisions of Minnesota Statutes section 13.03.

- F N. “Summary Data”
~~is~~ Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual ~~are~~ is ascertainable.

IV. Responsible Authority

- A. The superintendent or designee will serve as the authority responsible for data requests.
- B. The responsible authority will establish procedures to ensure that requests for government data are received and compiled ~~within~~ in an appropriate and prompt manner.
- C. The responsible authority may designate one or more designees.

V. Responding to a Request for Data

- A. All requests for public data must be made in writing and directed to the responsible authority or designee.
- B. Upon receiving a data request, the school district will acknowledge it and provide a tentative timeline for fulfillment.
- C. Prior to fulfilling a request, the district may contact the ~~requester~~ requester for the following reasons:
 - 1. to ask for clarification or additional information to help fulfill the request;
 - 2. to indicate that the request may involve a charge or require prepayment; or
 - 3. to discuss scheduling partial or rolling productions of data.
- D. The district’s response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- E. Upon request to a responsible authority or designee, a person will be permitted to inspect and/or copy public data at reasonable times and places, and, upon request, will be informed of the data’s meaning.
 - 1. If arrangements are made for the ~~requester~~ requester to inspect the data and the ~~requester~~ requester does not appear at the time and place established for inspection, and the data is not picked up within

10 business days after the ~~requester~~ requester is notified of its availability, the ~~school~~ district will conclude that the data is no longer wanted and will consider the request closed.

2. If the person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect the data.

F. In order to complete a request, the district will do one of the following:

1. If the district does not have the data, the ~~requester~~ requester will be notified in writing as soon as reasonably possible.
2. If the district has the data but the data are not public, the ~~requester~~ requester will be notified as soon as reasonably possible and be given written notice of the specific statutory section, temporary classification, or specific provision of federal law on which the decision to withhold or release the data was made.
3. If the district has the data, and the data are public, the district will respond to the request appropriately and promptly, with a reasonable amount of time by doing one of the following:
 - a. arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
 - b. provide copies of the data as soon as reasonably possible. Electronic copies such as email, portable document format (PDF), or other electronic formats will be provided in response to the request. If the data is not in an electronic format (such as printed format), the data will be scanned and emailed to the ~~requester~~ requester or copied and made available to be picked up or mailed to the ~~requester~~ requester.

G. The Government Data Practices Act does not require the creation or collection of new data in response to a data request, or to provide data in a specific form or arrangement if not kept in that form or arrangement.

H. The responsible authority will respond within a reasonable time of the receipt of a request to prepare summary data and inform the ~~requester~~ requester of the following as appropriate:

1. the estimated costs of preparing the summary data, if any; and
2. a written statement describing the reasons why the responsible authority has determined that the ~~requester's~~ requester's access would compromise private or confidential data.

- I. The Government Data Practices Act does not require the district to answer questions that are not requests for data.

VI. Request for Summary Data

- A. A request for the preparation of summary data will be made in writing directed to the responsible authority.
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requester of the following:
 1. The estimated cost of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requester's access would compromise the private or confidential data.
- C. The school district may require the requester to pre-pay all of a portion of the cost of creating the summary data before the district begins to prepare the summary data.

VII. Data by an Individual Data Subject

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals will be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual will not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection.
- C. Upon request to the responsible authority or designee, an individual will be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private, or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals will be shown the data without any charge and, if desired, will be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

- E. The responsible authority or designee will provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee will comply immediately, if possible, with any request made pursuant to this Section VII, or within ten days of the date of the request, excluding Saturdays, Sundays, and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual must notify in writing the responsible authority describing the nature of the disagreement. The responsible authority will within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute will be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner will, before issuing the order and notice of a contested case hearing required by the Minnesota Administrative Procedures Act, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner will dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by the district without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the district may retain a copy of the commissioner of administration's order issued under the Minnesota Administrative Procedures Act or, if no order was issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VIII. Requests for Data by an Individual Subject of the Data

- A. All requests for data must include proof that the individual is the data subject or the data subject's parent or guardian.
- B. Policy 515 (Protection and Privacy of Student Records) addresses requests of students or their parents for educational records and data.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. Ch. 14 \(Minnesota Administrative Procedures Act\)](#)

[Minn. Stat. § 138.17 \(Government Records; Administration\)](#)

5 U.S.C. § 552 (Freedom of Information Act (FOIA))

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)

Policy 406 (Public and Private Personnel Data)

Policy 515 (Protection and Privacy of Student Records)

Policy

adopted: 02/26/18

revised: 08/17/23

[re_____](#): [__/__/24](#)

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Appendix I to Policy 113

Costs Associated with Public Data Requests

- I. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data.
- II. However, if 100 or fewer pages of black and white, letter or legal-size paper copies are requested, actual costs will not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied.
- III. For requests totaling more than 100 pages, the responsible authority may charge the “actual costs” for producing the data, plus a per-page-cost for each paper copy produced.
 - A. “Actual costs” for producing public data of more than 100 pages are computed by applying DHS staff hourly pay rates to the time required for:
 1. Searching for and retrieving data, (if the ~~requester~~ requester is not the data subject)
 2. Making, certifying, sorting, and electronically transmitting or mailing the data, including the cost of employee time.
 3. There is no charge for redaction.
- ~~IV. There is no charge for separating private data from public data.~~

Appendix
reviewed: 08/17/23
reviewed: __/__/24

Personnel

Mandated Reporting of Child Neglect or Physical or Sexual Abuse

I. Purpose

This policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. General Statement of Policy

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows, or has reason to believe, a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

III. Definitions

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school district personnel who knows or has reason

to believe a child is being maltreated or has been maltreated within the preceding three years.

- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in ~~his or her~~ **their** care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide ~~his or her~~ **their** child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by ~~the mother~~ **a pregnant person** for a non-medical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the ~~mother~~ **pregnant person** at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision- 6, clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a

substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Non-maltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non-maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any non-accidental injury to a child under 18 months of age;

(5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, Subd. 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; or (4) committed an act that resulted in the

involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. Reporting Procedures

- A. A mandated reporter will immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include ~~his or her~~ **their** name and address in the report.
- B. An oral report will be made immediately by telephone or otherwise. The oral report will be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report will be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.

To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.

The Minnesota Department of Education's Student Maltreatment Program assesses and investigates reports of alleged physical abuse, neglect, or sexual abuse of students that occurs in Minnesota public schools and charter schools (~~Minn. Stat. § 260E~~). This includes allegations of maltreatment involving students 18 to 21 years of age, including students receiving special education services, up to and until graduation and the issuance of a secondary diploma.

To make a maltreatment report to the Minnesota Department of Education's Student Maltreatment Program, complete the Confidential Student Maltreatment Reporting Form (attached as Appendix I) and email it to mde.student-maltreatment@state.mn.us or fax it to (651) 797-1601. You may also call their 24-hour reporting line at: (651) 582-8546.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child will report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing ~~the woman~~ **a person** with prenatal care or other health care services, a mandated reporter will immediately report to the local welfare agency if

the ~~person~~ mandated reporter knows or has reason to believe that a ~~woman~~ person is pregnant and has used a controlled substance for a non-medical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter will not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. Investigation

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time, place, and manner of the interview on school premises will be within the discretion of school officials, but the local welfare or law enforcement agency will have the exclusive authority to determine who may attend the interview. The

conditions as to time, place, and manner of the interview set by the school officials will be reasonable, and the interview will be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district will conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the ~~school~~ district will provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The ~~school~~ district will provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. Maintenance of School Records Concerning Abuse or Potential Abuse

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification will be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview ~~which~~ **that** was received by the school as described above in Paragraph A., will be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. Physical or Sexual Abuse as Sexual Harassment or Violence

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. Dissemination of Policy and Training

- A. This policy will appear in school personnel handbooks.

- B. The school district will develop a method of discussing this policy with school personnel.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, ~~§~~subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures; [Licensed Facilities and Services](#))
Minn. Stat. § 260C.007, ~~§~~subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, ~~§~~subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, ~~§~~subd. 10 (Definitions – [Current or Recent](#) Position of Authority)
Minn. Stat. § 609.341, ~~§~~subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379, [subd. 1](#) ([Permitted Actions](#); Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)
Policy 208 (Development, Adoption, and Implementation of Policies)
Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
Policy 403 (Discipline of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 515 (Protection and Privacy of Student Records)

Policy		INDEPENDENT SCHOOL DISTRICT NO. 273
adopted:	10/20/08	Edina, MN
revised:	09/26/11	
revised:	07/15/13	
revised:	07/18/16	
revised:	08/14/17	
reviewed:	08/13/18	
reviewed:	08/12/19	
revised:	*02/08/21	
re-adopted:	**08/17/23	
re_____:	___/___/24	

* Policy 414 and Policy 415 were combined into a single policy. Policy 414 was sunsetted as a separate policy.

**Policy 415 was divided. Policy 414 was re-adopted as a separate policy.



Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____ (MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mandated Reporter: Yes No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____ School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone: _____

Email: _____

Transportation Company Contact: _____ Phone: _____

Email: _____

ALLEGED VICTIM

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

~~Male~~ ~~Female~~ Gender: _____ DOB: _____ Grade: _____

Race/Ethnicity: _____ Receives Special Education Services: Yes No

Primary Disability Category: _____

Alleged Victim is over the age of 18: Yes No

(If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email: _____

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian 2: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ ~~Male~~ Female

Gender: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Race/Ethnicity: _____ Phone: _____

Alternate Phone: _____

Licensed: Yes No

If licensed, name of licensing board(s): _____ License/Folder # _____

INCIDENT

Date: _____ Time: _____ Setting (i.e., Bus, Classroom): _____

Location and Address (if different than enrolled school): _____

Witness _____ Phone: _____

Witness _____ Phone: _____

Police Notified: Yes No Police Department: _____

Police Contact: _____ Phone: _____

Case #: _____

ALLEGED MALTREATMENT

Physical Abuse Sexual Abuse Neglect Unknown

DESCRIPTION OF INCIDENT AND INJURY (PLEASE ATTACH ADDITIONAL DOCUMENTATION, IF NEEDED)

Email: mde.student-maltreatment@state.mn.us

(Form Reviewed: 08/17/23) — (/24)

Personnel

Mandated Reporting of Maltreatment of Vulnerable Adults

I. Purpose

This policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. General Statement of Policy

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury, which is not reasonably explained.

III. Definitions

A. "Abuse" means:

1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (a) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (b) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (c) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (d) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (a) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (b) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult, which would be considered by a reasonable person to be disparaging, derogatory,

humiliating, harassing, or threatening; (c) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (d) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in [Minnesota Statutes section Minn. Stat. § 609.341](#) between a facility staff person, or a person providing services in the facility and a resident, patient, or client of that facility.
 4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.
- B. "Accident" means a sudden, unforeseen, and unexpected occurrence or event which:
1. is not likely to occur and which could not have been prevented by exercise of due care; and
 2. if occurring while a vulnerable adult is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence or event.
- C. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- D. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the [MN Minnesota Adult Abuse Reporting Center \(MAARC\)](#).
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception, or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the

profit or advantage of another.

- F. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- G. “Mandated reporter” means any school district personnel who knows or has reason to believe a vulnerable adult is ~~being maltreated~~ or has been maltreated.
- H. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- I. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- J. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- K. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- L. “Vulnerable adult” means any person 18 years of age or older who regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to adequately provide the individual’s own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.

IV. Reporting Procedures

- A. A mandated reporter will immediately report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) by calling at 1-844-880-1574. The MAARC is available twenty-four hours per day and seven days per week. If reporting an emergency that requires immediate assistance from law enforcement, the fire department, or an ambulance, 911 should be called first.
- B. Whenever a mandated reporter knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable

adult which results in injury or harm, which reasonably requires the care of a physician, such information will be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

- C. The report will, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. School personnel mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline up to and including termination of employment. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against any school personnel who makes a good faith report under Minnesota law and this policy, or against any vulnerable adult who is named in a report is prohibited.
- F. Any school personnel who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline up to and including termination of employment.

V. Investigation

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the state and/or county for receiving reports. When the alleged offender is believed to be a school district personnel, the [school district](#) will conduct its own investigation independent of the designated entity.

VI. Dissemination of Policy and Training

The school district will discuss this policy with district personnel when appropriate.

Legal References:

Minn. Stat. § 13.02 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 245A (Human Services Licensing)

Minn. Stat. § 245.8265 (Aversive and Deprivation Procedures; Licensed

Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, Promotion of Prostitution; Sex Trafficking)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

Policy 208 (Development, Adoption, and Implementation of Policies)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 403 (Discipline of School District Employees)

Policy 406 (Public and Private Personnel Data)

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 515 (Protection and Privacy of Student Records)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, MN

Policy

adopted: 10/20/08

revised: 09/26/11

revised: 07/15/13

revised: 07/18/16

revised: 08/14/17

reviewed: 08/13/18

reviewed: 08/12/19

revised: *02/08/21

revised: 08/08/22

revised: **08/17/23

re____: ___/___/24

*Policy 414 and Policy 415 were combined into a single policy. Policy 414 was sunsetted as a separate policy.

**Policy 415 was divided. Policy 414 was re-adopted as a separate policy.

Students

Electronic Technologies Acceptable Use

I. Purpose

This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of the Internet, use of personal electronic devices on the district's network or connected to district software, electronic communications, use of the district's network, Internet, and social networking tools.

II. General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the district considers its own stated educational mission, goals, and strategic directions. Technology skills are fundamental to the preparation of citizens and future employees. Access to the district computer system and to the Internet enables students and employees to explore countless libraries, web pages, databases, and other resources while exchanging messages with people around the world. The district expects that employees will blend thoughtful use of the district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Definitions

- A. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. "School-issued device" means hardware or software that the school

district, acting independently or with a technology provider, provides to an individual student or employee for that student's or employee's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

- C. "Social Media" refers to any website and application that enables users to create and share content or to participate in social networking. For reference in this policy, social media does not refer to any learning management system (Schoology or Seesaw) or content management systems (Google Workspace).
- D. "Technology provider" means a person who:
 - 1. contracts with the district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the district.

III. Limited Educational Purpose

The school district is providing students and employees with access to the district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Internet is accessible in the district for use as an educational resource. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Electronic technologies are assets of the district and are protected from unauthorized access, modification, destruction, or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.

V. Unacceptable Uses

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the district system to create, record, access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. Pornographic, obscene, or sexually explicit material or other visual depictions;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language or images;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Materials that use language or images that advocate violence or discrimination toward other people, or that may constitute harassment or discrimination, or that threatens the safety of others;
 - e. Orders for shopping online during time designated as work or academic time by the district;
 - f. Storage of personal photos, videos, music, or files not related to educational or extra-curricular purposes for any length of time; and
 2. Use of social media for non-academic purposes
 - a. Students aged 13 and above may engage in social media as it is connected to extra-curricular or co-curricular activities, and for academic purposes.
 - b. Per federal law, students under the age of 13 will not be encouraged or required to create accounts or participate in social media, including for academic or extra-curricular purposes.
 3. Users will not use the district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. This prohibition includes using any technology or other electronic

communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

4. Users will not use the district system to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the district system to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses, engaging in “spamming,” or by any other means; will not tamper with, modify, or change the district system software, hardware, or wiring; will not take any action to violate the district’s security system; and will not use the district system in such a way as to disrupt the use of the system by other users.
6. Users will not use the district system to gain unauthorized access to information resources, or to access another person’s materials, information, or files without the direct permission of that person. Users will not attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. This clause is not applicable to district technology staff who need to access a system due to a threat, troubleshooting, diagnosing issues, or other IT-related needs that uphold this and other district policies.
7. Individual passwords for computers [and information resources](#) are confidential and must not be shared.
8. Users will not use the district system to post or share private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual’s identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students). Refer to Policy 515 (Protection and Privacy of Student Records) for direction on

directory information for students and how this can be used.

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the district as directory information and verification is made that the district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with district policy; or
 - (2) such information is not classified by the district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with district policy.
 - c. These prohibitions specifically prohibit a user from utilizing the district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "X" (formerly called "Twitter"), "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 9. Users, outside of IT staff, must not deliberately or knowingly delete a student or employee file, email, or stored information.
 - 10. Users will not use the district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 11. Users will not use the district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the district. Users will not use the district system to offer or provide goods or services or for product advertisement. Users will not use the district system to purchase goods or services for personal use without authorization from the appropriate district official.
- B. A student or employee who engages in the foregoing unacceptable uses of the Internet or district equipment when they are off district premises

may be in violation of this policy, in addition to other district policies. Regardless of whether district equipment was used for the unacceptable use, the district has the right and may be obligated to regulate the off-campus speech or conduct of its students or employees when that speech or conduct materially disrupts the school environment, involves substantial disorder, or constitutes an invasion of the rights of others. Examples of such violations include, but are not limited to, where the district system is compromised or if a district employee or student is negatively impacted. If the district receives a report of an unacceptable use originating from a non-school computer or resource, the district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the district computer system and the Internet and discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately disclose the inadvertent access to an appropriate district official. In the case of a district employee, the immediate disclosure will be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

VI. Filter

- A. With respect to any of its computers with Internet access, the school district will filter the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. Software filtering technology will be narrowly tailored and will not discriminate based on viewpoint.
- C. An administrator, supervisor, or other person authorized by the superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The district will educate students about appropriate online behavior,

including interacting with other individuals on social networking websites and in chat-enabled environments and cyberbullying awareness and response.

VII. Consistency with Other School District Policies

Use of the school district computer system and use of the Internet will be consistent with district policies and the mission of the district.

VIII. Limited Expectation of Privacy

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the district system.
- B. Routine maintenance and monitoring of the district system may lead to a discovery that a user has violated this policy, another district policy, or the law.
- C. An individual investigation or search will be conducted if district authorities have a reasonable suspicion that the search will uncover a violation of law or district policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files in accordance with district policy. Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. District employees should be aware that the district retains the right at any time to investigate or review the contents of their files and email files. In addition, district employees should be aware that data and other materials in files maintained on the district system may be subject to review, disclosure, or discovery under the Minnesota Government Data Practices Act.
- F. The district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with district policies conducted through the district system.

IX. Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the district's

designated professional staff before a student may use a district account or resource to access the Internet.

- C. The Internet Acceptable Use Agreement form for students must be read and signed by the user and the parent/guardian. This form is signed annually via the Parent Portal. The Internet Acceptable Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office or with a department supervisor.

X. Guest Access and Internet Use

- A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws. See Appendix VII, Personal Device Access.
- B. Guest access provides limited bandwidth, filtered for the following services:
 - 1. Web access (http and https)
 - 2. Email services (pop, imap)
 - 3. Virtual private network services (VPN)
- C. Limited technical support is provided for guest access and is identified in the service level agreement found on the district technology website.

XI. Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on district cloud services, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.

XII. User Notification

- A. All users will be notified of the school district policies relating to Internet use.
- B. This notification will include the following:
 - 1. Notification that Internet use is subject to compliance with district policies.

2. Disclaimers limiting the district's liability relative to:
 - a. Information stored on district cloud services, tapes, hard drives, or servers.
 - b. Information retrieved through district computers, networks, or online resources.
 - c. Personal property used to access district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of district sponsored/managed Internet accounts.
4. Notification that, even though the district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations, and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by district policy.
7. Notification that, should the user violate the district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XIII. Parents'/Guardians' Responsibility; Notification of Student Internet Use

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is

accessing the district system from home or a remote location.

- B. Parents/guardians will be notified that their students will be using district resources/accounts to access the Internet and that the district will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A statement that the Internet Acceptable Use Agreement must be signed by the user and the parent/guardian prior to use by the student.
 - 4. A statement that the district's acceptable use policy is available for parental/guardian review.

XIV. Notification Regarding Technology Providers

- A. Within 30 days of the start of each school year, the school district will give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice will:
 - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 - 3. include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- B. A contract between a technology provider and the district will include requirements to ensure appropriate security safeguards for educational data. The contract will require that:
 - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary

to fulfill the official duties of the employee or contractor.

- C. Upon request, the district will provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- D. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with the district are not the technology provider's property.

XV. School-Issued Devices

- A. Except as provided in paragraph B, the school district or a technology provider will not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- B. The district or a technology provider may only engage in activities prohibited by paragraph A if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by district employees, student teachers, staff contracted by the district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law; or
 - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- C. If the district or a technology provider interacts with a school-issued device as provided in paragraph B, clause 4, it will, within 72 hours of the access, notify the student to whom the school-issued device was issued or that

student's parent/guardian. Such notice will include a written description of the interaction, including which features of the device were accessed and a description of the threat. In the instance in which notification would pose a threat to life or safety, notification will instead be given within 72 hours following the resolution of the imminent threat.

XVI. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

- 4A. The email system will not be used for outside business ventures or other activities that conflict with school board policy.
- 2B. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
- 3C. Appropriate language must be used when communicating using the district email system or network.
- 4D. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with district policy, regarding student and employee data privacy.
- 5E. Employees will report inappropriate emails to the media specialist, the employee's supervisor, or the director of media and technology services.
- 6F. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule adopted pursuant to Policy 719 (Records Retention).

XVII. Cell Phone and other electronic device Use

- A. The school district will establish rules and procedures regarding student possession and use of cell phones and other electronic communication devices in schools. These rules and procedures will seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.
- B. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- C. If the district has a reasonable suspicion that a student has violated a

district policy, rule, or law by use of a cell phone or other electronic communication device, the district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

- D. Students who use an electronic communication device during the school day and/or in violation of district policies may be subject to disciplinary action pursuant to the district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the district will be returned in accordance with school building procedures.

XVIII. Limit on Screen Time for Children in Preschool and Kindergarten

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the district has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XIV. Implementation; Policy Review

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval.
- B. The administration will revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The district Internet policies and procedures are available for review by all parents/guardians, staff, and members of the community.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 6751 *et seq.* (Enhancing Education Through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC Rules Implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid) *v B.L.*, 594 U.S., 141 S. Ct. 2038 (2021)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. American Library Association, 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds
816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.,
853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 506 (Student Conduct and Discipline)
Policy 514 (Bullying Prohibition)
Policy 515 (Protection and Privacy of Student Records)
Policy 519 (Student Interviews by Outside Agencies)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedures and Process)
Policy 601 (Educational Competencies, Academic Standards, and Instructional Curriculum)
Policy 603 (Curriculum and Program Review and Development)
Policy 606 (Selection and Review of Text, Materials, Content, or Issues)
Policy 622 (Copyright Policy)
Policy 806 (Emergency Management)
Policy 904 (Distribution or Display of Materials on School District Property)

Policy
adopted: 08/08/22
revised: 10/16/23
re_____: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 524

STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Student:

By signing below, I agree to follow Edina Public Schools' Electronic Technologies Acceptable Use policy. I understand that my use of the network is a privilege and requires proper online responsibility. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____

Student I.D. Number _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Student Signature _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Address _____ City _____ Zip _____

School Building _____

Parent or Guardian:

I give permission for my child to have access to the Internet using the district's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify, and hold harmless Edina Public Schools from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

Approved

Disapproved

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____

Date _____

This form should be completed electronically through the online portal.

Form

revised: ~~9/24/12~~

modified: ~~10/13/17~~

reviewed: ~~04/20/20~~

reviewed: ~~08/08/22~~

revised: ~~10/16/23~~

(/24)

Appendix II to Policy 524

STUDENT ONLINE CODE OF ETHICS

In the Edina Public Schools, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the school district has a desire for our students to leave our system with a positive digital footprint. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products, including but not limited to blogs, wikis, podcasts, Google workspace, and district learning management systems for student assignments are required to keep personal information out of their postings.

At the high school level, parents/guardians may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age-appropriate level.
3. Students will not log in to the network, devices, or other educational technologies as another classmate.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism, academic integrity, and acceptable use of technology.
6. Student blogs, webpages, and other content creation tools are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in school board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully, or threaten the safety of others. If students receive a comment on an electronic tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher or another trusted staff member and must not respond to the comment. Student conduct that occurs off-campus, but has a connection 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.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission and will not click on ads or unknown links.
9. Students should be honest, fair, and show integrity in gathering, interpreting, and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

10. Students will treat information, sources, subjects, colleagues, and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people. Students will gain permission from students or staff who are the focus of their research, recording, or content creation.
11. Students are accountable to their readers, listeners, and viewers, and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. Board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities (Policy 524 - Electronic Technologies Acceptable Use, Policy 622 - Copyright Policy).
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Appendix

revised: 09/24/12
modified: 11/13/17
reviewed: 04/20/20
revised: 08/08/22
revised: 10/16/23
re_____: __/__/24

Appendix III to Policy 524

GUIDELINES FOR EMPLOYEE'S PERSONAL USE OF SOCIAL NETWORKING

The decision to use online social networking for personal use is at the employee's discretion. The school district does not affirmatively monitor employee use of non-district, online social networking tools if the employee is not using district electronic technologies; however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates applicable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

1. When using your personal social networking sites, refrain from fraternization with students.
2. Ensure that social networking postings are appropriate for the public.
3. Weigh whether a posting will put your effectiveness as an employee at risk.
4. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions, and derogatory comments.
5. Ensure compliance with data privacy laws and district policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.
2. Respect your coworkers and students. Do not discuss students, their families, or coworkers.
3. Student images obtained from your employment with the district should not be included on personal social networking sites.
4. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.
5. If the public may consider your statements to be made in your capacity as a district employee, you may want to include "This posting is my own and does not represent the view of Edina Public Schools." An employee in a leadership role in the district, by virtue of their position, must consider whether personal thoughts they publish will be attributed to the district. The use of the aforementioned phrase does not preclude the employee from disciplinary action.
6. Social media identifications, login identifications, and usernames must not contain the district's name or logo without prior written permission from (1) the director of media and technology services or (2) to the director of marketing and communications.

Appendix

revised: 09/24/12

reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re____: __/__/24

Appendix IV to Policy 524

GUIDELINES FOR CLASSROOM USE OF SOCIAL MEDIA TOOLS

Staff members may elect to use social media tools for the purpose of instruction in accordance with Policy 524.

A. District Online Social Media Tools

1. Content and use must adhere to district policies and guidelines.
2. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
3. The staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.

B. Non-district Social Media Tools

1. If a staff member elects to use a non-district social media tool, the staff member must build a separate page in that social media tool from their personal online presence.
2. Content and use must adhere to district policies and guidelines.
3. Content and use must not violate the “terms of service” for the social media tool.
4. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
5. The staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.
6. The platform must not use official district or school logos without the permission of (1) the director of media and technology services or (2) the director of marketing and communications.

Appendix

revised: 09/24/12

reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re____: ___/___/24

Appendix V to Policy 524

GUIDELINES FOR SCHOOL OR DISTRICT USE OF SOCIAL MEDIA TOOLS

Individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. A request must contain the following information:

1. Sponsoring school or department;
2. Proposed social media site or other location;
3. Purpose of site, which cannot be served by the current district website;
4. Plan on how to comply with district policies and record retention requirements;
5. Description and primary use of site;
6. Plan for monitoring site, addressing policy violations, and ensuring current content; and
7. Designee for maintaining the site.

The request should be submitted to the director of marketing and communications. Written approval or denial will be provided to the school or department. If the request is denied, the school or department may request reasons for the denial in writing.

If the request is approved, the school or department must submit to the director of media and technology services, within two weeks of developing the site, the name of the person(s) who will manage the site and the login information for the site. When a presence is established, the sponsoring school or department is responsible for keeping the site current and monitoring the content of the site.

Sites may be linked from the official district website. All sites must comply with web record retention requirements under Policy 719 (Records Retention.).

Appendix

revised: 09/24/12

reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re____: __/__/24

Appendix VI to Policy 524

GUIDELINES FOR DISTRICT SOCIAL MEDIA PAGES

The school district's social media presence creates an accessible communications outlet, providing district news, facilitating district-related discussion by the community, and guiding viewers to departmental websites at www.edinaschools.org. These guidelines are used in conjunction with Policy 524 (Electronic Technologies Acceptable Use) and all other district policies.

Establishment of Page

1. The district will include on its social media page, in a prominent location, a link to the Edina Public Schools' website, as well as contact information for the district.
2. The district will include language regarding limitation on comments and posts by its users:

Any comments/posts viewed as inappropriate or offensive are subject to removal without notice. These comments/posts include, but are not limited to, commercial solicitations; factually erroneous/libelous information; vulgarity or obscenity; personal attacks of any kind; political support or opposition to any candidate or political measure; offensive comments that target or disparage any group/person; violations of district policy; or discussions not related to the district.

3. The district will include language regarding compliance with data practices and records retentions under Minnesota law:

Social media pages are intended to serve as a mechanism for communication between the public and the district. Any comments submitted to pages, and its list of followers or subscribers, are public records subject to disclosure and retention pursuant to Minnesota law. Public disclosure requests must be directed to the district.

4. The communications department will be responsible for monitoring the district social media pages, including content and comments, to ensure compliance with guidelines for use as posted on the social media pages.

Postings

The district will provide balance in topics shared on its social media pages. District posts will highlight information relevant to and of interest to the community as a whole. Postings may also include prompts or questions relevant to the work and mission of the district that are intended to engage the community in the work of the district. Suggestions for posts should be submitted to the director of marketing and communications.

Appendix

revised: 12/10/12

modified: 11/13/17

reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re ____: ____/____/24

Appendix VII to Policy 524

Personal Device Access

Users of personal devices connecting to ~~Edina Open~~ [Edina Schools guest network](#) must abide by Edina Public Schools' Policy 524 (Electronic Technologies Acceptable Use). Though guests may use their personal device and expect some aspects of privacy, use of the school district's network and systems have the following expectations:

1. Use at your own risk. Use of the district network is at the device owner's discretion and therefore the district is not responsible for any loss, damage or adverse effects that may occur to a device while on the district network.
2. Devices need to be registered. All non-district devices connected to the district network need to be registered. In the event of a security incident, personal devices may be disconnected without notice. No support for remediation of security incidents (e.g., malware) will be available, and devices will remain disabled from the district network until fixed.
3. The district network is monitored. For security purposes and pursuant to federal law, the district has implemented monitoring of the district network. Personal devices connected to the district network will also be monitored for access, times, network content, and known security vulnerabilities. This information may be recorded and is subject to audit.
4. The district network is filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.
5. No expectation of privacy. Access to the contents of personal devices is governed by local and federal laws. However, while accessing the district network, systems, and buildings, there is not a right to privacy of any content, and as such, may be accessed for inappropriate or illegal activities.
6. The district reserves the right to maintain records of usage. The district may immediately terminate the privilege to use the district network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on the district systems or network.

Appendix

revised: 10/16/23

re ____: ___/___/24

Buildings and Sites

Emergency Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, families, and students regarding preparation, training, and real-time implementation of the emergency management system for the district. Each school building maintains emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans will be tailored to meet a building's specific needs and student population.

The building principal will annually review, update, meet with the BERT and report the completion of the meeting to the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology services~~. A copy of this policy and building-specific plan will be kept onsite. Building-specific crisis management plans will include general crisis procedures, as well as building- and student-specific procedures.

III. Definitions

[For purposes of this policy, the definitions included in this section apply.](#)

- A. "Building Emergency Response Team" ("BERT") means the group of people organized and prepared in each building pursuant to section IV of this policy to handle emergency functions on the site-level.
- B. "District Emergency Response Team" ("DERT") means the district-level group organized and prepared pursuant to section IV of this policy to handle emergency functions on the district-level.
- C. "Incident Commander" means the person on site responsible for managing the operations and emergency response, as well as communicating with

district-level personnel. The Incident Commander is the building principal or department administrator. In the event of the principal's or department administrator's absence or incapacity, their designee (in order of designation under section IV of this policy) will serve as Incident Commander.

- D. "Incident Command System" means the planned emergency response checklist protocol established pursuant to section IV. A. of this policy.
- E. "Safe Conditions" means the responses described in section IV.D. of this policy which will be employed, as appropriate, by the Incident Commander to maximize safety in the event of an emergency situation.
- F. "Unified Command Structure" means a command model consisting of the police and fire emergency response personnel, the site's Incident Commander, and DERT. Each party plays a unified role in the continuing response to an emergency situation.

##IV. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, sheltering, and reunification. The plans will be communicated to the BERT, as well as shared with the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~. These plans should be representative of crisis situations, which may occur during the school day or at school-sponsored events and functions. Emergency plans should also take into account communicating with and supporting building substitutes, visitors, and volunteers.

-IV. Emergency Management Elements

The principal or department administrator will serve as incident commander. The principal or department administrator will designate at least two other individuals (1st alternate and 2nd alternate) who will serve as the incident commander to enact the emergency response plan in the event that the principal or administrator is unavailable.

All buildings will have a BERT. This team should be composed of several members who do not have direct responsibility for supervision of students. Licensed teaching staff can make up some subset of the BERT but should not be the only members. The building administrator or a designee will serve as lead of this team. Annually, buildings will review and train their members. A copy of this BERT team list will be shared with the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~.

The DERT will be established at the district level. This team will consist of all cabinet members. Additional members will include the director of buildings & grounds, the building & grounds manager, [the director of district media and technology services \(DMTS\)](#), and the supervisor of transportation services. In the event of a crisis, the DERT may enlist additional staff members for support.

- A. In the event of an emergency, the principal or designee will follow the emergency response plan using the Incident Command System. During an emergency situation or drill, an incident command checklist is utilized. This checklist requires the following actions: placing the school or building in a Safe Condition, calling 911, and the Incident Commander assuming radio command. This ~~must~~ [will](#) be completed immediately, or as soon as reasonably possible in an emergency situation. The action of taking command includes radio communication advising the district office of the emergency.
- B. The Incident Commander will, in addition to the above actions, make and communicate operational activities to the BERT. If applicable, the Incident Commander will prepare to meet with police and fire personnel to form a Unified Command Structure.
- C. The school's emergency procedures will be kept on file with the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~ and be readily available in the school buildings to address all hazards, including the following emergencies:
 - Active Shooter (not Active Shooter Simulations)
 - Assault
 - Bomb Threat
 - Chemical or Biological Threat
 - Cybersecurity Incident
 - Demonstration
 - Fight/Disturbance
 - Fire
 - Hazardous Materials
 - Hostage
 - Intruder
 - Medical Emergency
 - [Mechanical Malfunction \(i.e. boiler, HVAC, etc.\)](#)
 - [Power Outage](#)
 - Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - Suicide
 - Weapons
 - Other (as determined to be necessary by the building administration)

- D. In addition, the school's emergency plan will address the following Safe Conditions and procedures:

Safe Conditions:

1. **Hold.** Hold in your room or area. Clear hallways. Typically used during a medical scenario.
2. **Secure.** Get inside. Lock outside doors. Business inside continues as usual. Used when there is a threat to safety outside, such as a neighborhood police situation.
3. **Lockdown.** Doors locked and lights turned off. Students and staff position themselves out of the sight of an intruder. Often used for an active shooter ~~situation-scenario~~.
4. **Evacuate.** Leave the building and move to a specified location. Typically used for a fire.
5. **Shelter.** Take shelter in a designated location. This occurs most often for severe weather such as a tornado.

Additional Procedures:

- **Reunification.** In the event that staff/students are unable to stay in or return to the building. One or more reunification sites will be identified by the district and reviewed annually.
 - **Media Procedures.** Media relations and outgoing information will flow through the director of [marketing and](#) communications.
 - **Post-crisis procedures with DERT.** Following an incident, the involved BERT and DERT will debrief with our safety partners. This should occur as close to the incident time as reasonably possible.
- E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the general public. Multiple copies should be made and placed in several locations.
- Facility Diagrams
 - Reunification Location(s)
 - Emergency Contacts

VI. Training and Preparation for Emergencies

- A. Building administrators will ensure all staff are trained annually in all emergency plans, Safe Conditions, and procedures. This training should be conducted by September 15 of each year. Additionally, building administrators will ensure all new staff (hired after the initial training) are

trained in all emergency plans, Safe Conditions, and procedures. Where possible, this should be completed immediately upon a new hire's start date.

- B. The building principal is responsible for conducting at a minimum, eleven state mandated drills. Each member of the school's BERT will have training in the Incident Command System response and participate in all drills. Each year, at least one drill will be an enhanced drill and our public safety partners should be invited to observe and comment on these drills. A drill record sheet will be filled out and submitted to the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~ annually. A record of drills conducted will be maintained by the building principal or designee.
- C. Each school site will have at least two employees - a health services assistant (HSA) and licensed school nurse (LSN) - certified in cardiopulmonary resuscitation (CPR) ~~who will serve as the emergency care team that will respond to a medical emergency.~~ [In a medical emergency situation, the district health services supervisor will establish a care team to respond to the situation.](#) The team training and medical emergency procedures will be coordinated by the district health services supervisor.

VII. ~~Active Shooter Drill~~

A. ~~Definitions~~

~~"Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation which includes full-scale or functional exercises, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real-life shooting.~~

B. ~~Criteria~~

~~An active shooter drill conducted according to state law with students in early childhood through grade 12 must be:~~

- ~~1. accessible;~~
- ~~2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;~~
- ~~3. culturally aware;~~

~~4. trauma-informed; and~~

~~5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.~~

C. Student Mental Health and Wellness

~~Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.~~

D. Notice

~~1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.~~

~~2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record, nor may non-participation alone make a student ineligible to participate in or attend school activities.~~

~~3. According to state law, the Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or~~

~~physical disabilities, mental health needs, and auditory or visual limitations.~~

~~E. Participation in Active Shooter Drills~~

~~Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.~~

F. Violence Prevention

1. The district ~~must~~ will provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training ~~must~~ will be evidence-based and may be delivered in-person, virtually, or digitally. Training ~~must~~ will, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, potentially harmful activity.
3. The district ~~must~~ will ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multi-hazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

HG. ~~Board Meeting~~

~~If an active shooter drill is conducted at a school site, the board, at a regularly scheduled board meeting, must consider the following:~~

- ~~1. the effect of active shooter drills on the safety of students and staff;
and~~
- ~~2. the effect of active shooter drills on the mental health and wellness of students and staff.~~

VIII. Communications

Each communication plan ~~must~~ will include dual methods of dissemination. For example, to notify of a school closure due to emergency, the district will send out a mass notification to families via email and include the information on a pop-up on the district website.

District administration will ~~develop and~~ implement **and monitor** the following communication procedures:

- Uniform warning system that notifies staff and students of a crisis situation. Examples include: PA system, email, strobes, phone notification.
- **Notification procedures for staff, families, and students when there is a school closure due to an emergency.** ~~School closure due to emergency notification to staff, families and students in the advance of a school closure.~~
- Notification to school families, community, staff, and media in response to a crisis or incident in the school community, as appropriate.
- Notification to student victims of criminal offenses at or on school property of their option to transfer schools consistent with federal law.

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)

Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 121A.037 (School Safety Drills)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)

Minn. Stat. § 326B.02, ~~§~~subd. 6 (Powers)

Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)

Minn. Stat. § 609.605, ~~§~~subd. 4 (Trespasses)

Minn. Rules Part 7511 (Fire Code)
20 U.S.C. § 1681 et seq. (Title IX)
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Stafford Act)
[Minnesota School Safety Center - Resources \(mn.gov\) -
\(https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/resources.aspx \)](https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/resources.aspx)

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)
Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 501 (School Weapons Policy)
Policy 506 (Student Conduct and Discipline)
Policy 532 (Use of Crisis Teams and Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Policy 903 (Visitors to School District Buildings and Property)

Policy
adopted: 06/21/10
revised: 12/12/16
reviewed: 07/13/20
revised: 08/08/22
revised: 08/17/23
revised: / /24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

XI.A. Investment Summary - July 2024



Board Meeting Date: 8/5/2024

Title: Investment Summary – July 2024

Type: Information

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

Description: The attached report provides detailed information regarding cash and investments belonging to the District as of July 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 – July 2024

Investment Summary

FOR THE MONTH ENDED JULY 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	1,144,959	5.30%
MSDLAF+ Max	Money Market	N/A	NOW	4,839,396	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	7/31/2024	NOW	19,788,454	5.20%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	7/31/2024	NOW	4,312,879	5.25%
SDA Account	NexBank, TX	7/31/2024	NOW	2,091,454	5.26%
Certificate of Deposit	VIBRANT CREDIT UNION, IL	8/22/2023	8/21/2024	236,550	5.58%
Certificate of Deposit	Western Alliance Bank, CA	8/22/2023	8/21/2024	237,150	5.37%
Certificate of Deposit	Milledgeville State Bank, IL	3/17/2023	9/12/2024	233,350	4.69%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	3/17/2023	9/12/2024	232,650	4.88%
Certificate of Deposit	BOM Bank, LA	11/1/2023	10/31/2024	236,500	5.65%
Certificate of Deposit	State Bank of Texas, TX	11/1/2023	10/31/2024	237,100	5.39%
Certificate of Deposit	EagleBank, VA	11/1/2023	10/31/2024	236,900	5.48%
Certificate of Deposit	R Bank, TX	11/1/2023	10/31/2024	237,000	5.44%
Certificate of Deposit	ALLIANT CREDIT UNION/IL, 01882MAF9	11/8/2023	11/7/2024	248,266	5.65%
Certificate of Deposit	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN, KS	11/18/2022	11/18/2024	226,600	4.58%
Certificate of Deposit	FIRST NATIONAL BANK, ME	11/18/2022	11/18/2024	226,800	4.56%
Certificate of Deposit	PENTAGON FEDERAL CREDITUNION (183 day and out), VA	11/18/2022	11/19/2024	1,750,000	4.40%
Certificate of Deposit	CITY NATL BK - BEV HILLS, 178180GR0	11/23/2022	11/25/2024	242,749	4.71%
Certificate of Deposit	UBS BANK USA, 90348J7G9	11/23/2022	11/25/2024	247,725	4.66%
Certificate of Deposit	BMW BANK NORTH AMERICA, 05580AT20	11/25/2022	11/25/2024	242,584	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/30/2022	12/2/2024	242,706	4.66%
Certificate of Deposit	Flagstar Bank, National Association, NY	7/23/2024	1/23/2025	5,000,000	5.06%
Certificate of Deposit	GREENSTATE CREDIT UNION, IA	11/18/2022	1/27/2025	225,100	4.53%
Certificate of Deposit	FIRST PRIORITY BANK, OK	11/18/2022	1/27/2025	224,400	4.56%
Certificate of Deposit	ELGA CREDIT UNION, MI	8/22/2023	1/27/2025	232,350	5.21%
Certificate of Deposit	MN TRUST TERM SERIES, MN	5/17/2024	5/19/2025	1,000,000	5.05%
US Treasury Bonds & Notes	CONNEXUS CREDIT UNION, 20825WCN8	8/25/2023	8/25/2025	249,430	5.26%
Certificate of Deposit	CALIFORNIA CREDIT UNION, 130162AY6	8/28/2023	8/28/2025	244,533	5.31%
Certificate of Deposit	Bank of Crockett, TN	11/1/2023	11/3/2025	226,100	5.24%
Certificate of Deposit	Schertz Bank & Trust, TX	11/7/2023	11/10/2025	226,450	5.14%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	11/8/2023	11/10/2025	245,014	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	11/10/2023	11/10/2025	244,581	5.16%
Certificate of Deposit	MN TRUST TERM SERIES, MN	5/17/2024	11/18/2025	5,000,000	4.92%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CGR6	3/19/2024	3/15/2026	1,249,679	4.57%
US Treasury Bonds & Notes	First National Bank, AR	11/1/2023	11/2/2026	217,600	4.94%
Certificate of Deposit	OPTUM BANK INC, 68405VBK4	11/15/2023	11/16/2026	246,252	4.96%
Total General Operating Funds:				\$ 53,609,291	

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	1,102,930	5.20%
Total 2021B General Obligation School Building Bonds:				\$ 1,102,930	

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	3,402,130	5.20%
Total 2023A GO Capital Notes & FM Bonds:				\$ 3,402,130	
Total Portfolio Value:				\$ 58,114,351	