

Regular Meeting

Monday, February 3, 2025 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, February 3, 2025; 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: *January 6 Organizational, work session, and regular meetings; January 21 work session*
 - B. Personnel Recommendations
 - C. Check Register - January 2025
 - D. Electronic Fund Transfers - January 2025
 - E. Gifts and Bequests – January 2025
 - F. Cornelia Restroom Project Bids
 - G. Student Support Services Agreements
 1. Accurate Home Care, LLC
- VI. **Discussion**
 - A. Achievement and Integration FY 2026 Budget

Description: The Achievement and Integration Program provides dedicated funding to support our district's efforts in increasing racial and economic integration while reducing achievement disparities. Each year the school district must submit an updated annual budget to the Minnesota Department of Education.

Presenter(s): Dr. Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
 - B. Elementary Literacy Curriculum Adoption Recommendation: Benchmark Advance

Description: This report is intended to inform the Edina School Board on the recommendation for implementation of the Benchmark Advance program for the Edina elementary schools. In addition to defining the ELA curriculum review process, this report also includes information about the new Minnesota English Language Arts Standards in conjunction with the MN READ Act legislation approved by the Department of Education. The priorities in this report directly align to the goals established in the Comprehensive Literacy Plan approved by the school board in June of 2021.

Presenter(s): Bethany Van Osdel, Assistant Director of Teaching and Learning; and Jody De St. Hubert, Director of Teaching and Learning
 - C. EPS Academic Calendars for 2026-2027 and 2027-2028

Description: The Calendar Committee met three times this fall to develop academic calendar proposals for the 2026-2027 and 2027-2028 school years. Utilizing the school board's guiding change document, the committee incorporated input from various

stakeholders, including teachers, administrators, support staff, and parents. Thoughtful discussions were held within the committee, academic calendar drafts were developed and shared, and members then gathered additional feedback from their colleagues, which was brought back to the committee for further discussion.

Presenter(s): Nate Swenson, Assistant Superintendent; and Sonya Sailer, Executive Director of Human Resources

D. Policy Review (513, 521, 524, 604, 617, 619, 623, 632)

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

Presenter(s): Board Policy Committee

VII. Action

A. Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Buildings, Grounds, and Maintenance Employees

Description: The School District's buildings, grounds, and maintenance 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.

Presenter(s): Sonya Sailer, Executive Director of Human Resources; and Mert Woodard, Director of Finance and Operations

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

B. Policy Review (514, 520, 526)

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.

C. Mutual Termination of Employment Agreement with Dr. Stacie Stanley

Description: In order for Dr. Stacie Stanley to begin her tenure with St. Paul Public Schools, the school board needs to vote to release Dr. Stanley from her current 2024-2027 contract with Edina Public Schools. This is done through a Mutual Termination of Employment Agreement negotiated between Dr. Stanley and the school board. The agreement was negotiated on behalf of the school board by the Board Governance Committee. Legal counsel drafted this document and guided the process.

Presenter(s): Governance Committee

Recommendation: Approve the Mutual Termination of Employment Agreement for Dr. Stacie Stanley effective April 18, 2025.

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

A. Enrollment Mobility

B. Expenditure Summary - January 2025

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent

V.A. Minutes: *January 6 Organizational, work session, and regular meeting; January 21 work session*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE ORGANIZATIONAL MEETING OF
JANUARY 6, 2025

ORGANIZATIONAL MEETING
4:30 PM

Edina Community Center
ECC 349

SCHOOL BOARD MEMBERS PRESENT:

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

ABSENT:

Ms. Erica Allenburg

PRESIDING OFFICER: Vice Chair Karen Gabler

4:30 - 4:37 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Nate Swenson, Assistant Superintendent
Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
Jody De St. Hubert, Director of Teaching and Learning
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships
Sonya Sailer, Director of Human Resources

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

(Official Publication)
MINUTES OF THE ORGANIZATIONAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JANUARY 6, 2025

4:30 PM Vice Chair Gabler called to order the organizational meeting of the School Board. Members present: Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Leland, Sailer.

APPROVAL OF AGENDA

ACTION

- A. Annual Election of Board Chair
- B. Annual Election of Board Officers

CONSENT

- A. Reaffirmation of Policies
- B. School Board Compensation
- C. School Board Committees, Appointments, Liaisons and Representatives
- D. Appointments
 - District Architect
 - District Auditors
 - District Legal Counsel
 - Municipal Advisor
- E. Authorization of Credit Cards
- F. Delegations of Authority
 - Electronic Fund Transfers
 - Pay Claims Prior to Board Approval
- G. Designations
 - Depositories
 - Official Newspaper
 - Responsible Authority and Data Practices Compliance Officials
 - Signatories to General Checking Accounts for 2025

LEADERSHIP UPDATES

ADJOURNMENT

The meeting was adjourned at 4:37 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. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JANUARY 6, 2025 ORGANIZATIONAL MEETING

4:30 PM Vice Chair Gabler called to order the organizational meeting of the School Board. Members present: Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Leland, Sailer.

APPROVAL OF AGENDA

Member Mann motioned and Member Birdman seconded to approve the agenda. All members voted Aye. The motion passed unanimously.

ACTION

Annual Election of Board Chair: Member Birdman nominated Karen Gabler for Chair. All members voted Aye and the motion passed unanimously.

Annual Election of Board Officers: Member Hume nominated Erica Allenburg for Vice Chair, the motion passed unanimously; Member Mann nominated Cheryl Barry for Clerk, the motion passed unanimously; Member Barry nominated Jennifer Huwe for Treasurer, the motion passed unanimously; Member Gabler nominated Michael Birdman for Assistant Treasurer, and Dan Arom and Elliot Mann for Assistant Clerk, the motion passed unanimously.

CONSENT

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

The resolutions were:

- A. Reaffirmation of Policies
- B. School Board Compensation
- C. School Board Committees, Appointments, Liaisons and Representatives
- D. Appointments
 - District Architect
 - District Auditors
 - District Legal Counsel
 - Municipal Advisor
- E. Authorization of Credit Cards
- F. Delegations of Authority
 - Electronic Fund Transfers
 - Pay Claims Prior to Board Approval
- G. Designations
 - Depositories
 - Official Newspaper
 - Responsible Authority and Data Practices Compliance Officials
 - Signatories to General Checking Accounts for 2023

LEADERSHIP UPDATES

Chair Gabler reminded new board officers that there is training available through MSBA. Also, for those changing liaison roles, please reach out to committee leaders and include new liaison.

Dr. Stanley shared that Assistant Superintendent Nate Swenson and Principals Patrick Bass and Tricia Pettis will be presenting at the upcoming MSBA annual conference.

ADJOURNMENT

At 4:37 PM, Member Birdman moved and Member Mann seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

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INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF JANUARY 6, 2025

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

Ms. Erica Allenburg

PRESIDING OFFICER: Vice Chair Karen Gabler

5:00 - 6:40 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Nate Swenson, Assistant Superintendent
Dr. Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
Jody De St. Hubert, Director of Teaching and Learning
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships
Jody Remsing, Director of Student Support Services
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Finance and Operations

CERTIFIED CORRECT:

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Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JANUARY 6, 2025

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Leland, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

DISCUSSION

- A. Morris Leatherman Survey Data
- B. Superintendent Search Update
- C. EPS Academic Calendars for 2026-2027 and 2027-2028

LEADERSHIP UPDATES

ADJOURNMENT

The meeting was adjourned at 6:40 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. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JANUARY 6, 2025 WORK SESSION

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Leland, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

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

DISCUSSION

Morris Leatherman Survey Data: Peter Leatherman presented information from the residential survey conducted in November.

Superintendent Search Update: Chair Gabler walked members through the superintendent process update document, highlighting the background, work to date, challenges, search firm options, possible pathways, and possible next steps. Board members asked questions about the cost of search firms, request for proposals (RFP) process, and timelines. Another update is planned for the January 21 work session.

EPS Academic Calendars for 2026-2027 and 2027-2028: Assistant Superintendent Swenson and Executive Director of Human Resources Sonya Sailer presented proposed academic calendars for 2026-2027 and 2027-2028.

LEADERSHIP UPDATES

Chair Gabler shared that the proposed Board retreat would be postponed until a later date. She also shared that there will be community engagement events coming up about the budget reduction - reallocation - revenue generation (BRRRG) process for 2026-2027.

ADJOURNMENT

At 6:40 PM, Member Birdman moved, and Member Arom seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF JANUARY 6, 2025

REGULAR MEETING
7:00 PM

Edina Community Center Room 349
5701 Normandale Road, Edina

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

Ms. Erica Allenburg

PRESIDING OFFICER: Chair Karen Gabler

7:00 - 8:51 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Nate Swenson, Assistant Superintendent
Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
Jody De St. Hubert, Director of Teaching and Learning
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships
Jody Rensing, Director of Student Support Services
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Finance and Operations

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JANUARY 6, 2025

7:00 PM Chair Gabler called to order the regular meeting of the School Board. Members present: Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Leland, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *December 2 work session and regular meeting; December 9 special meeting; December 17 work session; December 19 special meeting*
- B. Personnel Recommendations
- C. Check Register - December 2024
- D. Electronic Fund Transfers - December 2024
- E. Gifts and Bequests – December 2024
- F. Machine-Signed Signatures - Calendar Year 2025
- G. Facility Rental Fees - Fiscal Year 2026
- H. Kids Club Fees - Fiscal Year 2026
- I. New Activity at EHS: E-Sports
- J. EHS Activity Name Change

DISCUSSION

- A. Audited Financial Statements – Fiscal Year Ended June 30, 2024
- B. Student Support Services Programming Update
- C. Policy Review (514, 520, 526, 601)

ACTION

- A. Audited Financial Statements – Fiscal Year Ended June 30, 2024
- B. Electric School Bus Acquisition
- C. 2025-26 Secondary Courses English Language Arts Year Two Recommendations
- D. 2025-2026 Secondary Courses General Change Recommendations
- E. International Travel
- F. Legislative Action Committee (LAC) Priorities
- G. Policy Review (504, 518, 601, 607, 613, 628)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Enrollment Mobility
- B. Expenditure Summary - December 2024
- C. Investment Summary - December 2024
- D. Investment Summary - November 2024 (Corrected)
- E. Concordia Language Village - 4/10/25 Chinese 8th Grade Class
- F. Countryside Elem Continuous Progress, Gr 1-5, YMCA Camp St. Croix, May, 2025

G. Summary of Mid-Year Superintendent Evaluation

ADJOURNMENT

The meeting adjourned at 8:51 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. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

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OFFICIAL MINUTES OF SCHOOL BOARD'S
JANUARY 6, 2025 REGULAR MEETING

7:00 PM Chair Gabler called to order the regular meeting of the School Board. Members present: Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Leland, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

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

EXCELLENCE IN ACTION

Highlands Principal Cara Rieckenberg, along with Kendal Masica, Highlands teacher, and 4th and 5th grade students presented about the 20th anniversary of their Impact Day. Students, staff, and community members came together to pack meals for Minnesotans in need. They estimate that they have packed more than 1,000,000 meals in this 20-year history.

CONSENT

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

The resolutions were:

- A. Minutes: *December 2 work session and regular meeting; December 9 special meeting; December 17 work session; December 19 special meeting*
- B. Personnel Recommendations
- C. Check Register - December 2024
- D. Electronic Fund Transfers - December 2024
- E. Gifts and Bequests – December 2024
- F. Machine-Signed Signatures - Calendar Year 2025
- G. Facility Rental Fees - Fiscal Year 2026
- H. Kids Club Fees - Fiscal Year 2026
- I. New Activity at EHS: E-Sports
- J. EHS Activity Name Change

DISCUSSION

Audited Financial Statements – Fiscal Year Ended June 30, 2024: Information from the annual audit for the period ending June 30, 2024, was presented.

Student Support Services Programming Update: Director Remsing presented information about the key focus areas of the Student Support Services department.

Policy Review (514, 520, 526, 601): Policy Committee members presented the following policies for discussion. Policy 601 will be acted on later tonight; 514, 520, and 526 will move forward for action at the next regular meeting.

- Policy 514 Bullying Prohibition

- Policy 520 Student Surveys
- Policy 526 Student Hazing Prohibition
- Policy 601 Educational Competencies, Academic Standards, and Instructional Curriculum

ACTION

Audited Financial Statements – Fiscal Year Ended June 30, 2024: Member Birdman moved and Member Mann seconded to approve the motion. All members voted Aye. The motion passed unanimously.

Electric School Bus Acquisition: Member Birdman moved and Member Barry seconded to approve the motion. All members voted Aye. The motion passed unanimously.

2025-26 Secondary Courses English Language Arts Year Two Recommendations: Member Mann moved and Member Barry seconded to approve the motion. All members voted Aye. The motion passed unanimously.

2025-2026 Secondary Courses General Change Recommendations: Member Birdman moved and Member Mann seconded to approve the motion. All members voted Aye. The motion passed unanimously.

International Travel: Member Birdman moved and Member Mann seconded to approve the motion. All members voted Aye. The motion passed unanimously.

Legislative Action Committee (LAC) Priorities: Member Mann moved and Member Huwe seconded to approve the motion. All members voted Aye. The motion passed unanimously.

Policy Review (504, 518, 601, 607, 613, 628): Member Birdman moved and Member Mann seconded to approve the motion. All members voted Aye. The motion passed unanimously.

- Policy 504 Student Dress and Appearance
- Policy 518 Do Not Attempt Resuscitation
- Policy 601 Educational Competencies, Academic Standards, and Instructional Curriculum
- Policy 607 Special Accommodations and Services for Students with Special Needs – Section 504
- Policy 613 Graduation Requirements
- Policy 628 Student Activities Program

LEADERSHIP AND COMMITTEE UPDATES

Member Arom shared that the LAC breakfast is coming up on January 24; all are invited to attend.

Chair Gabler pointed out that a summary of the superintendent's mid-year review was included in the information items.

SUPERINTENDENT UPDATES

Dr. Stanley shared an email of thanks from the Morningside Women's Club who held their holiday craft fair at the Edina Community Center this year. The fair was a great success and they believe they will be able to offer more scholarships this year as a result of the fair's success.

She also highlighted the artwork on display in the boardroom. Done by Valley View Middle School students, the artwork ranges in media from watercolors to collage and subject matter from cityscapes to the abstract.

ADJOURNMENT

At 8:51 PM, Member Mann moved, and Member Arom seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

draft

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF JANUARY 21, 2025

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Karen Gabler

5:00 - 8:04 PM

ADMINISTRATIVE STAFF PRESENT:

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

Paul Paetzel, Edina High School Principal
Bethany Van Osdel, Assistant Director of Teaching & Learning (virtual)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JANUARY 21, 2025

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard; Paetzel, Van Osdel (virtual).

APPROVAL OF AGENDA

DISCUSSION

- A. Elementary Literacy Curriculum Adoption Recommendation: Benchmark Advance
- B. Achievement & Integration FY 2026 Budget
- C. DISCOVER Operational Costs
- D. Superintendent Search Update

ACTION

- A. Board Communication to Public

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:04 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. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JANUARY 21, 2025 WORK SESSION

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard; Paetzel, Van Osdel (virtual).

APPROVAL OF AGENDA

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

DISCUSSION

Elementary Literacy Curriculum Adoption Recommendation: Benchmark Advance: Review background information and discuss initial reactions to the elementary literacy adoption recommendation of Benchmark Advance.

Achievement & Integration FY 2026 Budget: Review proposed annual Achievement & Integration budget.

DISCOVER Operational Costs: Overview of the operational costs for DISCOVER in Edina Public Schools.

Superintendent Search Update: Update on the superintendent search process; Governance committee members shared information from MSBA and district legal counsel about hiring an interim superintendent, application and interview processes, and timelines. They discussed desired characteristics and qualifications for the next superintendent, and information for a job posting. They also discussed the early termination of Dr. Stanley's contract.

ACTION

Board Communication to Public: Member Birdman moved and Member Allenburg seconded to approve the motion. All members voted Aye. The motion passed unanimously.

LEADERSHIP AND COMMITTEE UPDATES

Member Arom reminded everyone about the LAC breakfast this Friday, 7:30am, ECC 348, all are welcome.

Chair Gabler shared that the Zephyrus wants to interview a board member about the superintendent search. Member Arom volunteered.

ADJOURNMENT

At 8:04 PM, Member Allenburg moved, and Member Huwe seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

V.B. Personnel Recommendations



Meeting Date: February 3, 2025

Title: Personnel Recommendations

Type: Consent

Presenter(s): Sonya Sailer, Executive 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>
FRANKOVICH, JESSICA	EHS	ASL TEACHER, 0.12 FTE	\$8,100.00	01/21/2025
RODDY, MICHAEL	EHS	CAREER/TECHNICAL EDUCATION TEACHER, 0.21 FTE	\$22,298.71	01/27/2025
ZEHRINGER, JESSICA	ELC	PRESCHOOL TEACHER (LTS)	\$33.68/HOUR	01/29/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ABDO, HARRIET	ND	KINDERGARTEN TEACHER, 1.0 FTE	06/03/2025
BENSON, ANDREA	CC	ADSIS LEARNING SPEC., 1.0 FTE	06/03/2025
CARLSON, WENDY	CN	GRADE 4 TEACHER, 1.0 FTE	06/03/2025
ERSTAD, DONNA	CC	GRADE 1 TEACHER, 1.0 FTE	06/03/2025
GEERE, DANIEL	SV	GRADE 6 SCIENCE TEACHER, 1.0 FTE	06/03/2025
JOHNSON, JENNIFER	EHS	ASSISTANT PRINCIPAL, 1.0 FTE	06/30/2025
KRAUSE, JEFFREY	EHS	SCIENCE TEACHER, 1.0 FTE	06/03/2025
MILLER HEFFELFINGER, HOPE	ND	GRADE 2 TEACHER, 1.0 FTE	06/03/2025
PAULSEN, CAROLYN	CS	ML TEACHER, 0.8 FTE	06/03/2025
RIIPI, ERIN	EVP	MATHEMATICS TEACHER, PER MOU	01/17/2025
SCHMIEL, JANET	EHS	INTERVENTION TEACHER, 1.0 FTE	06/03/2025
SEAVER, SHANNON	EHS	CAREER/TECHNICAL EDUCATION, 1.0 FTE	01/17/2025
SWEENEY, KATHERINE	CS	ELEMENTARY EDUCATION, 1.0 FTE	01/21/2025

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
DURAND, WILLIAM	CV	FROM: EA SPED PARA TO: SPED TEACHER	\$24,720.31	01/14/2025

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
BERGSTEN, CESLEY	SV	LICENSED SCHOOL NURSE LEAVE ON FRIDAYS ONLY	01/24/25 - 03/07/2025

DAHL, JANET	DW	PHYSICAL THERAPIST	01/06/2025 - 01/31/2025
JOHNSON, MORGAN	CS	GRADE 1 TEACHER	02/11/2025 - 06/02/2025
MEANS, ALYSSA	HL	KINDERGARTEN TEACHER	05/08/2025 - 06/02/2025

E. REQUEST FOR 1-YEAR UNPAID SUPERINTENDENT'S DISCRETIONARY LEAVE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
WEINBERGER, SARA	CS	ELEMENTARY TEACHER	08/15/2025 - 05/29/2026

F. REQUEST FOR 3-YEAR UNPAID EXTD LEAVE OF ABSENCE PER MN STATUTE §122A.46

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
GAUDETTE, NICHOLAS	EHS	ORCHESTRA TEACHER RESCIND EXTD LEAVE REQUEST	08/18/2025 - 06/06/2028

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BRATHALL, GUNTPISHCHA	EHS	EA SPED PARA	\$22.50/HOUR	01/27/2025
DURAND, WILLIAM	CV	EA SPED PARA	\$22.50/HOUR	01/06/2025
NASH, BAILLIE	ECC	ASSISTANT DIRECTOR OF FINANCE	\$133,128	02/03/2025
NELSON, EMILY	CN	EA SPED PARA	\$22.50/HOUR	01/28/2025
PHONGSAVATH, LAURA	ELC	ELC MANAGER	\$88,457	01/21/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
KETTERLING, JENNIFER	ECC	INSTRUCTIONAL ASSISTANT	12/20/2024
O'NEAL, JONATHAN	EHS	EA SPED PARA	01/16/2025
ROETHKE, THOM	ECC	ASSISTANT DIRECTOR OF FINANCE	01/31/2025
SHUN, AVERY	VV	EA SPED PARA	01/16/2025
SHUN, KEIFER	CN	EA SPED PARA	01/15/2025

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
HATTSTROM, ALEX	ECC	FROM: EMER MGMT AND SCHOOL SAFETY COORDINATOR (CST) TO: SUPERVISOR OF EMER MGMT AND SCHOOL SAFETY (NON-AFFILIATED)	\$114,208	02/03/2025

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
CARRERA, LILIA	CV	EA SPED PARA	01/07/2025 - 01/16/2025
LATIMER, OLIVIA	EHS	FROM: MEDIA ASST 7.5 HRS/DAY TO: MEDIA ASST 1.75 HRS/DAY	02/03/2025 - 05/16/2025
SHERMAN, RICHARD	TC	BUS DRIVER	12/16/2024 - 03/28/2025
ULTAN, ROSLYE	EHS	EA SPED PARA	12/13/2024 - 01/27/2025

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
HAMILTON, CADIE	CC	KIDS' CLUB LEAD	\$17.85/HOUR	01/22/2025
HEALEY, SOFIA	HL	KIDS' CLUB LEAD	\$17.85/HOUR	01/27/2025
NORBY, ELIZABETH	CC	KIDS' CLUB LEAD	\$17.85/HOUR	01/08/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
HUSEBY, MALIA	CC	KIDS' CLUB LEAD	12/31/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
SWAN, NATHANIEL	CN	EA SPED PARA/KIDS' CLUB LEAD ADDING ENRICHMENT LEAD	\$19.33/HOUR	01/23/2025

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
HESSE, ALEXANDER	CC	KIDS' CLUB LEAD	12/10/2024 - 01/31/2025
JOHNSON, CORDELIA	HL	KIDS' CLUB LEAD	01/06/2025 - 04/14/2025

V.C. Check Register - January 2025

Check Register

DEFINING EXCELLENCE

FOR THE MONTH ENDED JANUARY 31, 2025

Check No.	Vendor	Description	Date	Amount
402212	MN PEIP	CURRENT TEACHERS	1/22/25	786,244.54
402171	BLUE CROSS BLUE SHI	CURRENT EMPLOYEES	1/22/25	484,236.52
402171	BLUE CROSS BLUE SHI	CURRENT EMPLOYEES	1/22/25	475,593.48
402176	CHARTWELLS DINING S	DEC24 FOOD SERVICE	1/22/25	358,651.95
402122	METRO TRANSPORTATIO	OCT24 - SPED TYPE I	1/15/25	159,104.40
402208	METRO TRANSPORTATIO	DEC24 SPED TYPE III	1/22/25	130,802.17
402212	MN PEIP	COBRA/RETIREEES	1/22/25	77,172.94
402153	TWIN CITY TRANSPORT	SPED TYPE III SERVI	1/15/25	70,920.23
402201	KRAUS-ANDERSON CONS	EHS LTFM PRE-CONST.	1/22/25	57,529.00
402088	CHESS & STRATEGY GA	CHESS CLUBS DISTRIC	1/15/25	45,661.00
402239	TWIN CITY TRANSPORT	SPED TYPE III	1/22/25	44,893.38
402181	DAKOTA TRUCK UNDERW	INSTALLMENT #8	1/22/25	40,051.00
402049	INTERMEDIATE DISTRI	LEASE LEVY	1/8/25	33,653.16
402193	INTERMEDIATE DISTRI	LEASE LEVY	1/22/25	33,653.16
402395	WOLD ARCHITECTS & E	CN TOILET RENO	1/29/25	31,079.77
402226	SAFeway DRIVING SCH	10/28-11/13 DRIVER'	1/22/25	27,360.00
402119	MALLOY MONTAGUE KAR	PROF SVCS THRU 12/3	1/15/25	25,620.00
402054	LANGUAGE SPROUT LLC	SPANISH INSTRUCTION	1/8/25	25,437.00
402075	LANGUAGE SPROUT LLC	SPANISH INSTRUCTION	1/14/25	25,437.00
402208	METRO TRANSPORTATIO	DEC24 MCKINNEY VENT	1/22/25	25,242.53
402049	INTERMEDIATE DISTRI	ITINERANT	1/8/25	25,224.97
402193	INTERMEDIATE DISTRI	ITINERANT	1/22/25	25,224.97
402122	METRO TRANSPORTATIO	OCT24 - MCKINNEY VE	1/15/25	24,477.60
402159	XCEL ENERGY	EHS 11/19-12/22/202	1/15/25	23,813.08
402330	KINECT ENERGY, INC	EHS - DECEMBER USE	1/29/25	23,450.09
402099	FLYNN MIDWEST LP	ROOF CURB REMOVAL/	1/15/25	22,716.00
402171	BLUE CROSS BLUE SHI	COBRA/REITREES	1/22/25	21,818.97
402171	BLUE CROSS BLUE SHI	COBRA/RETIREEES	1/22/25	21,818.97
402049	INTERMEDIATE DISTRI	CONTRACTED NSO	1/8/25	21,360.47
402193	INTERMEDIATE DISTRI	CONTRACTED NSO	1/22/25	21,360.47
402177	CITY OF EDINA - BRA	DEC BOYS HOCKEY ICE	1/22/25	20,952.50
402330	KINECT ENERGY, INC	SV - DECEMBER USE	1/29/25	20,116.37
402200	KATH FUEL OIL SERVI	DIESEL	1/22/25	19,061.75
402069	TEACHERS ON CALL, A	EHS- SUBSTITUTES	1/8/25	17,996.79
402108	INSPEC INC	EHS 2025 REROOFING	1/15/25	17,263.20
402177	CITY OF EDINA - BRA	NOV BOYS HOCKEY ICE	1/22/25	15,960.75
402234	TEACHERS ON CALL, A	EHS- SUBSTITUTES	1/22/25	15,499.35
402352	MORRIS LEATHERMAN C	RESIDENTIAL SURVEY	1/29/25	15,000.00
402177	CITY OF EDINA - BRA	NOV GIRLS HOCKEY IC	1/22/25	14,787.15
402122	METRO TRANSPORTATIO	OCT24 - SPED TYPE A	1/15/25	14,173.20
402044	FILLMORE MINNEAPOLI	SWEETHEARTS RENTAL	1/8/25	13,987.73
402201	KRAUS-ANDERSON CONS	EHS LTFM CONS MGMT	1/22/25	13,475.00
402230	SOURCEWELL	Q2 OVRAGE HOURS	1/22/25	13,343.75
402159	XCEL ENERGY	SV 11/19-12/22/2024	1/15/25	12,619.19
402330	KINECT ENERGY, INC	ECC - DECEMBER USE	1/29/25	12,606.10
402135	RAK CONSTRUCTION IN	ECC - LTFM UPGRADES	1/15/25	11,933.52
402135	RAK CONSTRUCTION IN	CV - LTFM UPGRADES	1/15/25	11,933.52
402135	RAK CONSTRUCTION IN	CN - LTFM UPGRADES	1/15/25	11,933.52
402135	RAK CONSTRUCTION IN	CC - LTFM UPGRADES	1/15/25	11,933.51
402177	CITY OF EDINA - BRA	BOYS HOCKEY GATE NO	1/22/25	11,932.00
402094	DIGITAL INSURANCE	3RD QUARTER SERVICE	1/15/25	11,875.00
402330	KINECT ENERGY, INC	VV - DECEMBER USE	1/29/25	11,856.94
402076	ABRAKADOODLE	ART CLUB & GIFT MAK	1/15/25	11,403.00
402064	PHOENIX SCHOOL COUN	OLG - QTR 3 SERVICE	1/8/25	11,402.55
402384	STRATEGIC BEHAVIORA	NOV-DEC CONTRACT SE	1/29/25	11,306.25
402049	INTERMEDIATE DISTRI	CORE FEE	1/8/25	11,258.56
402193	INTERMEDIATE DISTRI	CORE FEE	1/22/25	11,258.56

Check No.	Vendor	Description	Date	Amount
402049	INTERMEDIATE DISTRI	SAFE SCHOOL	1/8/25	11,221.16
402193	INTERMEDIATE DISTRI	SAFE SCHOOL	1/22/25	11,221.16
402232	STRATEGIC BEHAVIORA	SEPT-OCT CONTRACT S	1/22/25	11,171.25
402177	CITY OF EDINA - BRA	DEC GIRLS HOCKEY IC	1/22/25	11,030.12
402208	METRO TRANSPORTATIO	DEC24 SPED TYPE A &	1/22/25	10,629.90
402159	XCEL ENERGY	ECC 11/19-12/22/202	1/15/25	10,243.86
402239	TWIN CITY TRANSPORT	MCKINNEY VENTO TYPE	1/22/25	9,998.62
402280	EDINA GIRLS HOCKEY	DEC24 G HOCKEY TOUR	1/29/25	9,956.00
402234	TEACHERS ON CALL, A	VV- SUBSTITUTES	1/22/25	9,404.10
402153	TWIN CITY TRANSPORT	MCKINNEY VENTO TYPE	1/15/25	9,331.20
402069	TEACHERS ON CALL, A	CV- SUBSTITUTES	1/8/25	9,081.60
402143	SERVPRO OF MINNETON	EHS WATER RESTORATI	1/15/25	8,947.24
402049	INTERMEDIATE DISTRI	TRANS DISABLED	1/8/25	8,626.38
402193	INTERMEDIATE DISTRI	TRANS DISABLED	1/22/25	8,626.38
402085	BSN SPORTS, LLC	9TH FOOTBALL UNIFOR	1/15/25	8,523.25
402201	KRAUS-ANDERSON CONS	EHS LTFM GENERAL CO	1/22/25	8,496.31
402069	TEACHERS ON CALL, A	SV- SUBSTITUTES	1/8/25	8,326.95
402100	GEMINI ATHLETIC WEA	B HOCKEY UNIFORMS	1/15/25	8,304.00
402100	GEMINI ATHLETIC WEA	G HOCKEY UNIFORMS	1/15/25	8,158.00
402290	FRASER CHILD AND FA	OCT-NOV24 CONSULTAT	1/29/25	8,008.00
402069	TEACHERS ON CALL, A	CC- SUBSTITUTES	1/8/25	7,965.75
402069	TEACHERS ON CALL, A	ND- SUBSTITUTES	1/8/25	7,862.55
402234	TEACHERS ON CALL, A	SV- SUBSTITUTES	1/22/25	7,849.65
402069	TEACHERS ON CALL, A	VV- SUBSTITUTES	1/8/25	7,656.15
402215	MSU - MANKATO	SPRING TUITION - A.	1/22/25	7,531.20
402092	D'AMICO CATERING	2/8 SWEETHEARTS DEP	1/15/25	7,500.00
402375	RIGHT ANGLE STUDIO	SUMMER '25 CATALOG	1/29/25	7,500.00
402234	TEACHERS ON CALL, A	ND- SUBSTITUTES	1/22/25	7,372.35
402237	TONENWORKS MUSIC THE	DEC24 MUSIC THERAPY	1/22/25	7,271.25
402237	TONENWORKS MUSIC THE	DEC24 MUSIC THERAPY	1/22/25	7,271.25
402234	TEACHERS ON CALL, A	HL- SUBSTITUTES	1/22/25	7,211.10
402234	TEACHERS ON CALL, A	CV- SUBSTITUTES	1/22/25	7,101.45
402069	TEACHERS ON CALL, A	HL- SUBSTITUTES	1/8/25	7,062.75
402141	SANDCREEK EAP	EAP Q1 2025 SERVICE	1/15/25	7,022.50
402262	BUSINESS ESSENTIALS	BOISE X9-WHITE-8.5X	1/29/25	6,900.00
402093	DASH SPORTS LLC	JR NBA CAMP	1/15/25	6,692.50
402115	KAY ZUCCARO	WATER WELLNESS CLAS	1/15/25	6,552.00
402179	CROSTOWN MECHANICA	WALK-IN FREEZER COM	1/22/25	6,485.95
402105	H&B SPECIALIZED PRO	MOTORS FOR BBALL HO	1/15/25	6,338.00
402395	WOLD ARCHITECTS & E	EHS 2025-26 RENOVAT	1/29/25	6,170.83
402066	RIVER BOTTOM PRODUC	VV THEATER PRODUCTI	1/8/25	5,960.00
402159	XCEL ENERGY	VV 11/19-12/22/2024	1/15/25	5,750.53
402081	ARVIG	JAN25 - DW PHONES	1/15/25	5,712.13
402234	TEACHERS ON CALL, A	CN- SUBSTITUTES	1/22/25	5,611.50
402123	MIKKONEN MUSIC LLC	DEC24 MUSIC LESSONS	1/15/25	5,557.50
402071	WENDY ANDERSON	HATHA YOGA FOR LIFE	1/8/25	5,488.00
402330	KINECT ENERGY, INC	CS - DECEMBER USE	1/29/25	5,421.53
402049	INTERMEDIATE DISTRI	HTP-GEN ED	1/8/25	5,388.12
402193	INTERMEDIATE DISTRI	HTP-GEN ED	1/22/25	5,388.12
402234	TEACHERS ON CALL, A	CC- SUBSTITUTES	1/22/25	5,353.50
402049	INTERMEDIATE DISTRI	LONG TERM FACILITIE	1/8/25	5,345.37
402193	INTERMEDIATE DISTRI	LONG TERM FACILITIE	1/22/25	5,345.37
402178	COMMERCIAL FURNITUR	FURNITURE FOR ELC	1/22/25	5,221.05
402330	KINECT ENERGY, INC	CV - DECEMBER USE	1/29/25	5,214.84
402078	ADVANCED IMAGING SO	LEASE 01.08 0728562	1/15/25	5,184.00
402069	TEACHERS ON CALL, A	CS- SUBSTITUTES	1/8/25	4,972.95
402263	BYTESPEED LLC	E-SPORT GAMING DEVI	1/29/25	4,945.00
402390	TOOLS FOR SCHOOLS I	BOOK CREATOR JAN-JU	1/29/25	4,875.00
402122	METRO TRANSPORTATIO	OCT24 - SPED BUS AI	1/15/25	4,858.88
402234	TEACHERS ON CALL, A	CS- SUBSTITUTES	1/22/25	4,856.85
402087	CATHERINE EARLEY	BODY SHAPE CLASS	1/15/25	4,835.00
402330	KINECT ENERGY, INC	CC - DECEMBER USE	1/29/25	4,825.18
402093	DASH SPORTS LLC	BASKETBALL & VB CAM	1/15/25	4,815.50
402127	MSU - MANKATO	TUITION - A.B.	1/15/25	4,785.58
402204	LARKIN HOFFMAN DALY	LEGAL SERVICES	1/22/25	4,720.00
402059	MSU - MANKATO	SPRING 2025 TUITION	1/8/25	4,643.76
402106	HENNEPIN COUNTY TRE	24-25 TRUTH IN TAXA	1/15/25	4,637.59
402345	MIDWEST SCHOOL OF B	BALLET CLASSES	1/29/25	4,607.40
402114	KAETHE BIRKNER	BALLET & PILLATES C	1/15/25	4,570.30
402069	TEACHERS ON CALL, A	CN- SUBSTITUTES	1/8/25	4,534.35
402370	RADAR CONSULTING LL	FEB25 INCENTIVE & A	1/29/25	4,500.00
402330	KINECT ENERGY, INC	HL - DECEMBER USE	1/29/25	4,386.38

Check No.	Vendor	Description	Date	Amount
402159	XCEL ENERGY	CV 11/19-12/22/2024	1/15/25	4,386.25
402186	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	1/22/25	4,339.92
402182	EHLERS	2024 DISCLOSURE REP	1/22/25	4,250.00
402159	XCEL ENERGY	CS 11/19-12/22/2024	1/15/25	4,195.12
402330	KINECT ENERGY, INC	CN - DECEMBER USE	1/29/25	4,170.35
402062	NORTHERN LIGHTS	2/8/25 SWEETHEARTS	1/8/25	3,950.00
402039	DUNHAM ASSOCIATES I	EHS 2023-26 RENOVAT	1/8/25	3,900.00
402167	BAUER BUILT INC	TIRES	1/22/25	3,890.60
402174	BSN SPORTS, LLC	GYMNASTICS UNIFORMS	1/22/25	3,780.00
402159	XCEL ENERGY	CC 11/19-12/22/2024	1/15/25	3,772.91
402049	INTERMEDIATE DISTRI	ALC-STABILIZATION F	1/8/25	3,740.39
402193	INTERMEDIATE DISTRI	ALC-STABILIZATION F	1/22/25	3,740.39
402149	SUNBELT STAFFING LL	12/21 SCHOOL NURSE	1/15/25	3,735.00
402149	SUNBELT STAFFING LL	12/21 SCHOOL NURSE	1/15/25	3,735.00
402158	WASTE MANAGEMENT OF	EHS USE 1/1-1/31/20	1/15/25	3,689.85
402233	SUNBELT STAFFING LL	12/14 SCHOOL NURSE	1/22/25	3,689.10
402117	LEIF MEDIA & PR LLC	NOV24 COMM SUPPORT	1/15/25	3,680.00
402142	SCHOOL SERVICE EMPL	JAN15 SEIU DUES	1/15/25	3,678.83
402233	SUNBELT STAFFING LL	1/11 SCHOOL NURSE	1/22/25	3,678.30
402105	H&B SPECIALIZED PRO	VOLLEYBALL SET W/RE	1/15/25	3,647.00
402068	SCHOOL SERVICE EMPL	DEC30 SEIU DUES	1/8/25	3,582.82
402262	BUSINESS ESSENTIALS	LEXIA CORE5 READING	1/29/25	3,564.00
402140	RUSSELL SECURITY RE	HANDICAP DOOR MOTOR	1/15/25	3,560.00
402330	KINECT ENERGY, INC	ECC - DECEMBER USE	1/29/25	3,555.57
402194	I-STATE TRUCK CENTE	FILTERS	1/22/25	3,538.44
402068	SCHOOL SERVICE EMPL	DEC13 SEIU DUES	1/8/25	3,520.49
402074	RADAR CONSULTING LL	JAN FEE AND ADVERTI	1/9/25	3,500.00
402138	RIGHT ANGLE STUDIO	ELC CATALOG 2025	1/15/25	3,500.00
402082	BOLTON & MENK INC	EHS TENNIS COURTS	1/15/25	3,450.00
402395	WOLD ARCHITECTS & E	EHS RENO PHASE 3 AV	1/29/25	3,333.14
402230	SOURCEWELL	Q2 ONGOING ADVANTAG	1/22/25	3,330.00
V20715	VALERIE E BURKE	MEDICARE REIMBURSEM	1/15/25	3,310.46
402177	CITY OF EDINA - BRA	GIRLS HOCKEY GATE N	1/22/25	3,308.00
402209	MFI MEDICAL	EVACUATION CHAIR	1/22/25	3,205.30
402069	TEACHERS ON CALL, A	ELC/ECSE- SUBSTITUT	1/8/25	3,141.15
402255	BRAUN INTERTEC CORP	EHS MECHANICAL PHAS	1/29/25	3,086.50
402177	CITY OF EDINA - BRA	OCT GIRLS HOCKEY IC	1/22/25	3,082.71
402216	N2Y	UNIQUE LEARNING SYS	1/22/25	3,019.96
402050	JOHN A DAL SIN & SON	ROOF LEAK	1/8/25	3,007.41
402095	DIGNITY CONSULTING,	AUTHOR PRESENTATION	1/15/25	3,000.00
402198	JUNIOR ACHIEVEMENT	3/20 JA BIZTOWN FT	1/22/25	3,000.00
402368	PROCARE THERAPY	1/17 SPED TEACHER	1/29/25	2,962.50
402225	RIGHT ANGLE STUDIO	BUS SVCS ACFR	1/22/25	2,950.00
402081	ARVIG	JAN25 - DW INTERNET	1/15/25	2,941.78
402134	PRO-ED INC	CURRICULUM	1/15/25	2,916.00
402374	RIFTON EQUIPMENT	ADAPTIVE TECHNOLOGY	1/29/25	2,895.00
402159	XCEL ENERGY	ND 11/19/12/22/2024	1/15/25	2,889.29
402136	RELATE COUNSELING C	CHEM HEALTH #4 OF 1	1/15/25	2,880.00
402159	XCEL ENERGY	HL 11/20-12/23/2024	1/15/25	2,863.88
402208	METRO TRANSPORTATIO	DEC24 SPED BUS AIDE	1/22/25	2,856.11
402133	PROCARE THERAPY	12/13 SPED TEACHER	1/15/25	2,812.50
402223	PROCARE THERAPY	12/20 SPED TEACHER	1/22/25	2,812.50
402216	N2Y	NEWS2YOU	1/22/25	2,749.89
402381	SOLIANT HEALTH LLC	1/19 SCHOOL SLP	1/29/25	2,735.98
402167	BAUER BUILT INC	TIRES	1/22/25	2,682.20
402148	SUMMIT FIRE PROTECT	EHS - HOOD INSPECTI	1/15/25	2,679.25
402210	MIDWEST BUS PARTS I	FUEL TANK	1/22/25	2,649.37
402058	MSEA -- MN SCHOOL E	DEC30 MSEA DUES	1/8/25	2,432.81
402392	U.S. BANK	ADMINISTRATION FEES	1/29/25	2,375.00
402380	SCHOOL SERVICE EMPL	JAN30 SEIU DUES	1/29/25	2,372.62
402200	KATH FUEL OIL SERVI	UNLEADED	1/22/25	2,364.91
402144	SOLIANT HEALTH LLC	12/15 SCHOOL SLP	1/15/25	2,315.06
402026	ABBE BLACKER	MAH JONGG	1/8/25	2,294.60
402065	PRAIRIE ELECTRIC CO	LIGHT POLE REPAIR	1/8/25	2,172.56
402330	KINECT ENERGY, INC	TRAN - DECEMBER USE	1/29/25	2,166.96
402169	BAYCOM INC	BATTERY FOR RADIOS	1/22/25	2,125.00
402393	ULTIMATESLP.COM	SUBSCRIPTION(17 USE	1/29/25	2,113.44
402345	MIDWEST SCHOOL OF B	BALLET CLASSES - AD	1/29/25	2,100.00
402353	MSEA -- MN SCHOOL E	JAN30 MSEA DUES	1/29/25	2,038.32
402161	SPORTS PRO LLC	WELLNESS CENTER MAI	1/22/25	2,025.00
402234	TEACHERS ON CALL, A	ELC/ECSE- SUBSTITUT	1/22/25	1,967.25
402126	MSEA -- MN SCHOOL E	JAN15 MSEA DUES	1/15/25	1,940.79

Check No.	Vendor	Description	Date	Amount
402100	GEMINI ATHLETIC WEA	B HOCKEY SOCKS	1/15/25	1,906.00
402210	MIDWEST BUS PARTS I	RADIATOR	1/22/25	1,884.26
402355	NAC MECHANICAL & EL	CC - CHILLER CONTRA	1/29/25	1,837.54
402098	EKIN LLC	GIRLS SOCCER EQUIP	1/15/25	1,822.27
402392	U.S. BANK	COP 2022A - ADMIN F	1/29/25	1,800.00
402173	BREEZE ART BY CANDI	"MY CHOICE, MY ART,	1/22/25	1,800.00
402027	ABBY ARBEITER	DRAWING TECHNIQUES	1/8/25	1,764.00
402363	OVERDRIVE INC	SORA MAGAZINE RENEW	1/29/25	1,750.00
402057	METRO ELEVATOR	JANUARY SERVICE	1/8/25	1,734.61
402058	MSEA -- MN SCHOOL E	DEC13 MSEA DUES	1/8/25	1,713.53
402158	WASTE MANAGEMENT OF	SV USE 1/1-1/31/202	1/15/25	1,665.49
402305	IWS - INNOVATIONAL	DEC24 WATER MGMT FE	1/29/25	1,643.92
402100	GEMINI ATHLETIC WEA	G HOCKEY SOCKS	1/15/25	1,632.00
402337	MACKIN EDUCATIONAL	BOOKS FOR VV	1/29/25	1,627.12
402354	MULTILINGUAL WORD I	DEC24 GEN ED INTERP	1/29/25	1,599.66
402210	MIDWEST BUS PARTS I	CABLES	1/22/25	1,590.40
402158	WASTE MANAGEMENT OF	VV USE 1/1-1/31/202	1/15/25	1,570.45
402028	ADVANCED IMAGING SO	HIGH SCHOOL 11/24	1/8/25	1,557.72
402029	ARCON SOLUTIONS INC	WATER BOTTLES FOR A	1/8/25	1,547.78
402359	NORMANDEALE COMMUNIT	PSEO FALL 2025: REM	1/29/25	1,537.98
402070	TRUE N FAIR TREE CA	TREE REMOVAL	1/8/25	1,500.00
402196	JACKI BRICKMAN INC	CATALYST LIVE DAY	1/22/25	1,500.00
402191	HOGLUND BUS COMPANY	SENDER	1/22/25	1,497.82
402158	WASTE MANAGEMENT OF	ECC USE 1/1-1/31/20	1/15/25	1,460.22
402170	BIRTE FRETWELL	GERMAN KINDER CLASS	1/22/25	1,450.40
402361	NOTEFLIGHT LLC	NOTEFLIGHT LEARN	1/29/25	1,449.00
402134	PRO-ED INC	ARTICULATION	1/15/25	1,444.00
402178	COMMERCIAL FURNITUR	CHAIRS FOR CN	1/22/25	1,437.74
402130	PARK TAVERN LOUNGE	12/10 BOWLING UNIFI	1/15/25	1,435.20
402031	BLAKE SCHOOL	DEBATE ENTRIES	1/8/25	1,410.00
402195	ITSAVVY LLC	SCREEN DEDUCTIBLES	1/22/25	1,400.00
402187	FRASER CHILD AND FA	APR-MAY24 CONSULTAT	1/22/25	1,386.00
402302	INFINITE HEALTH COL	B HOCKEY TOURN TRAI	1/29/25	1,362.50
402241	UNIVERSITY LANGUAGE	DEC24 GEN ED INTERP	1/22/25	1,344.42
402267	THE COLLEGE BOARD	AP REG FEE: JOY DUN	1/29/25	1,299.00
402267	THE COLLEGE BOARD	AP REG FEE: C. MAJO	1/29/25	1,299.00
402158	WASTE MANAGEMENT OF	CS USE 1/1-1/31/202	1/15/25	1,247.44
402049	INTERMEDIATE DISTRI	CAREER & TECH	1/8/25	1,242.05
402193	INTERMEDIATE DISTRI	CAREER & TECH	1/22/25	1,242.05
402189	GRAINGER	STEEL RACKING	1/22/25	1,164.58
402033	BROTHERS FIRE & SEC	INSTALL CELL DIALER	1/8/25	1,162.55
402158	WASTE MANAGEMENT OF	CC USE 1/1-1/31/202	1/15/25	1,160.11
402205	LEIF MEDIA & PR LLC	DEC24 COMM SUPPORT	1/22/25	1,150.00
402301	IMAGINE LEARNING, L	PD WEBINAR OPEN ENR	1/29/25	1,125.00
402148	SUMMIT FIRE PROTECT	VV - HOOD INSPECTIO	1/15/25	1,123.20
402260	BROTHERS FIRE & SEC	FIRE SPRINKLER LEAK	1/29/25	1,121.34
402148	SUMMIT FIRE PROTECT	SV - HOOD INSPECTIO	1/15/25	1,095.80
402168	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	1/22/25	1,080.00
402248	ALLEGRA EDEN PRAIRI	THEATRE FOR ALL T-S	1/29/25	1,077.00
402350	MINNESOTA ZOO	5/6 MN ZOO 1ST GR F	1/29/25	1,064.00
402378	RUSSELL SECURITY RE	ELECTRIC DOOR STRIK	1/29/25	1,060.00
402264	CATALYST SOURCING S	ON DEMAND/DMTS	1/29/25	1,045.45
402131	PITNEY BOWES EASYPE	ELC CATALOG POSTAGE	1/15/25	1,044.10
402049	INTERMEDIATE DISTRI	ALC	1/8/25	1,024.78
402193	INTERMEDIATE DISTRI	ALC	1/22/25	1,024.78
402147	STAGES THEATRE COMP	2/5 1ST GRADE FIELD	1/15/25	1,012.00
402089	CHILDREN'S THEATRE	FIELD TRIP - LEONAR	1/15/25	1,010.00
402070	TRUE N FAIR TREE CA	TREE REMOVAL	1/8/25	1,000.00
402304	ITSAVVY LLC	SCREEN DEDUCTIBLES	1/29/25	1,000.00
V20723	LISA MASICA	APPLE IPHONE 16	1/15/25	999.00
402200	KATH FUEL OIL SERVI	DIESEL EXHHAUST FLU	1/22/25	998.80
402146	STACY RUTTEN	WORKING GENIUS-PRES	1/15/25	997.00
402080	ARCON SOLUTIONS INC	COMMUNITY ED SHIRTS	1/15/25	976.92
402299	H&B SPECIALIZED PRO	BLEACHER REPAIR	1/29/25	950.00
402147	STAGES THEATRE COMP	2/14/25 1ST GR FT	1/15/25	940.00
402382	STAGES THEATRE COMP	3/25/25 2ND GR FT	1/29/25	940.00
402303	ISAIAH AND/OR HANNA	12/18/24-1/24/25 MI	1/29/25	936.90
402210	MIDWEST BUS PARTS I	RADIATOR	1/22/25	935.95
402086	CAMP FOLEY	CAMP FOLEY DEPOSIT	1/15/25	930.00
402107	INFINITE HEALTH COL	12/7 WRESTLING TOUR	1/15/25	925.00
402349	MINNESOTA LANDSCAPE	4/15 1ST GR FIELD T	1/29/25	920.00
402220	ORKIN COMMERCIAL SE	DW - DEC24 SERVICES	1/22/25	880.00

Check No.	Vendor	Description	Date	Amount
402191	HOGLUND BUS COMPANY	NON-WARRANTY REPAIR	1/22/25	874.74
402028	ADVANCED IMAGING SO	CONCORD 11/24	1/8/25	862.39
402264	CATALYST SOURCING S	ON DEMAND/ACTIVITIE	1/29/25	858.76
402028	ADVANCED IMAGING SO	ECC/DO 11/24	1/8/25	849.83
402288	FACTORY MOTOR PARTS	STRUTS	1/29/25	849.73
402112	JESSEN PRESS INC	SPED HANDBOOK	1/15/25	848.00
402063	NOVA FIRE PROTECTIO	REPAIR LEAKS IN N2	1/8/25	847.39
402260	BROTHERS FIRE & SEC	FIRE SPRINKLER HEAD	1/29/25	846.21
402154	ULINE	OFFICE CHAIRS	1/15/25	844.85
402228	FLAGSHIP RECREATION	SEESAW PARTS	1/22/25	829.33
402218	NORTHERN STAR COUNC	4/15 FIELD TRIP UNI	1/22/25	814.00
402157	WALDOCH FARM	CS FIELD TRIP	1/15/25	812.50
402052	KAREN GOLDFARB	NOV24 BEGINNING MAH	1/8/25	812.00
402211	MINNESOTA NATIVE LA	HL WEED CONTROL VIS	1/22/25	800.00
402145	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	1/15/25	766.00
402165	AMY LAMPHERE	MOVE 2 MUSIC	1/22/25	756.00
402028	ADVANCED IMAGING SO	NORMANDEALE 11/24	1/8/25	749.01
V20778	JENNIFER A JOHNSON	CELL PHONE PURCHASE	1/29/25	749.00
402061	NAC MECHANICAL & EL	BOILER SERVICE CALL	1/8/25	744.65
402209	MFI MEDICAL	CHAIR COVER	1/22/25	744.00
402339	MASA	SPRING CONF-SS & NS	1/29/25	738.00
402160	ZEEBO KAROUSO	9/9-12/16 ADULT BSK	1/15/25	734.20
402055	MACKIN EDUCATIONAL	BOOKS FOR EHS	1/8/25	724.82
402158	WASTE MANAGEMENT OF	CN USE 1/1-1/31/202	1/15/25	720.32
402028	ADVANCED IMAGING SO	COUNTRYSIDE 11/24	1/8/25	719.32
V20709	JAMIE HAWKINSON	MESPA REIMBURSEMENT	1/8/25	713.00
402097	EDUCATORS BENEFIT C	403(B) ADMIN & COMP	1/15/25	708.58
402151	THREE RIVERS PARK D	1/9 SKI TRIP	1/15/25	704.00
402147	STAGES THEATRE COMP	CV GRADE K FIELD TR	1/15/25	684.00
V20724	SARAH MIZIORKO	HOTEL	1/15/25	675.67
402037	CUSHMAN MOTOR COMPA	FRAME	1/8/25	670.78
402166	APPLE INC	IPADS - COMMUNITY E	1/22/25	658.00
402036	CONQUER NINJA WARRI	CC KC FIELD TRIP	1/8/25	650.25
402145	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	1/15/25	636.00
402265	CDW GOVERNMENT	AZURE OVERAGES	1/29/25	633.01
402158	WASTE MANAGEMENT OF	CV USE 1/1-1/31/202	1/15/25	626.03
402042	ELLA WASSERMAN	PIANO LESSONS	1/8/25	624.00
402217	NORCOSTCO INC	FICK AND EPAC LIGHT	1/22/25	621.72
402028	ADVANCED IMAGING SO	SOUTH VIEW 11/24	1/8/25	619.29
402184	ESCREEN, INC.	DEC24 DOT DRUG TEST	1/22/25	612.50
402028	ADVANCED IMAGING SO	CREEK VALLEY 11/24	1/8/25	612.28
402209	MFI MEDICAL	FOOT SUPPORT	1/22/25	612.00
402155	UNIVERSITY LANGUAGE	DEC24 GEN ED INTERP	1/15/25	606.33
402148	SUMMIT FIRE PROTECT	CS - HOOD INSPECTIO	1/15/25	597.85
402240	ULTIMATE EVENTS	PERFORM ARTS CHAIR	1/22/25	587.00
402139	RIVER BOTTOM PRODUC	EPAC LIGHT FIXTURES	1/15/25	576.00
402210	MIDWEST BUS PARTS I	CAP	1/22/25	570.40
402118	LIGHTNING PRINTING	WINTER JUBILEE PRGM	1/15/25	568.15
402148	SUMMIT FIRE PROTECT	CN - HOOD INSPECTIO	1/15/25	557.75
402148	SUMMIT FIRE PROTECT	HL - HOOD INSPECTIO	1/15/25	557.75
402148	SUMMIT FIRE PROTECT	CV - HOOD INSPECTIO	1/15/25	552.85
402347	MINNEGLASS LLC	WINDSHIELD REPAIR	1/29/25	550.00
402124	MINNEAPOLIS OXYGEN	ACETYLEN MAINT. CHA	1/15/25	543.00
402158	WASTE MANAGEMENT OF	HL USE 1/1-1/31/202	1/15/25	530.39
402042	ELLA WASSERMAN	PIANO LESSONS	1/8/25	520.00
402244	93 SKIP LLC	CN - DEC24 SOLAR PR	1/29/25	519.63
402078	ADVANCED IMAGING SO	LEASE 11.08 0728562	1/15/25	518.40
402360	NORTHERN STAR COUNC	CV GRADE 5 FIELD TR	1/29/25	515.00
402028	ADVANCED IMAGING SO	CORNELIA 11/24	1/8/25	513.75
402028	ADVANCED IMAGING SO	VALLEY VIEW 11/24	1/8/25	511.75
402148	SUMMIT FIRE PROTECT	ECC - HOOD INSPECTI	1/15/25	509.45
402032	BRIN GLASS SERVICE	DOOR 1A INSIDE	1/8/25	497.00
402188	FRESHPOINT BIX PROD	KC CV SNACKS	1/22/25	496.85
402348	MINNESOTA EQUIPMENT	SHOCK ABSORBER	1/29/25	495.00
402148	SUMMIT FIRE PROTECT	CC - HOOD INSPECTIO	1/15/25	488.75
402172	BOND TRUST SERVICES	PAYING AGENT FEE -	1/22/25	475.00
402172	BOND TRUST SERVICES	PAYING AGENT FEE -	1/22/25	475.00
402172	BOND TRUST SERVICES	PAYING AGENT FEE -	1/22/25	475.00
402172	BOND TRUST SERVICES	PAYING AGENT FEE -	1/22/25	475.00
402172	BOND TRUST SERVICES	PAYING AGENT FEE -	1/22/25	475.00
402067	ROBERT DIXON	TAI CHI	1/8/25	469.00
402028	ADVANCED IMAGING SO	HIGHLANDS 11/24	1/8/25	466.49

Check No.	Vendor	Description	Date	Amount
402077	ACOUSTICS ASSOCIATE	VV - NEW CEILING TI	1/15/25	462.16
402069	TEACHERS ON CALL, A	MAIN- SUBSTITUTES	1/8/25	451.50
402388	THE SCIENCE CREW	CS KC SCIENCE PROGR	1/29/25	450.00
402177	CITY OF EDINA - BRA	8/5-8/6 CHEER ICE P	1/22/25	449.18
402169	BAYCOM INC	WALKIE BATTERIES	1/22/25	445.00
402134	PRO-ED INC	SHIPPING & HANDLING	1/15/25	436.00
402262	BUSINESS ESSENTIALS	XEROX PAPER-CANARY-	1/29/25	434.88
402030	CHRISTINE MORGAN	TAI CHI	1/8/25	432.60
402168	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	1/22/25	432.00
402121	METRO SALES INC	ATHL COPIER COLOR	1/15/25	428.35
402266	CENTURYLINK	INTERNET SV - 1/1-1	1/29/25	428.12
402243	93 HOP LLC	BUS - DEC24 SOLAR P	1/29/25	420.78
402394	UNIVERSITY LANGUAGE	DEC24 SPED INTERPRE	1/29/25	414.27
402158	WASTE MANAGEMENT OF	ND USE 1/1-1/31/202	1/15/25	411.86
402185	FACTORY MOTOR PARTS	BRAKE PADS	1/22/25	409.84
402079	ALLEGRA EDEN PRAIRI	DRAMA PROGRAMS	1/15/25	403.97
402072	WHITE BEAR LAKE HIG	12/07 GYMNASTICS IN	1/8/25	400.00
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	395.00
402191	HOGLUND BUS COMPANY	ECM REPROGRAMMING	1/22/25	388.50
402394	UNIVERSITY LANGUAGE	DEC24 GEN ED INTERP	1/29/25	387.47
402185	FACTORY MOTOR PARTS	TRUCK & TOW PADS	1/22/25	387.20
402128	NORTHLAND MECHANICA	CV COMPRESSOR SERVI	1/15/25	384.00
402116	KULLY SUPPLY INC	BOTTLE FILLER ELEC	1/15/25	380.20
402224	PROPIO LANGUAGE SER	DEC24 INTERPRETING	1/22/25	354.70
402048	GROTH MUSIC COMPANY	BAND REPAIR	1/8/25	353.30
V20768	MARK A THONE	NORDIC WAX FOR TEAM	1/22/25	340.28
402183	ELSMORE SWIM SHOP	SWIM CAPS	1/22/25	339.25
402188	FRESHPOINT BIX PROD	KC HL SNACKS	1/22/25	336.23
402046	FRESHPOINT BIX PROD	KC CV SNACKS	1/8/25	329.25
402293	GENERAL PARTS LLC	HS - DISHWASHER PAR	1/29/25	321.27
V20734	EMMA BOURNONVILLE	EHS FRENCH INTERN P	1/22/25	310.00
V20737	MELINE CHATAL-BARAT	ND FRENCH INTERN PA	1/22/25	310.00
V20739	LOLA DUCLOUX-LEBON	ND FRENCH INTERN PA	1/22/25	310.00
V20740	GREGOIRE DURAND	VV FRENCH INTERN PA	1/22/25	310.00
V20741	THEO DURAND	ND FRENCH INTERN PA	1/22/25	310.00
V20742	LAURINE EVEN	ND FRENCH INTERN PA	1/22/25	310.00
V20743	CHIARA FERRY	ND FRENCH INTERN PA	1/22/25	310.00
V20745	ELENA FONTEYNE	ND FRENCH INTERN PA	1/22/25	310.00
V20746	JUDITH FOUQUET	EHS FRENCH INTERN P	1/22/25	310.00
V20748	CAMILLE GEISLER	VV FRENCH INTERN PA	1/22/25	310.00
V20749	SOLENE GOURC	ND FRENCH INTERN PA	1/22/25	310.00
V20750	LOLA GOURCY	ND FRENCH INTERN PA	1/22/25	310.00
V20751	CHLOE HESSLER	ND FRENCH INTERN PA	1/22/25	310.00
V20753	CHLOE KLEIN	ND FRENCH INTERN PA	1/22/25	310.00
V20754	LENA LEBOURSICAUD	ND FRENCH INTERN PA	1/22/25	310.00
V20755	LOLA MAFFEIS	EHS FRENCH INTERN P	1/22/25	310.00
V20756	AUDREY MAUBARET	VV FRENCH INTERN PA	1/22/25	310.00
V20757	JADE METZINGER	ND FRENCH INTERN PA	1/22/25	310.00
V20758	INGRID MICHEL	ND FRENCH INTERN PA	1/22/25	310.00
V20759	MATHILDE NOGUES	ND FRENCH INTERN PA	1/22/25	310.00
V20761	ALICE PARISOT	ND FRENCH INTERN PA	1/22/25	310.00
V20762	LEA ROUX	ND FRENCH INTERN PA	1/22/25	310.00
V20763	LENA SAUVAGEON	ND FRENCH INTERN PA	1/22/25	310.00
V20764	LOANE SENSACQ	ND FRENCH INTERN PA	1/22/25	310.00
V20766	LEANE STEPHANT	ND FRENCH INTERN PA	1/22/25	310.00
V20769	NOE VAGNE	ND FRENCH INTERN PA	1/22/25	310.00
V20770	LAURINE ZILLIOX	ND FRENCH INTERN PA	1/22/25	310.00
402396	XCEL ENERGY	SV - 12/15-1/15/202	1/29/25	305.89
402035	CENTURYLINK	VV 12/28-1/27/24	1/8/25	305.45
402125	MINNESOTA ZOO	2/6 ZOO FIELD TRIP	1/15/25	303.00
402279	ECM PUBLISHERS INC	DEC24 CN TOILET AD	1/29/25	301.60
402084	BRECK HIGH SCHOOL	02/01 GYMNASTICS ME	1/15/25	300.00
402109	ISD 2897 - REDWOOD	TOURNEY 12/20 & 12/	1/15/25	300.00
402227	SARA PAJUNEN	12/19 ORCHESTRA WOR	1/22/25	300.00
402214	MOUNDS VIEW HIGH SC	1/11 WRESTLING TOUR	1/22/25	295.00
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	294.60
402129	OCCUPATIONAL MEDICI	DOT EXAMS - MULTI	1/15/25	285.00
402235	THE ROTARY CLUB OF	Q3 SHARED MEMBERSHI	1/22/25	281.25
402271	DANIEL GAGNON	WRESTLING: MULTIPLE	1/29/25	280.00
402291	GARY SMITH	WRESTLING: MULTIPLE	1/29/25	280.00
402334	LINEN EFFECTS LLC	LINENS: SWEETIES CO	1/29/25	266.90
402376	RM COTTON CO	VV - IGNITION TRANS	1/29/25	266.29

Check No.	Vendor	Description	Date	Amount
402266	CENTURYLINK	INTERNET DO - 1/1-1	1/29/25	260.00
402041	ELIZABETH POCH	DEC24 PIANO LESSONS	1/8/25	260.00
402041	ELIZABETH POCH	DEC24 PIANO LESSONS	1/8/25	260.00
402229	SCAN AIR FILTER INC	AIR FILTERS	1/22/25	258.03
402379	SCHMITT MUSIC COMPA	BAND REPAIR	1/29/25	258.00
402152	TWIN CITIES TRANSP	TOW BUS 43	1/15/25	250.00
402266	CENTURYLINK	INTERNET CC - 1/1-1	1/29/25	244.64
402266	CENTURYLINK	INTERNET ECC - 1/1-	1/29/25	244.64
402035	CENTURYLINK	EHS 12/28-1/27/24	1/8/25	244.36
402040	ECM PUBLISHERS INC	AD-FIREWALL BIDS	1/8/25	243.20
402163	ADVANCED IMAGING SO	EHS BLACK TONER/STA	1/22/25	240.00
402264	CATALYST SOURCING S	SUPP TRACK MON SUBS	1/29/25	239.99
V20712	MEGAN B SCHNEIDER	NOV-DEC24 MILEAGE	1/8/25	238.86
402379	SCHMITT MUSIC COMPA	BAND REPAIRS	1/29/25	237.00
402102	GIA PUBLICATIONS	BAND SUPPLIES	1/15/25	234.05
402362	ODP BUSINESS SOLUTI	CLASSROOM SUPPLIES	1/29/25	232.97
402250	ANTONY TUTTLE	WRESTLING: MULTIPLE	1/29/25	230.00
402389	TODD MILLER	BWRESTLING: MULTIPL	1/29/25	230.00
402316	JERRY'S FOODS EDINA	UNIFIED FOOD	1/29/25	225.37
402083	BREAKDOWN SPORTS US	GIRLS BASKETBALL GC	1/15/25	225.00
402110	ISD 720 - SHAKOPEE	11/16 DANCE INVITE	1/15/25	225.00
402330	KINECT ENERGY, INC	ND - DECEMBER USE	1/29/25	223.94
402155	UNIVERSITY LANGUAGE	DEC24 SPED INTERPRE	1/15/25	216.18
402046	FRESHPOINT BIX PROD	KC CS SNACKS	1/8/25	215.30
402319	JESSEN PRESS INC	EPS 9X12 ENVELOPES	1/29/25	215.00
V20780	ANDREW J RICHTER	MUSIC CONF REGISTR	1/29/25	210.00
402217	NORCOSTCO INC	EPAC HOUSE & STAGE	1/22/25	209.68
402156	VERIFIED CREDENTIAL	DEC24 BKGD SCREENIN	1/15/25	206.65
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	203.20
402091	CPI-CRISIS PREVENTI	MEMBERSHIP FEE B.M.	1/15/25	200.00
402195	ITSAVVY LLC	SCREEN DEDUCTIBLES	1/22/25	200.00
402286	ERIC SONGER	SOLO FEST JUDGE	1/29/25	200.00
402300	HERBERT DICK	SOLO FEST JUDGE	1/29/25	200.00
402320	JILL WESTERMEYER	SOLO FEST JUDGE	1/29/25	200.00
402321	JOHN POHLAND	SOLO FEST JUDGE	1/29/25	200.00
402323	JULIE CALLAHAN	SOLO FEST JUDGE	1/29/25	200.00
402328	KEVIN KLEINDL	SOLO FEST JUDGE	1/29/25	200.00
402356	NANCY DOSTAL	SOLO FEST JUDGE	1/29/25	200.00
402373	RICHARD NICKLAY	SOLO FEST JUDGE	1/29/25	200.00
402385	TARA MICHLITSCH	SOLO FEST JUDGE	1/29/25	200.00
402207	MENARDS - EDEN PRAI	OIL	1/22/25	199.96
402191	HOGLUND BUS COMPANY	VALVE	1/22/25	197.92
402188	FRESHPOINT BIX PROD	KC CS SNACKS	1/22/25	197.23
V20725	SHAUN P PAKENHAM	TARGET - BOOKS	1/15/25	197.15
402210	MIDWEST BUS PARTS I	STICKER	1/22/25	196.60
402241	UNIVERSITY LANGUAGE	DEC24 SPED INTERPRE	1/22/25	194.07
402113	JW PEPPER & SON INC	CHOIR SUPPLIES	1/15/25	192.99
402145	SQUIRES, WALDSPURGE	LEGAL SERV: H.R.	1/15/25	192.50
402090	CITY OF EDINA - BRA	12/4 CHEER ICE PRAC	1/15/25	190.79
402190	GREATAMERICA FINANC	SV DEC24 POSTAGE MT	1/22/25	185.95
402190	GREATAMERICA FINANC	DO JAN25 POSTAGE MT	1/22/25	184.95
402205	LEIF MEDIA & PR LLC	5% LATE FEE ON INV.	1/22/25	184.00
402266	CENTURYLINK	CV 1/10-2/09/25	1/29/25	183.48
402266	CENTURYLINK	INTERNET CS - 1/1-1	1/29/25	183.48
402266	CENTURYLINK	INTERNET CN - 1/1-1	1/29/25	183.48
402266	CENTURYLINK	INTERNET HL - 1/1-1	1/29/25	183.48
402318	JERRY'S HARDWARE	WINDOW CLEANING STU	1/29/25	181.64
402315	JEREMY WAUDBY	BHOCKEY: ST LOUIS P	1/29/25	181.00
402137	RICHFIELD MINNOCO /	FUEL	1/15/25	178.29
402085	BSN SPORTS, LLC	SWIM COACH APP	1/15/25	178.00
402053	KRISTA MADDOCK	DEC24 BRAIN HEALTH	1/8/25	175.00
402333	KULLY SUPPLY INC	DRINKING FOUNTAIN P	1/29/25	173.50
402276	DONAVAN DEPATTO	WRESTLING: MULTIPLE	1/29/25	170.00
402351	MN SWIM COACHES ASS	2025 TRUE TEAM AWAR	1/29/25	170.00
402273	DANIEL RODGERS	BHOCKEY: ELK RIVER	1/29/25	164.00
402282	EDWARD SCHAEFER	BHOCKEY: GRAND RAPI	1/29/25	164.00
402287	ETHAN PFIEFFER	BHOCKEY: EDEN PRAIR	1/29/25	164.00
402365	PARKER MOORE	BHOCKEY: ELK RIVER	1/29/25	164.00
402048	GROTH MUSIC COMPANY	BAND REPAIR	1/8/25	162.25
402056	MENARDS - EDEN PRAI	"VARIOUS BINS, ETC.	1/8/25	160.72
402190	GREATAMERICA FINANC	SV JAN25 POSTAGE MT	1/22/25	159.95
402190	GREATAMERICA FINANC	ECC JAN25 POSTAGE M	1/22/25	159.00

Check No.	Vendor	Description	Date	Amount
402219	OPENTEXT INC	DEC24 FAX-2-MAIL	1/22/25	158.70
402188	FRESHPOINT BIX PROD	KC CN SNACKS	1/22/25	157.63
V20760	HUGO PACINI	ND FRENCH INTERN PA	1/22/25	155.00
402192	INGCO INTERNATIONAL	TRANSLATION	1/22/25	154.69
402329	KIDCREATE STUDIO	PUPPY PALACE COURSE	1/29/25	154.00
402051	JOHN C JENSEN	BASKETBALLS	1/8/25	150.00
402197	JACOB ESTERBERG	SOLO FEST JUDGE	1/22/25	150.00
402213	MN SWIM COACHES ASS	BOYS SWIM MEET ENTR	1/22/25	150.00
402221	OSI ENVIRONMENTAL I	RECYCLE OIL FILTERS	1/22/25	150.00
402253	BJORKLUND COMPENSAT	JOB DESC RATING	1/29/25	150.00
402190	GREATAMERICA FINANC	EHS JAN25 POSTAGE M	1/22/25	149.95
402264	CATALYST SOURCING S	ON DEMAND/FACILITIE	1/29/25	149.35
402247	ALEJANDRO MENDOZA	GHOCKEY: FARMINGTON	1/29/25	148.00
402261	BRYCE LAAGER	GHOCKEY: FARMINGTON	1/29/25	148.00
402309	JARED SCHONNING	GHOCKEY: FARMINGTON	1/29/25	148.00
402289	FILLMORE MINNEAPOLI	SWEETHEART RENTAL	1/29/25	143.89
402101	GENERAL SECURITY SE	CV-INSTALL FIRE ALA	1/15/25	140.00
402306	JACKIE MART	ARENDELLE'S TREATS	1/29/25	140.00
402231	SPS COMPANIES INC	SINK FAUCET FOR BAT	1/22/25	139.11
402252	BENJAMIN LAMPRON	BBBALL: SHAKOPEE	1/29/25	134.00
402272	DANIEL OSTROM	GBBALL: HASTINGS	1/29/25	134.00
402277	DOUG WHITFIELD	BBBALL: PARK CENTER	1/29/25	134.00
402308	JAMES WAJDA	GBBALL: HASTINGS	1/29/25	134.00
402312	JEFFRY WYFFELS	GBBALL: APPLE VALLE	1/29/25	134.00
402312	JEFFRY WYFFELS	GBBALL: WASHBURN	1/29/25	134.00
402341	MATTHEW WYFFELS	GBBALL: WASHBURN	1/29/25	134.00
402344	MICHAEL MROSKO	BBBALL: SHAKOPEE	1/29/25	134.00
402357	NICHOLAS ARENZ	GBBALL: ARMSTRONG	1/29/25	134.00
402371	RAYMOND NAVARRO	BBBALL: PARK CENTER	1/29/25	134.00
402269	DAN ZRUST	BSWIM: MULTIPLE	1/29/25	132.00
402326	KELLY LINDQUIST	BSWIM: MULTIPLE	1/29/25	132.00
402199	JW PEPPER & SON INC	BAND MUSIC	1/22/25	130.00
V20729	LYNN L SOSNOWSKI	MN COACHES ASSOCIAT	1/15/25	129.50
402188	FRESHPOINT BIX PROD	KC CN SNACKS	1/22/25	129.44
402056	MENARDS - EDEN PRAI	PAINTING SUPPLIES	1/8/25	129.38
402164	AMAZON CAPITAL SERV	SUPPLIES FOR OFFICE	1/22/25	126.46
402083	BREAKDOWN SPORTS US	BOYS BASKETBALL TIP	1/15/25	125.00
402137	RICHFIELD MINNOCO /	FUEL	1/15/25	123.79
402043	FACTORY MOTOR PARTS	BATTERY	1/8/25	122.22
402154	ULINE	HI-VIS PARKA LIME	1/15/25	120.00
V20710	CYNTHIA A MALDONADO	DONUTS FOR THE STAF	1/8/25	119.82
402217	NORCOSTCO INC	EPAC HOUSE LIGHTS	1/22/25	116.96
402113	JW PEPPER & SON INC	CHOIR SUPPLIES	1/15/25	115.00
402046	FRESHPOINT BIX PROD	CN KC SNACKS	1/8/25	114.09
V20765	CLAUDE E SIGMUND	SNACKS/TREATS MUN C	1/22/25	111.83
402246	ACME TOOLS PLYMOUTH	EHS - POWER FLOOR T	1/29/25	106.98
V20765	CLAUDE E SIGMUND	MINI LEGAL PADS FOR	1/22/25	106.86
402296	GRAINGER	BEAM	1/29/25	105.10
402236	THREE RIVERS PARK D	LOCKER BAY	1/22/25	100.00
402242	SARAH GAULT	GGYMNASTICS: MINN S	1/29/25	100.00
402242	SARAH GAULT	GGYMNASTICS: BUFFAL	1/29/25	100.00
402257	BRIDGET ELLANSON	GGYMNASTICS: EDEN P	1/29/25	100.00
402283	ELLEN RIECK	GGYMNASTICS: EDEN P	1/29/25	100.00
402325	KATHERINE WILLIAMS	GGYMNASTICS: MINN S	1/29/25	100.00
402332	KRYSTA DELONG	GGYMNASTICS: EDEN P	1/29/25	100.00
402338	MARY COOGAN-BURKE	GGYMNASTICS: MINN S	1/29/25	100.00
402364	OWEN PHOENIX-FLOOD	DEBATE: EDINA TOURN	1/29/25	100.00
402034	BRYN WILLIAMS	GYMNASTICS	1/8/25	100.00
402060	MYA LOZIER	GYMNASTICS	1/8/25	100.00
402274	DANIEL SIDLE	BHOCKEY: EDEN PRAIR	1/29/25	99.00
402294	GLENDON SEAL	BHOCKEY: GRAND RAPI	1/29/25	99.00
402294	GLENDON SEAL	BHOCKEY: EDEN PRAIR	1/29/25	99.00
402307	JAMES CARROLL	BHOCKEY: GRAND RAPI	1/29/25	99.00
402314	JEREMY HENDRICKSON	BHOCKEY: ELK RIVER	1/29/25	99.00
402315	JEREMY WAUDBY	BHOCKEY: GRAND RAPI	1/29/25	99.00
402322	JOHN PRIESTER	BHOCKEY: ELK RIVER	1/29/25	99.00
402322	JOHN PRIESTER	BHOCKEY: EDEN PRAIR	1/29/25	99.00
402121	METRO SALES INC	JAN25 ATHL COPIER	1/15/25	98.00
V20774	LORI J CARTER	SITE VISIT FOOD	1/29/25	95.86
402245	AARON WALTON	GBBALL: ARMSTRONG	1/29/25	95.00
402249	ANTHONY SCHREPFER	GBBALL: ST LOUIS PA	1/29/25	95.00
402251	ASHLEY DEISTING	GBBALL: ST LOUIS PA	1/29/25	95.00

Check No.	Vendor	Description	Date	Amount
402254	BLAINE TURNBULL	BBBALL: PARK CENTER	1/29/25	95.00
402268	CORY VOGEL	BBBALL: SHAKOPEE	1/29/25	95.00
402275	DAYNA RETHLAKE	GBBALL: ARMSTRONG	1/29/25	95.00
402278	EARLIHUE THOMPSON	GBBALL: APPLE VALLE	1/29/25	95.00
402285	ERIC BONNER	GBBALL: WASHBURN	1/29/25	95.00
402292	GARY SONNENBURG	BBBALL: PARK CENTER	1/29/25	95.00
402311	JASON WEBER	GBBALL: HASTINGS	1/29/25	95.00
402346	MIKE CANTONE	BBBALL: SHAKOPEE	1/29/25	95.00
402358	NICHOLAS LITFIN	GBBALL: HASTINGS	1/29/25	95.00
402366	PERSIMMON GROUP	GBBALL: ST LOUIS PA	1/29/25	95.00
402367	PHILIP AYENI	BBBALL: PARK CENTER	1/29/25	95.00
402369	QUINCY BETHEA-STARK	GBBALL: WASHBURN	1/29/25	95.00
402372	RICHARD KELLERMAN	GBBALL: WASHBURN	1/29/25	95.00
402377	ROBERT BISSONETTE	GBBALL: APPLE VALLE	1/29/25	95.00
402383	STEVE BRINSON	GBBALL: APPLE VALLE	1/29/25	95.00
402386	TAYLOR HAGEN	GBBALL: ARMSTRONG	1/29/25	95.00
402391	TYLER VRIEZE	BBBALL: SHAKOPEE	1/29/25	95.00
402335	LISA KNUTSON	GHOCKEY: EDEN PRAIR	1/29/25	94.00
402103	GRAINGER	HOSE ADAPTER/HAMMER	1/15/25	93.89
402104	GSK AUTISM LLC	REPLACEMENT BANDS	1/15/25	92.00
402167	BAUER BUILT INC	TIRE DISPOSAL	1/22/25	91.00
402207	MENARDS - EDEN PRAI	DETERGENT	1/22/25	90.07
402362	ODP BUSINESS SOLUTI	VELCRO TAPE-LOCKERS	1/29/25	89.07
402336	LITERACY RESOURCES,	EARLY PRE K CURRICU	1/29/25	89.00
402336	LITERACY RESOURCES,	PRE K CURRICULUM	1/29/25	89.00
402207	MENARDS - EDEN PRAI	BOLTS	1/22/25	88.99
402203	LANGUAGE LINE SERVI	DEC24 INTERPRETING	1/22/25	85.95
402202	LAKESHORE LEARNING	FINE MOTOR GAMES	1/22/25	85.00
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	82.38
402258	BROCK GERIS	BHOCKEY: EDEN PRAIR	1/29/25	82.00
402259	BRODIE CLARK	BHOCKEY: GRAND RAPI	1/29/25	82.00
402259	BRODIE CLARK	BHOCKEY: EDEN PRAIR	1/29/25	82.00
402270	DANIEL BRICKMAN	BHOCKEY: ELK RIVER	1/29/25	82.00
402297	GREGG WILLIAMS	BHOCKEY: ELK RIVER	1/29/25	82.00
402310	JASON HERZOG	BHOCKEY: EDEN PRAIR	1/29/25	82.00
402326	KELLY LINDQUIST	BSWIM: HOPKINS	1/29/25	82.00
402340	MATTHEW SCHOEN	BSWIM: HOPKINS	1/29/25	82.00
402397	ZACH PAQUETTE	BHOCKEY: ST LOUIS P	1/29/25	82.00
402266	CENTURYLINK	INTERNET DO - 1/1-1	1/29/25	80.52
402206	MENARDS - GOLDEN VA	BUILDING SUPPLIES	1/22/25	80.05
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	80.00
402096	EDINA GIVE & GO	DASH AFTERSCHOOL RE	1/15/25	78.30
402096	EDINA GIVE & GO	DASH AFTERSCHOOL RE	1/15/25	78.30
402096	EDINA GIVE & GO	DASH AFTERSCHOOL RE	1/15/25	78.30
V20728	KORY M SMITH	DEC24 MILEAGE	1/15/25	78.06
402331	KIRSTEN MADAUS	MEAL PLANNING COURS	1/29/25	77.00
402265	CDW GOVERNMENT	AZURE OVERAGES	1/29/25	76.28
402045	SHRED-IT USA	VV - SHREDDING	1/8/25	75.00
402324	JW PEPPER & SON INC	BAND MUSIC	1/29/25	74.90
402324	JW PEPPER & SON INC	BAND MUSIC	1/29/25	74.80
402132	PREMIUM WATERS INC	WATER FOR DMTS	1/15/25	72.99
402101	GENERAL SECURITY SE	BUS-PATROL RESPONSE	1/15/25	70.00
402154	ULINE	HI-VIS PARKA BLACK	1/15/25	70.00
402298	GREGORY GOOD	GBBALL: ST LOUIS PA	1/29/25	70.00
402256	BRIANNA TIETJEN	DANCE: MULTIPLE	1/29/25	69.00
402284	EMILY YUNG	DANCE: MULTIPLE	1/29/25	69.00
402313	JENNA QUICK	DANCE: MULTIPLE	1/29/25	69.00
402387	TERRI MASON	DANCE: MULTIPLE	1/29/25	69.00
402343	MENARDS - EDEN PRAI	MISC HARDWARE	1/29/25	68.87
402132	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	1/15/25	68.49
V20708	ELIZABETH K HOUTZ	LAB SUPPLIES-SCIENC	1/8/25	68.00
402308	JAMES WAJDA	GBBALL: ARMSTRONG	1/29/25	67.00
V20721	AMBER L KLAPHAKE	NOV24 MILEAGE	1/15/25	65.33
402150	TEACHERS ON CALL, A	ND- SUBSTITUTE	1/15/25	64.50
402330	KINECT ENERGY, INC	ND - DECEMBER USE	1/29/25	63.16
402206	MENARDS - GOLDEN VA	BUILDING SUPPLIES	1/22/25	62.76
402206	MENARDS - GOLDEN VA	BUILDING SUPPLIES	1/22/25	62.76
402191	HOGLUND BUS COMPANY	TUBE	1/22/25	62.14
402035	CENTURYLINK	VV 12/28-1/27/24	1/8/25	61.09
402035	CENTURYLINK	CC 12/19-1/18/25	1/8/25	60.68
V20710	CYNTHIA A MALDONADO	COFFEE FOR THE STAF	1/8/25	60.00
402319	JESSEN PRESS INC	BUSINESS CARDS: J.M	1/29/25	60.00

Check No.	Vendor	Description	Date	Amount
402319	JESSEN PRESS INC	BUSINESS CARDS: A.H	1/29/25	60.00
402343	MENARDS - EDEN PRAI	SEAFOAM	1/29/25	57.74
V20721	AMBER L KLAPHAKE	DEC24 MILEAGE	1/15/25	57.49
402295	GOPHER STATE ONE-CA	DEC24 BILLABLE TICK	1/29/25	56.70
402199	JW PEPPER & SON INC	BAND MUSIC	1/22/25	55.00
V20747	RYAN GALLAGHER	PIZZA FOR DECA DIST	1/22/25	54.36
402362	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	1/29/25	53.88
V20708	ELIZABETH K HOUTZ	LAB SUPPLIES-SCIENC	1/8/25	52.14
402041	ELIZABETH POCH	DEC24 PIANO LESSONS	1/8/25	52.00
V20708	ELIZABETH K HOUTZ	LAB SUPPLIES-SCIENC	1/8/25	51.89
402101	GENERAL SECURITY SE	CV-FIRE ALARM MONIT	1/15/25	51.69
V20726	DEBRA K RICHARDS	NOV24 MILEAGE	1/15/25	50.65
402073	ZOEY WILLIAMS	GYMNASTICS	1/8/25	50.00
402175	CATHERINE HUDSON	GYMNASTICS	1/22/25	50.00
V20732	ZHUO WANG	CHINESE CLUB DEC ME	1/15/25	49.67
402244	93 SKIP LLC	BUS - DEC24 SOLAR P	1/29/25	49.03
402048	GROTH MUSIC COMPANY	HARP REPAIR	1/8/25	49.00
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	49.00
402096	EDINA GIVE & GO	PR DEDUCTIONS - DEC	1/15/25	48.00
402317	JERRY'S FOODS EDINA	PF DONUTS	1/29/25	47.37
V20773	BEDSTON A BURRELL	JAN25 MILEAGE	1/29/25	46.06
402316	JERRY'S FOODS EDINA	ADVISORY TREATS	1/29/25	45.62
402316	JERRY'S FOODS EDINA	BINGO FOOD	1/29/25	45.00
V20733	SARAH J BURGESS	DONUTS FOR EHS BREA	1/15/25	44.97
V20779	JESSICA C MCLENNON	DEC24 MILEAGE	1/29/25	44.22
402137	RICHFIELD MINNOCO /	FUEL	1/15/25	40.95
V20714	STEPHANIE B BLACHOW	SNACKS FOR STUDENT	1/15/25	40.81
402101	GENERAL SECURITY SE	HL-JAN25 INTR MONIT	1/15/25	40.08
402101	GENERAL SECURITY SE	CV-JAN25 INTR MONIT	1/15/25	40.08
402101	GENERAL SECURITY SE	ECC-JAN25 INTR MONI	1/15/25	40.08
402101	GENERAL SECURITY SE	EHS-JAN25 INTR MONI	1/15/25	40.08
402101	GENERAL SECURITY SE	SV-JAN25 INTR MONIT	1/15/25	40.08
402101	GENERAL SECURITY SE	VV-JAN25 INTR MONIT	1/15/25	40.08
402101	GENERAL SECURITY SE	CC-JAN25 INTR MONIT	1/15/25	40.08
402101	GENERAL SECURITY SE	CN-JAN25 INTR MONIT	1/15/25	40.08
402207	MENARDS - EDEN PRAI	"CC - LUBE, SWEEPER	1/22/25	39.13
402222	PREMIUM WATERS INC	JAN25 HOT/COLD WATE	1/22/25	38.95
V20714	STEPHANIE B BLACHOW	SNACKS FOR STUDENT	1/15/25	38.91
V20719	ALAN K HENDRICKSON	DEC24 MILEAGE	1/15/25	38.86
402327	KELLY ZEIS	DANCE: MULTIPLE	1/29/25	38.50
V20718	TIFFANY P GANT	DEC24 MILEAGE	1/15/25	37.92
402079	ALLEGRA EDEN PRAIRI	DRAMA PHOTOS	1/15/25	37.90
402096	EDINA GIVE & GO	SLIME TIME! REFUND	1/15/25	36.00
V20765	CLAUDE E SIGMUND	TREATS FOR TEACHERS	1/22/25	35.85
V20718	TIFFANY P GANT	DEC24 MILEAGE	1/15/25	35.64
402180	CULLIGAN BOTTLED WA	JAN25 ATHL WATER	1/22/25	35.25
402103	GRAINGER	CABLE TIE	1/15/25	35.04
V20711	ALEXANDRA SACKETT	SCIENCE 8 BUDGET LA	1/8/25	32.31
V20730	NICOLE R SWOBODA	NOV24 MILEAGE	1/15/25	32.03
V20782	LESLIE STAGEBERG	SUPPLIES	1/29/25	31.86
402238	TRI-STATE BOBCAT IN	PARTS	1/22/25	29.99
402056	MENARDS - EDEN PRAI	RESCUE TAPE	1/8/25	29.97
402316	JERRY'S FOODS EDINA	ADVISORY TREATS	1/29/25	29.44
402343	MENARDS - EDEN PRAI	WELD WIRE	1/29/25	29.32
V20707	BLANCA E DIAZ DE LE	SNACKS FOR SV LUNCH	1/8/25	28.98
402028	ADVANCED IMAGING SO	BUS GARAGE 11/24	1/8/25	28.75
402038	DELEGARD TOOL COMPA	AXLE NUT SOCKET	1/8/25	28.69
V20771	MARGARET ARBEITER	1/14 & 1/23 MILEAGE	1/29/25	28.49
402056	MENARDS - EDEN PRAI	HOSE	1/8/25	28.46
402111	JERRY'S HARDWARE	BUILDING SUPPLIES	1/15/25	28.27
402056	MENARDS - EDEN PRAI	SINK PLUNGERS/SUPPL	1/8/25	27.41
V20735	POLLY P BOWLES	20 GREEN TABLE RUNN	1/22/25	27.18
V20776	ALEXANDER J HATTSTR	1/7-1/16 MILEAGE	1/29/25	26.32
V20714	STEPHANIE B BLACHOW	SNACKS FOR STUDENT	1/15/25	25.48
V20710	CYNTHIA A MALDONADO	DONUT WITH ADMINIST	1/8/25	25.33
402342	MENARDS - GOLDEN VA	PLUMBING PARTS	1/29/25	24.86
402096	EDINA GIVE & GO	JAN15 G&G PAYROLL	1/15/25	24.00
402281	EDINA GIVE & GO	JAN30 G&G PAYROLL	1/29/25	24.00
V20717	HANNAH CHRISTIANSON	12/5-12/20 MILEAGE	1/15/25	22.91
V20773	BEDSTON A BURRELL	DEC24 MILEAGE	1/29/25	22.11
V20713	KATE TROSKEY	PART B NOV-DEC24 MI	1/8/25	20.97
V20728	KORY M SMITH	12/2-1/10 MILEAGE	1/15/25	20.23

Check No.	Vendor	Description	Date	Amount
V20736	JENNIFER M CARTER	INTERNATIONAL TRAVE	1/22/25	20.00
V20767	NATHAN J SWENSON	CLAUDE PRO SUBSCRIP	1/22/25	20.00
V20781	LEAH SPELLMAN	CLASSROOM SUPPLIES	1/29/25	19.95
V20721	AMBER L KLAPHAKE	OCT24 MILEAGE	1/15/25	19.77
V20731	PETER VASKE	NOV24 MILEAGE	1/15/25	19.43
V20738	TAMI JO J COOK	LYFT RECEIPT - TRAN	1/22/25	19.16
V20779	JESSICA C MCLENNON	12/19-12/20 MILEAGE	1/29/25	19.16
402343	MENARDS - EDEN PRAI	WINDOW HARDWARE	1/29/25	18.27
V20716	JESUS ROGELIO CHAVE	DEC24 MILEAGE	1/15/25	18.09
402316	JERRY'S FOODS EDINA	BINGO FOOD	1/29/25	18.02
V20710	CYNTHIA A MALDONADO	MUFFINS WITH ADMINI	1/8/25	18.02
V20738	TAMI JO J COOK	LYFT RECEIPT - TRAN	1/22/25	17.99
V20730	NICOLE R SWOBODA	DEC24 MILEAGE	1/15/25	17.96
402101	GENERAL SECURITY SE	CS-JAN25 INTR MONIT	1/15/25	17.95
402111	JERRY'S HARDWARE	KEY COPIES	1/15/25	17.92
402154	ULINE	SHIPPING & HANDLING	1/15/25	17.65
402056	MENARDS - EDEN PRAI	GYMNASTICS SCORING	1/8/25	17.14
V20776	ALEXANDER J HATTSTR	1/16 MILEAGE	1/29/25	16.38
V20720	THOMAS J JOHNSTON	DEC24 MILEAGE	1/15/25	16.35
V20771	MARGARET ARBEITER	12/9 MILEAGE	1/29/25	15.81
402336	LITERACY RESOURCES,	SHIPPING AND HANDLI	1/29/25	14.24
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	14.00
402185	FACTORY MOTOR PARTS	HEAD LAMP KNOB	1/22/25	13.10
V20714	STEPHANIE B BLACHOW	SNACKS FOR STUDENT	1/15/25	12.86
V20752	ANGELA K HRUBY	12/2-12/6/24 MILEAG	1/22/25	12.66
402318	JERRY'S HARDWARE	LITHIUM BATTERY	1/29/25	12.58
V20731	PETER VASKE	DEC24 MILEAGE	1/15/25	12.33
402132	PREMIUM WATERS INC	JAN25 COOLER RENTAL	1/15/25	12.00
V20777	HOPE MILLER HEFFELF	SCIENCE MATERIALS	1/29/25	11.98
V20781	LEAH SPELLMAN	CLASSROOM SUPPLIES	1/29/25	11.97
402207	MENARDS - EDEN PRAI	DISTILLED WATER	1/22/25	11.96
V20719	ALAN K HENDRICKSON	12/20 MILEAGE	1/15/25	11.39
V20717	HANNAH CHRISTIANSON	DEC24 MILEAGE	1/15/25	10.25
V20772	MARISSA H BODIKER	12/2-12/12 MILEAGE	1/29/25	10.05
402120	MEDCO SUPPLY	TSCHIDA SUPPLIES	1/15/25	10.00
402162	ACME TOOLS PLYMOUTH	CC - TOOLS	1/22/25	9.99
V20706	ELIZABETH A COUCHMA	SCIENCE MATERIALS	1/8/25	9.52
V20775	TAMARA K FORBY	DEC24 MILEAGE	1/29/25	9.38
402104	GSK AUTISM LLC	SHIPPING & HANDLING	1/15/25	8.99
402202	LAKESHORE LEARNING	SHIPPING/HANDLING	1/22/25	8.50
V20719	ALAN K HENDRICKSON	NOV24 MILEAGE	1/15/25	7.77
V20744	BENJAMIN J FLEMING	1/6-1/14/25 MILEAGE	1/22/25	7.70
V20718	TIFFANY P GANT	NOV24 MILEAGE	1/15/25	6.70
402047	GOODIN COMPANY	(12) BASIN ROSETTE	1/8/25	6.22
402111	JERRY'S HARDWARE	PLUMBING SUPPLIES	1/15/25	5.66
V20718	TIFFANY P GANT	NOV24 MILEAGE	1/15/25	5.03
V20727	JOSEPH E SIDDY	12/19 MILEAGE	1/15/25	4.56
V20771	MARGARET ARBEITER	1/15 & 1/23 MILEAGE	1/29/25	3.57
V20722	SARAH KRALL STEGEMA	MYSTERY SCIENCE SUP	1/15/25	2.64
V20727	JOSEPH E SIDDY	1/10 MILEAGE	1/15/25	2.28
402048	GROTH MUSIC COMPANY	BAND REPAIR	1/8/25	2.00
402048	GROTH MUSIC COMPANY	BAND SUPPLIES	1/8/25	(108.00)
402234	TEACHERS ON CALL, A	MAIN- SUBSTITUTES C	1/22/25	(245.10)
402234	TEACHERS ON CALL, A	MAIN- SUBSTITUTES C	1/22/25	(619.20)
402159	XCEL ENERGY	CREDIT ON ACCOUNT	1/15/25	(953.09)
402134	PRO-ED INC	CURRICULUM CREDIT M	1/15/25	(1,665.40)
402134	PRO-ED INC	CURRICULUM CREDIT M	1/15/25	(2,592.00)
402054	LANGUAGE SPROUT LLC	SPANISH INSTRUCTION	1/8/25	(25,437.00)

Total Value of Checks Issued \$ 4,453,608.75

V.D. Electronic Fund Transfers - January 2025



Board Meeting Date: 2/3/2025

Title: Electronic Fund Transfers – January 2025

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 January 2025, in the amount of \$16,633,184.

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

Attachment(s):

1. Electronic Fund Transfers – January 2025

Electronic Transfers

FOR THE MONTH ENDED JANUARY 31, 2025

From	To	Description	Date	Amount
US Bank - Checking	Various	Bank Card Service Fees	1/8/2025	35,439.44
US Bank - Checking	Aviben	Retirement Contributions	1/10/2025	220,670.41
US Bank - Checking	Aviben	Retirement Contributions	1/14/2025	212,112.99
US Bank - Checking	Debt Payment	2014A	1/14/2025	96,076.15
US Bank - Checking	Delta Dental	Dental Claims	1/15/2025	30,212.93
US Bank - Checking	EME	Union Dues	1/15/2025	43,963.83
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	1/15/2025	889,212.36
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax	1/15/2025	651.27
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	1/15/2025	155,475.11
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	1/15/2025	163,704.48
US Bank - Checking	US Bank - Payroll	District Payroll	1/15/2025	2,536,775.49
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	1/15/2025	38,073.09
US Bank - Checking	Aviben	403(b) Severance	1/24/2025	13,882.34
US Bank - Checking	Aviben	Retirement Contributions	1/29/2025	215,572.86
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	1/29/2025	459,878.80
US Bank - Checking	US Bank	ONE CARD	1/29/2025	152,514.35
US Bank - Checking	Delta Dental	Dental Claims	1/30/2025	40,152.10
US Bank - Checking	EME	Union Dues	1/30/2025	43,938.04
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax	1/30/2025	542.82
US Bank - Checking	US Bank - Payroll	District Payroll	1/30/2025	15,417.02
US Bank - Checking	Benefit Extras	Flex & HSA	Various	45,703.06
US Bank - Checking	Benefit Extras	Flex & HSA	Various	76,199.56
US Bank - Checking	Various	Payroll Vendors	Various	2,468.16
US Bank - Checking	Various	Service Fees	Various	3,784.77
PMA - Operating	Bond Trust Services	G.O. Bonds Debt Service	1/28/2025	11,140,762.50
Total of Electronic Fund Transfers				\$ 16,633,183.93

V.E. Gifts and Bequests - January 2025



Board Meeting Date: 2/3/2025

Title: Gifts and Bequests – January 2025

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 January 2025.

Recommendation: Accept with appreciation gifts and bequests made to the District in the amount of \$48,409.

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

Attachments:

1. Gifts & Bequests – January 2025

Gifts & Bequests

FOR THE MONTH ENDED JANUARY 31, 2025

<u>Donated By</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
Edina Give and Go	Community Ed	CE Youth Enrichments	\$4,781.60
Blackbaud Giving Fund	Edina High School	Options Program	213.98
Blackbaud Giving Fund	Normandale Elementary	General Donation	40.00
Mighty Cause	Normandale Elementary	General Donation	40.00
Boys Basketball Boosters	Edina High School	Coach Donation	6,790.17
Wrestling Coach Donation	Edina High School	Coach Donation	2,533.30
Valley View PTO	Valley View Middle School	Student Scholarship	15.38
Valley View PTO	Valley View Middle School	Pe Department Purchase Equipment	1,000.00
Edina Give & Go	Edina High School	AP Test	90.00
Blackbaud Giving Fund	South View Middle School	General Donation	100.00
Box Tops	South View Middle School	General Donation	56.50
Parents	South View Middle School	Choir	16.00
Edina Give and Go	Community Ed	Youth Enrichments	5,030.61
Countryside PTO	Countryside Elementary	Kindness Retreat Gr 5	3,200.00
Blackbaud	Normandale Elementary	General Donation	40.00
Edina High School PTO	Edina High School	Multilingual Learners	752.42
Minneapolis Institute of Art	Edina High School	World Language Department	500.00
Edina Football Boosters	Edina High School	Athletics	23,209.06

Total Cash Donations \$ 48,409.02

Total In-Kind Donations \$ -

Total 2024-2025 School Year Gifts and Donations \$ 643,040.73

V.F. Cornelia Restroom Project Bids



Board Meeting Date: 2/3/2025

Title: 2025 Cornelia Restroom Project Bids

Type: Consent

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

Description: The District administration solicited bids for the 2025 Cornelia Restroom Project (“the project”). The scope of the project includes interior surfaces, plumbing, hardware and fixtures, other deferred maintenance needs. Bids for the project were opened on January 14, 2025, and were reviewed in detail by the administration and its construction partners Wold Architects and Engineers. The project will be funded by long-term facilities maintenance (LTFM) revenue and is part of the District’s Board-approved ten-year LTFM plan. Project completion is anticipated in summer of 2025.

Recommendation: Award construction contracts for the project to Brennan Companies, the lowest responsible bidder, in the aggregate amount of \$814,050.

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

Attachments:

1. Recommendation Letter – 2025 Cornelia Restroom Project
2. Bid Tabulation – 2025 Cornelia Restroom Project



January 16, 2025

Mert Woodard

Independent School District #273 – Edina Public Schools
5701 Normandale Road
Edina, Minnesota 55424

Re: Independent School District #273 – Edina Public Schools
Cornelia Elementary School Toilet Room Renovation
Commission No. 242168

Dear Mert:

We recommend the following be presented to the Independent School District #273 – Edina Public Schools Board of Education.

On Tuesday, January 14, 2025, at 2:00 p.m., Bids were received from nine General Contractors for the Cornelia Elementary School Toilet Renovation at Cornelia Elementary School. A Bid Tabulation is attached for your review. Selection of Alternates does not affect who will be the Low Bidder.

Brennan Companies from Minneapolis, Minnesota, submitted the Low Base Bid in the amount of \$809,000, and Alternate No. 1 in the amount of \$5,050, which is within the overall project budget. We have confirmed Brennan Companies is confident in their bid number and recommend awarding them this project.

Alternate No. 1 Tuckpoint Existing Glazed Block

Add \$5,050

This alternate includes the tuckpointing of the existing glazed block in the handwashing areas.

[Recommendation: Accept this Alternate]

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "Ausing".

Aaron Ausing | AIA
Associate

Attachment

cc: Dr. Stacie Stanley, ISD #273
Rod Peterson, ISD #273
Sal Bagley, Wold
Makayla Lakeman, Wold

EM/EDU-MN-ISD273/ES_Cornelia/242168/_Admin/Letters/2025.01.16 Letter to Mert Woodard

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Project Name:

**Cornelia Elementary
Toilet Renovation**

BID TABULATION

Commission No.:

242168

Wold Architects and Engineers

Date:

1/14/2025

332 Minnesota Street, Suite W2000

Time:

2:00pm

Saint Paul, Minnesota 55101

651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	MN Responsible Contractor	Base Bid	Alternate #1		Total Base Bid + Addendum 1
JPMI Construction CO 2310 County Road D.W. #105 St. Paul, MN 55112 651-636-1499		x	x	\$ 993,000	\$ 7,800		\$ 1,000,800
Met-Con Construction 15760 Acorn Trail Fairbault, MN 55021 507-332-2266		x	x	\$ 962,000	\$ 14,000		\$ 976,000
Versacon 9443 Science Center Drive Minneapolis, MN 55428 763-391-5610		x	x	\$ 873,000	\$ 8,803		\$ 881,803
Maertens-Brenny 8251 Main Street NE Minneapolis, MN 55432		x	x	\$ 894,600	\$ 17,000		\$ 911,600
Weber 110 Franklyn Center 2497 7th Ave East St. Paul, MN 55109		x	x	\$ 817,000	\$ 5,300		\$ 822,300
Construction Results Corp. 5465 Hwy 169 Service Dr. Plymouth, MN 55442		x	x	\$ 907,804	\$ 18,055		\$ 925,859
DPG 22401 Industrial Blvd Rogers, MN 55347		x	x	\$ 1,022,000	\$ 18,000		\$ 1,040,000

Brennan Companies 3255 Garfield Ave Suite 200 Minneapolis, MN 55408		x	x	\$ 809,000	\$ 5,050		\$ 814,050
RAK Construction 21435 Johnson St. NE East Bethel, MN 55011		x	x	\$ 820,151	\$ 21,041		\$ 841,192

V.G. Student Support Services Agreements

V.G.1. Accurate Home Care, LLC



Board Meeting Date: February 3, 2025

Title: Contract for Independent School District 273 for Services Agreement with Accurate Home Care, LLC.

Type: Consent

Presenter(s): Jody Remsing

Description: The purpose of this Agreement is to create an agreement between ISD 273 and Accurate Home Care, LLC in a Contract for Services.

Recommendation: Approve the attached Contract for Service Agreement Accurate Home Care, LLC.

Desired Outcomes from the Board: Approve the attached contract with Accurate Home Care, LLC.

Attachments: Contract for Services with Accurate Home Care, LLC.

**Contract for Services
2024-2025 School Year
Agreement between Accurate Home Care LLC.
and
Edina Public Schools**

This agreement is between *Accurate Home Care, LLC., 9000 Quantrelle Ave NE, Suite 200,
Otsego, MN 55330, Contractor,* and
Edina Public Schools, 5701 Normandale Rd., Edina, MN 55424

Scope of Service

- Accurate Home Care shall provide the services described in attached addendum 1 to

- Accurate Home Care shall hold appropriate licensure for provision of services.
- District requires a current copy of license for individuals providing services.
- Services are consultative with special education staff.
- Accurate Home Care shall provide a copy of Criminal Background Report for nurses providing services, upon request.

Payment

The cost of services shall be as defined in the fees section. Accurate Home Care shall submit monthly invoice to the district for services provided, as identified below. Payment will be made within 35 days of receipt of detailed invoice and agency nursing notes, upon request. Payments shall be mailed to:

Accurate Home Care
9000 Quantrelle Ave NE, #200
Otsego, MN 55330

The school invoice will be mailed to:
Edina Public Schools
Attn: Student Support Services
5701 Normandale Road
Edina, MN 55424

Fees

\$74.00/hour for RN Services

\$56.00/hour for LPN Services

**Includes transportation time to and from school.*

Independent Contractor

For the purposes of this Contract, Accurate Home Care is an independent contractor. Nothing contained in this Contract is intended nor shall be construed in any manner to create or establish a relationship of legal co-partners, joint ventures or joint powers between the parties. No statement contained in this Contract shall be construed so as to find Accurate Home Care, its employees, agents or representatives to be employees or agents of the District. The district will make no deductions for federal Income Tax, FICA, or state Income Tax.

Hold Harmless

Accurate Home Care shall indemnify and hold District harmless for any and all damages, costs and expenses including attorney's fees which District, its officials, employees, or agents may sustain arising from any act or omission of Accurate Home Care in the execution, performance, or failure to adequately perform Accurate Home Care's obligations under this Contract.

Insurance

Accurate Home Care shall, during the life of the Contract, purchase and maintain insurance coverage with the minimum limits as follows:

- 1. Workers Compensation
 - A. Statutory State Coverage
 - B. Employee Liability Coverage with the following limits:
 - Bodily Injury by Accident \$1,000,000 Each Accident
 - Bodily Injury by Disease \$1,000,000 Each Employee
 - Bodily Injury by Disease \$1,000,000 each Policy Limit

- 2. General Liability Insurance
 - A. Commercial Liability Policy – Occurrence (Form CG 00 01 98 or its equivalent)
 - Each Occurrence \$1,000,000
 - Personal Injury Liability \$1,000,000
 - Products/Completed Operations Aggregate \$3,000,000
 - General Aggregate \$3,000,000

- 3. Automobile Liability Insurance including hired/non-owned Auto.

- 4. Professional Liability Insurance with limits of \$1,000,000 each occurrence/\$3,000,000 aggregate.

**The school district does not represent that the required coverage and limits are adequate to protect the contractor and such coverage limits will not be deemed as a limitation of Accurate Home Care liability to district under this contract.*

Compliance

The contractor agrees to comply with all federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units. It shall be the obligation of Accurate Home Care to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

All of the data created, collected, received, stored, used, maintained, or disseminated by Accurate Home Care in performing duties pursuant to this Contract is subject to the State's regulations.

Term

The contract is effective upon signature of both parties, and shall remain in effect until the end of the school year unless otherwise agreed. Contracts shall be renewed annually.

This Contract shall be reviewed and authorized by the School District Designee.

This Contract is duly executed on this 2nd day of DECEMBER, 2024.

School District: <u>EDINA ISD 273</u>	Accurate Home Care, LLC
Name: <u>MERT WOODARD</u>	Name: <u>Jackie Jacobson</u>
Signature: <u>Mert Woodard</u>	Signature: <u>Jacobson</u>
Title: <u>DIRECTOR FINANCE & OPS.</u>	Title: <u>VP of operations</u>
Date: <u>DECEMBER 2, 2024</u>	Date: <u>1/8/2025</u>

Addendum 1

Expectations for Accurate Home Care Nurses Providing Care in a School Setting:

- Attend to all nursing needs of the student, assist student with educational support in the classroom or through distance learning, foster peer relationships, and encourage developmentally appropriate independence.
 - The nurse will only help the assigned student, and may not provide assistance to other students or act as a teacher's aide.
- Wear or possess AHC identification badge at all times.
- Refrain from use of personal cell phone, except in the case of emergency.
- Keep the school informed of any changes that may require modification to the school schedule, with consideration to privacy of the student.
- Be attentive to the student at all times, providing ongoing assessment intervention as the student's condition warrants throughout the school day.
- Maintain close proximity and/or visual access to the student at all times or ensure student is directly supervised by school personnel. The nurse is expected to maintain a rapid response time to provide any urgent intervention warranted by the student's condition.
 - There are no designated break times during the nurse's shift.
- Provide nursing interventions in an appropriate area to minimize disruption to the student, peers, and school personnel, while maintaining the student's dignity and right to privacy.
- Maintain student-centered professional communication with appropriate faculty and staff.
 - Provide care coordination with School Nurse, AHC Clinical Manager, Physician(s), and Responsible Party/Parties.
 - Encourage continuity of care from home to school, including school/guardian communication.
- Complete all required documentation upon completion of each shift/school day.
- Ensure that appropriate faculty and staff are aware of the student's Emergency Action Plan, including identification of modifications to the Plan specific to the school setting.
- Maintain confidentiality at all times, pursuant to HIPAA rules and professional boundaries.

Expectations for School Faculty and/or Staff:

- Provide coordination and/or direction of classroom, instruction, and educational activities.
- Develop and implement the student's daily schedule with collaboration from the nurse regarding treatments, medication administration, therapies, and other care needs.
- Communicate directly with the parent/guardian/responsible party regarding academic or behavioral concerns. The teacher/school will not use the AHC nurse or agency as a conduit between the school and the parents.
- Facilitate peer education regarding student condition as permitted by parent/guardian/responsible party.
- Maintain confidentiality at all times.
- Maintain student-centered professional communication with agency personnel.
 - Participate in care coordination with School Nurse, AHC staff, and Responsible Party/Parties.
 - Encourage continuity of care from home to school, including school/guardian communication.
- Provide lifting/transfer assistance and equipment to ensure that child is transferred safely for all required cares and therapies.

VI. **Discussion**

VI.A. Achievement and Integration FY 2026
Budget

Speaker (s) : Dr.
Frannie Becquer,
Director of
Achievement Equity
and Multilingual
Learner Programming



Board Meeting Date: 2.3.25

Title: Achievement and Integration FY 2026 Budget

Type: Discussion

Presenter(s): Dr. Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming

Description: Achievement and Integration budget

The Achievement and Integration Program provides dedicated funding to support our district's efforts in increasing racial and economic integration while reducing achievement disparities. Each year the school district must submit an updated annual budget to the Minnesota Department of Education.

Districts do not need to apply for this funding; they automatically qualify based on their enrollment data. The funding must be utilized within the fiscal year it is approved for, as carryover is not permitted.

Recommendation: Review Achievement and Integration budget proposal for approval in March.

Desired Outcome(s) from the Board: Completely review the information related to Achievement and Integration budgeting to develop or enhance your understanding of requirements of Achievement and Integration annual budget development and be prepared to provide initial reactions (questions and comments).

Attachments:

[Proposed Budget](#)

See Report Below

How Funding is Determined:

1. Initial Revenue (FIN 313): Basic Formula: $\$350 \times \text{district's adjusted pupil units} \times \text{ratio of protected students}$
2. Incentive Revenue (FIN 318): Simple Formula: $\$10 \text{ per district's adjusted pupil unit}$
3. The total funding is divided as follows:

- a. 70% comes from state aid
- b. 30% comes from local levy

Key Budget Requirements:

1. Required Budget Ratios:

- a. Direct Student Services: Minimum 80%
- b. Professional Development: Maximum 20%
- c. Administrative Costs: Maximum 10%

2. Core Guidelines:

- a. All expenditures must be directly linked to Achievement and Integration plan activities.
- b. Funding must supplement, not replace, existing programs.
- c. Activities cannot segregate participants by race.

3. Staffing Considerations:

- a. Positions must directly support planned activities.
- b. FTE funding must align with the actual time dedicated to the program.

Summary of Edina's 25-26 Budget:

- 1. Direct Student Services: 89%
- 2. Professional Development: 10%
- 3. Administrative Costs: 1%

Updates to Budget:

No significant changes were made to the budget created last year. Fiscal Year 2026 changes were a result of an increase in allocated funds from the state and modification of FTE positions.

- a. Adjusted staff salaries in accordance with the 2024-2025 contract rates.
- b. Modified Liaison FTE assignments based on student needs: 0.2 FTE for Southeast Asian Liaison and 2.0 FTE for Spanish Liaison.

VI.B. Elementary Literacy Curriculum Adoption
Recommendation: Benchmark Advance

Speaker (s): Bethany Van Osdel, Assistant Director of Teaching and Learning; and Jody De St. Hubert, Director of Teaching and Learning



Board Meeting: February 3, 2025

Title: Elementary Literacy Curriculum Adoption Recommendation: Benchmark Advance

Type: Discussion

Presenter(s): Bethany VanOsdel, Assistant Director of Teaching and Learning; and Jody De St. Hubert, Director of Teaching and Learning

Description: This report is intended to inform the Edina School Board on the recommendation for implementation of the Benchmark Advance program for the Edina elementary schools. In addition to defining the ELA curriculum review process, this report also includes information about the new Minnesota English Language Arts Standards in conjunction with the MN READ Act legislation approved by the Department of Education. The priorities in this report directly align to the goals established in the Comprehensive Literacy Plan approved by the school board in June of 2021.

Recommendation: Review the report for discussion. Action will occur at the 3.3.25 Board Meeting.

Desired Outcomes for the Board: Review the background information provided and come prepared with your initial reactions (comments and questions) on the elementary literacy adoption recommendation of Benchmark Advance.

Attachments:

1. [Culturally Proficient School Systems Curriculum and Instruction Continuum](#)
2. [2020 English Language Arts Standards](#)
3. [Quote for purchase](#)
4. [Sole Source Letter](#)

Background Information

In June of 2021 the PreK-5 Comprehensive Literacy Plan was approved by the Edina School Board. This plan outlined the priorities and commitments for ensuring that all learners have equitable access to evidence-based instruction, building language and literacy knowledge, as well as the skills and strategies to competently engage in relevant learning opportunities that foster success. A key part of this commitment is to ensure that the staff and students have the necessary tools to accomplish this critical goal.

The process for identifying the appropriate tools for teaching English Language Arts and Reading in the elementary schools began in 2021. Since then, there have been critical updates from the MN Department of Education to further inform the work. The information in the following paragraphs will further define these updates.

Minnesota Department of Education Overview

The Minnesota Department of Education has released two critical updates to English Language Arts programming in the past few years:

- **2020 MN State ELA Standards**

The Minnesota K-12 Academic Standards are the statewide expectations for student learning in K-12 public schools. School districts are required to put state standards into place so all students have access to high-quality content and instruction. The 2020 Minnesota Academic Standards in English Language Arts were adopted in 2023 and are scheduled for full implementation in the 2025-26 school year.

- **MN READ ACT Background Information**

Minnesota Reading to Ensure Academic Development Act, known as the READ Act, was passed and signed into law by Governor Tim Walz on May 24, 2023. The goal of this legislation is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals.

A district or charter school must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, when a district or charter school purchases a new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes 2023, section 120B.1118.

In order to ensure that district purchases are evidence based MDE has reviewed resources and categorized them as highly aligned, partially aligned, minimally aligned, or not aligned to evidenced-based structured literacy practices.

- Highly aligned: 100% of domains were above the cut point with no significant red flags identified for the program
- Partially aligned: 60-99% of domains were above the cut point
- Minimally aligned: 34-59% of domains were above the cut point
- Not aligned: 33% or less of domains were above the cut point

All curricula were categorized based on descriptors and look-fors in the [rubric](#) according to the scale above.

Although District selection, adoption, and implementation of ELA curriculum is locally determined, district curriculum adoption teams are strongly encouraged to review the rubric and additional MDE resources, if they are considering use of any resource on the list, *regardless of its categorization*.

Benchmark Advance is currently in the MDE full re-review cycle. This means that they have submitted full curricular program revisions to MDE and the date that this review will be complete is March 3rd.

Currently in the early implementation stage, the Literacy Leadership Team is learning more about the strengths of evidence-aligned practices with Benchmark Advance and what areas will need supplementing in alignment with the MDE rubric and additional resources.

The areas that will require supplementation are:

- *phonemic awareness
- *handwriting

Standards, Curriculum, and Instructional Outlines

All students deserve equitable access to rigorous core content through the use of the Minnesota State Standards, comprehensive and viable curriculum, and evidence based literacy instruction. Literacy is a priority for all educators at every level, shown by committing to:

- **Standards and Curriculum** - Rigorous core content begins with standards as common expectations to guide instruction, assessment, and outcomes. The Minnesota Reading and ELA Standards outline clear goals for reading, writing, listening, speaking, viewing and exchanging ideas. Curriculum review is an ongoing process to ensure high quality, research and evidence based resources that
 - support effective instruction, alignment, and application of the standards;
 - provide strategies for differentiated instruction based on students’ needs;
 - are culturally and linguistically relevant and responsive; and
 - build background knowledge and understanding of key learning concepts.

Multi-Tiered System of Support Alignment:

Benchmark Advance is a Tier 1 resource. This **will replace** the current Collaborative Classroom (Making Meaning, Being a Reader and Being a Writer). Tier 1 instruction occurs during the core literacy block. The English Language Arts Standards are directly taught and assessed.

Other resources aligned to the Science of Reading (Sonday, Heggerty) currently in the system will continue to exist in Tiers 2 and 3 when aligned to student needs. This will occur outside of the Tier 1 literacy block.

Curriculum Review Process

In Edina, a core belief we share is “Professional Excellence.” This means that, “We believe our educators and staff are essential to student success. We value and support them in advancing strategic and innovative initiatives grounded in best practices.” One way we live out this value is by including stakeholders in the review, design and implementation of district programming. This will be done through the use of “district design teams.” A design team is a group of representatives who serve to guide and inform district decisions.

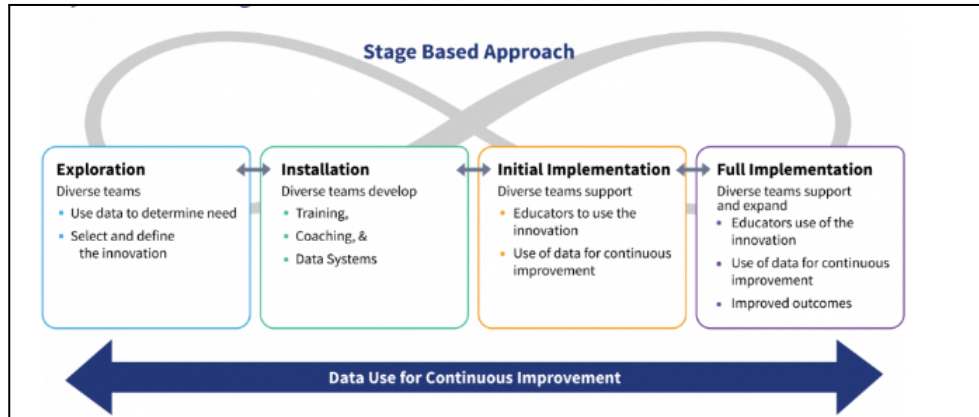
The following staff members have been integral in the review and recommendation that resulted from the curriculum review process:

LITERACY LEADERS							
	ELC	Creek Valley	Normandale	Countryside	Cornelia	Concord	Highlands
Pre-K	Liz Denn						
K				Alyssa Barnes		Steph Blachowiak	
1					Christine McCarthy		Megan Salmon
2		Jennifer Rauen			Kylee Muehlberg		
3			Katy Thomas	Jennifer Gross			
4		Emily Nuss Emily Torgeson					Zach Prowell Leah Spellman
5			Molly Swiderski		Molly O’Keefe	Nicole Bey	
EL				Kelly Paulson	Nicole Schweigert		
Special Ed						Anne Kile	
Immersion Rep							
Media Specialist		Krista Winkel					
Intervention			Jennifer Johnson Laura Hanson				
Sandra Harley, Shannon McGinnis Paul Domer, Principal Rep Leona Santillan, Administrative Dean Rep							

The Design Team, also called the Literacy Leadership Team (LLT), has used a proven process following Implementation Science to build upon current best practices in Edina and to consider opportunities for improvement. The team drafted a plan that recommends program updates and instructional/course enhancements as they align to the new standards, the MN READ Act and the Comprehensive Literacy Plan.

Timeline, Goals and Milestones

The Comprehensive Literacy Plan is being implemented through a Stage Based Approach as it is defined by Implementation Science. In the stage approach, there are 4 main stages that outline the journey to the goal of full implementation. There is not a defined amount of time spent in each stage. The goal is to complete the steps in each stage. The progress of the Comprehensive Literacy Plan is outlined below:



<p>Exploration</p> <ul style="list-style-type: none"> Define current reality Unpack standards Research best practices Select and define the practice/program 	<p>Installation</p> <ul style="list-style-type: none"> The program/practice has been identified and defined Professional Development and coaching are used to prepare for the implementation Resources are purchased Data systems are prepared 	<p>Initial Implementation</p> <ul style="list-style-type: none"> Educators begin using the program/practice Data is collected around both implementation and student outcomes Adjustments and alignments 	<p>Full Implementation:</p> <ul style="list-style-type: none"> More than 50% of educators are using the program/practice as intended Student outcome data is showing improved outcomes
2021-July 2024	August 2024 (Current)	August 2025	August 2026 (on-going)

Literacy Leadership Team Goals:

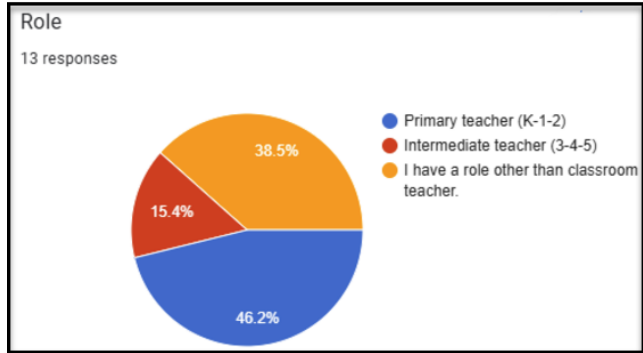
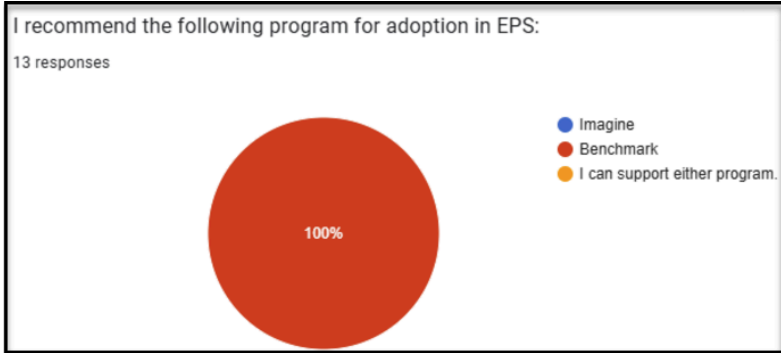
- 2021-2022:
 - Unpack class/course structure and content, review current and enduring research and analyze data to get a full picture of the current reality.
- June 2022:
 - Unpack new ELA standards
- 2022-2023: Review materials/instructional enhancements for recommendation.
- July 2024: Recommendation made to Teaching and Learning
- 2024-2025: Installation (LLT teachers only) of Benchmark Advance

Curriculum Review Process:

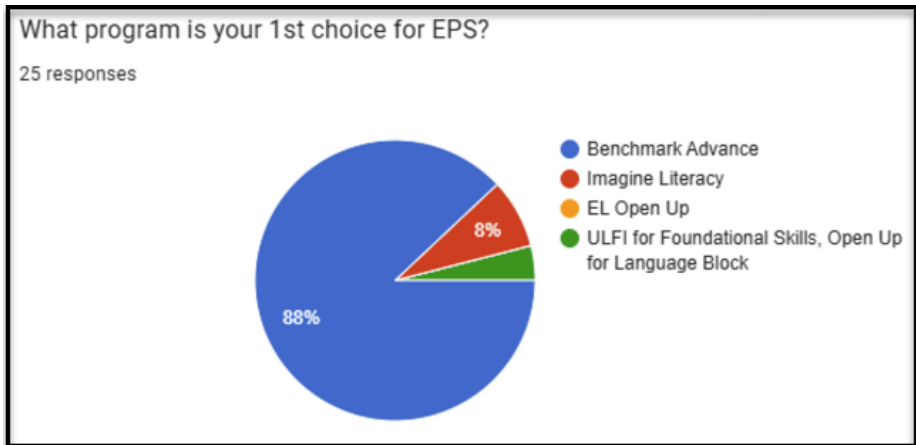
The Exploration Stage lasted 2 years. During this time, the Literacy Lead Team researched best practices and examined evidence-based programs using the [Reading League Curriculum Evaluation Tool](#). The Reading League Curriculum Evaluation Tool aligns with the MDE rubric referenced above and specifically adds detail in the the following components:

- ✔ Word Recognition
- ✔ Language Comprehension
- ✔ Reading Comprehension
- ✔ Writing
- ✔ Assessment

After reviewing several programs on the curriculum review list for MDE, the team unanimously recommended Benchmark Advance for implementation at the elementary level in Edina.



All staff were given a voice in the process. The materials were presented for review at all sites in May 2024. Benchmark Advance was the top choice:



Benchmark Advance EdReport Evaluation:

EdReports is a curriculum evaluation tool used by districts across the country to assess curricula. The platform provides robust reports that align to current and enduring research on best practices in the content area. The following charts are a summary of the Benchmark Advance Report ([read full report here](#)):

Kindergarten [View Full Report](#) →

GATEWAY 1
Text Quality

52/58

0 26 52 58

GATEWAY 2
Building Knowledge

28/32

0 15 28 32

ALIGNMENT (GATEWAY 1 & 2) ⓘ

Meets Expectations

1st Grade [View Full Report](#) →

GATEWAY 1
Text Quality

52/58

0 26 52 58

GATEWAY 2
Building Knowledge

28/32

0 15 28 32

ALIGNMENT (GATEWAY 1 & 2) ⓘ

Meets Expectations

2nd Grade [View Full Report](#) →

GATEWAY 1
Text Quality

52/58

0 26 52 58

GATEWAY 2
Building Knowledge

28/32

0 15 28 32

ALIGNMENT (GATEWAY 1 & 2) ⓘ

Meets Expectations

GATEWAY 3
Usability

24/25

0 15 22 25

USABILITY (GATEWAY 3) ⓘ

Meets Expectations

GATEWAY 3
Usability

24/25

0 15 22 25

USABILITY (GATEWAY 3) ⓘ

Meets Expectations

GATEWAY 3
Usability

24/25

0 15 22 25

USABILITY (GATEWAY 3) ⓘ

Meets Expectations

3rd Grade [View Full Report](#) →

GATEWAY 1
Text Quality and Complexity

38/42

0 20 37 42

GATEWAY 2
Building Knowledge

28/32

0 15 28 32

ALIGNMENT (GATEWAY 1 & 2) ⓘ

Meets Expectations

4th Grade [View Full Report](#) →

GATEWAY 1
Text Quality and Complexity

38/42

0 20 37 42

GATEWAY 2
Building Knowledge

28/32

0 15 28 32

ALIGNMENT (GATEWAY 1 & 2) ⓘ

Meets Expectations

5th Grade [View Full Report](#) →

GATEWAY 1
Text Quality and Complexity

38/42

0 20 37 42

GATEWAY 2
Building Knowledge

28/32

0 15 28 32

ALIGNMENT (GATEWAY 1 & 2) ⓘ

Meets Expectations

GATEWAY 3
Usability

24/25

0 15 22 25

USABILITY (GATEWAY 3) ⓘ

Meets Expectations

GATEWAY 3
Usability

24/25

0 15 22 25

USABILITY (GATEWAY 3) ⓘ

Meets Expectations

GATEWAY 3
Usability

24/25

0 15 22 25

USABILITY (GATEWAY 3) ⓘ

Meets Expectations

Content Alignment:

Benchmark Advance 2022 has knowledge strands that are consistently mapped across all grade levels, which supports knowledge-building, interdisciplinary instruction in all classrooms across all schools throughout the year.

Content Knowledge Alignment

Knowledge strands are consistently mapped across all grade levels, which supports combined classrooms.

Unit	Knowledge Strand	GRADES						
		K	1	2	3	4	5	6
1	Life Science							
2	Character Matters							
3	Government and Citizenship							
4	Perspectives in Literature							
5	Technology and Society							
6	Themes Across Cultures							
7	History, Culture, and Geography							
8	Earth Science							
9	Economics							
10	Physical Science							

Cross-Linguistic Transfer Relations within the Program Components for Spanish Dual Language:

Spanish Dual Language:

Benchmark Advance and Benchmark Adelante's cohesive program architecture across English and Spanish Language Arts instruction provides ample resources to support Dual Language programs without compromising program models:

- Congruency and cohesiveness of parallel content and grade level topics provide ample variety and variance for a broad range of texts in both English and Spanish.
- Small Group Texts in English and Spanish provide content knowledge support for Science and Social Science at student's level of reading in L1 and L2 across the reading continuum.
- English and Spanish Language Development differentiated support is embedded in each lesson and are aligned in tandem with English and Spanish Language Arts Literacy and Language Instruction.

French Immersion:

Benchmark Advance will be implemented in 2024-2025 by 3rd-5th grade staff. The first year will be used to intentionally plan to align English Language Arts and French Language Arts. The Benchmark Advance materials are not translated to French, nor is there a French-aligned program like Adelante for Spanish Dual Language. *This is often the case with curriculum resources in other content areas.*

Normandale typically takes an additional year to plan for implementations to ensure the alignment is purposeful and honors the commitment to the French Immersion experience. This will be the case with the implementation of Benchmark Advance.

Recommendation:

The team unanimously recommended the adoption and implementation of Benchmark Advance as the Tier 1 curriculum for elementary schools in Edina.

The implementation of Benchmark Advance will occur in 2025-2026 with a rigorous professional development and coaching plan to serve as the foundation of the implementation.

Budget:

The purchase of an 8 year license to Benchmark Advance will cost a total of \$482,850.80. The direct quote from Benchmark Education Company is included in the attachments listed on the cover page. The quote includes 7 full days of Professional Development for staff to support the integrity of the roll out.

This purchase is able to be supported with the \$343,843 that Edina is receiving for Read Act curriculum funding, as well as a portion of the regularly allocated Teaching and Learning capital dollars.

There are no annual costs associated with this purchase.

VI.C. EPS Academic Calendars for 2026-2027 and
2027-2028

Speaker (s): Nate Swenson, Assistant Superintendent; and Sonya Sailer, Executive Director of Human Resources



Board Meeting Date: 02/03/2025

Title: EPS Academic Calendars for 2026-2027 and 2027-2028

Type: Discussion

Presenters: Nate Swenson, Assistant Superintendent; and Sonya Sailer, Executive Director of Human Resources

Description: The Calendar Committee met three times this fall to develop academic calendar proposals for the 2026-2027 and 2027-2028 school years. Utilizing the school board's guiding change document, the committee incorporated input from various stakeholders, including teachers, administrators, support staff, and parents. Thoughtful discussions were held within the committee, academic calendar drafts were developed and shared, and members then gathered additional feedback from their colleagues, which was brought back to the committee for further discussion.

Recommendation: No recommendation is being made at this time. This item has been prepared for school board discussion.

Desired Outcome(s) from the Board: Please review the attached draft academic calendars and come prepared with your initial reactions, questions, and comments.

Attachments:

1. [2026-27 and 2027-28 Academic Calendars - Guiding Change Doc](#)
2. [2026-27 and 2027-28 Proposed Academic Calendars](#)

Summary of Calendar Committee Discussions:

The committee placed fourteen (secondary) and sixteen (early learning and elementary) non-student days in each academic year. Days include: eleven workshop/professional development/conference days, three teacher data days, and two connect and assess days (early learning and elementary only).

Non-student days were placed in accordance with the School Board's Guiding Change Document and the priority system previously developed by the Calendar Committee including:

- Maintaining educational continuity and consistency of learning for students throughout the week. This priority suggests that full weeks of school are most desirable in the calendar design. When full weeks of school are not possible, the non-student days would in most cases be placed at the beginning or end of the week allowing for the learning week to have the greatest consistency and continuity. This would be the primary priority in placement of non-student days during weeks of the calendar year.
- For weeks that are not full weeks of learning, align the non-student days to non-federal holidays or observances when they fall on a Monday or Friday. For example, if a non-federal cultural celebration or observance falls on a Monday in September, and a professional development day needs to be placed in that time period, then align the non-student day with this celebration whenever possible.
- Where possible, attempt to balance the number of non-student days during the weeks of each semester so that students receiving specialized services have the most equitable learning opportunities throughout the week. As an example, look at ways to place non-student days on days other than Mondays and Fridays in a given semester where possible such as on a Tuesday when aligned with a Monday holiday (such as Presidents' Day) or on election days in the interests of student safety.

Additional Noteworthy Calendar Committee Discussions Included:

- Whenever possible, priority was given to spreading the breaks across different months to avoid having them too close together.
- Attention was taken to balance the number of student contact days in Semester I and Semester II, which is most relevant at the secondary level. When 170 student contact days are divided evenly across semesters, each semester would be ideally 85 days long. The committee prioritized moving the end of the semester to the end of the week so that the non-student day would fall on a Friday resulting in a 84 day Semester I in 2026-27 and an 85 day Semester I in 2027-28. This provides for a smoother transition time for secondary staff who are

teaching new courses and a weekend break for students before they begin Semester II.

- School breaks that have been incorporated into the calendar design include: a two day MEA break in October, a two-day week before Thanksgiving (Note: typically no more than 5% of students report an absence this week.), a two-week winter break, and a one week spring break falling between the third week of March and the first week of April (the historic parameter of community preference).

Many Thanks to our Calendar Committee Members:

- Shukri Ahmed, Sayali Amarpurkar, Patrick Bass, Angela Hruby, Jodie Mettee, Betony Osborne, Kate Strand, Anthony Wolfbauer, Jennifer Carter, Melissa Craig, Daphne Edwards, Julie Gabrielson, Kim Isley, Angela Madsen, Christine McCarthy, Cara Rieckenberg, Sonya Sailer, Nate Swenson.

August 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	28	29	30	31
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
		New Faculty Orientation	New Faculty Orientation	New Faculty Orientation	No Students E-12 Day 1 or 184 Floating Data Day	
23	24	25	26	27	28	29
	No Students E-12 Day 2 Workshop Week	No Students E-12 Day 3 Workshop Week	No Students E-12 Day 4 Workshop Week	No Students E-12 Day 5 Workshop Week	No Students E-12 Day 6 Connect/Assess K-5 Workshop Week	
30	31	Notes				
	No Students E-5 Day 7 Connect/Assess K-5 First Day 6-12	184 Teacher Contract Days 170 Student Days Grades 6-12 168 Student Days Grades K-5, plus 2 Connect and Assess Days 11 Workshop, Professional Development, Conference Days 3 Data Days				
		EPS facilities closed.				

Student Days 6-12 = 1; E-5 = 0
 Workshop/PD/Data/Conference Days = 6

12.05.24

September 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	30	31	1	2	3	4	
		No Students E-5 Day 8	First Day E-5 Day 9	Day 10	Day 11	5	
6	7	8	9	10	11	12	
	No Students E-12 Labor Day	Day 12	Day 13	Day 14	Day 15	Rosh Hashana	
13	14	15	16	17	18	19	
	Day 16	Day 17	Day 18	Day 19	Day 20		
20	21	22	23	24	25	26	
	No Students E-12 Day 21 Yom Kippur	Day 22	Day 23	Day 24	Day 25		
27	28	29	30	1	2	3	
	Day 26	Day 27	Day 28				
4	5	Notes					
		EPS facilities closed.					

Student Days 6-12 = 19; E-5 = 17
Workshop/PD/Conference Days = 1

October 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	27	28	29	30	1	2	3
				Day 29	Day 30		
4	5	6	7	8	9	10	
	Day 31	Day 32	Day 33	Day 34	Day 35		
11	12	13	14	15	16	17	
	Day 36	Day 37	Day 38	No Students E-12 Education MN Conference	No Students E-12		
18	19	20	21	22	23	24	
	Day 39	Day 40	Day 41	Day 42	Day 43		
25	26	27	28	29	30	31	
	Day 44	Day 45	Day 46	Day 47	Day 48		
1	2	Notes					

Student Days E-12 = 20
 Workshop/PD/Data/Conference Days = 0

November 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3	4	5	6	7	
Daylight Savings Time Ends	Day 49	No Students E-12 Day 50 Election Day	Day 51	Day 52	Day 53		
	8	9	10	11	12	13	
Diwali	Day 54	Day 55	Day 56 Veterans' Day	Day 57	Day 58		
	15	16	17	18	19	20	
	Day 59	Day 60	Day 61	Day 62	Day 63		
22	23	24	25	26	27	28	
	Day 64	Day 65	No Students E-12 Day 66 Teacher Comp Day	No Students E-12 Thanksgiving	No Students E-12 Day After Thanksgiving		
29	30	1	2	3	4	5	
	Day 67						
6	7	<i>Notes</i>					
		EPS facilities closed.					

Student Days E-12 = 17
Workshop/PD/Data/Conference Days = 2

December 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29	30	1	2	3	4
		Day 68	Day 69	Day 70	Day 71	
6	7	8	9	10	11	12
	Day 72	Day 73	Day 74	Day 75	Day 76	
13	14	15	16	17	18	19
	Day 77	Day 78	Day 79	Day 80	Day 81	
20	21	22	23	24	25	26
	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break Christmas Eve	No Students E-12 Winter Break Christmas	
27	28	29	30	31	1	2
	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break		
3	4	Notes				
		EPS facilities closed.				

Student Days E-12 = 14
 Workshop/PD/Data/Conference Days = 0

January 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	27	28	29	30	31	1	
					No Students E-12 Winter Break New Year's Day	2	
3	4	5	6	7	8	9	
	Day 82	Day 83	Day 84	Day 85	Day 86		
10	11	12	13	14	15	16	
	Day 87	Day 88	Day 89	Day 90	Day 91		
17	18	19	20	21	22	23	
	No Students E-12 Martin Luther King Jr. Day	Day 92	Day 93	Student Day 84 Semester 1 Ends Day 94	No Students E-12 Teacher Data Day Day 95		
24	25	26	27	28	29	30	
	Day 96	Day 97	Day 98	Day 99	Day 100		
31	1	Notes					
		EPS facilities closed.					

Student Days E-12 = 18
Workshop/PD/Data/Conference Days = 1

February 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
	Day 101	Day 102	Day 103	Day 104	Day 105	Lunar New Year
7	8	9	10	11	12	13
	Day 106	Day 107	Day 108	Day 109	Day 110	
14	15	16	17	18	19	20
	No Students E-12 Presidents' Day	No Students E-12 Day 111	Day 112	Day 113	Day 114	
21	22	23	24	25	26	27
	Day 115	Day 116	Day 117	Day 118	Day 119	Ramadan Begins
28	1	2	3	4	5	6
7	8	Notes				
		EPS facilities closed.				

Student Days E-12 = 18
Workshop/PD/Data/Conference Days = 1

March 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1	2	3	4	5	6
	Day 120	Day 121	Day 122	Day 123	Day 124	
7	8	9	10	11	12	13
	Day 125 Ramadan Ends	Day 126 Eid al-Fitr	Day 127 Eid al-Fitr	Day 128	No Students E-12 Day 129	
14	15	16	17	18	19	20
Daylight Savings Time Starts	Day 130	Day 131	Day 132	Day 133	Day 134	
21	22	23	24	25	26	27
	Day 135	Day 136	Day 137	Day 138	Day 139 Good Friday	
28	29	30	31	1	2	3
Easter	No Students E-12 Spring Break	No Students E-12 Spring Break	No Students E-12 Spring Break			
4	5	Notes				

Student Days E-12 = 19
Workshop/PD/Data/ Conference Days = 1

April 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	28	29	30	31	1	2	3
					No Students E-12 Spring Break	No Students E-12 Spring Break	
4	5	6	7	8	9	10	
	Day 140	Day 141	Day 142	Day 143	Day 144		
11	12	13	14	15	16	17	
	Day 145	Day 146	Day 147	Day 148	Day 149		
18	19	20	21	22	23	24	
	Day 150	Day 151	Day 152 Passover Begins	Day 153	Day 154		
25	26	27	28	29	30	1	
	Day 155	Day 156	Day 157	Day 158	No Students E-12 Day 159		
2	3	Notes					

Student Days E-12 = 19
Workshop/PD/Data/ Conference Days = 1

May 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	25	26	27	28	29	30	1
2	3	4	5	6	7	8	9
	Day 160	Day 161	Day 162	Day 163	Day 164		
9	10	11	12	13	14	15	16
	Day 165	Day 166	Day 167	Day 168	Day 169		
16	17	18	19	20	21	22	23
	Day 170 Eid al-Adha	Day 171	Day 172	Day 173	Day 174		
23	24	25	26	27	28	29	30
	Day 175	Day 176	Day 177	Day 178	Day 179		
30	31	<i>Notes</i>					
	No Students E-12 Memorial Day	EPS facilities closed.					

Student Days E-12 = 20

Workshop/PD/Data/Conference Days = 0

June 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	30	31	1	2	3	4	
		Day 180	Day 181	Day 182	Last Student Day E-12 Day 183		
6	7	8	9	10	11	12	
	No Students E-12 Teacher Data Day Day 184	No Students E-12 Day 184 (If did not work on 8.21.26 floating data day.)					
13	14	15	16	17	18	19	
					Juneteenth (Observed)		
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	
4	5	Notes					
		EPS facilities closed.					

Student Days E-12 = 4

Workshop/PD/Data/Conference Days = 1

August 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
		New Faculty Orientation	New Faculty Orientation	New Faculty Orientation	No Students E-12 Day 1 or 184 Floating Data Day	
22	23	24	25	26	27	28
	No Students E-12 Day 2 Workshop Week	No Students E-12 Day 3 Workshop Week	No Students E-12 Day 4 Workshop Week	No Students E-12 Day 5 Workshop Week	No Students E-12 Day 6 Connect/Assess K-5 Workshop Week	
29	30	31	1	2	3	4
	No Students E-5 Day 7 First Day 6-12 Connect/Assess K-5	No Students E-5 Day 8				
5	6	Notes	184 Teacher Contract Days 170 Student Days Grades 6-12 168 Student Days Grades K-5, plus 2 Connect and Assess Days 11 Workshop, Professional Development, Conference Days 3 Data Days			
		EPS facilities closed.				

Student Days 6-12 = 2; E-5 = 0
Workshop/PD/Data/Conference Days = 6

September 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	29	30	31	1	2	3	
			Day 9 First Day for E-5	Day 10	Day 11	4	
5	6	7	8	9	10	11	
	No Students E-12 Labor Day	Day 12	Day 13	Day 14	Day 15		
12	13	14	15	16	17	18	
	Day 16	Day 17	Day 18	Day 19	Day 20		
19	20	21	22	23	24	25	
	Day 21	Day 22	Day 23	Day 24	Day 25		
26	27	28	29	30	1	2	
	Day 26	Day 27	Day 28	Day 29			
3	4	Notes					
		EPS facilities closed.					

Student Days E-12 = 21
 Workshop/PD/Data/Conference Days = 0

October 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	26	27	28	29	30	1 No Students E-12 Day 30	
						2 Rosh Hashana	
3	4	5	6	7	8	9	
	Day 31	Day 32	Day 33	Day 34	Day 35		
10	11	12	13	14	15	16	
	Day 36 Yom Kippur	Day 37	Day 38	Day 39	Day 40		
17	18	19	20	21	22	23	
	Day 41	Day 42	Day 43	No Students E-12 Education MN Conference	No Students E-12		
24	25	26	27	28	29	30	
	Day 44	Day 45	Day 46	Day 47	Day 48 Diwali		
31	1	Notes					

Student Days E-12 = 18

Workshop/PD/Data/Conference Days = 1

November 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Day 49	2 No Students E-12 Day 50 Election Day	3 Day 51	4 Day 52	5 Day 53	6
7	8 Day 54	9 Day 55	10 Day 56	11 Day 57	12 Day 58	13
14	15 Day 59	16 Day 60	17 Day 61	18 Day 62	19 Day 63	20
21	22 Day 64	23 Day 65	24 No Students E-12 Day 66 Teacher Comp Day	25 No Students E-12 Thanksgiving	26 No Students E-12 Day After Thanksgiving	27
28	29 Day 67	30 Day 68	1	2	3	4
5	6	Notes EPS facilities closed.				

Student Days E-12 = 18

Workshop/PD/Data/Conference Days = 2

December 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	28	29	30	1	2	3
			Day 69	Day 70	Day 71	4
5	6	7	8	9	10	11
	Day 72	Day 73	Day 74	Day 75	Day 76	
12	13	14	15	16	17	18
	Day 77	Day 78	Day 79	Day 80	Day 81	
19	20	21	22	23	24	25
	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break Christmas Eve	
26	27	28	29	30	31	1
	No Students E-12 Winter Break Christmas (Observed)	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break	No Students E-12 Winter Break New Year's Day (Observed)	
2	3	Notes				
		EPS facilities closed.				

Student Days E-12 = 13
 Workshop/PD/Data/Conference Days = 0

January 2028

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	28	29	30	31
	2	3	4	5	6	7
	Day 82	Day 83	Day 84	Day 85	Day 86	
	9	10	11	12	13	14
	Day 87	Day 88	Day 89	Day 90	Day 91	
	16	17	18	19	20	21
	No Students E-12 Martin Luther King Jr. Day	Day 92	Day 93	Student Day 85 Semester 1 Ends Day 94	No Students E-12 Teacher Data Day Day 95	
	23	24	25	26	27	28
	Day 96	Day 97	Day 98 Lunar New Year	Day 99 Ramadan Begins	Day 100	
	30	31	Notes			
	Day 101	EPS facilities closed.				

Student Days E-12 = 19
Workshop/PD/Data/Conference Days = 1

February 2028

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	30	31	1	2	3	4	
		Day 102	Day 103	Day 104	Day 105		
6	7	8	9	10	11	12	
	Day 106	Day 107	Day 108	Day 109	Day 110		
13	14	15	16	17	18	19	
	Day 111	Day 112	Day 113	Day 114	Day 115		
20	21	22	23	24	25	26	
	No Students E-12 Presidents' Day	No Students E-12 Day 116	Day 117	Day 118	Day 119 Ramadan Ends	Eid al-Fitr	
27	28	29	1	2	3	4	
Eid al-Fitr	Day 120	Day 121					
5	6	Notes					
		EPS facilities closed,					

Student Days E-12 = 19
Workshop/PD/Data/Conference Days = 1

March 2028

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	27	28	29	1	2	3	4
			Day 122	Day 123	Day 124		
5	6	7	8	9	10	11	
	Day 125	No Students E-12 Primary Election Day Day 126	Day 127	Day 128	Day 129		
12	13	14	15	16	17	18	
	Day 130	Day 131	Day 132	Day 133	Day 134		
19	20	21	22	23	24	25	
	Day 135	Day 136	Day 137	Day 138	Day 139		
26	27	28	29	30	31	1	
	No Students E-12 Spring Break	No Students E-12 Spring Break	No Students E-12 Spring Break	No Students E-12 Spring Break	No Students E-12 Spring Break		
2	3	<i>Notes</i>					

Student Days E-12 = 17
 Workshop/PD/Data/Conference Days = 1

April 2028

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	26	27	28	29	30	31	
	2	3	4	5	6	7	
	Day 140	Day 141	Day 142	Day 143	Day 144		
	9	10	11	12	13	14	
	Day 145 Passover Begins	Day 146	Day 147	Day 148	Day 149 Good Friday		
	16	17	18	19	20	21	
Easter	Day 150	Day 151	Day 152	Day 153	Day 154		
	23	24	25	26	27	28	
	Day 155	Day 156	Day 157	Day 158	No Students E-12 Day 159		
	30	1	Notes				

Student Days E-12 = 19

Workshop/PD/Data/Conference Days = 1

May 2028

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
	Day 160	Day 161	Day 162	Day 163	Day 164 Eid al-Adha	
7	8	9	10	11	12	13
	Day 165	Day 166	Day 167	Day 168	Day 169	
14	15	16	17	18	19	20
	Day 170	Day 171	Day 172	Day 173	Day 174	
21	22	23	24	25	26	27
	Day 175	Day 176	Day 177	Day 178	Day 179	
28	29	30	31	1	2	3
	No Student's E-12 Memorial Day	Day 180	Day 181			
4	5	Notes				
		EPS facilities closed.				

Student Days E-12 = 22

Workshop/PD/Data/Conference Days = 0

June 2028

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	28	29	30	31	1	2	3
				Day 182	Last Student Day E-12 Day 183		
4	5	6	7	8	9	10	
	No Students E-12 Day 184	No Students E-12 Day 184 (If did not work on 8.20.27 floating data day.)					
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
	Juneteenth						
25	26	27	28	29	30	1	
2	3	<i>Notes</i>					
		EPS facilities closed.					

Student Days E-12 = 2

Workshop/PD/Data/Conference Days = 1

VI.D. Policy Review (513, 521, 524, 604, 617,
619, 623, 632)

Speaker (s): Policy
Committee



Board Meeting Date: 2/3/2025

Title: Policy Review

Type: Discussion

Presenter(s): Board Policy Committee

Description: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 513 Student Promotion, Acceleration, Retention, and Early Kindergarten Admission
- Policy 521 Student Disability Nondiscrimination
- Policy 524 Electronic Technologies Acceptable Use
- Policy 604 Grade Level Configuration and Enrollment at School Sites
- Policy 617 Class Size and Staffing
- Policy 619 Student Assignment to Teachers and Classes
- Policy 623 Summer School Instruction
- Policy 632 Chemical Use and Abuse

Recommendation: Review the suggested modifications for Policies 513, 521, 524, 604, 617, 619, 623, 632.

Desired Outcome(s) from the Board: Review suggested modifications and bring any questions you may have.

Attachments:

1. Policy 513 Student Promotion, Acceleration, Retention, and Early Kindergarten Admission
2. Policy 521 Student Disability Nondiscrimination
3. Policy 524 Electronic Technologies Acceptable Use
4. Policy 604 Grade Level Configuration and Enrollment at School Sites
5. Policy 617 Class Size and Staffing
6. Policy 619 Student Assignment to Teachers and Classes
7. Policy 623 Summer School Instruction
8. Policy 632 Chemical Use and Abuse

Students

Student Promotion, Acceleration, Retention, and Early Kindergarten Admission

I. Purpose

This policy provides guidance to employees, families, and students regarding student promotion, acceleration, retention, and early kindergarten admission.

II. General Statement of Policy

The school district is dedicated to the total and continuous development of each student. Students will be placed in the instructional level best suited to their academic, social, and emotional needs. Teachers or parents/guardians are ~~welcome~~ able to initiate the process for student promotion, acceleration, retention, or early kindergarten admission.

Students will usually progress from level to level on an annual basis. Exceptions may be made, however, when they are in the best educational interest of the student. Any exceptions will be made only after consultation with the student's family.

A student's readiness and motivation for promotion, acceleration, retention, and early kindergarten admission will be considered. In order to achieve the best academic outcomes for all students, it is important to match the level, complexity, and pace of the curriculum for students.

III. Student Promotion, Acceleration, and Retention

A. Elementary (Grades K-5)

1. Promotion

Students who achieve levels deemed acceptable by local and state standards will be promoted to the next grade level at the completion of each school year. Promotion will occur unless parents/guardians are made aware that promotion may not occur during the school year.

2. Acceleration

a. Course/Subject Acceleration

Course or subject acceleration will first be done through differentiated

classroom work. If full subject acceleration is implemented in a sequential content area, a plan will be created that accommodates the potential for continued sequential implementation beyond the year it is instituted. Requests must be submitted to the principal by March 15 of the preceding school year.

b. Full Grade Level Acceleration

In order to design the most appropriate educational program for students, the school district recognizes that some students demonstrate a need for grade level acceleration. Grade level acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in multiple academic areas. In these cases, the degree to which the regular grade level material requires modification may become difficult for the educators to both facilitate and manage.

3. Retention

Retention is defined as students remaining in the same grade based on unsatisfactory performance or lack of readiness for the material/standards in the grade or level of rigor. This may be considered if it is in the best interest of the student.

B. Middle School (Grades 6-8)

1. Promotion

Students who achieve at levels deemed acceptable by local and state standards will be promoted to the next grade level at the completion of each school year. Promotion will occur unless parents/guardians are made aware during the school year.

2. Acceleration

a. Course or Subject Acceleration

Course or subject acceleration is the act of moving a student at least one grade level above their general grade level placement. Course or subject acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in an academic area.

b. Full Grade Level Acceleration

Grade level acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in multiple academic areas. In these cases, grade level acceleration may be considered.

3. Retention

Retention is defined as students remaining in the same grade based on unsatisfactory performance or lack of readiness for the material/standards in the grade or level of rigor. This may be considered if it is in the best interest of the student.

C. High School (Grades 9-12)

1. Promotion

Promotion is based on the student completing courses and standards. Students do not necessarily advance grade by grade. Rather, course credits and graduation standards are accumulated until graduation requirements have been met.

2. Course or Subject Acceleration

Please see Policy 620 for details and procedures for either Credit by Assessment or Credit for Prior Learning.

3. Retention

Students in high school are not retained by grade level; rather, students must accumulate course credits and demonstrate they have learned a prescribed set of standards.

IV. Early Kindergarten Admission Procedure

- A. Children who are five years of age on or before September 1 of the calendar school year may enroll in kindergarten. The school district will begin the registration process for kindergarten in November of the prior school year. The registration process will define school enrollment options and kindergarten programming options available to kindergarten families.
- B. Children who are five years of age on September 2 through October 15 of the calendar school year may enroll in kindergarten, however, they are not guaranteed enrollment at their attendance area school. The student must meet the district's early admission to kindergarten assessment requirements outlined below. The elementary choice programs are not available to early admission children.
 1. The district will, upon request, provide information to families considering early admission into kindergarten that explains the early admission requirements.
 2. Families seeking early admission into kindergarten must submit a letter of

request for admission to the school district by May 15 of the year prior to admission.

3. The expenses related to the required assessments for early entrance consideration are the responsibility of the parents/guardians. Families who qualify for educational benefits can apply for an in-house assessment process with the district.
4. The assessment requirements must include an assessment of:
 - a. cognitive functioning and readiness skills for academics
 - b. social and emotional characteristics
 - c. motor skills

The assessment will be completed by a licensed psychologist. A suggested list of psychologists will be provided by the district.

5. A written summary of the assessment will be submitted to the district by August 15 of the year prior to admission.
6. The district will have an early admission kindergarten team review the assessment. The team will include a kindergarten educator, a building principal, [and a school psychologist](#), ~~and the director of student support services.~~ [The director of student support services and director of teaching and learning will be utilized to support the decision process.](#)
7. The team will decide if the child is approved for early admission. The decision of the team is final and will be placed in writing for the family.
8. The family will register for kindergarten at the Student Enrollment Center, 5701 Normandale Road, Edina, Minnesota.

Legal References:

Minn. Stat. § 120B.15 (Gifted and Talented Students Programs and Services)

Minn. Stat. § 123B.143, subd. 1 (Contract; Duties)

Cross References:

Policy 613 (Graduation Requirements)

Policy 614 (Assessment Plan)

Policy 618 (Assessment, Grading and Reporting of Student Progress)

Policy 620 (Receiving Course Credit for Learning)

Policy

adopted: 04/14/08

amended: 10/22/12

revised: 05/16/16

revised: 04/08/24

rev ___: ___/___/25

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Appendix I to Policy 513

Timeline and Procedure for Retention (K-8) or Acceleration (Grades K-5)

Staff and parents/guardians who recommend students for acceleration, promotion, or retention will generally proceed according to the following timeline procedures:

Timeline	Procedure
By 2/1	Teachers or parents/guardians considering recommending retention or acceleration (and parents/guardians if initiated by a teacher) should fill out Appendix III and give it to the building principal.
By 2/15	A building team (consisting of the principal, psychologist, teacher, and other members as appropriate) convenes to discuss the request, including information gathered using Appendix IV. The talent development gifted/talented coordinator should be consulted in an acceleration situation.
By 4/15	<p>The same building team expands to include the parents/guardians. The team reviews the data and develops a recommendation to the principal. Appropriate action will be determined. A decision will be made on:</p> <p>Retention</p> <ol style="list-style-type: none"> 1. Retain the student in the present grade/course, or 2. Develop an educational program plan for the student. <p>Acceleration</p> <ol style="list-style-type: none"> 1. Develop an education plan for the student that may include course/subject acceleration, or 2. Fully accelerate the student to the next grade level and create a transition plan.
By 4/30	<p>If consensus between parents/guardians and school team members is not reached, a report will be submitted to the principal for review and decision.</p> <p>If the parents/guardians do not agree with the principal's decision, the parents/guardians may appeal in writing to the director of teaching and learning.</p>
	Exceptions may be made to this timeline.

Appendix
 established: 05/16/16
 revised: 04/08/24
 rev ____: ___/___/25

Appendix II to Policy 513

Timeline and Procedure for Course or Subject Acceleration Request for Secondary Students

Timeline	Application/Request
By 3/15	New requests will be made in writing and submitted to the student's counselor by March 15 of the preceding school year for first semester courses.
By 11/1	Application for second semester courses must be made by November 1 of the school year.

Decision Making Team

A building team consisting of the principal, psychologist, teacher, and other members as appropriate, convenes to discuss the request, including information gathered. The gifted/talented coordinator should be consulted in an acceleration situation. The acceleration process is a collaborative effort utilizing members of the decision-making team in tandem with parents/guardians.

Course/subject acceleration will be limited to two of four core-area subjects (math, language arts, science, and social studies). At the point where three of four core-area courses are recommended by the building team, the student will be full grade accelerated.

The building administrator/program administrator makes the final decision on all acceleration requests. If the parents/guardians do not agree with the principal's decision, the parents/guardians may appeal in writing to the director of teaching and learning.

Procedure

	Spring	Fall
Middle School	Course or subject acceleration for middle school students wishing to participate at the high school level is intended for students who are implementing an educational plan, inclusive of sequential courses that are unavailable at the middle schools, to ensure continuous placement occurs.	As necessary, fall placement for middle school students in a traditionally overloaded high school course will be considered as soon as possible, but no later than the second week of school.

High School	A spring placement request for a course at the high school campus or in the Edina Virtual Pathway program will be honored when the high school historical scheduling and staffing patterns ensure that such placement will not overload a high school section of a class or displace a fully enrolled high school student.	Fall placement and individual schedules for all students are the counselors' first priorities. A class is considered "full" according to school board class size guidelines.
-------------	--	--

Considerations:

1. Course or subject acceleration requests by middle school students may be accommodated by high school or middle school counselors in the fall if the need has been demonstrated, fulfilling such a request does not overload a high school course (using enrollment guidelines followed by the high school), such a change meets the middle school student's schedule requirements, and the appropriate timelines have been followed. The dates of the original written requests will determine order of placement when the number of requests exceeds available space. The total number of courses a student may enroll in across the two campuses may not exceed seven.

2. A student may need to drop an elective in order to accomplish acceleration. Course or subject acceleration may be accomplished and accommodated by scheduling the student into next level courses as available. The school district will offer online learning or other alternative options for a student if school sites are unable to accommodate further sequential acceleration.

Exceptions may be made to this timeline or process.

Appendix
 established: 05/16/16
 revised: 04/08/24
 rev ____: ___/___/25

Appendix III to Policy 513

Parent/Guardian Request/Student Input Form

Parents/Guardians who are requesting or are involved with the possible retention or acceleration of a student should fill out the form below and give it to the student's building principal following the timelines laid out in Appendices I and II.

Parent/Guardian name(s)

Student name _____ Date _____

Who is filling out the form? (select one):

_____ Parent/Guardian _____ Teacher

Request for (select one):

_____ Retention _____ Course/credit acceleration _____ Full grade acceleration

1. For what reasons would retention or acceleration be a good fit for your student?

In addition, please fill out Appendix IV to the best of your ability. By signing this form, you are giving permission for a general intellectual abilities screener to be given to your child, if necessary.

Parent(s)/Guardian(s): Signature(s) _____

Date _____

Contact Information: Email _____ Phone _____

Appendix IV to Policy 513

Retention or Acceleration Student Information Form

The school district expects all students to achieve at an acceptable level of proficiency. All stakeholders will coordinate and collaborate to the greatest extent possible to help students succeed in school. Multiple factors will be considered as part of the procedure for retention or acceleration.

Student Name _____

Date _____

School _____

School Building Members _____

Social/Emotional Considerations

This document is meant to serve as a guide for discussion as part of the data collected about a student in order to ascertain the best placement/programming.

Factor	Definition	Low degr ee	to	High degr ee
Self-Awareness	Accurately assessing one's strengths and limitations			
	Possessing a well-grounded sense of confidence and optimism			
Self-Management	The ability to regulate one's emotions, thoughts, and behaviors in different situations			
	Managing stress			
	Motivating oneself			
	Controlling impulses			
	Setting and working toward achieving personal and academic goals			
Social Awareness	The ability to take the perspective of and empathize with others from diverse backgrounds and cultures			

	To understand social and ethical norms of behavior				
Relationship Skills	The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups				
	Communicating clearly				
	Listening actively				
	Cooperating				
	Seeking and offering help when needed				
Responsible Decision-Making	The ability to make constructive and respectful choices about personal behavior and social interactions				
	Realistically evaluating consequences of various actions				
	Considering well-being of self and others				
Overall interpretation of students' strengths and weaknesses:					

Adapted from Conklin, Tom. Social and Emotional Learning: Essential Lessons for Student Success. Scholastic: New York, New York, 2014.

Scholastic Achievement

Knowledge and skill depth on grade level standards

Assessment information

Intelligence information* (if available and/or applicable)

*if a general intellectual abilities screener is used, students should be at least 2.5 standard deviations or greater above the mean to be considered for full grade level acceleration

Additional Factors

Attendance as it affects achievement

DECISION:

___ Promote ___ Retain ___ Accelerate

Recommendations/Plan (attach extra documentation as necessary):

Parent(s)/Guardian(s): Signature(s) _____
Date _____

Contact Information: Email _____ Phone _____

Principal Signature: _____ Date _____

(04/24) (/25)

Students

Student Disability Nondiscrimination **Under Section 504 of the Rehabilitation Act**

I. Purpose

The purpose of this policy is to protect students ~~who are disabled~~ **with disabilities** from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. General Statement of Policy

- A. Students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
 2. has a record of such impairment; or
 3. is regarded as having such impairment; **or**
 4. **has an impairment that is episodic or in remission and would materially limit a major life activity when active.**
- D. Learners are to be protected from disability discrimination and may be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. Coordinator

Persons who have questions, comments, or complaints should contact the director of student support services regarding grievances or hearing requests regarding disability issues. Individuals who wish to make a complaint regarding a disability discrimination matter may use the form found in Appendix I. The

form should be given to the director of student support services.

Legal References:

29 U.S.C. § 794 *et seq.* ([Section 504 of the Rehabilitation Act of 1973, § 504](#))

34 C.F.R. Part 104 (~~Implementing Regulations~~ [Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance](#))

Cross Reference:

Policy 402 (Disability Nondiscrimination)

Policy

adopted: [01/22/08](#)

reviewed: [02/21/12](#)

revised: [09/25/17](#)

revised: [02/10/20](#)

revised: [__/__/25](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota



DEFINING EXCELLENCE

Appendix I to Policies 401, 402, 413, 521, 522, and 528

DISCRIMINATION, HARASSMENT, AND VIOLENCE REPORT FORM

Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment, or violence against students or employees, or groups of students or employees, on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any student, teacher, administrator, or other school personnel, which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Use of this reporting form is encouraged but not required. Reports may be made orally or in writing, including via electronic mail.

Person completing report: _____

Home address: _____

Work address: _____

Home phone: _____ Work phone: _____

Date of alleged incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person(s) you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person(s), identify that person(s).

Where and when did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g., threats, requests, demands); what, if any, physical contact

was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s). _____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date _____

Received by: _____ Date _____

Please submit to the building principal or designee, or director of human resources.

(04/24)

Current review is limited to highlighted Section XVII re. cell phone policy provisions. The policy's full annual review will occur in June of 2025.



Policy 524

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. Should this be a requirement as opposed to making it available?

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.

- A. The email system will not be used for outside business ventures or other activities that conflict with school board policy.
- B. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
- C. Appropriate language must be used when communicating using the district email system or network.
- D. 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.
- E. Employees will report inappropriate emails to the media specialist, the employee's supervisor, or the director of media and technology services.
- F. 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 **Communication** Device Use

- A. The school district ~~will~~**has** established 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~~ **have been** designed for specific school buildings, grade levels, or similar criteria.

Under these guidelines, at K-8 levels, all electronic devices must be stored "Away for the Day" in backpacks or lockers. High school uses a three-tier system where devices are stored away by default (Tier 1), but teachers may permit use for specific learning tasks (Tier 2) or independent work (Tier 3), with device use allowed outside classrooms following digital citizenship guidelines.

- 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)
Mahony Area School District 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		INDEPENDENT SCHOOL DISTRICT NO. 273
adopted:	08/08/22	Edina, Minnesota
revised:	10/16/23	
revised:	08/05/24	
revised:	__/__/25 (review limited to Section XVII only)	

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.

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

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revised: 08/08/22
revised: 10/16/23
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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

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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

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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

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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

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Appendix VII to Policy 524

Personal Device Access

Users of personal devices connecting to 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

reviewed: 08/05/24

Education Programs

Grade Level Configuration and Enrollment at School District Sites

I. Purpose

This policy defines the organization of grade levels at school district schools.

II. General Statement of Policy

The school district is committed to maintaining educational programs and services that are aligned from prekindergarten through grade 12. The district will establish a grade level organization that maximizes student learning and the district's facilities, while maintaining aligned educational programs and services.

III. Grade Level Organization

A. ~~Effective July 1, 2017, g~~ Grade level groupings will be as follows:

1. Early childhood options and programs available for prekindergarten.
Preschool is defined as a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following year.
2. Elementary schools – Kindergarten through Grade 5.
Kindergarten is defined as a program designed for students who are five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following year.
Children who are five years of age on or before September 1 of the school year may enroll in kindergarten.
3. Middle schools – Grades 6-8.
4. High school – Grades 9-12.

B. School principals will work collaboratively to create a smooth learning transition for students and their families as the students advance from one school to another school.

C. The school board encourages creative options that enhance an aligned educational delivery system. The school board will approve all grade configurations that vary from the traditional grade level organization. The

proposals may require additional start-up expenses, but will provide services at an expenditure level comparable to the approved grade level organization. The proposed configurations must align to the mission of the ~~schools~~ district, meet all state and local educational requirements, and provide rationale and research for the modification.

D. The ~~school~~ board has approved the following choice programs within the grade level configurations:

1. Normandale Elementary School – Grades K-5 French Immersion
2. Countryside Elementary School - Grades K-5 Dual Spanish Immersion
3. Countryside Elementary School – Grades 1-5 Continuous Progress, which started its phasing out with the fall kindergarten class of 2023.

~~3.~~ 4. Highlands Elementary School – Grades 2-5 Continuous Progress

45. The choice programs are required to adhere to the following guidelines:

- a. No additional district funding will be provided for school-specific programs and services.
- b. ~~School B~~ Board approval is required to use non-district funds for specialized programs and services at the choice schools.
- c. The academic standards and curriculum will be implemented through flexibility in the instructional content, materials, and delivery. Modifications are approved by the director of teaching and learning.
- d. Student enrollment guidelines may be modified in accordance with ~~Policy 509 (Resident Enrollment)~~ and will be an appendix to the district policy.
- e. Class size guidelines may be modified with the approval of the ~~School B~~ board to gain additional staffing full-time equivalents (FTE) as compared to other elementary schools.
- f. All district policies and work agreements will be followed. Pre-approval of any modifications to policies or work agreements must be received by the ~~School B~~ board and/or the appropriate employee group.

~~IV. Enrollment~~

A. ~~The administration will follow Policies 509 (Resident Enrollment) and 510~~

~~—(Nonresident Enrollment) [school-district policy](#) when enrolling students into a school.~~

~~B. Kindergarten is defined as a program designed for students who are five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following year. Children who are five years of age on or before September 1 of the school year may enroll in kindergarten. The administration will follow Policy 513 (Student Promotion, Acceleration, Retention and Early Kindergarten Admission) [district policy](#) for early kindergarten admission.~~

~~C. Preschool is defined as a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following year.~~

~~D. [In accordance with district policy, the](#) The administration may arrange appropriate conferences involving a student for whom graduation appears distant at age 16 to determine if continuation in the school district is in his/her [their](#) best interest., established in Policy 513 (Student Promotion, Acceleration, Retention and Early Kindergarten Admission). This conference will include the student, his/her [their](#) parents/guardians, and school personnel. The district will work collaboratively with the student in the best interest of the student and his/her [their](#) future.~~

Cross References:

Policy 509 (Resident Enrollment [and Assignment](#))

Policy 510 (~~Nonresident~~ [Open](#) Enrollment)

Policy 513 (Student Promotion, Acceleration, Retention, and Early Kindergarten Admission)

Policy
adopted: 7/20/09
revised: 10/24/16
revised: 8/10/20
[revised: __/__/25](#)

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

Education Programs

Class Size Guidelines and Teacher Staffing

I. Purpose

This policy ~~shares~~ sets forth the process used by the school district to determine class size guidelines and teacher staffing.

II. General Statement of Policy

~~The elementary and secondary staffing process is guided by procedures established by the school board. The executive director of human resources supervises the implementation of teacher staffing based on the class size guidelines established by the school board for the schools.~~

Class size and teacher staffing may vary depending on the subject being taught, the objectives to be learned, the approach of the instruction, and the age or need of the students being taught.

~~III. Definition~~

~~“Nonresident upper limit” — The nonresident upper limit identifies the class size at which nonresident students will no longer be enrolled into that classroom section.~~

III.V. Class Size and Teacher Staffing Guidelines

A. Elementary Schools Staffing Guidelines

1. Elementary class size guidelines and teacher staffing for the district are calculated on the basis of educator teacher/student ratio within the individual homeroom classroom. Specialist teachers and support staff are not calculated into the formula for determining average homeroom class size. A desired class size range is established for each elementary grade level, including the elementary choice programs. Ideally, each homeroom classroom class size would fall within this range.
2. Adding an elementary homeroom classroom section is considered when the average class sizes significantly exceed the desired class size range. Limiting factors may include, but are not limited to, financial considerations, lack of an available classroom, and time at which knowledge of the overage

occurs. ~~, and lack of student/ or parent/guardian interest to make such a change after the school year has started.~~

3. In the event that an additional elementary **homeroom** classroom section is added, students will be reassigned into the new classroom making efforts to balance class sizes in all of the classrooms.

B. Secondary **Schools Staffing Guidelines**

Full-time equivalent (FTE) allocations are used to determine teacher staffing levels for secondary schools. The number of FTE allocated to each secondary school ~~staffing is determined by an allocation of staffing hours per building, is~~ based on an average class size for middle school and high school. Building administrators determine the size of individual classes based on enrollment data and needs of student learning. Class sizes can vary based on the type of class and the number of hours that the class is taught. If the principal perceives class size difficulties exist, the issue may be discussed with the superintendent **or designee** and, ultimately, the school board for additional **FTE hours** to be added to the **school's staffing** ~~allocation of staffing hours.~~

IV. Establishment of Class Size and **Teacher Staffing Guidelines**

- A. The school board will establish the class size and **teacher** staffing guidelines. The administration will use these guidelines to establish staffing plans and recommendations. **(Class size guideline information is contained in Appendix I.)**
- B. Modifications in the class size and **teacher** staffing guidelines may occur during the school year. The administration may use short-term staffing solutions if an immediate action is required.

Policy
adopted: 08/17/09
amended: 08/20/12
revised: 01/27/14
revised: 02/01/18
reviewed: 08/10/20
revised: __/__/25

INDEPENDENT SCHOOL DISTRICT **NO. 273**
Edina, Minnesota

Appendix I to Policy 617

Class Size Guideline Information
(all elementary classes including SDL unless otherwise noted)

Elementary Class Size Guidelines	Desired Class Size Range
Kindergarten	20-22
Grade 1	22-24
Grade 2	22-25
Grade 3	24-26
Grades 4-5	25-27
Grades 1-5 (CP)	28
Grades 1-5 (FI)	27

Secondary Class Size Guidelines	Desired Average Class Size
Grades 6-8	28.15
Grades 9-12	30.85
Options Program	19-25

Appendix
adopted: __/__/25

Education Programs

Student Assignment to Teachers and Classes

I. Purpose

This policy identifies the district's process for assigning students to teachers and classes.

II. General Statement of Policy

The school district is committed to creating class settings where optimum learning for all students will take place. The district values a strong family-school partnership; and values balanced classes across each grade level.

III. Procedures

A. District administration will assign students to teachers and classes within the established district guidelines, using the following factors that seek to stabilize classes and accommodate individual student needs:

- gender
- emotional/social combinations
- performance levels
- special learning needs
- teaching/learning styles
- behavior

B. Families may provide input to a student's placement for the upcoming school year. Each spring, schools will make input forms for student placement available to families. Families may complete the forms and forward them to the school administration. **Specific teacher requests will not be accommodated.** The school administration will use the gathered information to assist in making the best possible placement for the individual student and all students within a grade level and/or course.

Cross References:

Policy 604 (Grade Level Configuration and Enrollment at School Sites)

Policy 617 (Class Size and Staffing)

Policy
adopted: 09/29/09

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

amended: 11/09/09
revised: 02/22/16
reviewed: 08/10/20
rev ____: __/__/25

Education Programs

Summer School Instruction

I. Purpose

The purpose of this policy is to establish program parameters and student attendance guidelines and requirements for the school district relating to the provision of summer school educational services.

II. General Statement of Policy

Summer school educational services and instruction ~~shall~~ will be directed toward the fulfillment of the goals and objectives of the district's educational program and academic standards.

III. Procedures

A. The school district may offer summer school instruction providing opportunities for:

1. Intervention programs at the elementary and middle school levels;
2. Credit ~~redemption~~ recovery and review courses at the high school level;
3. Special education instruction and services related to mandatory summer school instruction consistent with applicable state and federal authority for all qualified ~~disabled~~ children with disabilities where appropriate to their educational needs;
4. Other summer school programs as determined by the ~~school~~ district; and
5. Courses for credit at the high school, as dictated by registration needs, funding, and facility resources.

B. All services of the summer school program will be free to students currently enrolled in the ~~school~~ district, whose need for a summer program ~~have~~ has been identified by teachers or the school principal, and who are required to attend pursuant to established ~~school~~ district criteria and the provisions of this policy.

C. The summer school curriculum will be ~~established~~ aligned with the needs of students and the district's educational programs and academic standards. Interventions and credit ~~redemption~~ recovery ~~shall~~ will provide opportunities for

students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotion/credit standards. It ~~shall~~ **will** further be designed to assist students who have not made proficient progress on established state assessments and who are in need of remediation services relating to the ~~school~~ district's graduation standards or who have been identified as at risk of not learning to read before the end of second grade.

- D. Summer school provides the opportunity for students to improve basic skills, further their academic progress, and/or accelerate in designated academic areas. It is the intent of the ~~school~~ district to ensure that courses taught during the summer session are of the same level of instructional breadth and difficulty as provided during the regular school year.

IV. Summer School Instruction

The **school** district administration will identify and develop specific criteria and standards for determining which students may receive summer school instruction. The instruction information and availability will be shared with school families on an annual basis. The superintendent will identify the administrators responsible for coordinating the summer instruction, including:

- budgets
- staffing
- registration
- calendar
- procedures

V. Transportation Services

- A. The school district may make available transportation services for all students required to receive instruction in the ~~school~~ district's summer school program in accordance with ~~Minn. Stat. § 120A.22, Subd. 5(b)~~ **state law**. The ~~school~~ district recognizes that transportation is an essential part of the ~~school~~ district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.
- B. The ~~school~~ district ~~shall~~ **will** retain sole discretion, control, and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

VI. ~~Mandatory~~ Summer School Instruction **Programs**

All mandatory ~~mandated~~ summer school instruction, beyond special education, ~~shall~~ **will** be approved by the school board on an annual basis. The instructional program will have defined:

- educational program opportunities

- specific criteria for required student attendance
- transportation services
- budget and staffing
- calendar
- operating and administrative procedures

VII. School Board Review

The superintendent or ~~designated representative shall~~ [designee will](#) report annually to the school board regarding the status and utilization of programs under this policy.

Legal References:

Minn. Stat. § 120A.20 (Admission to Public School)
 Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 120B.12 (Reading Intervention)
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.09 (Boards of Independent School Districts)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
[Minn. Stat. § 124D.68 \(Graduation Incentives Program\)](#)
 Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)
 Minn. Rules Part 3501

Cross References:

[508 \(Extended School Year for Certain Students with Individualized Education Programs\)](#)
 Policy 603 (Curriculum and Program Review and Development)
 Policy 604 (Grade Level Configuration and Enrollment at School Sites)
 Policy 605 (Alternative Programs [and Services](#))
 Policy 713 (Student Transportation)

Policy
 adopted: 10/26/09
 reviewed: 01/13/20
 revised: [__/__/25](#)

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

Education Programs

Chemical Use and Abuse

I. Purpose

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and significantly impedes the learning process. The board believes that public schools have a role in education, intervention, and prevention of chemical use and abuse. The district's policy is to provide an instructional program in chemical abuse and prevention of chemical dependency in every elementary and secondary school.

II. General Statement of Policy

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies regarding drug-free workplaces/schools (~~see Policy 418—Alcohol and Drug Free Workplace~~).
- B. It is the policy of the district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The district will establish and maintain a chemical abuse pre-assessment team in every school. The team is responsible for addressing reports of chemical abuse problems, and making recommendations for appropriate responses to individually-reported cases.
- D. The superintendent or designee will, with the advice of the school board, establish a ~~school~~-district and community advisory team to address ~~behavioral health~~-chemical health in the district.
- E. The district will establish and maintain a program to educate and assist employees, students, and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. Definitions

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

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in

academic, school, or social activities is chronically impaired (~~see Policy 418 – Alcohol and Drug-Free School~~).

B. “Chemicals” includes but is not limited to alcohol, **drugs**, toxic substances, and controlled substances as defined in school district Policy 418 – Alcohol- and Drug-Free School.

CD. “~~School-District~~ location” includes any ~~school district~~ building or on any school premises; in any ~~school district~~-owned vehicle or in any other ~~school district~~-approved vehicle used to transport students to and from school or ~~school district~~ activities; off-~~district~~ ~~school~~ property at any ~~school district~~-sponsored or ~~school district~~-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the district; or any period of time during which an employee is supervising students on behalf of the district or otherwise engaged in district business.

DE. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of ~~alcohol and/or controlled substances~~ **alcohol, drugs, toxic substances, and controlled substances**, whether or not for the purpose of receiving remuneration.

IV. Students

A. Instruction

1. Every school will provide an instructional program in chemical abuse and the prevention of chemical dependency **that is developmentally appropriate and aligns with MN State Standards**. The district may involve parents/**guardians**, students, health care professionals, state department staff, and members of the community in ~~developing the curriculum development~~.

~~2. Each school will have age-appropriate and developmentally based activities that:~~

~~a. address the consequences of violence and the illegal use of drugs, as appropriate;~~

~~b. promote a sense of individual responsibility;~~

~~c. teach students that most people do not illegally use drugs;~~

~~d. teach students to recognize social and peer pressure to use drugs illegally, and the skills for resisting illegal drug use;~~

~~e. teach students about the dangers of emerging drugs;~~

~~f. engage students in the learning process; and~~

- ~~g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~
- ~~3. Each school will have activities that involve families, community sectors, and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs, and appropriate consequences for violence and illegal use of drugs.~~
- ~~4. Each school will disseminate drug and violence prevention information within the school and to the community.~~
- ~~5. Each school will include professional development and training for school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~
- ~~6. Each school will have drug and violence prevention activities that may include the following:
 - ~~a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~
 - ~~b. The hiring and mandatory training of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~
 - ~~c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug council activities.~~
 - ~~d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~
 - ~~e. Programs that encourage students to seek advice from, and confide in, a trusted adult regarding concerns about violence and illegal drug use.~~~~

B. Reports of Chemical Use and Abuse

- 1. In the event that a district employee knows or has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee will immediately either take the student to an

administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.

- b. The administrator will notify the student's parents [or guardians](#). If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify ~~law enforcement officials~~, the student's counselor, and the ~~chemical pre-assessment team~~ [chemical health counselor, and law enforcement officials as needed](#).
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by district officials will be in accordance with ~~school board~~ [district](#) policies regarding search and seizure.
 - e. The district will take appropriate disciplinary action in compliance with the student discipline ~~code~~ [policy](#). Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
- a. The employee will notify the building administrator or ~~a member of the pre-assessment team~~ [chemical health counselor](#) and will describe the basis for the suspicion. The building administrator ~~and/or team~~ will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents/[guardians](#), or providing a meeting between ~~a single member of the team~~ [chemical health counselor](#) and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The ~~pre-assessment team~~ [chemical health counselor](#) may determine there is no chemical abuse. If the ~~team~~ [chemical health counselor](#) determines there is chemical abuse, the ~~team~~ [chemical health counselor](#) will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals will be suspended in compliance with the student discipline policy and the [Minnesota](#) Pupil Fair Dismissal Act, ~~Minn. Stat. §121A.40-121A.56~~, and proposed for expulsion.

4. Searches by district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with ~~school board~~ [district](#) policies related to search and seizure.

C. ~~Pre-assessment Team~~ [Chemical Health Counselor](#)

1. ~~Every school will have a chemical abuse pre-assessment team designated by the superintendent or designee. The pre-assessment team will be composed of classroom teachers, administrators, school nurse, school counselor or psychologist, social worker, and other appropriate professional staff.~~
2. ~~The team~~ [The chemical health counselor](#) is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five ~~(45)~~ days after receiving an individual reported case, the ~~team~~ [chemical health counselor](#) will make a determination whether to provide the student and, in the case of a minor, the student's parents/[guardians](#) with information about ~~school~~ [district](#) and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to ~~Minn. Stat. § 13.32~~ [state law](#) and applicable federal law and regulations.
2. Destruction of Records
 - a. If the ~~pre-assessment team~~ decides not to provide a student and, in the case of a minor, the student's parents [or guardians](#) with information about ~~school~~ [district](#) or community services in connection with chemical abuse, records created or maintained by the team about the student will be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents [or guardians](#) with such information, records created or maintained by the team about the student will be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. This section will govern destruction of records notwithstanding provisions of the [Minnesota](#) Records Management Act, ~~Minn. Stat. § 138.163~~.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. Employees

- A. The superintendent or designee will undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy (~~Policy 418~~).
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee will notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction will report the same to the superintendent.

Legal References:

Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 138.46317 (Records Management Act)

Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace ([Financial Assistance](#)))

Cross References:

Policy 403 (~~Discipline, Suspension, and Dismissal~~ of School District Employees)

Policy 418 (Alcohol- and Drug-Free Workplace [and School Environment](#))

Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's

Person)
Policy 506 (Student [Conduct and Discipline](#))
Policy 515 (Protection and Privacy of Student Records)
Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Policy
adopted: [09/29/09](#)
revised: [03/20/17](#)
reviewed: [08/10/20](#)
rev ____: [__/__/25](#)

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

VII. Action

VII.A. Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Buildings, Grounds, and Maintenance Employees

Speaker (s): Sonya Sailer, Executive Director of Human Resources; and Mert Woodard, Director Finance and Operations



Board Meeting Date: 2/3/2025

Title: Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Buildings, Grounds, and Maintenance Employees

Type: Action

Presenter(s): Sonya Sailer, Executive Director of Human Resources; Mert Woodard, Director of Finance and Operations

Description: The School District's buildings, grounds, and maintenance 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;
2. A 7% wage increase in the first year of the agreement and a 2.8% increase in the second year;
3. As of January 1, 2025, a \$73.57 per month increase to the school district's contribution towards single health insurance, a \$24.60 per month increase towards a single plus one plan, and a \$25.43 per month increase to a family plan;
4. A \$17.00 per month increase to the monthly differential for employees who hold first class boiler licenses and a \$27.00 per month increase for the holders of a chief boiler license; and
5. A change to the years of service requirement for earning vacation, enabling employees to access more leave earlier in their careers with the school district.

The two-year total package for this proposed agreement is \$9,431,256, which represents an increase of \$698,145. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 7.99%. 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 collective bargaining agreement.
2. Final clean copy of the proposed 2024-2026 collective bargaining agreement.

DRAFT 12.19.24



DEFINING EXCELLENCE

MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273,

EDINA PUBLIC SCHOOLS

AND THE

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 284

REPRESENTING

BUILDINGS, GROUNDS, AND MAINTENANCE EMPLOYEES

JULY 1, **2022 **2024** THROUGH JUNE 30, **2024** **2026****

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EDITED TO ALIGN WITH
PROPOSED 24-26
MODIFICATIONS**

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1. INTRODUCTION

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools, ("Employer") and Service Employees International Union, Local No. 284, ("Union").

1.2 Recognition

The Employer recognizes the Union as the exclusive representative for the purpose of negotiating terms and conditions of employment for all buildings, grounds, and maintenance employees employed by Independent School District No. 273, Edina, Minnesota, who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding managerial, confidential, supervisory and all other employees.

1.3 Right to Views

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

1.4 Union Dues

Employees shall have the right to request and be allowed dues checkoff for the Exclusive Representative organization of their selection. Upon receipt of a properly executed authorization (including written or electronic), The Exclusive Representative will submit a written certification to the Employer that the Exclusive Representative has received an authorization signed by the employee authorizing the deduction of union dues. The Employer will deduct monthly the dues that the service employees have agreed to pay to the organization during the period provided in said authorization and remit these dues to the Union. The Union will indemnify, defend, and hold the District harmless against any claims made against and any suits instituted against the Employer, its officers, or employees, by reason of the deduction of union association dues.

1.5 Union Access to Information

As required by law ~~Upon request~~, the Employer shall make available to the Union a bargaining unit list of employees including name, address, phone numbers, electronic mail address(es), work hours, work location, job classification, wage schedule placement, and dates of employment. Additionally, the Employer will notify the Union of new hires, transfers out of the bargaining unit, and separations from employment, in the time period required by law ~~on a monthly basis~~.

1.6 Managerial Rights

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

1.7 Provisions Contrary to Law

Any portion of this Agreement that violates any provision of state or federal law, or any rules or regulations promulgated thereunder, either now or hereafter, are null and void and without force and effect.

If any provision of this Agreement or the application of any provision under any circumstances is held invalid, that provision is severable, and it will not affect any other provisions of this Agreement or the application of provisions under other circumstances.

2. WAGES AND OTHER COMPENSATION

2.1 Hourly Wage Schedules

2022-2023 2024-2025

The following hourly wage schedule applies during the period of July 1, 2022 2024 through June 30, 2023 2025:

Step	High School/ ECC Night Lead	Building Repair	Middle School Night Lead	Grounds-keeper	Elementary Night Lead	Custodian Specialist	Custodian
1	\$30.56	\$30.02	\$30.11	\$ 29.63	\$ 29.55	\$ 25.89	\$ 23.60
L6	\$30.84	\$30.30	\$30.39	\$ 29.91	\$ 29.83	\$ 26.17	\$ 23.88
L11	\$31.10	\$30.57	\$30.67	\$ 30.18	\$ 30.10	\$ 26.44	\$ 24.16

L16	\$31.38	\$30.85	\$30.93	\$ 30.45	\$ 30.38	\$ 26.72	\$ 24.43
L21	\$31.66	\$31.13	\$31.21	\$ 30.73	\$ 30.66	\$ 27.00	\$ 24.71
L30	\$31.93	\$31.39	\$31.49	\$ 31.01	\$ 30.92	\$ 27.37	\$ 24.97

Eligible employees to advance one (1) step on the wage schedule as of July 1, 2022 2024.

~~*Any classification V custodian employed at the time of ratification of the 2022-2024 Agreement will be placed on the Custodian Specialist wage schedule based on their years of service.~~

2023-2024 2025-2026

The following hourly wage schedule applies during the period of July 1, 2023 2025 through June 30, 2024 2026:

Step	High School/ ECC Night Lead	Building Repair	Middle School Night Lead	Grounds-keeper	Elementary Night Lead	Custodian Specialist	Custodian
1	\$31.42	\$30.86	\$30.95	\$ 30.46	\$ 30.38	\$ 26.61	\$ 24.26
L6	\$31.70	\$31.15	\$31.24	\$ 30.75	\$ 30.67	\$ 26.90	\$ 24.55
L11	\$31.97	\$31.43	\$31.53	\$ 31.03	\$ 30.94	\$ 27.18	\$ 24.84
L16	\$32.26	\$31.71	\$31.80	\$ 31.30	\$ 31.23	\$ 27.47	\$ 25.11
L21	\$32.55	\$32.00	\$32.08	\$ 31.59	\$ 31.52	\$ 27.76	\$ 25.40
L30	\$32.82	\$32.27	\$32.37	\$ 31.88	\$ 31.79	\$ 28.14	\$ 25.67

Eligible employees to advance one (1) step on the wage schedule as of July 1, 2023 2025.

2.1.1 Saturday Shift Differential

For all custodial hours worked on a Saturday, the employee will be compensated with a Saturday differential of \$0.50 per hour.

2.1.2 Sunday Shift Differential

For all custodial hours worked on a Sunday, the employee will be compensated at two (2) times the regular rate of pay.

2.2 Monthly Differentials for Boiler License and Pool Operator Certification

An eligible employee who furnishes to the Human Resources

Department a copy of a valid and current boiler operator's license card and/or pool operator certification issued by the State of Minnesota will be eligible for an additional monthly salary differential, as follows:

<u>License</u>	<u>Monthly Differential</u>
Special	\$13.00
Second Class	\$18.00
First Class	\$28.00 45.00
Chief	\$38.00 65.00
Pool	\$28.00

2.3 Longevity Pay

Eligibility for advancement to a longevity step on the wage schedule will be determined as of July 1 with new employees hired prior to January 1 considered to have worked for one year for the purposes of step advancement. Employees will qualify to move to the applicable longevity step of the hourly wage schedule after five (5) years, ten (10) years, fifteen (15) years, and twenty (20) years of service to the Employer within this bargaining unit.

For employees employed prior to July 1, 2022, the longevity calculation will include years of service in the combined Transportation Department and Buildings and Grounds Department bargaining unit that existed prior to the BMS Unit Amendment Order of August 2022.

Effective January 1, 2023, employees granted credit for outside experience at the time of hire resulting in an initial placement on a longevity step will advance to the next longevity step after five (5) years of service to the Employer within this bargaining unit (e.g., an employee granted outside experience and placed at step L6 at the time of hire must work five full years for the Employer before advancing to step L11).

2.4 Credit for Outside Experience

Credit may be granted by the Human Resources Department for appropriate outside experience at the time of employment. No new employee will be hired at the longevity rate.

2.5 Credit for In-District Experience

2.5.1 Step Advancement for New Employees

New employees hired prior to January 1 who are still employed by the District on the following June 30 will be

considered to have worked one (1) year for purposes of salary increases and vacation privileges.

2.5.2 New Classification

A current employee who moves to a higher paid classification will be placed at (1) the first step of the wage schedule in the new classification or (2) at the first step that exceeds ~~his or her~~ their current hourly rate by at least \$0.50 per hour, whichever is greater.

2.6 Supervisory Substitute Compensation

The Director of Buildings and Grounds, or designee, will appoint an employee to replace the night lead temporarily absent for three (3) or more consecutive working days. Beginning with the first day of the replacement period, the appointed employee will be paid the night lead rate at step one. If step one is equal to or less than the appointed employee's regular rate of pay, the appointed employee will be paid at the night lead's step that is the next step higher than the appointed employee's regular rate of pay. In no circumstance will the appointed employee be paid at a rate lower than the employee's regular rate of pay.

2.7 Recruitment of New Custodians

An employee will receive \$250.00 from the Employer for each new custodian that the employee recruits to work for the Employer. The compensation will be provided after the recruited employee completes the probationary period set forth in Section 9.1.

3. HOURS, ASSIGNMENTS, AND OVERTIME

3.1 Regular ~~Workweek~~ ~~Work Week~~

The regular work week consists of five (5) consecutive days totaling forty (40) hours. The ~~workweek~~ ~~work-week~~ commences at 12:01 a.m. on Monday and concludes at midnight the following Sunday. This ~~workweek~~ ~~work-week~~ will be used to determine overtime. The five (5) consecutive days need not fall within a single Monday through Sunday ~~workweek~~ ~~work-week~~.

3.2 Overtime

An employee will be paid at one and one-half (1.5) times the employee's regular rate for work in excess of forty (40) hours per week, which includes days worked and holidays. Hours not worked by a school-term employee due to a holiday will count as hours worked for

purposes of calculating when an employee has exceeded **forty (40)** hours of work in a **workweek** ~~work-week~~ and is thus entitled to overtime pay. Sick leave and vacation days will not be included in calculating overtime.

Overtime hours worked on a holiday designated in this Agreement will be paid at two **(2)** times the regular rate. This payment is in addition to any holiday pay the employee may be eligible for under the terms of this Agreement.

Overtime will be assigned to employees and is rotated as equitably as possible among the employees who are qualified to handle the work as determined by the Employer. When the district has been notified of possible overtime situations, the overtime work will be posted at least one **(1)** week prior to the scheduled event.

Overtime will first be offered to employees within the specific worksite and then to employees at other sites. The Employer will utilize the maintained district-wide list of employees willing to work overtime when employees within the worksite are not willing to work overtime. In the event no employee is willing to work overtime, the Employer will assign an employee on a rotational basis using reverse seniority at the building.

The Employer, insofar as possible, will include pay for the overtime with the paycheck for the period following the period in which the overtime was earned.

Overtime pay will be calculated using the employee's regular rate of pay as defined by state and federal law.

3.3 Snowplowing Overtime

An employee who works hours outside the employee's assigned shift for snowplowing purposes are compensated at one and one-half **(1.5)** times the regular rate.

3.4 Return to Work

An employee called into work receives a minimum of two **(2)** hours of pay regardless of hours worked. This "called into work" provision does not include the extension of a regular shift.

3.5 Emergency Transfers

The Employer may transfer an employee in an emergency or to fill

a temporary vacancy without posting that position, provided the transfer does not exceed **one-hundred eighty (180)** calendar days. During the period of reassignment, if the temporary assignment is to fill a Night Lead, Building Repair, or Groundskeeper position, the employee will be paid at the rate of pay provided for the temporary position under the terms of this **Agreement contract**. The Employer will notify in writing the union steward of transfers exceeding five **(5)** days indicating the effective date of the temporary transfer. This notification will be completed prior to the tenth **(10th)** day of the temporary transfer.

3.6 Custodial Shifts

Each custodial position is assigned to the first shift, second shift or third shift. Saturday and Sunday differentials apply to snowplowing duties.

The first shift is any shift where the majority of the scheduled hours to be worked during a work week fall within a period between 6:00 a.m. and 2:00 p.m.

Second shift is any shift in which the majority of the scheduled hours worked during a work week fall between the hours of 2:00 p.m. and 10:00 p.m.

Third shift is any shift in which the majority of the scheduled hours worked during a work week fall between 10:00 p.m. and 6:00 a.m.

3.7 Split Shifts

There are no split shifts unless approved by the employees. Split shifts are defined as two **(2)** periods of work in one **(1)** day separated by more than a one **(1)**-hour period.

3.8 Inclement Weather

On days when school or all activities are cancelled for all or part of the day during an **employee's custodian's** shift due to inclement weather, all employees normally assigned custodial duties for all or part of the day are expected to report for work to the site at which the custodial duties are normally performed.

An employee that works on these days will earn a day off with pay. The employee and the supervisor will work together to ensure the time earned is not forfeited. Earned time off must be used by August 31 each year.

If an employee is scheduled to work when school or activities are cancelled due to inclement weather but is unable ~~not able~~ to report to work, the employee will be paid for the assigned hours the employee works on a normal workday.

3.9 Four (4) Day Workweeks During the Summer Months

Employees may request a four (4) day workweek (working ten (10) hours per day) during the summer months under certain conditions. The employee's role must allow for flexibility in scheduling without negatively impacting operations, student or building needs, or team performance. Employees wishing to request a four (4) day workweek during the summer months must submit a written request to the Director of Buildings and Grounds, or designee. Requests will be reviewed on a case-by-case basis, considering building and district needs, workload, and the impact on team dynamics. Approval is at the sole discretion of the Employer and may be subject to certain conditions, such as altered working hours and modified job duties. The Employer reserves the right to modify or revoke a summer four (4) day workweek arrangement at any time to meet the needs of the School District, or if the employee's performance or attendance is impacted by the change in schedule.

4. VACATION AND HOLIDAYS

A twelve-month employee receives vacation days as follows:

<u>Years of Service in Unit</u>	<u>Number of Vacation Days</u>
1-5 1-2	10 12
6-12 3-10	15
13-19 11-19	20
20 or more	25

A twelve-month employee will be credited with vacation on a prorated basis at the time of hire and each subsequent July 1. Upon an employee's departure from employment with the Employer any used, unearned vacation will be deducted from the employee's final payment. A twelve-month employee may carry up to ten (10) days of vacation from one fiscal year to the next fiscal year.

4.1 Vacation Scheduling

An employee may schedule vacation on any day or days subject only to the requirement that sufficient employees remain on the job to constitute an efficient work force, as determined by the

Custodial Supervisors in each building.

All vacation requests submitted prior to March 1st for the following fiscal year (July 1 to June 30) will be granted on a seniority basis. All other requests for vacation must be received by the supervisor two (2) weeks in advance and will be granted on a first come first serve basis.

4.2 Holidays

Twelve-month employees will receive ~~There will be~~ twelve (12) holidays with pay per year. Placement of days is determined by the Employer, after consultation with the Union Steward. Holiday pay is based on an employee's regular daily hours.

5. INSURANCE

5.1 Life Insurance

An employee working twenty-five (25) or more hours per week is eligible to participate in the Employer's group term life insurance program and is insured for an amount equal to the whole number of thousands of annual base wages salary. The Employer pays the entire premium for this coverage.

5.2 Accidental Death and Dismemberment Coverage

An employee working twenty-five (25) or more hours per week is eligible for accidental death and dismemberment insurance in an amount equal to the employee's annual base wages salary rounded up to the next whole thousand. The Employer pays the entire premium for this coverage.

5.3 Long-Term Disability Insurance

An employee working twenty-five (25) or more hours per week is eligible to participate in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

5.4 Hospitalization-Medical Insurance

An employee working twenty-five (25) or more hours per week may enroll for single, single plus one, or family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The maximum monthly Employer contribution toward the premium for the type of coverage in which a full-time employee is enrolled will be

as follows:

Type of Coverage	Employer Maximum Monthly Contribution As of January 1, 2025	
Single	\$701.43	775.00
Single + One	\$1,215.40	1,240.00
Family	\$1,564.57	1,590.00

Two eligible employees who are legal spouses may choose to be covered under two separate single Employer hospitalization-medical insurance plans ("plan"). If two eligible employees who are legal spouses choose to be covered by one family or single plus one plan, the married employees will receive a monthly Employer contribution equal to two (2) single Employer contributions to the enrollee's premium. This election must be made during (1) the open enrollment period or (2) upon the occurrence of a qualifying event, as defined by the hospitalization-medical insurance carrier. (SEE MODIFIED LANGUAGE BELOW).

If an employee selects a plan for which the monthly premium is less than the Employer contribution toward the premium, the Employer will deposit the excess contribution into the employee's health reimbursement account.

An employee enrolled in the Employer's hospitalization-medical insurance program will contribute through payroll deduction any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

An employee receiving wage replacement benefits from the Employer's workers' compensation carrier, or the long-term disability carrier remains eligible for the Employer contribution towards a plan.

When two full-time employees are married and at least one of them is covered by this Agreement, and both employees are enrolled in a single plus one or family medical insurance plan through the Employer with one employee waiving coverage and covered as a dependent on the other employee's elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the Employer contribution under their work agreement for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the Employer's contribution towards a single medical insurance

plan under their spouse's work agreement. Any balance remaining after married full-time employees have applied their pooled Employer insurance contributions towards their selected medical insurance plan remains with the Employer. ~~Two eligible employees who are legal spouses may choose to be covered under two separate single Employer hospitalization-medical insurance plans ("plan"). If two eligible employees who are legal spouses choose to be covered by one family or single plus one plan, the married employees will receive a monthly Employer contribution equal to two (2) single Employer contributions to the enrollee's premium.~~ This election must be made during (1) the open enrollment period or (2) upon the occurrence of a qualifying event, as defined by the hospitalization-medical insurance carrier.

5.5 Dental Insurance

An employee working **twenty-five (25)** or more hours per week may participate in the Employer's dental plan. An employee who enrolls in the program will contribute the entire premium through payroll deduction.

5.6 Flexible Benefits Plan

An employee is eligible to participate in the Flexible Benefits Plan established by the Employer, however, the employee must meet all other requirements for eligibility set forth in the Flexible Benefits Plans.

6. RETIREMENT

6.1 Retirement

An employee who retires may elect to maintain participation in the Employer's hospital medical insurance program by paying the full premium costs of this program in accordance with Minn. Stat. § 471.61.

6.2 Severance Pay

6.2.1 Eligibility for Severance Pay (Employees hired prior to July 1, 1990)

In order to be eligible for severance pay, an employee must have attained the age of **fifty-five (55)** years as of June 30 of the school year in which an application is made and must have completed a minimum of **twenty (20)** full years of continuous service to the Employer.

Severance pay is only available to employees hired prior to July 1, 1990. No severance pay will be paid to any employee who is discharged for cause.

6.2.2 Severance Pay Payment

At the time of retirement, unused sick leave accumulation over **ninety (90)** days will be converted to severance pay at the rate of one **(1)** day of severance pay for each two **(2)** days of sick leave. The amount of severance pay is determined by multiplying \$85.00 by the number of days of severance pay for which the employee is eligible. In no case, however, will the severance pay exceed \$5,000.**.00**.

6.2.3 Application and Payment

An employee's application for severance pay at the end of the school year must be submitted to the Human Resources Department by February 1. An employee will receive the employee's severance payment in three **(3)** equal installments. These payments will be made on July 15 of each year, following the effective date of retirement in accordance with Minn. Stat § 465.72.

6.2.4 Reduction for Tax-Deferred Matching Contribution

The amount of severance pay for which an employee may be eligible under this section is reduced by the amount of any Employer contribution that has been made to that employee's tax-deferred matching contribution plan account.

6.3 Retirement Savings Plans

An employee may participate in a retirement savings program by contributing a portion of the employee's **annual** base **wages** **salary** to this program. A list of eligible programs is available on the Employer's website and with the Business Services Department.

6.4 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an employee's tax-deferred matching contribution plan, subject to the following provisions.

6.4.1 Eligibility

Only an employee who is beginning their **fifth (5th)** **sixth**

year of service as determined under Section 2.3 2.4 and whose regular assignment is equivalent to or greater than twenty-five (25) hours per week is eligible for the matching Employer contribution provided in this article section.

6.4.2 Approved Plan

The employee's tax-deferred matching contribution plan must be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b).

6.4.3 Matching Salary Deduction

The Employer contribution is not payable unless the employee authorizes a matching salary reduction in the amount he or she is eligible to receive in under this Agreement.

6.4.4 Employer Contribution

The Employer contribution will be up to 2% of the employee's annual base salary.

6.4.5 Employee and Employer Contribution

The Employer contribution and matching employee contribution will be made to an Employer-approved company of the employee's choice, subject to Section 6.4.2. The employee is responsible for making all arrangements required by the company to ensure that proper payment can be made by the Employer.

7. UNIFORMS

Employees shall report to work with the uniform type approved by the Director of Buildings and Grounds or designee. Items requiring an official logo must be purchased through an approved vendor. All employees will receive five (5) new uniform shirts in July of 2025, and three (3) new uniform shirts annually thereafter. New employees will receive five (5) new uniform shirts at the time of hire.

Annually ~~The e~~Employer will pay an annual clothing allowance to the each employee in the amount of \$225 190.00, which will be paid in equal installments via the Employer's payroll system. The clothing allowance will be prorated based on hire date. New employees must purchase their uniforms within 30

~~days after employment and will receive the uniform allowance on their first paycheck. Employees must use their clothing allowance to purchase appropriate, work-related clothing. Clothing allowances are included in employee wages as required by law.~~

8. LEAVES AND ABSENCES

8.1 Requests for Leave

Leave requests should be submitted to the employee's supervisor. The supervisor will respond to the leave request as soon as possible but within a maximum of three (3) working days after receiving the leave request.

If the supervisor is not available to make the decision within this timeframe, or if a leave is denied and the employee disagrees with the decision, the employee should contact the Human Resources Department to discuss the leave. Any unique circumstances surrounding the leave request will be considered as it relates to legal obligations or other factors presented by the employee.

In situations where the number of leave requests exceeds the ability to grant the leave, leave approvals will first be determined by the request date of the leave with seniority being the secondary criteria.

8.1.1 Leaves for Good Cause

There is no loss of job or seniority in case of leaves of absence for good cause. The Employer determines whether the leave of absence is for good cause.

8.2 Sick Leave

An employee is entitled to sick leave of one (1) working day per month worked, accumulative without limit. An employee will be credited with sick leave on July 1. If employment is concluded before the end of any year, sick leave days will be prorated. Accumulated sick leave is to be used for personal illness or serious illness of the employee's immediate family. ~~Sick leave may not be used for absence due to accident resulting from employment with another employer.~~

An employee may use leave allowance provided by the Employer for absences due to an illness or injury to the employee's dependent child, adult child, spouse, sibling, parent, grandparent, or stepparent, for such reasonable periods as the employee's attendance may be necessary, on the same terms the employee is

able to use accumulated leave allowance for the employee's own illness or injury **and in accordance with state and federal law**. When a medical doctor certifies that home care is essential because of illness or injury of the employee's spouse, the employee may deduct up to **fifteen (15)** days from accumulated leave allowance at no wage deduction.

If the Employer reasonably believes that an employee is abusing the use of sick leave, the Employer may require the employee to provide a note from a physician indicating that an absence was due to illness that prevented the employee from performing their work duties **in accordance with state and federal law**. Normally, the Employer will provide advance notice to the employee that the Employer believes an abuse of sick leave is occurring and that the employee will be required to provide a physician's note for a subsequent absence; however, the Employer may require a physician's note without advance notice if the Employer has information that causes the Employer to reasonably believe that an employee is abusing the use of sick leave. The Employer may designate the physician the employee is required to see if medical certification is required. If the Employer designates the physician the employee is required to see for medical certification, then the Employer will reimburse the employee for any out-of-pocket medical costs incurred in obtaining the physician's note.

8.2.1 Use of Sick Leave for Bereavement

For death or illness in the immediate family (immediate family includes spouse, children, mother, father, brother, sister, grandparents and grandchildren; also in-laws of a similar degree of relationship), up to five **(5)** days of current sick leave may be used. For death or illness in other than the immediate family, up to three **(3)** days of current sick leave may be used upon the approval of the Human Resources Department.

8.3 Personal Business Leave

An employee may use a maximum of four **(4)** days of paid leave, up to **thirty-two (32)** hours **for an eight (8) hour per day employee**, during any one **(1)** contract year for the transaction of personal business that cannot occur outside school duty hours. Personal business leave is deducted from accumulated sick leave. Examples of personal business that qualify for use of leave allowance are court appearances, real estate closings and significant family events such as weddings and commencement ceremonies. Activities of a social nature would not qualify, nor would avocational activities or

negotiations for a change in regular employment.

The specific reason for the requested leave does not have to be given. Requests for personal business leave must be submitted to the employee's supervisor in writing at least three (3) days in advance, except in cases of extreme emergency, and are subject to the approval of the Human Resources Department. Adequate staffing must be ensured as determined by the supervisor.

8.4 Jury Duty

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and will be paid by the Employer the difference between the regular hourly wage salary and the fee received for the required jury or court duty, unless the employee is a party in the case.

8.5 Military Leave

Military service leave will be granted in accordance with state and federal law.

8.6 Childcare ~~Child Care~~ Leave

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

8.7 Short Term Disability Leave

The Employer will provide short-term disability leave coverage for employees who have exhausted accumulated paid leave options including sick leave days, workers' compensation (if applicable), and any other state and/or federal paid leave programs prior to the commencement of long-term disability benefits.

8.7.1 Eligibility

An employee who has been employed by the Employer for one (1) calendar year will become eligible for short-term disability leave coverage after the employee has been totally and continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. An employee who receives short-term disability leave coverage is ineligible to receive it again until twelve (12) months after the date of the last payment.

8.7.2 Short-Term Disability Leave Allowance

Short-term disability leave payments commence as of the sixteenth (16th) continuous duty day the employee is totally unable to work or after the last day of paid sick leave, whichever occurs last. Short-term disability leave will end after the employee has been unable to work for sixty-five (65) continuous duty days.

8.7.3 Short-Term Disability Leave Payments

Short-term disability leave payments will be fifty (50)% percent of an employee's daily rate of pay. If an employee works hours that vary, an average of the previous six (6) weeks of pay will be used to determine the daily rate.

8.8 Sick Leave Conversion to Vacation

After a twelve-month employee has accumulated ninety (90) days of unused sick leave, the employee may convert additional sick leave to vacation days at the rate of one (1) vacation day for each two (2) days of unused sick leave. Forms requesting this election must be received in the Human Resources Department Payroll office no later than July 15th. There is no vacation conversion for less than two (2)-day segments of accumulated sick leave. Up to four (4) days of vacation may be converted each year. These vacation days are subject to the provisions of Section 4.

9. SENIORITY, JOB VACANCIES, PROBATIONARY PERIOD

9.1 Probationary Period

All new employees will be on probation for a period of one (1) year. During this time period, the Employer has the unqualified right to terminate the probationary employee without assigning any cause for the termination. After serving the probationary period, the employee, if retained, will be a non-probationary

employee and assigned the privileges afforded to a non-probationary employee.

If a non-probationary employee is transferred or promoted to a new classification, the employee will serve a new probationary period of one-hundred twenty (120) calendar days ~~90 calendar days~~ in the new classification. During the probationary period in a new classification, the Employer may reassign the employee to the former classification if the employee's performance in the new classification is unsatisfactory. Also, during the probationary period in the new classification, the employee has the right to return to a position within the employee's former classification, without loss of seniority.

9.2 Layoffs

Layoffs due to employee reductions will be on the basis of seniority. The last employee hired will be the first laid off. An employee who is laid off will be offered re-employment before a new employee is hired; however, an employee retained or recalled must be qualified to perform the work available. An employee who is laid off will be called back in reverse order of lay off. An employee on layoff retains the employee's seniority and right to recall for a period of two (2) years from the date of layoff.

9.2.1 Callback to Position

An employee notified of call back must report to duty within fifteen (15) days of the date the notice of call back has been mailed by certified mail. The notice will be sent to the last known address of the employee and the union steward. Failure to respond within fifteen (15) calendar days constitutes a waiver of rights and the employee will be terminated.

9.2.2 Bumping Procedure

A laid off night lead, building repair, or groundskeeper employee may immediately bump into a custodian position provided that the employee is qualified. The less senior person will be laid off in turn.

The Employer will combine custodian positions, if practicable, to provide a total of forty (40) hours per week to laid off senior employees. The least senior custodian employees will be laid off in turn.

A laid off night lead, building repair, or groundskeeper

employee who bumps into a different position is "red-circled" and will continue to be paid at the then-current equivalent hourly rate of pay and benefits. A "red-circled" rate applies to the individual employee, not to the position.

An employee holding day positions or lead night custodians who were laid off will revert to a position in the employee's previous classification provided ~~he or she is~~ they are qualified, as determined by the Employer, and have more seniority than other employees in that classification.

9.3 Vacancies

A custodial job vacancy is posted at each building for five (5) business days. In the event no employee applies for a vacancy, the least senior employee may be required to fill the vacancy. Job vacancies will be posted on the Employer's website.

9.3.1 Application for Job Vacancies

An employee interested in being considered for job vacancies should submit a letter of application outlining the employee's work history within and outside of the District. An employee who submits a letter of application for any posted vacancy pursuant to this section will be interviewed.

Interviews may be in the form of preliminary screening interviews in an effort to allow the Employer to determine finalists for the position. A probationary employee is not eligible to apply for posted vacancies without the employee's supervisor's approval.

9.3.2 Selection for Job Vacancies

Vacant positions will be filled by the Employer with the most qualified candidate. In making its determination, the Employer will consider current employees' qualifications and Employer seniority along with other relevant factors. These relevant factors include, but are not limited to, quality of work, dependability, general work ethic, customer service, and interpersonal skills as observed or reported by the employees' supervisors. Employees from within the bargaining unit who apply for promotion or transfer will be given priority

consideration. The decision for advancement, transfers, or promotions will be made by the Employer.

9.3.3 Employee Applicant Feedback

An employee applicant **who is** not offered a position has the right to request feedback from the Employer so ~~he or she~~ **they** can increase skills or correct deficiencies in order to be considered for future job postings.

10. DISCIPLINE AND DISCHARGE

10.1 Discipline and Discharge

The Employer has the right to impose disciplinary actions on employees for just cause. Disciplinary actions by the Employer will normally take the course of #1, 2, 3 and 4, except in cases of a serious magnitude that could seriously jeopardize the safety of the students, fellow employees, or the physical and financial assets of the school district, including falsification of time records.

- 1 - Oral reprimand
- 2 - Written reprimand
- 3 - Suspension without pay
- 4 - Discharge

An employee who is subjected to the above actions has the right to request that these actions be reviewed through the recourse of the grievance procedure.

10.2 Written Records

If an employee has a deficiency of such magnitude that a written record is made of it, the employee and the Union Steward will be provided with a copy of the report. An employee's records will be examined annually by the administration and a notation will be made on any record of deficiency that has been satisfactorily corrected. Uncorrected deficiencies will be called to the attention of the employee and the Union in writing. Reasonable time and assistance will be granted for the correction of deficiencies. An employee who fails to correct deficiencies will be asked to resign or be discharged.

11. GRIEVANCES AND ARBITRATION

11.1 Definitions and Interpretation

11.1.1 Grievance

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

11.1.2 Days

Reference to "days" regarding time periods within this section refers to working days. A "working day" is defined as all weekdays not designated as holidays by state law.

11.1.3 Computation of Time

In computing any period of time within this section, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.

11.1.4 Filing and Postmark

The filing or service of any notice or document herein will be timely if it is personally serviced or if it bears a certified postmark of the United States Postal Service within the time period.

11.2 First Step

An employee with a grievance will take the matter up with the immediate supervisor within six (6) scheduled working days after the alleged original occurrence of the grievance.

11.3 Second Step

An employee who is not satisfied with the disposition of the grievance at the first step will, with the assistance of the Union Steward, file a written statement of the grievance with the Director of Human Resources within fifteen (15) scheduled working days after the first step discussion with the immediate supervisor.

The written statement must (1) be dated and signed by the employee and (2) set forth the facts and state the provisions of the Agreement alleged to have been violated.

If the parties fail to agree, or the matter has not been satisfactorily adjusted within **fifteen (15)** scheduled working days after the grievance has reached the second step, the employee may appeal the grievance to the third step.

11.4 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 after the disposition of the grievance at the second step.

The Superintendent or designee and the Business Representative or designee will then attempt to resolve the grievance and provide a written statement to the Union within ten **(10)** scheduled working days after receiving the third step written statement of grievance.

11.5 Submission to Arbitration

The Union may submit to arbitration any grievance that has been properly processed through the third step of the formal grievance procedure. 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.

The Union must file with the Superintendent a written notice of intention to arbitrate within **fifteen (15)** scheduled working days after disposition of the grievance at the third step. The parties will select an arbitrator in accordance with Minnesota Statutes, Section 179A.21 of PELRA.

11.6 Jurisdiction and Authority of Arbitrator

The arbitrator has jurisdiction only over those grievances that have been 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; nor does the arbitrator have any power to hear or determine any dispute involving matters of inherent managerial policy. The decision of the arbitrator is subject to all the limitations of arbitration decisions set forth in PELRA. Within these constraints the decision of the arbitrator is final and binding.

11.7 Representation

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

11.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the time limitations specified in this Agreement are considered as a maximum and every effort will be made to expedite the process.

Time limitations may be extended only by mutual consent. Failure of an employee or the Union to comply with the limitations specified constitutes a waiver of the grievance. Failure of a supervisor to act within the time limitations specified constitutes a denial of the grievance and the employee or the Union may proceed to the next stage.

11.9 Number of Arbitrators

Arbitration proceedings are limited to the services of one (1) arbitrator.

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement becomes effective on July 1, 2022 2024, and will continue 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.

In the event negotiations are not completed by July 1, 2024 2026, terms of the Agreement will remain in full force and effect and any scheduled longevity increases will be granted as specified in this Agreement.

12.2 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.

12.3 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 of any year thereafter.

12.4 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 Union each voluntarily and unqualifiedly waive the right to meet and negotiate (except by mutual consent) regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed.

13. DOCUMENT AUTHORIZATION

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

**Service Employees International
Union Local 284**

**Independent School District
No. 273**

Contract Organizer

Board Chair

Union Steward

Board Clerk

Dated this __ day of _____ **2025**.

Dated this __ day of _____ **2025**.

APPENDIX A

Memorandum of Understanding

WHEREAS, SEIU Local 284 ("Union") and Edina Public Schools ("District") are parties to a collective bargaining agreement ("Agreement") with a term of July 1, 2022 to June 30, 2024; and

WHEREAS, the parties discussed the scheduling and assignment of overtime during negotiations that resulted in this Agreement; and

WHEREAS, the parties desire to continue discussions as needed and necessary over the life of this Agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Union and the District agree that the subject matter of Section 3.2 is a proper subject for meet and confer discussions in a Labor-Management forum that may be called by either party over the life of the Agreement.



DEFINING EXCELLENCE

MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273,

EDINA PUBLIC SCHOOLS

AND THE

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 284

REPRESENTING

BUILDINGS, GROUNDS, AND MAINTENANCE EMPLOYEES

JULY 1, 2024 THROUGH JUNE 30, 2026

Approved by the ISD 273 School Board _____.

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1. INTRODUCTION

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools, ("Employer") and Service Employees International Union, Local No. 284, ("Union").

1.2 Recognition

The Employer recognizes the Union as the exclusive representative for the purpose of negotiating terms and conditions of employment for all buildings, grounds, and maintenance employees employed by Independent School District No. 273, Edina, Minnesota, who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding managerial, confidential, supervisory and all other employees.

1.3 Right to Views

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

1.4 Union Dues

Employees shall have the right to request and be allowed dues checkoff for the Exclusive Representative. The Exclusive Representative will submit a written certification to the Employer that the Exclusive Representative has received an authorization signed by the employee authorizing the deduction of union dues. The Employer will deduct monthly the dues that the service employees have agreed to pay to the organization during the period provided in said authorization and remit these dues to the Union. The Union will indemnify, defend, and hold the District harmless against any claims made against and any suits instituted against the Employer, its officers, or employees, by reason of the deduction of union dues.

1.5 Union Access to Information

As required by law, the Employer shall make available to the

Union a bargaining unit list of employees including name, address, phone numbers, electronic mail address(es), work hours, work location, job classification, wage schedule placement, and dates of employment. Additionally, the Employer will notify the Union of new hires, transfers out of the bargaining unit, and separations from employment, in the time period required by law.

1.6 Managerial Rights

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

1.7 Provisions Contrary to Law

Any portion of this Agreement that violates any provision of state or federal law, or any rules or regulations promulgated thereunder, either now or hereafter, are null and void and without force and effect.

If any provision of this Agreement or the application of any provision under any circumstances is held invalid, that provision is severable, and it will not affect any other provisions of this Agreement or the application of provisions under other circumstances.

2. WAGES AND OTHER COMPENSATION

2.1 Hourly Wage Schedules

2024-2025

The following hourly wage schedule applies during the period of July 1, 2024 through June 30, 2025:

Step	High School/ ECC Night Lead	Building Repair	Middle School Night Lead	Grounds-keeper	Elementary Night Lead	Custodian Specialist	Custodian
1	\$30.56	\$30.02	\$30.11	\$ 29.63	\$ 29.55	\$ 25.89	\$ 23.60
L6	\$30.84	\$30.30	\$30.39	\$ 29.91	\$ 29.83	\$ 26.17	\$ 23.88
L11	\$31.10	\$30.57	\$30.67	\$ 30.18	\$ 30.10	\$ 26.44	\$ 24.16
L16	\$31.38	\$30.85	\$30.93	\$ 30.45	\$ 30.38	\$ 26.72	\$ 24.43
L21	\$31.66	\$31.13	\$31.21	\$ 30.73	\$ 30.66	\$ 27.00	\$ 24.71
L30	\$31.93	\$31.39	\$31.49	\$ 31.01	\$ 30.92	\$ 27.37	\$ 24.97

Eligible employees to advance one (1) step on the wage schedule as of July 1, 2024.

2025-2026

The following hourly wage schedule applies during the period of July 1, 2025 through June 30, 2026:

Step	High School/ ECC Night Lead	Building Repair	Middle School Night Lead	Grounds-keeper	Elementary Night Lead	Custodian Specialist	Custodian
1	\$31.42	\$30.86	\$30.95	\$ 30.46	\$ 30.38	\$ 26.61	\$ 24.26
L6	\$31.70	\$31.15	\$31.24	\$ 30.75	\$ 30.67	\$ 26.90	\$ 24.55
L11	\$31.97	\$31.43	\$31.53	\$ 31.03	\$ 30.94	\$ 27.18	\$ 24.84
L16	\$32.26	\$31.71	\$31.80	\$ 31.30	\$ 31.23	\$ 27.47	\$ 25.11
L21	\$32.55	\$32.00	\$32.08	\$ 31.59	\$ 31.52	\$ 27.76	\$ 25.40
L30	\$32.82	\$32.27	\$32.37	\$ 31.88	\$ 31.79	\$ 28.14	\$ 25.67

Eligible employees to advance one (1) step on the wage schedule as of July 1, 2025.

2.1.1 Saturday Shift Differential

For all custodial hours worked on a Saturday, the employee will be compensated with a Saturday differential of \$0.50 per hour.

2.1.2 Sunday Shift Differential

For all custodial hours worked on a Sunday, the employee will be compensated at two (2) times the regular rate of pay.

2.2 Monthly Differentials for Boiler License and Pool Operator Certification

An eligible employee who furnishes to the Human Resources Department a copy of a valid and current boiler operator's license card and/or pool operator certification issued by the State of Minnesota will be eligible for an additional monthly salary differential, as follows:

<u>License</u>	<u>Monthly Differential</u>
Special	\$13.00
Second Class	\$18.00
First Class	\$45.00
Chief	\$65.00
Pool	\$28.00

2.3 Longevity Pay

Eligibility for advancement to a longevity step on the wage schedule will be determined as of July 1 with new employees hired prior to January 1 considered to have worked for one year for the purposes of step advancement. Employees will qualify to move to the applicable longevity step of the hourly wage schedule after five (5) years, ten (10) years, fifteen (15) years, and twenty (20) years of service to the Employer within this bargaining unit.

For employees employed prior to July 1, 2022, the longevity calculation will include years of service in the combined Transportation Department and Buildings and Grounds Department bargaining unit that existed prior to the BMS Unit Amendment Order of August 2022.

Effective January 1, 2023, employees granted credit for outside experience at the time of hire resulting in an initial placement on a longevity step will advance to the next longevity step after five (5) years of service to the Employer within this bargaining unit (e.g., an employee granted outside experience and placed at step L6 at the time of hire must work five full years for the Employer before advancing to step L11).

2.4 Credit for Outside Experience

Credit may be granted by the Human Resources Department for appropriate outside experience at the time of employment. No new employee will be hired at the longevity rate.

2.5 Credit for In-District Experience

2.5.1 Step Advancement for New Employees

New employees hired prior to January 1 who are still employed by the District on the following June 30 will be considered to have worked one (1) year for purposes of salary increases and vacation privileges.

2.5.2 New Classification

A current employee who moves to a higher paid classification will be placed at (1) the first step of the wage schedule in the new classification or (2) at the first step that exceeds their current hourly rate by at least \$0.50 per hour, whichever is greater.

2.6 Supervisory Substitute Compensation

The Director of Buildings and Grounds, or designee, will appoint an employee to replace the night lead temporarily absent for three (3) or more consecutive working days. Beginning with the first day of the replacement period, the appointed employee will be paid the night lead rate at step one. If step one is equal to or less than the appointed employee's regular rate of pay, the appointed employee will be paid at the night lead's step that is the next step higher than the appointed employee's regular rate of pay. In no circumstance will the appointed employee be paid at a rate lower than the employee's regular rate of pay.

2.7 Recruitment of New Custodians

An employee will receive \$250.00 from the Employer for each new custodian that the employee recruits to work for the Employer. The compensation will be provided after the recruited employee completes the probationary period set forth in Section 9.1.

3. HOURS, ASSIGNMENTS, AND OVERTIME

3.1 Regular Workweek

The regular work week consists of five (5) consecutive days totaling forty (40) hours. The workweek commences at 12:01 a.m. on Monday and concludes at midnight the following Sunday. This workweek will be used to determine overtime. The five (5) consecutive days need not fall within a single Monday through Sunday workweek.

3.2 Overtime

An employee will be paid at one and one-half (1.5) times the employee's regular rate for work in excess of forty (40) hours per week, which includes days worked and holidays. Hours not worked by a school-term employee due to a holiday will count as hours worked for purposes of calculating when an employee has exceeded forty (40) hours of work in a workweek and is thus entitled to overtime pay. Sick leave and vacation days will not be included in calculating overtime.

Overtime hours worked on a holiday designated in this Agreement will be paid at two (2) times the regular rate. This payment is in addition to any holiday pay the employee may be eligible for under

the terms of this Agreement.

Overtime will be assigned to employees and is rotated as equitably as possible among the employees who are qualified to handle the work as determined by the Employer. When the district has been notified of possible overtime situations, the overtime work will be posted at least one (1) week prior to the scheduled event.

Overtime will first be offered to employees within the specific worksite and then to employees at other sites. The Employer will utilize the maintained district-wide list of employees willing to work overtime when employees within the worksite are not willing to work overtime. In the event no employee is willing to work overtime, the Employer will assign an employee on a rotational basis using reverse seniority at the building.

The Employer, insofar as possible, will include pay for the overtime with the paycheck for the period following the period in which the overtime was earned.

Overtime pay will be calculated using the employee's regular rate of pay as defined by state and federal law.

3.3 Snowplowing Overtime

An employee who works hours outside the employee's assigned shift for snowplowing purposes are compensated at one and one-half (1.5) times the regular rate.

3.4 Return to Work

An employee called into work receives a minimum of two (2) hours of pay regardless of hours worked. This "called into work" provision does not include the extension of a regular shift.

3.5 Emergency Transfers

The Employer may transfer an employee in an emergency or to fill a temporary vacancy without posting that position, provided the transfer does not exceed one-hundred eighty (180) calendar days. During the period of reassignment, if the temporary assignment is to fill a Night Lead, Building Repair, or Groundskeeper position, the employee will be paid at the rate of pay provided for the temporary position under the terms of this Agreement. The Employer will notify in writing the union steward of transfers exceeding five (5) days indicating the effective date

of the temporary transfer. This notification will be completed prior to the tenth (10th) day of the temporary transfer.

3.6 Custodial Shifts

Each custodial position is assigned to the first shift, second shift or third shift. Saturday and Sunday differentials apply to snowplowing duties.

The first shift is any shift where the majority of the scheduled hours to be worked during a work week fall within a period between 6:00 a.m. and 2:00 p.m.

Second shift is any shift in which the majority of the scheduled hours worked during a work week fall between the hours of 2:00 p.m. and 10:00 p.m.

Third shift is any shift in which the majority of the scheduled hours worked during a work week fall between 10:00 p.m. and 6:00 a.m.

3.7 Split Shifts

There are no split shifts unless approved by the employee. Split shifts are defined as two (2) periods of work in one (1) day separated by more than a one (1) hour period.

3.8 Inclement Weather

On days when school or all activities are cancelled for all or part of the day during an employee's shift due to inclement weather, all employees normally assigned custodial duties for all or part of the day are expected to report for work to the site at which the custodial duties are normally performed.

An employee that works on these days will earn a day off with pay. The employee and the supervisor will work together to ensure the time earned is not forfeited. Earned time off must be used by August 31 each year.

If an employee is scheduled to work when school or activities are cancelled due to inclement weather but is unable to report to work, the employee will be paid for the assigned hours the employee works on a normal workday.

3.9 Four (4) Day Workweeks During the Summer Months

Employees may request a four (4) day workweek (working ten (10) hours per day) during the summer months under certain

conditions. The employee's role must allow for flexibility in scheduling without negatively impacting operations, student or building needs, or team performance. Employees wishing to request a four (4) day workweek during the summer months must submit a written request to the Director of Buildings and Grounds, or designee. Requests will be reviewed on a case-by-case basis, considering building and district needs, workload, and the impact on team dynamics. Approval is at the sole discretion of the Employer and may be subject to certain conditions, such as altered working hours and modified job duties. The Employer reserves the right to modify or revoke a summer four (4) day workweek arrangement at any time to meet the needs of the School District, or if the employee's performance or attendance is impacted by the change in schedule.

4. VACATION AND HOLIDAYS

A twelve-month employee receives vacation days as follows:

Years of Service in Unit	Number of Vacation Days
1-2	12
3-10	15
11-19	20
20 or more	25

A twelve-month employee will be credited with vacation on a prorated basis at the time of hire and each subsequent July 1. Upon an employee's departure from employment with the Employer any used, unearned vacation will be deducted from the employee's final payment. A twelve-month employee may carry up to ten (10) days of vacation from one fiscal year to the next fiscal year.

4.1 Vacation Scheduling

An employee may schedule vacation on any day or days subject only to the requirement that sufficient employees remain on the job to constitute an efficient work force, as determined by the Custodial Supervisors in each building.

All vacation requests submitted prior to March 1st for the following fiscal year (July 1 to June 30) will be granted on a seniority basis. All other requests for vacation must be received by the supervisor two (2) weeks in advance and will be granted on a first come first serve basis.

4.2 Holidays

Twelve-month employees will receive twelve (12) holidays with pay per year. Placement of days is determined by the Employer, after consultation with the Union Steward. Holiday pay is based on an employee's regular daily hours.

5. INSURANCE

5.1 Life Insurance

An employee working twenty-five (25) or more hours per week is eligible to participate in the Employer's group term life insurance program and is insured for an amount equal to the whole number of thousands of annual base wages. The Employer pays the entire premium for this coverage.

5.2 Accidental Death and Dismemberment Coverage

An employee working twenty-five (25) or more hours per week is eligible for accidental death and dismemberment insurance in an amount equal to the employee's annual base wages rounded up to the next whole thousand. The Employer pays the entire premium for this coverage.

5.3 Long-Term Disability Insurance

An employee working twenty-five (25) or more hours per week is eligible to participate in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

5.4 Hospitalization-Medical Insurance

An employee working twenty-five (25) or more hours per week may enroll for single, single plus one, or family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The maximum monthly Employer contribution toward the premium for the type of coverage in which a full-time employee is enrolled will be as follows:

Type of Coverage	Employer Maximum Monthly Contribution As of January 1, 2025
Single	\$775.00
Single + One	\$1,240.00
Family	\$1,590.00

If an employee selects a plan for which the monthly premium is

less than the Employer contribution toward the premium, the Employer will deposit the excess contribution into the employee's health reimbursement account.

An employee enrolled in the Employer's hospitalization-medical insurance program will contribute through payroll deduction any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

An employee receiving wage replacement benefits from the Employer's workers' compensation carrier, or the long-term disability carrier remains eligible for the Employer contribution towards a plan.

When two full-time employees are married and at least one of them is covered by this Agreement, and both employees are enrolled in a single plus one or family medical insurance plan through the Employer with one employee waiving coverage and covered as a dependent on the other employee's elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the Employer contribution under their work agreement for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the Employer's contribution towards a single medical insurance plan under their spouse's work agreement. Any balance remaining after married full-time employees have applied their pooled Employer insurance contributions towards their selected medical insurance plan remains with the Employer. This election must be made during (1) the open enrollment period or (2) upon the occurrence of a qualifying event, as defined by the hospitalization-medical insurance carrier.

5.5 Dental Insurance

An employee working twenty-five (25) or more hours per week may participate in the Employer's dental plan. An employee who enrolls in the program will contribute the entire premium through payroll deduction.

5.6 Flexible Benefits Plan

An employee is eligible to participate in the Flexible Benefits Plan established by the Employer, however, the employee must meet all other requirements for eligibility set forth in the Flexible Benefits Plans.

6. RETIREMENT

6.1 Retirement

An employee who retires may elect to maintain participation in the Employer's hospital medical insurance program by paying the full premium costs of this program in accordance with Minn. Stat. § 471.61.

6.2 Severance Pay

6.2.1 Eligibility for Severance Pay (Employees hired prior to July 1, 1990)

In order to be eligible for severance pay, an employee must have attained the age of fifty-five (55) years as of June 30 of the school year in which an application is made and must have completed a minimum of twenty (20) full years of continuous service to the Employer.

Severance pay is only available to employees hired prior to July 1, 1990. No severance pay will be paid to any employee who is discharged for cause.

6.2.2 Severance Pay Payment

At the time of retirement, unused sick leave accumulation over ninety (90) days will be converted to severance pay at the rate of one (1) day of severance pay for each two (2) days of sick leave. The amount of severance pay is determined by multiplying \$85.00 by the number of days of severance pay for which the employee is eligible. In no case, however, will the severance pay exceed \$5,000.00.

6.2.3 Application and Payment

An employee's application for severance pay at the end of the school year must be submitted to the Human Resources Department by February 1. An employee will receive the employee's severance payment in three (3) equal installments. These payments will be made on July 15 of each year, following the effective date of retirement in accordance with Minn. Stat § 465.72.

6.2.4 Reduction for Tax-Deferred Matching Contribution

The amount of severance pay for which an employee may be eligible under this section is reduced by the amount of any Employer contribution that has been made to that employee's tax-deferred matching contribution plan account.

6.3 Retirement Savings Plans

An employee may participate in a retirement savings program by contributing a portion of the employee's annual base wages to this program. A list of eligible programs is available on the Employer's website and with the Business Services Department.

6.4 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an employee's tax-deferred matching contribution plan, subject to the following provisions.

6.4.1 Eligibility

Only an employee who is beginning their fifth (5th) year of service as determined under Section 2.3 and whose regular assignment is equivalent to or greater than twenty-five (25) hours per week is eligible for the matching Employer contribution provided in this section.

6.4.2 Approved Plan

The employee's tax-deferred matching contribution plan must be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b).

6.4.3 Matching Salary Deduction

The Employer contribution is not payable unless the employee authorizes a matching salary reduction in the amount he or she is eligible to receive in under this Agreement.

6.4.4 Employer Contribution

The Employer contribution will be up to 2% of the employee's annual base salary.

6.4.5 Employee and Employer Contribution

The Employer contribution and matching employee contribution will be made to an Employer-approved company of the employee's choice, subject to Section 6.4.2. The employee is responsible for making all arrangements required by the company to ensure that proper payment can be made by the Employer.

7. UNIFORMS

Employees shall report to work with the uniform type approved by the Director of Buildings and Grounds or designee. All employees will receive five (5) new uniform shirts in July of 2025, and three (3) new uniform shirts annually thereafter. New employees will receive five (5) new uniform shirts at the time of hire.

The Employer will pay an annual clothing allowance to each employee in the amount of \$190.00, which will be paid in equal installments via the Employer's payroll system. The clothing allowance will be prorated based on hire date. Employees must use their clothing allowance to purchase appropriate, work-related clothing. Clothing allowances are included in employee wages as required by law.

8. LEAVES AND ABSENCES

8.1 Requests for Leave

Leave requests should be submitted to the employee's supervisor. The supervisor will respond to the leave request as soon as possible but within a maximum of three (3) working days after receiving the leave request.

If the supervisor is not available to make the decision within this timeframe, or if a leave is denied and the employee disagrees with the decision, the employee should contact the Human Resources Department to discuss the leave. Any unique circumstances surrounding the leave request will be considered as it relates to legal obligations or other factors presented by the employee.

In situations where the number of leave requests exceeds the ability to grant the leave, leave approvals will first be determined by the request date of the leave with seniority being the secondary criteria.

8.1.1 Leaves for Good Cause

There is no loss of job or seniority in case of leaves of

absence for good cause. The Employer determines whether the leave of absence is for good cause.

8.2 Sick Leave

An employee is entitled to sick leave of one (1) working day per month worked, accumulative without limit. An employee will be credited with sick leave on July 1. If employment is concluded before the end of any year, sick leave days will be prorated. Accumulated sick leave is to be used for personal illness or serious illness of the employee's immediate family.

An employee may use leave allowance provided by the Employer for absences due to an illness or injury to the employee's dependent child, adult child, spouse, sibling, parent, grandparent, or stepparent, for such reasonable periods as the employee's attendance may be necessary, on the same terms the employee is able to use accumulated leave allowance for the employee's own illness or injury and in accordance with state and federal law. When a medical doctor certifies that home care is essential because of illness or injury of the employee's spouse, the employee may deduct up to fifteen (15) days from accumulated leave allowance at no wage deduction.

If the Employer reasonably believes that an employee is abusing the use of sick leave, the Employer may require the employee to provide a note from a physician indicating that an absence was due to illness that prevented the employee from performing their work duties in accordance with state and federal law. Normally, the Employer will provide advance notice to the employee that the Employer believes an abuse of sick leave is occurring and that the employee will be required to provide a physician's note for a subsequent absence; however, the Employer may require a physician's note without advance notice if the Employer has information that causes the Employer to reasonably believe that an employee is abusing the use of sick leave. The Employer may designate the physician the employee is required to see if medical certification is required. If the Employer designates the physician the employee is required to see for medical certification, then the Employer will reimburse the employee for any out-of-pocket medical costs incurred in obtaining the physician's note.

8.2.1 Use of Sick Leave for Bereavement

For death or illness in the immediate family (immediate family includes spouse, children, mother, father, brother, sister, grandparents and grandchildren; also in-laws of a similar degree of relationship), up to five (5)

days of current sick leave may be used. For death or illness in other than the immediate family, up to three (3) days of current sick leave may be used upon the approval of the Human Resources Department.

8.3 Personal Business Leave

An employee may use a maximum of four (4) days of paid leave, up to thirty-two (32) hours for an eight (8) hour per day employee, during any one (1) contract year for the transaction of personal business that cannot occur outside school duty hours. Personal business leave is deducted from accumulated sick leave. Examples of personal business that qualify for use of leave allowance are court appearances, real estate closings and significant family events such as weddings and commencement ceremonies. Activities of a social nature would not qualify, nor would avocational activities or negotiations for a change in regular employment.

The specific reason for the requested leave does not have to be given. Requests for personal business leave must be submitted to the employee's supervisor in writing at least three (3) days in advance, except in cases of extreme emergency, and are subject to the approval of the Human Resources Department. Adequate staffing must be ensured as determined by the supervisor.

8.4 Jury Duty

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and will be paid by the Employer the difference between the regular hourly wage and the fee received for the required jury or court duty, unless the employee is a party in the case.

8.5 Military Leave

Military service leave will be granted in accordance with state and federal law.

8.6 Childcare Leave

An employee is eligible for a leave of absence without pay for a period of up to twelve (12) months for childcare purposes. The employee will submit an application for childcare leave at least sixty (60) calendar days before requested leave is to begin. The sixty (60) day requirement may be waived when an emergency makes notice impossible. Childcare will commence at a date agreed upon between the Employer and the employee. Failure to return to work

upon expiration of a leave of absence will result in termination of employment. The employee will be reinstated to the employee's original job or to a custodial position with no reduction of monthly pay and will retain all seniority and leave benefits accrued prior to taking the leave of absence.

8.7 Short Term Disability Leave

The Employer will provide short-term disability leave coverage for employees who have exhausted accumulated paid leave options including sick leave, workers' compensation (if applicable), and any other state and/or federal paid leave programs prior to the commencement of long-term disability benefits.

8.7.1 Eligibility

An employee who has been employed by the Employer for one (1) calendar year will become eligible for short-term disability leave coverage after the employee has been totally and continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. An employee who receives short-term disability leave coverage is ineligible to receive it again until twelve (12) months after the date of the last payment.

8.7.2 Short-Term Disability Leave Allowance

Short-term disability leave payments commence as of the sixteenth (16th) continuous duty day the employee is totally unable to work or after the last day of paid sick leave, whichever occurs last. Short-term disability leave will end after the employee has been unable to work for sixty-five (65) continuous duty days.

8.7.3 Short-Term Disability Leave Payments

Short-term disability leave payments will be fifty (50) percent of an employee's daily rate of pay. If an employee works hours that vary, an average of the previous six (6) weeks of pay will be used to determine the daily rate.

8.8 Sick Leave Conversion to Vacation

After a twelve-month employee has accumulated ninety (90) days of unused sick leave, the employee may convert additional sick leave to vacation days at the rate of one (1) vacation day for each two (2) days of unused sick leave. Forms requesting this election must be received in the Human Resources Department no

later than July 15th. There is no vacation conversion for less than two (2) day segments of accumulated sick leave. Up to four (4) days of vacation may be converted each year. These vacation days are subject to the provisions of Section 4.

9. SENIORITY, JOB VACANCIES, PROBATIONARY PERIOD

9.1 Probationary Period

All new employees will be on probation for a period of one (1) year. During this time period, the Employer has the unqualified right to terminate the probationary employee without assigning any cause for the termination. After serving the probationary period, the employee, if retained, will be a non-probationary employee and assigned the privileges afforded to a non-probationary employee.

If a non-probationary employee is transferred or promoted to a new classification, the employee will serve a new probationary period of one-hundred twenty (120) calendar days in the new classification. During the probationary period in a new classification, the Employer may reassign the employee to the former classification if the employee's performance in the new classification is unsatisfactory. Also, during the probationary period in the new classification, the employee has the right to return to a position within the employee's former classification, without loss of seniority.

9.2 Layoffs

Layoffs due to employee reductions will be on the basis of seniority. The last employee hired will be the first laid off. An employee who is laid off will be offered re-employment before a new employee is hired; however, an employee retained or recalled must be qualified to perform the work available. An employee who is laid off will be called back in reverse order of lay off. An employee on layoff retains the employee's seniority and right to recall for a period of two (2) years from the date of layoff.

9.2.1 Callback to Position

An employee notified of call back must report to duty within fifteen (15) days of the date the notice of call back has been mailed by certified mail. The notice will be sent to the last known address of the employee and the union steward. Failure to respond within fifteen (15) calendar days constitutes a waiver of rights and the employee will be terminated.

9.2.2 Bumping Procedure

A laid off night lead, building repair, or groundskeeper employee may immediately bump into a custodian position provided that the employee is qualified. The less senior person will be laid off in turn.

The Employer will combine custodian positions, if practicable, to provide a total of forty (40) hours per week to laid off senior employees. The least senior custodian employees will be laid off in turn.

A laid off night lead, building repair, or groundskeeper employee who bumps into a different position is "red-circled" and will continue to be paid at the then-current equivalent hourly rate of pay and benefits. A "red-circled" rate applies to the individual employee, not to the position.

An employee holding day positions or lead night custodians who were laid off will revert to a position in the employee's previous classification provided they are qualified, as determined by the Employer, and have more seniority than other employees in that classification.

9.3 Vacancies

A custodial job vacancy is posted at each building for five (5) business days. In the event no employee applies for a vacancy, the least senior employee may be required to fill the vacancy. Job vacancies will be posted on the Employer's website.

9.3.1 Application for Job Vacancies

An employee interested in being considered for job vacancies should submit a letter of application outlining the employee's work history within and outside of the District. An employee who submits a letter of application for any posted vacancy pursuant to this section will be interviewed.

Interviews may be in the form of preliminary screening interviews in an effort to allow the Employer to determine finalists for the position. A probationary

employee is not eligible to apply for posted vacancies without the employee's supervisor's approval.

9.3.2 Selection for Job Vacancies

Vacant positions will be filled by the Employer with the most qualified candidate. In making its determination, the Employer will consider current employees' qualifications and Employer seniority along with other relevant factors. These relevant factors include, but are not limited to, quality of work, dependability, general work ethic, customer service, and interpersonal skills as observed or reported by the employees' supervisors. Employees from within the bargaining unit who apply for promotion or transfer will be given priority consideration. The decision for advancement, transfers, or promotions will be made by the Employer.

9.3.3 Employee Applicant Feedback

An employee applicant who is not offered a position has the right to request feedback from the Employer so they can increase skills or correct deficiencies in order to be considered for future job postings.

10. DISCIPLINE AND DISCHARGE

10.1 Discipline and Discharge

The Employer has the right to impose disciplinary actions on employees for just cause. Disciplinary actions by the Employer will normally take the course of #1, 2, 3 and 4, except in cases of a serious magnitude that could seriously jeopardize the safety of the students, fellow employees, or the physical and financial assets of the school district, including falsification of time records.

- 1 - Oral reprimand
- 2 - Written reprimand
- 3 - Suspension without pay
- 4 - Discharge

An employee who is subjected to the above actions has the right to request that these actions be reviewed through the recourse of the grievance procedure.

10.2 Written Records

If an employee has a deficiency of such magnitude that a written record is made of it, the employee and the Union Steward will be provided with a copy of the report. An employee's records will be examined annually by the administration and a notation will be made on any record of deficiency that has been satisfactorily corrected. Uncorrected deficiencies will be called to the attention of the employee and the Union in writing. Reasonable time and assistance will be granted for the correction of deficiencies. An employee who fails to correct deficiencies will be asked to resign or be discharged.

11. GRIEVANCES AND ARBITRATION

11.1 Definitions and Interpretation

11.1.1 Grievance

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

11.1.2 Days

Reference to "days" regarding time periods within this section refers to working days. A "working day" is defined as all weekdays not designated as holidays by state law.

11.1.3 Computation of Time

In computing any period of time within this section, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.

11.1.4 Filing and Postmark

The filing or service of any notice or document herein will be timely if it is personally serviced or if it bears a certified postmark of the United States Postal Service within the time period.

11.2 First Step

An employee with a grievance will take the matter up with the

immediate supervisor within six (6) scheduled working days after the alleged original occurrence of the grievance.

11.3 Second Step

An employee who is not satisfied with the disposition of the grievance at the first step will, with the assistance of the Union Steward, file a written statement of the grievance with the Executive Director of Human Resources within fifteen (15) scheduled working days after the first step discussion with the immediate supervisor.

The written statement must (1) be dated and signed by the employee and (2) set forth the facts and state the provisions of the Agreement alleged to have been violated.

If the parties fail to agree, or the matter has not been satisfactorily adjusted within fifteen (15) scheduled working days after the grievance has reached the second step, the employee may appeal the grievance to the third step.

11.4 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 after the disposition of the grievance at the second step.

The Superintendent or designee and the Business Representative or designee will then attempt to resolve the grievance and provide a written statement to the Union within ten (10) scheduled working days after receiving the third step written statement of grievance.

11.5 Submission to Arbitration

The Union may submit to arbitration any grievance that has been properly processed through the third step of the formal grievance procedure. 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.

The Union must file with the Superintendent a written notice of intention to arbitrate within fifteen (15) scheduled working days after disposition of the grievance at the third step. The parties will select an arbitrator in accordance with

Minnesota Statutes, Section 179A.21 of PELRA.

11.6 Jurisdiction and Authority of Arbitrator

The arbitrator has jurisdiction only over those grievances that have been 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; nor does the arbitrator have any power to hear or determine any dispute involving matters of inherent managerial policy. The decision of the arbitrator is subject to all the limitations of arbitration decisions set forth in PELRA. Within these constraints the decision of the arbitrator is final and binding.

11.7 Representation

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

11.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the time limitations specified in this Agreement are considered as a maximum and every effort will be made to expedite the process.

Time limitations may be extended only by mutual consent. Failure of an employee or the Union to comply with the limitations specified constitutes a waiver of the grievance. Failure of a supervisor to act within the time limitations specified constitutes a denial of the grievance and the employee or the Union may proceed to the next stage.

11.9 Number of Arbitrators

Arbitration proceedings are limited to the services of one (1) arbitrator.

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement becomes effective on July 1, 2024, and will continue 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.

In the event negotiations are not completed by July 1, 2026, terms of the Agreement will remain in full force and effect and any scheduled longevity increases will be granted as specified in this Agreement.

12.2 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.

12.3 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 of any year thereafter.

12.4 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 Union each voluntarily and unqualifiedly waive the right to meet and negotiate (except by mutual consent) regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed.

13. DOCUMENT AUTHORIZATION

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

**Service Employees International
Union Local 284**

**Independent School District
No. 273**

Contract Organizer

Board Chair

Union Steward

Board Clerk

Dated this __ day of _____ 2025.

Dated this __ day of _____ 2025.

VII.B. Policy Review (514, 520, 526)

Speaker (s): Policy
Committee



Board Meeting Date: 2/3/2025

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 514 Bullying Prohibition
- Policy 520 Student Surveys
- Policy 526 Student Hazing Prohibition

Recommendation: Approve the suggested modifications for Policies 514, 520, 526.

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

Attachments:

1. Policy 514 Bullying Prohibition
2. Policy 520 Student Surveys
3. Policy 526 Student Hazing Prohibition

Students

Bullying Prohibition

I. Purpose

This policy provides the framework to assist the **school** district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive behavior. ~~This applies to s~~ Students, independent contractors, teachers, administrators, **volunteers**, and other district personnel **all have responsibilities under this policy**.

II. General Statement of Policy

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of district personnel.

However, to the extent student conduct affects the educational environment of the district and the rights and welfare of its students and is within the control of the district in its normal operations, the district intends to prevent bullying and to take action to investigate, respond to, and remediate and discipline for those acts of bullying which have not been successfully prevented.

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on ~~school~~ **district property** premises, during ~~school~~ **district** functions or activities, on ~~school~~ **district** transportation, or through electronic technology and communications. This includes use of electronic technology and communications when off ~~the school~~ **district property** premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a ~~public school~~ **district** activity, such as a co-curricular or ~~extra-curricular~~ **extracurricular** activity, is subject to the policy provisions applicable to the ~~public school~~ **district** students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the district, or the safety or welfare of the student or other students, or materially and substantially

interferes with a student's educational opportunities or performance, or ability to participate in ~~school~~ **district** functions or activities, or receive ~~school~~ **district** benefits, services, or privileges. This policy also applies to an act of cyberbullying or sexual exploitation, regardless of whether such act is committed on or off ~~school~~-district property and/or with or without the use of district resources.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined ~~in~~ **by statute state law** is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other district personnel.
- E. No teacher, administrator, volunteer, contractor, or other employee of the district will permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, or permits, condones, or tolerates bullying, will be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures. The district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.
- J. The district will act to investigate all complaints of bullying reported to the district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who is found to have violated district policy.
 - 1. Consequences for students who commit prohibited acts of bullying may range from restorative practices, remedial responses or positive behavioral interventions up to and including suspension or expulsion. The district will employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective

discipline for deterring violations of this policy, which will apply throughout the district and foster student, parent/guardian, and community participation.

2. Consequences for employees who permit, condone, or tolerate bullying, or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
3. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from district property and events or termination of services or contracts.

III. Definitions

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

- A. "Building Report Taker" is a ~~school~~ district employee from the site who creates ~~a record of an oral report or is the receiver of a written report.~~ the building principal, the principal's designee, or the building supervisor who is responsible for receiving written reports of bullying or other prohibited conduct at the building level or creating a record of an oral report of such conduct.
- B. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's ability to learn, or ability to participate in ~~school~~ district functions or activities, or receive ~~school~~ district benefits, services, or privileges, or with a teachers' ability to educate students in a safe environment.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- C. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs ~~on school premises,~~ on ~~school~~ district property, at ~~school~~ district functions or activities, on ~~school~~ district transportation, or on personal devices, ~~school~~ district computers, networks, forums, and mailing lists, or off ~~school~~ district property premises to the extent that it substantially and materially disrupts student learning or the school environment.
- D. "Immediately" means as soon as possible but in no event longer than 24 hours.

- E. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including ~~these~~ **conduct** based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- F. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- G. "On ~~school premises, on school~~-district property, at ~~school~~ **district** functions or activities, or on ~~school~~ **district** transportation" means all district buildings, ~~school~~ **district** grounds, and ~~school~~-**district** property or property immediately adjacent to ~~school~~ **district** grounds, ~~school~~ **district** bus stops, ~~school~~ **district** buses, ~~school~~ **district** vehicles, ~~school~~ **district** contracted vehicles, or any other vehicles approved for district purposes, the area of entrance or departure from ~~school~~ **district** grounds, premises, or events, and all ~~school~~ **district**-related functions, ~~school~~ **district**-sponsored activities, events, or trips. ~~School-d~~ **District** property also may mean a student's walking route to or from school for purposes of attending school or ~~school~~ **districted**-related functions, activities, or events. While prohibiting bullying at these locations and events, the district does not represent that it will provide supervision or assume liability at these locations and events.
- H. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct, or knowingly making a false report about prohibited conduct.
- I. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

IV. Reporting Procedure

- A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or other conduct prohibited by this policy will report the alleged acts immediately to [the building report taker or another](#) an appropriate school district official designated by this policy (~~see Appendix I~~). A student or other person may report bullying anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The district encourages the reporting party or complainant to use the report form ([see Appendix I](#)) available on [the district's](#) ~~each school's~~ website, from the principal of each building or building supervisor of each building, or in the district office, but oral reports will be considered complaints as well. [Any adult district personnel who receives a report of bullying prohibited by this policy will immediately inform the building report taker.](#)
- C. ~~The building principal, the principal's designee, or the building supervisor (the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level.~~ Any person may report bullying or other prohibited conduct directly to [the district human rights officer executive director of human resources](#) or the superintendent. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the ~~district human rights officer~~ [executive director of human resources](#) by the reporting party or complainant, [in which case the superintendent, the executive director of human resources, or their respective designee, will act as the building report taker.](#)
- D. The building report taker will ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and will serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the district will be responsible for the investigation. The building report taker will provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- E. A teacher, school administrator, volunteer, contractor, or other district employee must be particularly alert to possible situations, circumstances, or events that might include bullying. A person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct will make reasonable efforts to address and resolve the bullying or prohibited conduct and will inform the building report taker immediately. A district employee who fails to report bullying or other prohibited conduct in a timely manner may be subject to discipline.
- F. Reports of bullying or other prohibited conduct are classified as private educational, personnel data, and/or confidential investigative data and will be disclosed only as permitted by law.

The building report taker, in connection with the responsible authority, will be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- G. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- H. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. School District Action

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district will undertake or authorize an investigation by the building report taker, or a third party designated by the district. The investigation will be completed within 10 school days; however, a potential five-day extension may be issued by the principal/designee for extenuating circumstances.
- B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others pending completion of an investigation of the bullying or other prohibited conduct consistent with applicable law.
- C. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved, the context in which the alleged incident occurred, and the degree to which a negative impact was created. The alleged perpetrator of the bullying or other prohibited conduct will be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

If the ~~principal~~ building report taker/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident will be conveyed to the appropriate law enforcement authorities. As part of making this determination, the ~~principal~~ building report taker/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement will only be contacted if all other available remedies have been exhausted.

- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the district will take appropriate action as described in Appendix II of this policy. Such action may include, but is not limited to, warning, restorative practices, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline

prohibited conduct. Remedial responses to the bullying or other prohibited conduct will be tailored to the particular incident and the nature of the conduct and will take into account the factors specified in Section III. II.1. of this policy. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student conduct and discipline policy and other district policies; and applicable regulations.

- E. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the district. ~~School~~ District officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parents(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the district will, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. Retaliation or Reprisal

- A. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the ~~school~~ district who commits an act of reprisal or retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, reprisal, or intentional disparate treatment.
- B. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct will be tailored to the particular incident and nature of the conduct and will take into account the factors specified in Section III. II.1. of this policy.

VII. Training and Education

- A. ~~Consistent with its applicable policies and practices, t~~The school district will discuss this policy with ~~students and~~ district personnel, ~~and volunteers~~ and provide appropriate training ~~for all t~~o district personnel ~~to prevent, identify, and respond to prohibited conduct~~ regarding this policy. The district will establish a

training cycle for district personnel to occur during a period not to exceed every three school years. Newly employed district personnel will receive the training within the first year of their employment with the district. The district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance.

- B. This policy will be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct. These materials will also be used to publicize this policy.
- C. The district will require ongoing professional development, consistent with state law, to build the skills of all district personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- D. The district will annually provide education and information to students regarding bullying, including information regarding this district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- E. The district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- F. The district is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The district will establish strategies for creating a positive school climate and

use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct (see Appendix III).

The district is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents/guardians and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' ~~primary contact person~~ [building report taker](#);
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- G. The district may implement violence prevention and character development education programs to prevent or reduce policy violations. These programs may offer instruction on character education including character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- H. The district will inform affected students and their parents/guardians of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of student records policy in the student handbook.

VIII. Notice

- A. The school district will provide annual notice of this policy to students, parents or guardians, and employees.
- B. [Section II.D. of this policy regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.](#)
- C. This policy will be conspicuously posted throughout each school building, in the administrative offices of the district, and in the office of each school [in summary](#)

form.

- D. This policy will be distributed to each district employee and independent contractor, [if the contractor regularly interacts with students](#), at the time of [employment with or when initially hired by the district or the school](#). ~~hiring or contracting.~~
- E. Notice of the rights and responsibilities of students and their parents/guardians under this policy will be included in the student conduct and discipline policy distributed to parents/guardians at the beginning of each school year.
- F. This policy will be available to all parents/guardians and other school community members in an electronic format in the language appearing on the district's or a school's website, [consistent with district policies and procedures](#).
- G. The district will provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, subds. 9, 11, 13 and 17 (~~Definitions: of a Public School~~
[Elementary School; Middle School; Secondary School; Vocational Center School](#))
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, [subd. 2](#) (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 ([School Student Bullying Policy](#))
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Student and Parents
~~Under the Safe and Supportive Minnesota Schools Act~~)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. 122A.60 (Staff Development Program)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §1232g *et seq.* (Family Educational rights and Privacy Act)
34 C.F.R. §§ 91.1-99.67 (Family Educational Rights and Privacy)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 423 (Employee–Student Relationships)
Policy 501 (School Weapons Policy)
Policy 506 (Student Conduct and Discipline)
Policy 507 (Corporal Punishment [and Prone Restraint](#))
Policy 515 (Protection and Privacy of Student Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)
Policy 524 (Electronic Technologies Acceptable Use)
Policy 526 (Student Hazing Prohibition)
Policy 528 (Student Parental, Family & Marital Status Nondiscrimination)

Policy 529 (Staff Notification of Violent Behavior of Students)
Policy 713 (Student Transportation)
Policy 717 (Video/Electronic Surveillance)

Policy
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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota



DEFINING EXCELLENCE

Appendix I to Policy 514 and 526

BULLYING AND HAZING REPORT FORM

Edina Public Schools maintains a firm policy prohibiting all forms of bullying and hazing. All persons are to be treated with respect and dignity. Bullying or hazing by any student, teacher, administrator, or other school district personnel will not be tolerated under any circumstances.

The district will ensure all student data is protected and private pursuant to federal law and state statute.

Person completing report:

Home address:

Work address: _____

Home phone: _____ Cell Phone: _____ Work phone: _____

Date of alleged incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe bullied or hazed toward you or another person.

If the alleged bullying or hazing was toward another person(s), identify that person(s).

Where and when did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g., threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s). _____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date _____

Received by: _____ Date _____

Please submit to the building principal or designee, or [executive](#) director of human resources, as indicated by the policy(ies).

Form ~~(02/24)~~ ([_ /25](#))

Appendix II to Policy 514

DISCIPLINARY INFORMATION AND CONSEQUENCES

For the student harmed: protect, support, and intervene on behalf of the student who is the target of the prohibited conduct.

Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student's behavior and their developmental age. The consequences will be a natural and logical match to the prohibited behavior; consequences will be paired with meaningful instruction and guidance; and will be carefully planned with well-defined outcomes.

Consequences may include: A [a](#) referral to appropriate staff for teaching and reinforcing appropriate school behavior; mini-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; [and/or](#) individual counseling and one-to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion, or transfer. Schools should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and the person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the district may conduct classroom, school, or district-wide training.

When an investigation determines that bullying occurred, the [principal building report taker](#)/designee will explain the consequences in a non-hostile manner, and will impose any consequence immediately and consistently. The [principal building report taker](#)/designee will keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The actor is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the actor.
- School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- School staff observe a more positive climate in the physical location where bullying incidents were high.

Remedial Response and Referrals

The [principal building report taker](#)/designee will design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The [principal building report taker](#)/designee will refer students who bully to positive-behavior small-group interventions (for anger management, trauma, or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The [principal building report taker](#)/designee will ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Appendix

reviewed: 04/20/20

reviewed: 08/08/22

revised: 02/12/24

revised: [__/__/25](#)

Appendix III to Policy 514

STUDENT INSTRUCTION

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- Engage students in creating a safe and supportive school environment.
- Partner with parents/guardians and other community members to develop and implement prevention and intervention programs.
- Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment.
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- Teach students to advocate for themselves and others.
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

1. Social emotional learning.
2. Appropriate behavior online and on social media, and cyberbullying awareness and response.
3. Valuing diversity in school and society.
4. Advocacy skills for themselves and others.
5. Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. Schools will satisfy the documentation requirements established by the superintendent or designee to ensure compliance with this curricular requirement.

Appendix

established: 08/18/14

reviewed: 04/20/20

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Students

Student Surveys

I. Purpose

~~Occasionally the school district utilizes surveys to obtain student opinions and information about students.~~ This policy establishes the parameters of information that may be sought in student surveys.

II. General Statement of Policy

Student surveys may be conducted, as determined necessary, by the school district [or other governmental entities to obtain student opinions and information about students](#). The superintendent or designee may refuse to permit a survey to be conducted based on the alignment of the survey to the mission of the district and the impact the administration of the survey would have on the students' instructional day. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education ~~must~~ [will](#) comply with ~~20 U.S.C. § 1232h~~ [federal law](#).

III. Student Surveys in General

- A. Student surveys will be conducted anonymously, unless the parents/guardians of the students are notified in writing that the student survey responses are to be identified with the students' names, and the parents/guardians are provided the opportunity to opt out of the survey. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent/[guardian](#) for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- C. Although the survey is conducted anonymously, potential exists for personally

identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in ~~his or her~~ **their** responses to a survey, the district will take appropriate steps to ensure the data is protected in accordance with ~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99~~ **federal and state law**.

- D. The district will inform parents/guardians at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents/guardians reasonable notice of planned surveys scheduled after the start of the school year. The district will give parents/guardians direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- E. The district will give parents/guardians the opportunity to review the survey and to opt their students out of participating in the survey.
- F. The district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. Student Surveys Conducted as Part of U.S. Department of Education Program

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, will be available for inspection by the parents or guardians of the students.
- B. No student will be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent **or guardian**, to submit to a survey that reveals information concerning:
 1. Political affiliations or beliefs of the student or the student's parent/**guardian**;
 2. Mental and psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of

lawyers, physicians, and ministers;

7. Religious practices, affiliations, or beliefs of the student or the student's parent/[guardian](#); or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
[20 U.S.C. § 1400, et seq. \(Individuals with Disabilities Education Act\)](#)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References:

Policy 515 (Protection and Privacy of Student Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (~~Student Sex Nondiscrimination~~ [Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#))
[Policy 606 Selection and Review of Instructional Text, Materials, Content or Issues](#)
[Policy 633 Research Requests](#)

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

Students

Student Hazing Prohibition

I. Purpose

This policy establishes the parameters for a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district. Students are advised that hazing of any type is prohibited whenever and wherever it occurs.

II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district will plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the district will permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employees are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing, or who permits, condones, or tolerates hazing, will be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures.
 - Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from restorative practices to disciplinary actions.
 - Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
 - Consequences for other individuals engaging in prohibited acts of hazing may include, but are not limited to, exclusion from district property and events, and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and beyond school hours, on or off ~~school~~ **district** premises or property, at ~~school~~ **district** functions or activities, or on ~~school~~ **district** transportation, or in electronic forms.
- H. A person or persons who engage(s) in an act that violates ~~school~~ **district** policy or law in order to be initiated into or affiliated with a student organization will be subject to discipline for that act.
- I. The district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who is found to have violated this policy.

III. Definitions

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

- A. “Building Report Taker” is ~~a district employee from the site who creates a record of an oral report or is the receiver of a written report.~~ **the building principal, the principal's designee, or the building supervisor who is responsible for receiving written reports of hazing or other prohibited conduct at the building level or creating a record of an oral report of such conduct.**
- B. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other ~~school~~ **district**-related purpose. The term hazing includes but is not limited to:
 - 1. Any type of physical brutality such as, but not limited to, whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, **or** that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of ~~school~~ district policies or regulations.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "~~On school premises or~~ district property, or at ~~school~~ district functions or activities, or on ~~school~~ district transportation" means all district buildings, ~~school~~ district grounds, and ~~school~~ district property or property immediately adjacent to ~~school~~ district grounds, ~~school~~ district bus stops, ~~school~~ district buses, ~~school~~ district vehicles, ~~school~~ district contracted vehicles, or any other vehicles approved for district purposes, the area of entrance or departure from ~~school~~ district grounds, premises, or events, and all ~~school~~ district-related functions, ~~school~~ district-sponsored activities, events, or trips, or by electronic means. District property also may mean a student's walking route to or from school for purposes of attending school or ~~school~~ district-related functions, activities, or events. While prohibiting hazing at these locations and events, the district does not represent that it will provide supervision or assume liability at these locations and events.
- E. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- F. "Student" means a student enrolled in the district.
- G. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular ~~school~~ district events. A student organization does not have to be an official ~~school~~ district organization to come within the terms of this definition.

IV. Reporting Procedures

- A. Any person who believes they have been the target or victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, will report the alleged acts immediately to ~~the building report taker or another an~~ appropriate school district official designated by this policy. A ~~student or other~~ person may report hazing anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses. ~~A bullying and hazing report form is provided in Appendix I of this policy. The form is also available on the district website.~~
- B. ~~The building principal is the person responsible for receiving reports of hazing at the building level. The district encourages the reporting party or complainant to use the report form (see Appendix I) available on the district's website, from the principal of each building or building supervisor of each building, or in the district office, but oral reports will be considered complaints as well.~~ Any adult district personnel who receives a report of hazing prohibited by this policy will immediately inform the building ~~principal or~~ report taker.

- C. Any person may report hazing directly to ~~a~~the executive director of human resources or the superintendent. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the executive director of human resources by the reporting party or complainant, in which case the superintendent, the executive director of human resources, or their respective designee, will act as the building report taker.
- ~~C~~D. Teachers, administrators, volunteers, contractors, and other employees of the district will be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing, will make reasonable efforts to address and resolve hazing and will immediately inform the building ~~principal~~report taker. District personnel who fail to inform the building ~~principal~~ or report taker of conduct that may constitute hazing, or who fail to make reasonable efforts to address and resolve hazing in a timely manner, may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

V. School District Action

- A. Within three (~~3~~) days of the receipt of a complaint or report of hazing, the school district will undertake or authorize an investigation by district officials, or a third party designated by the district.
- B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others, pending completion of an investigation of alleged hazing prohibited by this policy.
- C. Upon completion of an investigation that determines hazing has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, discharge, or loss of privileges and/or leadership positions. Disciplinary consequences will be sufficiently severe to try to deter repeated violations and appropriately discipline for the prohibited behavior. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority - including the Minnesota Pupil Fair Dismissal Act - and applicable district policies and regulations.

The superintendent, in consultation with the building principal, may modify the participation in or conclude a specific ~~school~~ district activity, organization, club, or team when the investigation determines such action is warranted.

- D. The district is not authorized to disclose to a victim private educational or

personnel data regarding an alleged perpetrator who is a student or employee of the district. ~~School~~ District officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and who are targets or victims of hazing, and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident, of the remedial or disciplinary action taken, to the extent permitted by law, based on a confirmed report.

- E. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the district will, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, or who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct will be tailored to the particular incident and nature of the conduct.

VII. Dissemination of Policy

This policy will be included in the district [employee and student](#) handbooks.

Legal References:

Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 506 (Student Conduct and Discipline)
Policy 514 (Bullying Prohibition)

Policy
adopted: 02/25/08
amended: 02/21/12
revised: 12/15/14
revised: 09/25/17
reviewed: 08/10/20
revised: 02/12/24
revised: __/__/25

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota



Appendix I to Policy 514 and 526

BULLYING AND HAZING REPORT FORM

Edina Public Schools maintains a firm policy prohibiting all forms of bullying and hazing. All persons are to be treated with respect and dignity. Bullying or hazing by any student, teacher, administrator, or other [school](#) district personnel will not be tolerated under any circumstances.

[The district will ensure all student data is protected and private pursuant to federal law and state statute.](#)

Person completing report:

Home address:

Work address: _____

Home phone: _____ Cell Phone: _____ Work phone: _____

Date of alleged incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe bullied or hazed toward you or another person.

If the alleged bullying or hazing was toward another person(s), identify that person(s).

Where and when did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g., threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s). _____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date _____

Received by: _____ Date _____

Please submit to the building principal or designee, or [executive](#) director of human resources, as indicated by the policy(ies).

Form ~~(02/24)~~ ([__/25](#))

VII.C. Mutual Termination of Employment
Agreement

Speaker (s) :
Governance Committee



Board Meeting Date: 2/3/2025

Title: Mutual Termination of Employment Agreement with Dr. Stacie Stanley

Type: Action

Presenter(s): Governance Committee

Description: In order for Dr. Stacie Stanley to begin her tenure with St. Paul Public Schools, the school board needs to vote to release Dr. Stanley from her current 2024-2027 contract with Edina Public Schools. This is done through a Mutual Termination of Employment Agreement negotiated between Dr. Stanley and the school board. The agreement was negotiated on behalf of the school board by the Board Governance Committee. Legal counsel drafted this document and guided the process.

Recommendation: Approve the Mutual Termination of Employment Agreement for Dr. Stacie Stanley effective April 18, 2025.

Attachment(s): Mutual Termination of Employment Agreement

MUTUAL TERMINATION OF EMPLOYMENT AGREEMENT

The School Board of Independent School District No. 273, Edina Public Schools ("District") hereby enters into this Mutual Termination of Employment Agreement ("Agreement") with Dr. Stacie Stanley ("Dr. Stanley"), the District's Superintendent of Schools.

WHEREAS, the District entered into a contractual agreement to employ Dr. Stanley as its Superintendent of Schools for a three-year term, commencing July 1, 2024 and ending June 30, 2027, entitled "Employment Agreement for Superintendent of Schools" ("Employment Agreement"); and

WHEREAS, the District and Dr. Stanley wish to amicably and mutually end their contractual relationship by terminating the Employment Agreement, ending Dr. Stanley's employment with the District effective April 18, 2025.

NOW, THEREFORE, in consideration of the promises and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and Dr. Stanley agree as follows:

- 1. Mutual Agreement to Terminate Employment Agreement.** Pursuant to Section II(D)(3) of the Employment Agreement, the District and Dr. Stanley mutually agree to terminate the Employment Agreement, effective at the end of the business day on Friday, April 18, 2025 ("effective date"). Dr. Stanley shall receive full payment and benefits for all time worked until the effective date. After the effective date, Dr. Stanley will no longer be an employee of the District.
- 2. Compensation for Accrued but Unused Leave.** Following the effective date, the District will pay Dr. Stanley for earned but unused vacation days, not to exceed 30 vacation days, at her daily rate of pay. Dr. Stanley's daily rate of pay for purposes of this Agreement shall be determined by dividing her base yearly salary by the divisor of 260. The District will not pay compensation for any accrued and unused basic leave days, which are forfeited in accordance with Section III(D) of the Employment Agreement.
- 3. No Further Claim to Compensation.** This Agreement satisfies all obligations between Dr. Stanley and the District that arise out of or relate to her employment and the mutual termination of the Employment Agreement. Dr. Stanley shall have no claim whatsoever to any compensation, benefits, or payments of any nature except as expressly stated in this Agreement. This Agreement will not affect Dr. Stanley's right to continue insurance coverage at her own expense under applicable state or federal law.
- 4. Performance of Duties.** Until the effective date, Dr. Stanley agrees to continue to abide by the terms of the Employment Agreement whereby she is responsible to continue to perform all duties incident to the office of Superintendent, and to devote full time and due diligence to the affairs and activities of the District.

5. **Voluntary Agreement.** The parties acknowledge that no person has exerted undue pressure on them to sign this Agreement. Each party is voluntarily choosing to enter into this Agreement because of the benefits that are provided under this Agreement.
6. **Responsibility for Costs.** Each party is responsible for its own costs, expenses, and any attorney fees associated with this Agreement.
7. **Equal Drafting.** In the event either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties.
8. **Choice of Law; Forum; and Severability.** This Agreement shall be governed by the laws of the State of Minnesota. The parties agree that Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.
9. **Entire Agreement; Amendments.** This Agreement constitutes the entire agreement between the parties relating to the Employment Agreement. No party has relied upon any statements, promises, or representations that are not stated in this document. No changes to this Agreement will be valid unless they are in writing and signed by both parties. To the extent any terms in this Agreement conflict with terms in the Employment Agreement, the terms of this Agreement shall take precedence. A copy of this Agreement has the same legal effect as the original, and it may be signed in counterparts.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below. By signing below, each party specifically acknowledges that it has read this Agreement; that it has been advised to review the terms of this Agreement with legal counsel; and that they understand and voluntarily agree, without any undue pressure, to be legally bound by all terms of the Agreement.

Dr. Stacie Stanley

Date: 2/3/25

Dr. Stacie Stanley

Independent School District No. 273, Edina Public Schools

Date: _____

School Board Chair

Date: _____

School Board Vice-Chair

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

XI.A. Enrollment Mobility Report



Board Meeting Date: 2/3/2025

Title: February 2025 Enrollment Mobility

Type: Information

Presenter(s): Shauna Talley, MARSS – Student Information Coordinator

Attachment:

1. Mobility Report (next page)

Report Section Descriptions and Assumptions:

- **School Level Enrollment Information**
 - This section is broken up by School / Grade
 - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
 - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
 - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
 - This section of the report uses the same reporting period as the other sections of the report.
 - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
 - This section of the report displays the reason students withdrew during the reporting period.
 - This section of the report is broken out by the Minnesota Department of Education's approved End Status Codes. These codes are:
 - 03: Transferred to an approved nonpublic school
 - 04: Student moved outside of the district, transferred to another MN District
 - 05: Student moved to another state and enrolled in school; student moved out of the country
 - 20: Student transferred to another district/state but did not move

This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.

Edina Public Schools Enrollment Summary



Enrollment as of the end of January, 2025

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord Elementary School		111	115	117	130	131	138	742
Cornelia Elementary School		87	94	100	105	107	102	595
Countryside Elementary School		112	118	130	96	98	108	662
Creek Valley Elementary School		84	90	97	99	107	106	583
Highlands Elementary School		87	87	96	108	97	95	570
Normandale Elementary School		104	103	100	124	116	104	651
Totals		585	607	640	662	656	653	3803

Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View Middle School	335	338	351	0	0	0	0	1024
Valley View Middle School	333	326	347	0	0	0	0	1006
Edina High School	0	0	0	685	680	684	650	2699
Edina Virtual Pathway Secondary	0	0	0	14	27	28	26	95
Options at Edina High School	0	0	0	0	0	0	0	0
Totals	668	664	698	699	707	712	676	4824

Enrollment Comparisons

	February 2024	January 2025	February 2025
K-5	3744	3784	3803
6-8	1988	2021	2030
9-12	2739	2782	2794
Totals K-12	8471	8587	8627
PS	238	196	203
ECSE	249	195	207

January Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	0	1	1	3	0	1	1	3	0	4	4	4	1	23
Enrolled Students	4	4	7	4	4	3	4	6	2	9	7	8	6	68
	4	3	6	1	4	3	3	3	2	5	3	4	5	

Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
03: Transferred to a Non-Public School	0	0	0	0	0	0	0	0	0	0	1	0	0	1
05: Moved Outside of the State	0	1	1	3	0	1	0	1	0	1	2	2	0	12
08: Student Graduated	0	0	0	0	0	0	0	0	0	0	0	0	1	1
20: Transferred to Another MN District, did not move	0	0	0	0	0	0	1	2	0	2	2	2	0	9
Total	0	1	1	3	0	1	1	3	0	4	4	4	1	23

XI.B. Expenditure Summary - January 2025



Board Meeting Date: 2/3/2025

Title: Expenditure Summary – January 2025

Type: Information

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

Description: The attached report describes fiscal year-to-date expenditure activity within the District's various funds through January 31, 2025.

Recommendation: There is no recommended action.

Desired Outcomes from the Board: This information is provided for the benefit of the School Board and its stakeholders.

Attachments:

1. Expenditure Summary – January 2025

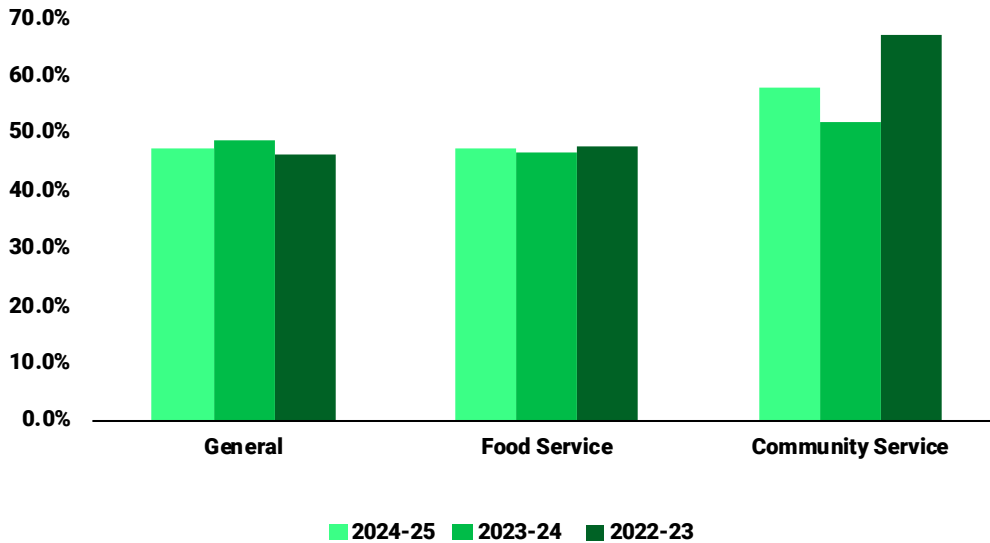
Expenditure Summary



FOR THE MONTH ENDED JANUARY 31, 2025

Fund	Fiscal Year-to-Date 2024-25		Fiscal Year-to-Date % of Budget		
	Budget	Actuals	2024-25	2023-24	2022-23
General Fund					
Salaries	\$ 91,863,490	\$ 44,168,802	48.1%	48.1%	45.7%
Benefits	30,785,396	13,428,897	43.6%	43.9%	43.3%
Purchased Services	10,736,705	6,094,302	56.8%	69.1%	61.1%
Supplies & Materials	4,761,381	1,876,081	39.4%	58.9%	47.9%
Other Expenditures	570,384	111,477	19.5%	21.3%	12.5%
Other Financing Uses	-	-	-	-	-
Total General Fund Expenditures	\$ 138,717,356	\$ 65,679,560	47.3%	48.8%	46.2%
Food Service	4,531,973	2,153,525	47.5%	46.6%	47.8%
Community Service	12,841,752	7,440,029	57.9%	51.9%	67.1%
Debt Service	14,597,514	10,081,642	69.1%	100.2%	100.0%
Capital	29,204,970	12,026,739	41.2%	54.8%	13.0%
Internal Service	910,000	389,810	42.8%	62.4%	58.2%
Total Expenditures All Funds	\$ 200,803,565	\$ 97,771,304	48.7%	53.9%	34.0%

Percent Comparison
Year-To-Date to Total Budget



Notes:

1- Capital Expenditures, including those made under the building construction fund, operating capital, capital projects levy, and long-term facilities maintenance are presented in combination within the "Capital" category as they are non-linear in nature and can vary greatly from period to period and year to year. Significant variances are normal.

2 - Expenditure figures may be understated or overstated due disbursement timing fluctuations; the District operates under the cash basis of accounting during the year for non-salary expenditures