

Regular Meeting

Monday, August 11, 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



DEFINING EXCELLENCE

**School Board Regular Meeting
Monday, August 11, 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: *July 14 regular meeting; July 22 work session*
 - B. Personnel Recommendations
 - C. Proposed Guidebook for Community Education Program Specialists, Leads, and Assistants
 - D. Proposed Guidebooks for Confidential, Supervisory & Technical (CST), and Non-Affiliated Employees
 - E. Proposed Miscellaneous Wage Rates
 - F. Athletic Coaches Stipend Recommendation for 2025-26, 2026-27, 2027-28
 - G. Check Register - July 2025
 - H. Electronic Fund Transfers - July 2025
 - I. Gifts and Bequests – July 2025
 - J. Audit Services – Fiscal Year 2025
 - K. 2025-2026 BrightWorks Membership
- VI. **Discussion**
 - A. Summer Construction Update - 2025
Description: Due to the size and age of the District's facilities, significant deferred maintenance occurs each summer. The District administration would like to update the School Board and community regarding the scope and progress of projects that were underway during the summer of 2025.
Presenter(s): Mert Woodard, Director of Finance and Operations
- VII. **Action**
 - A. Policy Review (113, 414, 415, 533, 806)
Description: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.
Presenter(s): Board Policy Committee
Recommendation: Accept the revised policies as presented.
- VIII. **Leadership and Committee Updates**
- IX. **Superintendent Updates**

X. Closed Session

- A. Employee Negotiations. Pursuant to Minnesota Statutes section 13D.03, the Board is authorized to vote to move into closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Board will vote to move into closed session to discuss labor negotiations and strategy for the District's negotiations with the following bargaining units: teachers.

XI. Adjournment

XII. Information

- A. Investment Summary - July 2025
- B. Governance Committee 2025-2026 Topic Calendar

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent

V.A. Minutes: *July 14 regular meeting; July 22 work session*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF JULY 14, 2025

REGULAR MEETING
7:00 PM

Edina Community Center Room 349
5701 Normandale Road, Edina

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

7:01 PM - 8:02 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Daniel Bittman, 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 Marketing and Communications
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships
Jody Remsing, Director of Student Support Services
Sonya Sailer, Executive 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 JULY 14, 2025

7:01 PM Chair Gabler called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

PUBLIC HEARING

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *June 1-2 retreat; June 9 work session and regular meeting*
- B. Personnel Recommendations
- C. Check Register - June 2025
- D. Electronic Fund Transfers - June 2025
- E. Gifts and Bequests – June 2025
- F. Supplementary Special Education Transportation Contract Awards
- G. 2025 Board Roles, Committees, Liaisons & Representatives
- H. Minnesota State High School League (MSHSL) Membership
- I. 2025-2026 Minnesota School Boards Association (MSBA) Membership
- J. 2025-2026 Association of Metropolitan School Districts (AMSD) Membership
- K. Elementary Literacy Adoption Update: Benchmark Advance 2026 Edition
- L. Student Support Services Agreement(s)
 1. Fraser

DISCUSSION

- A. State of the District Update
- B. Policy Review (113, 414, 415, 533, 806)

ACTION

- A. Operating Referendum Renewal
- B. Long-Term Facilities Maintenance Plan – Fiscal Years 2027-2036
- C. 2025-2025 School Board Goals
- D. 2025-2026 Superintendent Goals
- E. Policy Review – Rapid (208)
- F. Policy Review (522, 530, 532)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Investment Summary - June 2024

ADJOURNMENT

The meeting adjourned at 8:02 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
JULY 14, 2025 REGULAR MEETING

7:01 PM Chair Gabler called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

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

Member Birdman moved and Member Allenburg seconded to recess the meeting. All members voted Aye. The motion passed unanimously.

MEETING RECESSED at 7:03 PM

Operating Referendum Renewal Public Hearing: Director Woodard presented information about the Operating Referendum Renewal.

MEETING RESUMED at 7:06 PM

CONSENT

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

The resolutions were:

- A. Minutes: *June 1-2 retreat; June 9 work session and regular meeting*
- B. Personnel Recommendations
- C. Check Register - June 2025
- D. Electronic Fund Transfers - June 2025
- E. Gifts and Bequests – June 2025
- F. Supplementary Special Education Transportation Contract Awards
- G. 2025 Board Roles, Committees, Liaisons & Representatives
- H. Minnesota State High School League (MSHSL) Membership
- I. 2025-2026 Minnesota School Boards Association (MSBA) Membership
- J. 2025-2026 Association of Metropolitan School Districts (AMSD) Membership
- K. Elementary Literacy Adoption Update: Benchmark Advance 2026 Edition
- L. Student Support Services Agreement(s)
 1. Fraser

DISCUSSION

State of the District Update: Dr. Bittman an update on the State of the District, highlighting key accomplishments from the 2024-2025 school year and outlining strategic priorities for the 2025-2026 school year.

Policy Review (113, 414, 415, 533, 806): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

- Policy 113 Data Requests
- Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

- Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 533 Student Wellness – Food, Nutrition and Physical Activity
- Policy 806 Emergency Management

ACTION

Operating Referendum Renewal: Member Birdman moved and Member Mann seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Long-Term Facilities Maintenance Plan – Fiscal Years 2027-2036: Member Mann moved and Member Birdman seconded to approve the motion. All members voted Aye. The motion passed unanimously.

2025-2026 School Board Goals: Member Birdman moved and Member Allenburg seconded to approve the motion. All members voted Aye. The motion passed unanimously.

2025-2026 Superintendent Goals: Member Mann moved and Member Arom seconded to approve the motion. All members voted Aye. The motion passed unanimously.

Policy Review – Rapid (208): Member Allenburg moved and Member Mann seconded to approve the motion. All members voted Aye. The motion passed unanimously.

- Policy 208 Development, Adoption, and Implementation of Policies

Policy Review (522, 530, 532): Member Mann moved and Member Birdman seconded to approve the motion. All members voted Aye. The motion passed unanimously.

- Policy 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
- Policy 530 Immunization Requirements
- Policy 532 Use of Crisis Teams and Peace Officers to Remove Students with Individualized Education Programs (IEPs) from School Grounds

LEADERSHIP AND COMMITTEE UPDATES

Chair Gabler thanked Member Arom for leading the June meetings.

SUPERINTENDENT UPDATES

Dr. Bittman shared a number of updates: summer programming has been going well; he attended a regional meeting of mayors and other local superintendents; he met with the Parent Leadership Council's (PLC) executive board to plan for the 2025-2026 school year; he has continued to meet with Chair gabler and Vice Chair Allenburg to develop a successful plan for this year; and he thanked Member Birdman for joining him and others at the annual 4th of July Parade.

ADJOURNMENT

At 8:02 PM, Member Birdman moved, and Member Mann seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF JULY 22, 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 PM - 5:48 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Daniel Bittman, Superintendent
Nate Swenson, Assistant Superintendent
Sonya Sailer, Executive Director of Human Resources

Troy Stein, Assistant Principal/Athletic Director, Edina High School

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
JULY 22, 2025

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg (arrived at 5:11 PM), Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Sailer; Stein.

APPROVAL OF AGENDA

DISCUSSION

- A. Athletic Coach Stipend Recommendation for 2025-26, 2026-27, 2027-28
- B. Proposed Miscellaneous Wage Rates
- C. Board Meeting Overview: 2025-2026 School Year

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 5:48 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
JULY 22, 2025 WORK SESSION

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg (arrived at 5:11 PM), Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Sailer; Stein.

APPROVAL OF AGENDA

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

DISCUSSION

Athletic Coach Stipend Recommendation for 2025-26, 2026-27, 2027-28: Activities Director Troy Stein presented information about the proposed athletic coach stipends.

Proposed Miscellaneous Wage Rates: Executive Director of Human Resources Sonya Sailer presented information about proposed wage rates for temporary and casual positions.

Board Meeting Overview: 2025-2026 School Year: Board Chair Karen Gabler shared an overview of topics to come before the Board this year.

SUPERINTENDENT UPDATES

Superintendent Bittman shared an update about the many people he has met with during the last few weeks.

ADJOURNMENT

At 5:48 PM, Member Birdman moved, and Member Mann seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

V.B. Personnel Recommendations



Meeting Date: August 11, 2025

Title: Personnel Recommendations

Type: Consent

Presenter: 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.

Attachment:

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>
ARMBRECHT, EMILY	SV	CHOIR TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	08/25/2025-11/21/2025
CYR, JASON	SV	FRENCH TEACHER, 1.0 FTE	\$58,158.00	08/18/2025
DAVIS, GRACIE	CN	GRADE 4 TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	08/18/2025-10/15/2025
FINN, ERIN	CS	ADMINISTRATIVE DEAN	\$114,837.00	07/28/2025
FERNHOLZ, KYLEE	HL	SPEECH-LANGUAGE PATHOLOGIST, 1.0 FTE	\$65,497.00	08/18/2025
FLORES-COTO, TARYNE	ELC	EARLY CHILDHOOD SPECIAL EDUCATION TEACHER, 0.5 FTE	\$24,454.50	08/18/2025
GERBER, CARRIE	SV	MATHEMATICS TEACHER AND INSTRUCTIONAL COACH, 1.0 FTE	\$106,848.00	08/18/2025
GJESDAHL-GUETTLER, MICHELE	VV	FAMILY AND CONSUMER SCIENCES TEACHER, 0.83 FTE	\$71,441.42	08/18/2025
HECKT, JOHN	DW	ELEMENTARY DIGITAL LEARNING SPECIALIST, 1.0 FTE	\$65,497.00	08/18/2025
LATIMER, OLIVIA	DW	ELEMENTARY DIGITAL LEARNING SPECIALIST, 0.5 FTE	\$24,939.00	08/18/2025
MILLER HEFFELFINGER, HOPE	ND	GRADE 2 TEACHER (LONG-TERM SUBSTITUTE)	\$559.92/DAY	11/17/2025-02/20/2026
MOHR, MIRANDA	EHS	SPECIAL EDUCATION TEACHER, 1.0 FTE	\$49,878.00	08/18/2025
NAPOLSKI, ZELDA	ELC	PRESCHOOL TEACHER (LONG-TERM SUBSTITUTE)	\$39.51/HOUR	08/27/2025-11/19/2025
PERNULA, MARY	CN	GRADE 4 TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	08/18/2025-11/12/2025
SVIDERSKY, OKSANA	CC	CURIOSITY LAB AND INTERVENTION TEACHER, 0.5 FTE	\$27,076.00	08/18/2025

B. 2025-26 ADDITIONAL DUTY DAY ASSIGNMENTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Number of Days</u>
BALDWIN, ANDREA	EVP	SCHOOL COUNSELOR, 0.5 FTE	\$2,162.80	5
BLOCK, JULIE	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$6,097.83	10
BRANDT, GRETCHEN	VV	SCHOOL COUNSELOR, 1.0 FTE	\$6,097.83	10

DOWNING, KENT	VV	SCHOOL COUNSELOR, 1.0 FTE	\$6,375.00	10
GOLBERG, NATALIE	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$5,806.69	10
HARLEY, SANDRA	DW	LITERACY COACH, 1.0 FTE	\$8,710.43	15
KIEFFER, ANGELA	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$5,820.65	10
MOE, KRISTIAN	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$5,599.24	10
PHETSAMONE, SUSAN	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$4,202.55	10
SCHMIDT, SANDRA	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$6,097.83	10

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>		<u>Date</u>
RADEL, HALEY	HL	SPEECH-LANGUAGE PATHOLOGIST, 1.0 FTE		06/03/2025

D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
NIERENGARTEN, BRIANNA	ND, ELC	SCHOOL PSYCHOLOGIST FROM 0.8 FTE TO 1.0 FTE	\$94,716.00	08/18/2025
SMOLINSKI, MOLLY	NON-PUBLIC	SCHOOL PSYCHOLOGIST FROM 0.6 FTE TO 0.8 FTE RESCIND 0.2 OF 0.4 FTE LEAVE	\$70,506.40	08/18/2025

E. OVERLOAD ASSIGNMENTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BOLTMANN, REED	EHS	PHYSICAL EDUCATION TEACHER, 0.1 FTE	\$11,730.00	08/18/2025- 06/02/2026
GALLAGHER, RYAN	EHS	BUSINESS TEACHER, 0.2 FTE	\$22,440.00	08/18/2025- 06/02/2026
HALVORSON, JODI	SV	PHYSICAL EDUCATION TEACHER, 0.17 FTE	\$19,074.00	08/18/2025- 06/02/2026
JACOBSON, AMANDA	SV	FAMILY AND CONSUMER SCIENCES TEACHER, 0.17 FTE	\$17,514.42	08/18/2025- 06/02/2026
JACOBSON, SAMANTHA	SV	ART TEACHER, 0.083 FTE	\$7,861.43	08/18/2025- 06/02/2026
KIEL, ANDREW	EHS	SCHOOL SOCIAL WORKER, 0.15 FTE	\$14,267.40	08/18/2025- 06/02/2026
NIELSEN, SUSAN	SV	PROJECT LEAD THE WAY TEACHER,	\$9,312.60	08/18/2025-

		0.083 FTE		06/02/2026
NILSEN, MATTHEW	EHS	PHYSICAL EDUCATION TEACHER, 0.1 FTE	\$11,220.00	08/18/2025-06/02/2026
PAYNE, ERIC	EHS	BUSINESS TEACHER, 0.2 FTE	\$19,023.20	08/18/2025-06/02/2026
POTTS, JASON	EHS	PHYSICAL EDUCATION TEACHER, 0.1 FTE	\$8,253.60	08/18/2025-06/02/2026
PUSATERI, MELLANIE	EHS	PHYSICAL EDUCATION TEACHER, 0.1 FTE	\$11,730.00	08/18/2025-06/02/2026
STEINMAN, SARAH	EHS	SOCIAL STUDIES TEACHER, 0.1 FTE	\$7,093.70	08/18/2025-06/02/2026
ZIELUND, MARY	EHS	AMERICAN SIGN LANGUAGE TEACHER, 0.2 FTE	\$19,023.20	08/18/2025-06/02/2026

F. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BURLEY, PATRICK	HL	EXCITED! TEACHER	\$45.00/HOUR	07/08/2025-07/25/2025
NELSON, MARK	EVP	SUMMER MATH TEACHER	PER EVP MOU	06/09/2025-08/15/2025
SMAKA, LINDSEY	EVP	SUMMER CHEMISTRY TEACHER	PER EVP MOU	06/09/2025-08/15/2025

G. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
AUSTAD, CLAIRE	EHS	SPECIAL EDUCATION TEACHER, 1.0 FTE	01/12/2025 - 05/29/2026
HOUSE, STACI	CV	LICENSED SCHOOL NURSE, 1.0 FTE	08/18/2025 - 09/03/2025
MUNDT, ELLEN	EHS	SPECIAL EDUCATION TEACHER, 1.0 FTE	09/25/2025 - 10/24/2025
ROBINSON, JORDAN	HL	PHYSICAL EDUCATION/DAPE TEACHER, 1.0 FTE	08/18/2025 - 10/15/2025
SKOGLUND, ELIZABETH	SV	CHOIR TEACHER, 0.5 FTE AND INSTRUCTIONAL COACH, 0.5 FTE	08/25/2025 - 11/21/2025

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ADED, ADAM	TC	BUS DRIVER	\$27.49/HOUR	08/25/2025
BACH, KARLA	HL	EA SPED PARA	\$23.70/HOUR	08/25/2025
BANNOCHIE, MADISON	CS	EA SPED PARA	\$23.50/HOUR	08/25/2025
CERKVENIK, CRYSTAL	CN	DUE PROCESS SPECIALIST	\$25.43/HOUR	08/18/2025
COLLINS, CHARLES	HL	EA SPED PARA	\$23.70/HOUR	08/25/2025
DOXSIE, JILL	CS	EA SPED PARA	\$26.30/HOUR	08/25/2025
FLORES HERNANDEZ, GRECIA	CS	EA SDL PARA	\$25.60/HOUR	08/25/2025
LARSEN, CARMEL	CN	EA SPED PARA	\$24.00/HOUR	08/25/2025
MASICA, RILEY	CV	EA SPED PARA	\$23.50/HOUR	08/25/2025
MARTIN, MIRA	ELC	EARLY CHILDHOOD SCREENER	\$31.91/HOUR	08/18/2025
MCDONNEL, LAWRENCE RICHIE	HL	EA SPED PARA	\$23.30/HOUR	08/25/2025
MCMILLON, KATRINA	DW	BOARD CERTIFIED BEHAVIOR ANALYST	\$88,038	08/18/2025
MONTGOMERY-RASMUSSEN BRITTANY	ECC	ACCOUNTING SPECIALIST	\$36.32/HOUR	07/21/2025
NEWELL, SUZANNA	VV	DUE PROCESS SPECIALIST	\$25.43/HOUR	08/11/2025
PEKAREK, KORINA	HL	EA SPED PARA	\$23.70/HOUR	08/25/2025
TOTH, KYLIN	CV	EA SPED PARA	\$23.50/HOUR	08/25/2025
WANG, LU	ECC	HR SPECIALIST	\$34.51/HOUR	08/05/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
CASANOVA, MELANY	ND	HEALTH SERVICES ASSOCIATE	07/30/2025
DENUCCIO, SAMANTHA	SV	SECURITY MONITOR	05/30/2025
DYKINS-KLOPP, JUDY	CV	EA SPED PARA	05/30/2025
LAUER, CAROL	EHS	EA SPED PARA	05/30/2025
NELSON, VAN	SV	EA SPED PARA	12/31/2025

NOUR, SUCDI	CN	EA SPED PARA		05/30/2025
SELCKE, JACK	CN	EA SPED PARA		05/30/2025
SNYDER, NATALIE	DW	HEALTH SERVICES ASSOCIATE		08/24/2025
ZETTLEMYER, RYAN	DW	TECHNOLOGY ASSISTANT		07/22/2025

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
VIDELE, GRACE	CN	FROM: KIDS CLUB LEAD TO: EA SPED PARA	\$24.90/HOUR	08/25/2025
JENKINS, RONALD	EHS	FROM: SECURITY MONITOR TO: SCHOOL STORE SPECIALIST	\$27.45/HOUR	07/28/2025
CHRISTIANSON, HANNAH	ECC	FROM: PROGRAM SPECIALIST TO: YOUTH COORDINATOR	\$86,095	08/01/2025

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
TOLRUD, DAVID	ECC	NIGHT LEAD CUSTODIAN	07/30/2025 - 08/13/2025

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BROWN, TRAVIS	CC	KIDS' CLUB LEAD	\$22.66/HOUR	07/14/2025
CARTER, JONATHAN	ECC	WOODSHOP LEAD	\$24.37/HOUR	08/04/2025
JONES, SHEENA	CV	KIDS' CLUB LEAD	\$20.93/HOUR	08/18/2025
JOSEPH, MASON	CV	KIDS' CLUB LEAD	\$20.93/HOUR	08/18/2025
KILEY, SHANNON	CV	KIDS' CLUB LEAD	\$20.93/HOUR	08/18/2025
LONG, SANIYA	CV	KIDS' CLUB LEAD	\$17.85/HOUR	08/18/2025
RADEKE, SANDRA	ECC	WOODSHOP LEAD	\$24.37/HOUR	08/04/2025
ROSS, SHANE	CN	KIDS' CLUB LEAD	\$17.85/HOUR	08/18/2025
SANIZACA, JENNY	CV	KIDS' CLUB LEAD	\$19.33/HOUR	08/18/2025

WADE, KATHERINE	CV	KIDS' CLUB LEAD	\$17.85/HOUR	08/18/2025
YOUSOF, ZAKARIA	HL	KIDS' CLUB LEAD	\$19.33/HOUR	08/18/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

C. CHANGE OF EMPLOYMENT STATUS

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

D. REQUEST FOR LEAVE OF ABSENCE

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

V.C. Proposed Guidebook for Community Education
Program Specialists, Leads, and Assistants



Board Meeting Date: 8/11/2025

Title: Proposed Guidebook for Community Education Program Specialists, Leads, and Assistants

Type: Consent

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

Description: The School District maintains a Guidebook outlining compensation and benefit information for non-union Community Education employees serving in at-will positions. This Guidebook applies to one hundred and eighty employees serving in various positions classified as hourly, non-exempt.

To inform proposed updates, feedback was solicited from these employees. The top three priorities identified were hourly wage adjustments, increased district contributions toward health insurance, and added basic leave.

The attached proposed Guidebook reflects many of these priorities. Language was modified to reflect improvements and to align with current practices. New and revised language is underlined, while deletions are shown with strikethrough text. All changes are highlighted in yellow. Market adjustments were incorporated where appropriate.

On July 25, 2025, the School Board's Governance Committee met with District leaders to review the proposed changes and associated costs, ensuring alignment with other employee groups.

Highlights of the Proposed Updates:

1. **Step Advancement** – Eligible employees will receive step increases in both the 2025–2026 and 2026–2027 fiscal years.
2. **Salary/Wage Increases** – All positions will receive a 3% increase in both years of the Guidebook.
3. **Health Insurance Contributions** – The School District will increase its contribution by \$30/month, effective July 1, 2026.
4. **Dental Insurance** – Beginning July 1, 2025, Community Education employees will receive an increased District contribution toward dental insurance that aligns with other employee groups.

The two-year total package for this proposed Guidebook is \$11,382,495, which represents an increase of \$928,029. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 8.88%. This amount is within the School Board's financial parameters and Dr. Bittman supports the recommendation.

Recommendation: Approve the proposed Guidebook for Community Education Program Specialists, Leads, and Assistants

Attachments:

1. DRAFT version of proposed Guidebook with changes highlighted in yellow
2. Final clean copy of the proposed Guidebook



DEFINING EXCELLENCE

**Community Education
Program Specialists, Leads, and Assistants
Compensation and Benefits Guidebook**

July 1, 2025 through June 30, 2027

Approved by ISD 273 School Board .

**COMMUNITY EDUCATION PROGRAM SPECIALISTS, LEADS, AND ASSISTANTS' GUIDEBOOK
TABLE OF CONTENTS**

ARTICLE I.	PURPOSE	4
	Section 1. Purpose.....	4
ARTICLE II.	DEFINITIONS	4
	Section 1. School District.....	4
	Section 2. Employee.....	4
	Section 3. Full-time Employee.....	4
	Section 4. Part-time Employee.....	4
	Section 5. Anniversary Date.....	4
ARTICLE III.	COMPENSATION	4
	Section 1. Employment Information.....	4
	Section 2. Credit for Previous Experience.....	5
ARTICLE IV.	HOLIDAYS AND VACATION	5
	Section 1. Holidays.....	5
	Section 2. Vacation.....	5
ARTICLE V.	INSURANCE BENEFITS	6
	Section 1. Selection of Carriers.....	6
	Section 2. Insurance Coverage.....	6
	Section 3. Medical and Hospitalization Insurance.....	6
	Section 4. Dental Insurance.....	7
	Section 5. Term Life Insurance.....	7
	Section 6. Accidental Death & Dismemberment Insurance.....	7
	Section 7. Long-Term Disability Insurance.....	7
	Section 8. Flexible Spending Plans.....	7
ARTICLE VI.	LEAVES OF ABSENCE	7
	Section 1. Basic Leave Allowance.....	8
	Section 2. Sick and Family Illness Leave.....	8
	Section 3. Personal Business Leave.....	8
	Section 4. Critical Illness and Bereavement Leave.....	8
	Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits.....	8
	Section 6. Emergency Sick Leave Bank (ESLB).....	9
	Section 7. Family, Medical, and Parental Leaves.....	10

Section 8.	Judicial Leave.....	10
Section 9.	Religious Observance Leave.....	10
Section 10.	Emergency Closings.....	10
Section 11.	Superintendent’s Discretionary Leave.....	10
ARTICLE VII.	TAX-DEFERRED SAVINGS PLAN.....	11
Section 1.	Tax-Deferred Matching Contribution.....	11
ARTICLE VIII.	COMPENSATION.....	11
Section 1.	Compensation.....	11
Section 2.	Hourly Wage Schedules.....	11
APPENDIX A.	POSITIONS.....	13

ARTICLE I

Purpose

Section 1. Purpose: The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for certain employees serving the School District in at-will positions within Community Education. This Guidebook applies to non-exempt positions, which are eligible for overtime.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

ARTICLE II

Definitions

Section 1. School District: School District means Edina Public Schools-Independent School District No. 273.

Section 2. Employee: Employee means a person holding a position specified in Appendix A of this Guidebook.

Section 3. Full-time Employee: An employee regularly employed and scheduled to work a minimum of five (5) hours per day for a minimum of one-hundred ninety (190) days per year (inclusive of paid holidays).

Section 4. Part-time Employee: An employee regularly employed and scheduled to work less than five (5) hours per day or for fewer than one-hundred ninety (190) days per year (inclusive of paid holidays).

Section 5. Anniversary Date: The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III

Compensation

Section 1. Employment Information: New employees will be provided with a statement that includes-position title, start date, Fair Labor Standards Act status, hours per week, days per year, any contingencies or variables, the hourly wage, and benefits eligibility including any employee costs. A copy of the job description and a copy of this Guidebook will accompany this employment information.

Section 2. Credit for Previous Experience: The Human Resources Department may grant experience credit towards the applicable hourly wage schedule as appropriate.

**ARTICLE IV
Holidays and Vacation**

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. Holiday pay is prorated based on an employee’s regular daily hours. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation: An employee regularly assigned to work at least two-hundred thirty-five (235) days per year (inclusive of paid holidays) will receive vacation days as set forth in the following schedule:

Years of Service	235-259 Days Number of Vacation Days	260-Days (12-months) Number of Vacation Days
1-2	5	15*
3-13	7	20
14-19	10	22
20 and above	12	25

**Twelve month Program Specialists in the 1-2 years of service category at the time of School Board approval of this Guidebook will continue to receive seventeen (17) days per year until they move to the 3-13 years of service category.*

Employees who work at least two-hundred and thirty-five (235) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and thirty-five (235) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. An employee who terminates employment during the fiscal year and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

An eligible employee may schedule vacation subject to their supervisor’s approval.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. Provided that an employee notifies the School District in writing a minimum of ten (10) days in advance of intent to resign, the employee may be paid for earned and accrued vacation. The maximum number of vacation days accumulated at the

time employment is severed will be ten (10) carryover days plus prorated vacation days earned in the current fiscal year.

If an employee's assignment(s) with the School District changes such that the employee is no longer eligible for vacation, then earned and accumulated vacation hours will be paid out in a lump sum.

ARTICLE V
Insurance Benefits

Section 1. Selection of Carriers: The selection of insurance carriers and policies will be made by the School District.

Section 2. Insurance Coverage: The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee's eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

Section 3. Medical and Hospitalization Insurance: The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District's current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in this program is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2025	Monthly District Contribution as of July 1, 2026
Single	\$725.00	\$755.00
Single + One	\$1,379.54	\$1,409.54
Family	\$1,800.72	\$1,830.72

Employees enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum School District contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the School District's workers' compensation or long-term disability insurance carriers is eligible for the employer contribution for health and hospitalization-medical insurance.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District 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 School

District contribution under their Guidebook 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 School District's contribution towards a single medical insurance plan under their spouse's Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

Section 4. Dental Insurance: The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan.

Type of Coverage	School District's Monthly Contribution as of July 1, 2025
Single	\$35.20 40.00
Single + One	\$41.63 75.00
Family	\$62.24 121.00

Section 5. Term Life Insurance: Full-time employees are eligible to participate in the School District's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. Life insurance benefits are reduced by fifty (50 percent when an employee reaches age seventy (70)). The School District pays the entire premium for such coverage.

Full-time employees may apply for supplemental group term life insurance coverage as offered by the School District's insurance carrier in \$10,000 increments, up to the amount of the employee's base salary. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for supplementary coverage will be paid by the employee through payroll deduction.

Section 6. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one time the employee's basic annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 7. Long-Term Disability Insurance: Full-time employees are eligible to participate in the School District's long-term disability insurance program. The School District pays the entire premium for this coverage.

Section 8. Flexible Spending Benefit Plans: An eligible employee may participate in the Flexible Spending Plans established by the School District pursuant to Section 125 of the Internal Revenue Code.

ARTICLE VI
Leaves of Absence

Section 1. Basic Leave Allowance: Employees will earn basic leave in accordance with their duty year (inclusive of paid holidays). Basic leave is prorated based on an employee's regular daily hours. Basic leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee who is hired after July 1 will have their basic leave allowance prorated for a partial year of service. Unused basic leave may accumulate without limit.

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Basic Leave Days	9	10	11	12

Employees that work fewer than one hundred ninety (190) duty days per year will receive leave as provided for by law.

Section 2. Sick and Family Illness Leave: One (1) day of basic leave may be used by an employee for each day of absence due to personal illness or injury. An employee may use accumulated basic leave as reasonably necessary to care for their child, spouse, parent, and others in accordance with state law.

An employee who has been absent may be required to present a statement from a physician verifying an illness that prevented them from performing their work duties and certifying that the employee has recovered sufficiently to return to normal duties. An employee who is absent more than five (5) consecutive working days must present this certification.

Section 3. Personal Business Leave: An employee may use up to four (4) days of earned and accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of their normal work hours. Requests for personal business leave must be submitted to the employee's immediate supervisor via the electronic leave system at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

Section 4. Critical Illness and Bereavement Leave: An employee may use up to five (5) days of accrued basic leave due to a death or critical illness in the immediate family. Immediate family includes an employee's spouse, children, parents, brothers, sisters, grandparents, and in-laws of a similar degree of relationship. For death or critical illness in other than the immediate family, up to three (3) days of leave allowance may be used per occurrence upon approval of the Human Resources Department.

Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits: An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the

employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of basic leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 6. Emergency Sick Leave Bank Pool: An emergency sick leave bank (ESLB) exists for qualifying employees who have exhausted all paid leave options including workers' compensation (if applicable), and any other state and/or federal paid leave programs. Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other employees to support colleagues experiencing such circumstances.

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the School District. All donations are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

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

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

No employee may withdraw more than sixty-five (65) days from the ESLB during their career with the School District unless the School District agrees to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

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

A sick leave pool exists for eligible employees who have exhausted all basic leave. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic injury or illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work for sixty five (65) consecutive workdays. After sixty five (65) consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool. The employee may, however, be eligible for LTD benefits as determined by the School District's LTD carrier. To access the sick leave pool, contact human resources.

Section 7. Family, Medical, and Parental Leave: The School District complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined by the School District on a case-by-case basis.

An employee is eligible for a parental leave of absence without pay for a period of up to twelve (12) months for the birth of a child or the placement of a child with the employee for adoption, including any period of related family medical or parental leave. The employee must request parental leave at least sixty (60) calendar days before such leave is to begin. The sixty (60) day notice requirement may be waived when an emergency makes this notice impossible. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Parental leave begins at a date agreed upon between the School District and the employee. Unless approved by the School District, failure to return to work upon expiration of a parental leave results in termination of employment. On return from leave, an employee will be reinstated to their original job or to the most similar position available and retain all years of service and leave benefits accrued prior to taking the leave of absence.

Section 8. Judicial Leave: An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular hourly wage and the payments received for such jury or court duty, unless the employee is a party in the case.

Section 9. Religious Observance Leave: An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the Human Resources Department at least three (3) duty days in advance of the requested date.

Section 10. Emergency Closings: In cases of emergency School District closings, an employee reports to work as directed by their supervisor.

Section 11. Superintendent’s Discretionary Leave: Other leave of absence requests not stated in this Article are subject to the discretion of the Superintendent.

**ARTICLE VII
Tax-Deferred Savings Plan**

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District’s tax-deferred 403(b) plan by contributing a portion of their base wages or salary to the plan. The School District matches individual contributions to the annuity fund up to two (2) percent of the employee’s base wages or salary and no greater than \$2,000.00 per year.

The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee’s choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District’s contribution is not payable unless the employee authorizes a wage or salary contribution up to the matching amount the employee is eligible to receive. The School District’s match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

**ARTICLE VIII
Compensation
(Positions Listed in Appendix A)**

Section 1. Compensation: Eligible employees will move one (1) step on the wage schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for hourly wage increases if their performance is deemed satisfactory by their supervisor. Hourly wage increases for employees are contingent on a satisfactory performance evaluation.

Section 2. Hourly Wage Schedules:

2025-2026

Step	Level 1	Level 2*	Level 3	Level 4	Level 5	Level 5 ⁶
1	\$29.51	\$24.19	\$20.16	\$16.97	\$16.91	\$14.09
2	\$30.12	\$25.65	\$20.69	\$18.39	\$17.59	\$15.56
3	\$30.72	\$27.16	\$22.01	\$19.91	\$18.89	\$16.49
4	\$31.35	\$28.72	\$23.35	\$21.56	\$20.32	\$17.50
5	\$31.99	\$30.13	\$25.10	\$23.34	\$21.91	\$19.64

**An incumbent employee that currently earns an hourly wage higher than the current wage scale will continue to receive that wage until the wage scale exceeds such amount.*

2026-2027

Step	Level 1	Level 2*	Level 3	Level 4	Level 5	Level 56
1	\$30.40	\$24.92	\$20.76	\$17.48	\$17.42	\$14.51
2	\$31.02	\$26.42	\$21.31	\$18.94	\$18.12	\$16.03
3	\$31.64	\$27.97	\$22.67	\$20.51	\$19.46	\$16.98
4	\$32.29	\$29.58	\$24.05	\$22.21	\$20.93	\$18.03
5	\$32.95	\$31.03	\$25.85	\$24.04	\$22.57	\$20.23

**An incumbent employee that currently earns an hourly wage higher than the current wage scale will continue to receive that wage until the wage scale exceeds such amount.*

Appendix A

Position	Position Level
Program Specialist	1
Childcare Lead	2
Enrichment Site Lead	3
Kids' Club Site Lead	3
Woodshop Lead	3
Childcare Assistant	4
Enrichment Lead	4
Kids' Club Lead	4
Childcare Assistant	5
Lead Building Aide	56

The above appendix provides supplementary information to aid the reader's understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.



DEFINING EXCELLENCE

**Community Education
Program Specialists, Leads, and Assistants
Compensation and Benefits Guidebook**

July 1, 2025 through June 30, 2027

Approved by ISD 273 School Board _____.

**COMMUNITY EDUCATION PROGRAM SPECIALISTS, LEADS, AND ASSISTANTS' GUIDEBOOK
TABLE OF CONTENTS**

ARTICLE I.	PURPOSE	4
	Section 1. Purpose.....	4
ARTICLE II.	DEFINITIONS	4
	Section 1. School District.....	4
	Section 2. Employee.....	4
	Section 3. Full-time Employee.....	4
	Section 4. Part-time Employee.....	4
	Section 5. Anniversary Date.....	4
ARTICLE III.	COMPENSATION	4
	Section 1. Employment Information.....	4
	Section 2. Credit for Previous Experience.....	4
ARTICLE IV.	HOLIDAYS AND VACATION	5
	Section 1. Holidays.....	5
	Section 2. Vacation.....	5
ARTICLE V.	INSURANCE BENEFITS	6
	Section 1. Selection of Carriers.....	6
	Section 2. Insurance Coverage.....	6
	Section 3. Medical and Hospitalization Insurance.....	6
	Section 4. Dental Insurance.....	7
	Section 5. Term Life Insurance.....	7
	Section 6. Accidental Death & Dismemberment Insurance.....	7
	Section 7. Long-Term Disability Insurance.....	7
	Section 8. Flexible Spending Plans.....	7
ARTICLE VI.	LEAVES OF ABSENCE	7
	Section 1. Basic Leave Allowance.....	7
	Section 2. Sick and Family Illness Leave.....	8
	Section 3. Personal Business Leave.....	8
	Section 4. Critical Illness and Bereavement Leave.....	8
	Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits.....	8
	Section 6. Emergency Sick Leave Bank (ESLB).....	8
	Section 7. Family, Medical, and Parental Leaves.....	9

Section 8.	Judicial Leave.....	10
Section 9.	Religious Observance Leave.....	10
Section 10.	Emergency Closings.....	10
Section 11.	Superintendent’s Discretionary Leave.....	10
ARTICLE VII.	TAX-DEFERRED SAVINGS PLAN.....	10
Section 1.	Tax-Deferred Matching Contribution.....	10
ARTICLE VIII.	COMPENSATION.....	10
Section 1.	Compensation.....	10
Section 2.	Hourly Wage Schedules.....	11
APPENDIX A.	POSITIONS.....	12

ARTICLE I

Purpose

Section 1. Purpose: The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for certain employees serving the School District in at-will positions within Community Education. This Guidebook applies to non-exempt positions, which are eligible for overtime.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

ARTICLE II

Definitions

Section 1. School District: School District means Edina Public Schools-Independent School District No. 273.

Section 2. Employee: Employee means a person holding a position specified in Appendix A of this Guidebook.

Section 3. Full-time Employee: An employee regularly employed and scheduled to work a minimum of five (5) hours per day for a minimum of one-hundred ninety (190) days per year (inclusive of paid holidays).

Section 4. Part-time Employee: An employee regularly employed and scheduled to work less than five (5) hours per day or for fewer than one-hundred ninety (190) days per year (inclusive of paid holidays).

Section 5. Anniversary Date: The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III

Compensation

Section 1. Employment Information: New employees will be provided with a statement that includes-position title, start date, Fair Labor Standards Act status, hours per week, days per year, any contingencies or variables, the hourly wage, and benefits eligibility including any employee costs. A copy of the job description and a copy of this Guidebook will accompany this employment information.

Section 2. Credit for Previous Experience: The Human Resources Department may grant experience credit towards the applicable hourly wage schedule as appropriate.

**ARTICLE IV
Holidays and Vacation**

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. Holiday pay is prorated based on an employee’s regular daily hours. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation: An employee regularly assigned to work at least two-hundred thirty-five (235) days per year (inclusive of paid holidays) will receive vacation days as set forth in the following schedule:

Years of Service	235-259 Days Number of Vacation Days	260-Days (12-months) Number of Vacation Days
1-2	5	15
3-13	7	20
14-19	10	22
20 and above	12	25

Employees who work at least two-hundred and thirty-five (235) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and thirty-five (235) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. An employee who terminates employment during the fiscal year and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

An eligible employee may schedule vacation subject to their supervisor’s approval.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. Provided that an employee notifies the School District in writing a minimum of ten (10) days in advance of intent to resign, the employee may be paid for earned and accrued vacation. The maximum number of vacation days accumulated at the time employment is severed will be ten (10) carryover days plus prorated vacation days earned in the current fiscal year.

If an employee’s assignment(s) with the School District changes such that the employee is no longer eligible for vacation, then earned and accumulated vacation hours will be paid out in a lump sum.

ARTICLE V
Insurance Benefits

Section 1. Selection of Carriers: The selection of insurance carriers and policies will be made by the School District.

Section 2. Insurance Coverage: The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee's eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

Section 3. Medical and Hospitalization Insurance: The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District's current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in this program is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2025	Monthly District Contribution as of July 1, 2026
Single	\$725.00	\$755.00
Single + One	\$1,379.54	\$1,409.54
Family	\$1,800.72	\$1,830.72

Employees enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum School District contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the School District's workers' compensation or long-term disability insurance carriers is eligible for the employer contribution for health and hospitalization-medical insurance.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District 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 School District contribution under their Guidebook 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 School District's contribution towards a single medical insurance plan under their spouse's Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

Section 4. Dental Insurance: The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan.

Type of Coverage	School District's Monthly Contribution as of July 1, 2025
Single	\$40.00
Single + One	\$75.00
Family	\$121.00

Section 5. Term Life Insurance: Full-time employees are eligible to participate in the School District's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. The School District pays the entire premium for such coverage.

Full-time employees may apply for supplemental group term life insurance coverage as offered by the School District's insurance carrier. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for supplementary coverage will be paid by the employee through payroll deduction.

Section 6. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one time the employee's basic annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 7. Long-Term Disability Insurance: Full-time employees are eligible to participate in the School District's long-term disability insurance program. The School District pays the entire premium for this coverage.

Section 8. Flexible Spending Plans: An eligible employee may participate in the Flexible Spending Plans established by the School District pursuant to Section 125 of the Internal Revenue Code.

**ARTICLE VI
Leaves of Absence**

Section 1. Basic Leave Allowance: Employees will earn basic leave in accordance with their duty year (inclusive of paid holidays). Basic leave is prorated based on an employee's regular daily hours. Basic leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee who is hired after July 1 will have their basic leave allowance prorated for a partial year of service. Unused basic leave may accumulate without limit.

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Basic Leave Days	9	10	11	12

Employees that work fewer than one hundred ninety (190) duty days per year will receive leave as provided for by law.

Section 2. Sick and Family Illness Leave: One (1) day of basic leave may be used by an employee for each day of absence due to personal illness or injury. An employee may use accumulated basic leave as reasonably necessary to care for their child, spouse, parent, and others in accordance with state law.

An employee who has been absent may be required to present a statement from a physician verifying an illness that prevented them from performing their work duties and certifying that the employee has recovered sufficiently to return to normal duties. An employee who is absent more than five (5) consecutive working days must present this certification.

Section 3. Personal Business Leave: An employee may use up to four (4) days of earned and accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of their normal work hours. Requests for personal business leave must be submitted to the employee's immediate supervisor via the electronic leave system at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

Section 4. Critical Illness and Bereavement Leave: An employee may use up to five (5) days of accrued basic leave due to a death or critical illness in the immediate family. Immediate family includes an employee's spouse, children, parents, brothers, sisters, grandparents, and in-laws of a similar degree of relationship. For death or critical illness in other than the immediate family, up to three (3) days of leave allowance may be used per occurrence upon approval of the Human Resources Department.

Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits: An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of basic leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 6. Emergency Sick Leave Bank: An emergency sick leave bank (ESLB) exists for qualifying employees who have exhausted all paid leave options including workers' compensation (if applicable), and any other state and/or federal paid leave programs. Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other employees to support colleagues experiencing such circumstances.

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the School District. All donations are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

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

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

No employee may withdraw more than sixty-five (65) days from the ESLB during their career with the School District unless the School District agrees to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

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

Section 7. Family, Medical, and Parental Leave: The School District complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined by the School District on a case-by-case basis.

An employee is eligible for parental leave of absence without pay for a period of up to twelve (12) months for the birth of a child or the placement of a child with the employee for adoption, including any period of related family medical or parental leave. The employee must request parental leave at least sixty (60) calendar days before such leave is to begin. The sixty (60) day notice requirement may be waived when an emergency makes this notice impossible. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Parental leave begins at a date agreed upon between the School District and the employee. Unless approved by the School District, failure to return to work upon expiration of parental leave results in termination of employment. On return from leave, an employee will be

reinstated to their original job or to the most similar position available and retain all years of service and leave benefits accrued prior to taking the leave of absence.

Section 8. Judicial Leave: An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular hourly wage and the payments received for such jury or court duty, unless the employee is a party in the case.

Section 9. Religious Observance Leave: An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the Human Resources Department at least three (3) duty days in advance of the requested date.

Section 10. Emergency Closings: In cases of emergency School District closings, an employee reports to work as directed by their supervisor.

Section 11. Superintendent's Discretionary Leave: Other leave of absence requests not stated in this Article are subject to the discretion of the Superintendent.

ARTICLE VII

Tax-Deferred Savings Plan

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District's tax-deferred 403(b) plan by contributing a portion of their base wages or salary to the plan. The School District matches individual contributions to the annuity fund up to two (2) percent of the employee's base wages or salary and no greater than \$2,000.00 per year.

The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a wage or salary contribution up to the matching amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

ARTICLE VIII

Compensation

(Positions Listed in Appendix A)

Section 1. Compensation: Eligible employees will move one (1) step on the wage schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for hourly wage increases if their performance is deemed satisfactory by their supervisor.

Section 2. Hourly Wage Schedules:

2025-2026

Step	Level 1	Level 2*	Level 3	Level 4	Level 5
1	\$29.51	\$24.19	\$20.16	\$16.97	\$14.09
2	\$30.12	\$25.65	\$20.69	\$18.39	\$15.56
3	\$30.72	\$27.16	\$22.01	\$19.91	\$16.49
4	\$31.35	\$28.72	\$23.35	\$21.56	\$17.50
5	\$31.99	\$30.13	\$25.10	\$23.34	\$19.64

**An incumbent employee that currently earns an hourly wage higher than the current wage scale will continue to receive that wage until the wage scale exceeds such amount.*

2026-2027

Step	Level 1	Level 2	Level 3	Level 4	Level 5
1	\$30.40	\$24.92	\$20.76	\$17.48	\$14.51
2	\$31.02	\$26.42	\$21.31	\$18.94	\$16.03
3	\$31.64	\$27.97	\$22.67	\$20.51	\$16.98
4	\$32.29	\$29.58	\$24.05	\$22.21	\$18.03
5	\$32.95	\$31.03	\$25.85	\$24.04	\$20.23

Appendix A

Position	Position Level
Program Specialist	1
Childcare Lead	2
Enrichment Site Lead	3
Kids' Club Site Lead	3
Woodshop Lead	3
Childcare Assistant	4
Enrichment Lead	4
Kids' Club Lead	4
Lead Building Aide	5

The above appendix provides supplementary information to aid the reader's understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

V.D. Proposed Guidebooks for Confidential,
Supervisory & Technical (CST), and Non-Affiliated
Employees



Board Meeting Date: 8/11/2025

Title: Proposed Guidebooks for Confidential, Supervisory & Technical (CST), and Non-Affiliated Employees

Type: Consent

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

Description: The School District maintains Guidebooks outlining compensation and benefit information for non-union employees serving in at-will positions. These Guidebooks apply to eighty-two employees in confidential, supervisory, technical (CST), and other non-affiliated positions.

To inform proposed updates, feedback was solicited from these employees. The top three priorities identified were salary/hourly wage adjustments, increased district contributions toward health insurance, and enhancements to the 403(b) matching contribution.

The attached proposed Guidebooks reflect these priorities. Language was modified to reflect improvements and to align with current practices. New and revised language is underlined, while deletions are shown with strikethrough text. All changes are highlighted in yellow. Market adjustments were incorporated where appropriate.

On July 25, 2025, the School Board's Governance Committee met with District leaders to review the proposed changes and associated costs, ensuring alignment with other employee groups.

Highlights of the Proposed Updates:

1. **Step Advancement** – Eligible employees will receive step increases in both the 2025–2026 and 2026–2027 fiscal years.
2. **Salary/Wage Increases** – All positions will receive a 4% increase in year one and a 3% increase in year two.
3. **Health Insurance Contributions** – The School District will increase its contribution by \$30/month, effective July 1, 2026.
4. **Dental Insurance for CST Employees** – Beginning July 1, 2025, CST employees will receive a District contribution toward dental insurance that aligns with other employee groups.
5. **Non-Affiliated Salary Schedule** – An additional step will be added in the second year.
6. **403(b) Matching Contributions** – Maximum annual match amounts will increase to accommodate up to 2% of base salary for CST and up to 3% for non-affiliated employees.
7. **CST Retirement Benefit Sunset** – CST retirement benefit provisions, including severance payments and a retiree insurance subsidy, will sunset for employees hired on or after August 1, 2025, similar to changes made for other employee groups. The retirement notice period will increase to 60 days to ensure adequate time to attract, interview, and hire high-quality candidates.

The two-year total package for these proposed Guidebooks combined is \$21,069,281, which represents an increase of \$1,583,409. Using the Minnesota School Board Association's costing formula, the two-

year percentage increase is 8.13%. This amount is within the School Board's financial parameters and Dr. Bittman supports the recommendation.

Recommendation: Approve the proposed CST and Non-Affiliated Employee Guidebooks

Attachments:

1. DRAFT versions of proposed Guidebooks with changes highlighted in yellow
2. Final clean copies of the proposed Guidebooks



DEFINING EXCELLENCE

**Confidential, Supervisory & Technical (CST) Employees
Compensation and Benefits Guidebook**

July 1, 2025 through June 30, 2027

Approved by ISD 273 School Board .

**CST EMPLOYEE GUIDEBOOK
TABLE OF CONTENTS**

ARTICLE I.	PURPOSE	4
	Section 1. Purpose.....	4
ARTICLE II.	DEFINITIONS	4
	Section 1. School District.....	4
	Section 2. Employee.....	4
	Section 3. Full-time Employee.....	4
	Section 4. Part-time Employee.....	4
	Section 5. Anniversary Date.....	4
ARTICLE III.	COMPENSATION	4
	Section 1. Employment Information.....	4
	Section 2. Credit for Previous Experience.....	5
	Section 3. Employee Input Regarding Compensation/Benefits..	5
	Section 4. Boiler License and Pool Operator Certification Differential.....	5
	Section 5. Custodial Supervisors-Callback Compensation.....	5
	Section 6. Custodial, Grounds, and Assistant Transportation Supervisors-Snowplowing Overtime.....	5
	Section 7. Uniforms.....	5
ARTICLE IV.	HOLIDAYS AND VACATION	6
	Section 1. Holidays.....	6
	Section 2. Vacation.....	6
ARTICLE V.	INSURANCE BENEFITS	6
	Section 1. Definition of Full-time Employee for the Purpose of Article V.....	6
	Section 2. Selection of Carriers.....	7
	Section 3. Insurance Coverage.....	7
	Section 4. Medical and Hospitalization Insurance.....	7
	Section 5. Dental Insurance.....	8
	Section 6. Term Life Insurance.....	8
	Section 7. Accidental Death & Dismemberment.....	8
	Section 8. Long-Term Disability Insurance.....	8
	Section 9. Flexible Spending Plans.....	8

ARTICLE VI. LEAVES OF ABSENCE	9
Section 1. Basic Leave Allowance	9
Section 2. Sick and Family Illness Leave	9
Section 3. Personal Business Leave	9
Section 4. Critical Illness and Bereavement Leave	9
Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits	9
Section 6. Emergency Sick Leave Bank	10
Section 7. Family, Medical and Parental Leaves	11
Section 8. Judicial Leave	11
Section 9. Incentive Leave	11
Section 10. Religious Observance Leave	11
Section 11. Emergency Closings	12
Section 12. Superintendent's Discretionary Leave	12
ARTICLE VII. TAX-DEFERRED SAVINGS PLAN	12
Section 1. Tax-Deferred Matching Contribution	12
ARTICLE VIII. RETIREMENT BENEFITS	12
Section 1. Retirement Eligibility and Benefits	12
Section 2. Payment Procedures	12
Section 3. Medical and Hospitalization Insurance	13
ARTICLE IX. COMPENSATION FOR EXEMPT POSITIONS	13
Section 1. Base Salaries	13
Section 2. Compensation	13
Section 3. Salary Schedules	13
ARTICLE X. COMPENSATION FOR NON-EXEMPT POSITIONS	14
Section 1. Compensation	14
Section 2. Hourly Wage Schedules	14
APPENDIX A. EXEMPT CST POSITIONS	15
APPENDIX B. NON-EXEMPT CST POSITIONS	16

ARTICLE I
Purpose

Section 1. Purpose: The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will Confidential, Supervisor, and Technical (CST) positions. This Guidebook applies to both exempt positions, which are not eligible for overtime, and non-exempt positions, which are eligible for overtime. Whether a position is exempt or non-exempt is shown in Appendices A and B.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

ARTICLE II
Definitions

Section 1. School District: School District means Edina Public Schools-Independent School District No. 273.

Section 2. Employee: Employee means a person holding a position specified in Appendices A or B of this Guidebook.

Section 3. Full-time Employee: An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

Section 4. Part-time Employee: An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

Section 5. Anniversary Date: The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III
Compensation

Section 1. Employment Information: New employees will be provided with a statement that includes position title, start date, Fair Labor Standards Act status, hours per week, days per year, any contingencies or variables, the hourly wage or annual salary, and benefits eligibility including any employee costs. A copy of the position job description and a copy of this Guidebook will accompany this employment information.

Section 2. Credit for Previous Experience: The Human Resources Department may grant experience credit towards the applicable hourly wage or salary schedule as appropriate.

Section 3. Employee Input Regarding Compensation and Benefits: While the School District reserves the right to set hourly wages and salaries, it will seek and receive input from employees and their supervisors regarding the hourly wage and salary structure. The input may be in the form of written or oral communication.

Section 4. ~~Custodial Supervisors~~ – Boiler License and Pool Operator Certification Differential:

~~Any employee who is required by the Director of Buildings and Grounds to hold a valid and current boiler operator's license issued by the State of Minnesota, and who provides satisfactory proof to the Human Resources Department, Each custodial supervisor who furnishes to the Human Resources Department satisfactory evidence of a valid and current boiler operator's license issued by the State of Minnesota~~ will be eligible for an additional monthly salary differential of \$50.00.

~~Any employee who is required by the Director of Buildings and Grounds to hold a valid and current pool operator certification issued by the State of Minnesota, and who provides satisfactory proof to the Human Resources Department, Each custodial supervisor who is responsible for a pool and who furnishes to the Human Resources Department satisfactory evidence of a valid and current pool operator certification issued by the State of Minnesota~~ will be eligible for an additional monthly salary differential of \$28.00.

Section 5. Custodial Supervisors – Callback Compensation: Custodial supervisors are eligible for two hours of straight time pay for callbacks to the School District (e.g., alarm calls, emergency calls, building checks).

Section 6. Custodial, Grounds and Assistant Transportation Supervisors – Snowplowing

Overtime: Any hours worked outside a custodial, grounds, or assistant transportation supervisor's normal work hours for snowplowing purposes will be compensated at one and one-half times their hourly rate based on the salary schedule.

Section 7. Uniforms: Employees serving as a custodial supervisor, district grounds supervisor, and/or maintenance worker shall report to work wearing a uniform approved by the Director of Buildings and Grounds. ~~Employees will receive five (5) new uniform shirts at the time of hire and three (3) new uniform shirts annually thereafter.~~ Items requiring an official logo must be purchased through an approved vendor. The ~~School District employer~~ will pay an annual ~~uniform clothing~~ allowance to ~~the each~~ employee in the amount of \$200. ~~New employees must purchase their uniforms within 30 days after employment and will receive the uniform allowance on their first paycheck. 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.~~

**ARTICLE IV
Holidays and Vacation**

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation

Full-time employees earn vacation in accordance with the following schedule:

<u>Years of Service</u>	<u>Allotted Vacation</u>
1-2	15 days or 120 hours
3-13	20 days or 160 hours
14-19	22 days or 176 hours
20 and above	25 days or 200 hours

Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. An employee who terminates employment during the fiscal year and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Provided that an employee notifies the School District in writing a minimum of ten (10) duty days in advance of intent to resign, the employee may be paid for earned and accrued vacation.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. The maximum number of vacation days accumulated at the time employment is severed will be ten (10) carryover days plus prorated vacation days earned in the current fiscal year.

**ARTICLE V
Insurance Benefits**

Section 1. Definition of Full-time Employee for the Purpose of Article V: For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who

regularly works a minimum of thirty (30) hours per week in a position covered by this Guidebook with an assigned duty year of one-hundred ninety (190) days or more.

Section 2. Selection of Carriers: The selection of insurance carriers and policies will be made by the School District.

Section 3. Insurance Coverage: The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

Section 4. Medical and Hospitalization Insurance: The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in this program is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2025	Monthly District Contribution as of July 1, 2026
Single	\$725.00	\$755.00
Single + One	\$1,379.54	\$1,409.54
Family	\$1,800.72	\$1,830.72

Employees enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum School District contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the School District’s workers’ compensation or long-term disability insurance carriers is eligible for the employer contribution for health and hospitalization-medical insurance.

In the event that the employee selects a hospitalization-medical insurance plan for which the monthly premium is less than the School District contribution, the School District will deposit, into the employee’s health reimbursement account (HRA) or Health Savings Account (HSA), the difference between the School District contribution and the amount of the monthly premium. An employee will make their selection between an HRA or HSA during the School District’s annual open enrollment period, which will be effective as of the new insurance plan year.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District 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 School

District contribution under their Guidebook 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 School District's contribution towards a single medical insurance plan under their spouse's Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

Section 5. Dental Insurance: The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan. Eligible employees that elect dental coverage will pay all premium costs via payroll deduction.

Type of Coverage	School District's Monthly Contribution as of July 1, 2025
Single	\$40.00
Single + One	\$75.00
Family	\$121.00

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of dental coverage for which the employee is enrolled.

Section 6. Term Life Insurance: Full-time employees are eligible to participate in the School District's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. Life insurance benefits are reduced by 50% when an employee reaches age 70. The School District pays the entire premium for such coverage. Full-time employees may apply for supplemental group term life insurance coverage as offered by the School District's insurance carrier in \$10,000 increments up to the amount of basic life coverage plus \$5,000. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

Section 7. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one time the employee's basic annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 8. Long-Term Disability Insurance: Full-time employees are eligible to participate in the School District's long term disability insurance program. The School District pays the entire premium for this coverage.

Section 9. Flexible Spending Benefit Plans: An eligible employee may participate in the Flexible Spending Plans established by the School District pursuant to Section 125 of the Internal Revenue Code.

ARTICLE VI Leaves of Absence

Section 1. Basic Leave Allowance: Full-time employees will earn twelve (12) days of basic leave each year. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee who is hired after July 1 will have their basic leave allowance prorated for a partial year of service. Unused basic leave may accumulate without limit.

Section 2. Sick and Family Illness Leave: One (1) day of basic leave may be used by an employee for each day of absence due to personal illness or injury. An employee may use accumulated basic leave as reasonably necessary to care for their child, spouse, parent, and others in accordance with state law.

An employee who has been absent may be required to present a statement from a physician verifying an illness that prevented them from performing their work duties and certifying that the employee has recovered sufficiently to return to normal duties. An employee who is absent more than five (5) consecutive working days must present this certification.

Section 3. Personal Business Leave: An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of normal work hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of emergency. It is not necessary to indicate the reason for the leave on the request.

An employee making a timely request for use of personal business leave may use the leave unless the employee is notified that their request has been denied.

Section 4. Critical Illness and Bereavement Leave: An employee may use up to five (5) days of accrued basic leave due to a death or critical illness in the immediate family. Immediate family includes an employee's spouse, children, parents, brothers, sisters, grandparents, and in-laws of a similar degree of relationship. For death or critical illness in other than the immediate family, up to three (3) days of leave allowance may be used per occurrence upon approval of the Human Resources Department.

Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits: An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee

through the use of basic leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 6. Emergency Sick Leave Bank (ESLB) Pool: An emergency sick leave bank (ESLB) exists for qualifying employees who have exhausted all paid leave options including workers' compensation (if applicable), and any other state and/or federal paid leave programs. Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other employees to support colleagues experiencing such circumstances.

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the School District. All donations are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

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

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

No employee may withdraw more than sixty-five (65) days from the ESLB during their career with the School District unless the School District agrees to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

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

A sick leave pool exists for eligible employees. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident or illness. The sick leave pool coordinates with an employee's long term disability ("LTD") benefit that may begin after an employee has been absent from work for sixty five (65) consecutive workdays. After sixty five (65) consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool. The employee may, however, be eligible for LTD benefits as determined by the School District's LTD carrier.

Section 7. Family, Medical, and Parental Leaves: The School District complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined by the School District on a case-by-case basis.

An employee is eligible for a parental leave of absence without pay for a period of up to twelve (12) months for the birth of a child or the placement of a child with the employee for adoption, including any period of related family medical or parental leave. The employee must request parental leave at least sixty (60) calendar days before such leave is to begin. The sixty (60) day notice requirement may be waived when an emergency makes this notice impossible. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Parental leave begins at a date agreed upon between the School District and the employee. Unless approved by the School District, failure to return to work upon expiration of a parental leave results in termination of employment. On return from leave, an employee will be reinstated to their original job or to the most similar position available and retain all years of service and leave benefits accrued prior to taking the leave of absence.

Section 8. Judicial Leave: An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular hourly wage or salary and the fee received for such jury or court duty, unless the employee is a party in the case.

Section 9. Incentive Leave: The School District will grant one (1) unrestricted incentive leave day with pay to any employee who completed their prior duty year without using any leave allowance for sick or family illness leave, or personal business leave. This incentive leave day may be used upon three (3) days written notice to the employee's supervisor, provided the leave does not impair the operation of the department or School District. This incentive day does not carry forward from one fiscal year to the next.

Section 10. Religious Observance Leave: An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates

must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the Human Resources Department at least three (3) duty days in advance of the requested date.

Section 11. Emergency Closings: In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

Section 12. Superintendent's Discretionary Leave: Other leave of absence requests not stated in this Article are subject to the discretion of the Superintendent.

ARTICLE VII Tax-Deferred Savings Plan

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District's tax-deferred 403(b) plan by contributing a portion of their base wages or salary to the plan. The School District matches individual contributions to the annuity fund up to two (2) percent of the employee's base wages or salary and no greater than ~~\$2,000.00~~ \$2,250.00 per year.

The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a wage or salary contribution up to the matching amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

ARTICLE VIII Retirement Benefits

Section 1. Retirement Eligibility and Benefits:

Full-time employees hired in a position covered by this Guidebook before August 1, 2025, will receive as severance pay \$750 for each year of continuous service with the School District, provided the service is continuous up to the date of retirement and the employee ~~if they~~ meets the following qualifications:

1. Completed at least fifteen (15) years of continuous service with the School District;
2. Completed at least seven (7) years of service employed in positions covered by this Guidebook immediately before retirement; and
3. Reached fifty-five (55) years of age.

Employees must submit a written resignation to the School District at least sixty (60) ~~ten (10)~~ duty days prior to the last day of employment. Exceptions to this notice requirement may be granted at the sole discretion of the School District in cases of extenuating circumstances, such as catastrophic medical conditions.

Section 2. Payment Procedures: Payment will be paid by the School District into an employee’s 403(b) account within thirty (30) days of the effective date of retirement or as soon thereafter as is administratively practical. If an employee retiree dies before the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking same, to the deceased’s estate.

Section 3. Medical and Hospitalization Insurance: A full-time employee hired before August 1, 2025 who receives a severance payment under this Article is eligible for a School District contribution equal to the School District’s contribution for single coverage at the time of retirement. The School District’s contribution will increase each year by the same amount as the School District’s contribution to single coverage for active employees during the retiree’s period of eligibility.

This employer premium contribution will cease as of the expiration of five (5) years from the date of retirement or the employee’s death, whichever is earlier. The School District may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the School District, eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer-paid group medical plan elsewhere are ineligible to continue in the School District plan.

ARTICLE IX
Compensation for Exempt Positions
(Positions Listed in Appendix A)

Section 1. Base Salaries: Unless otherwise noted, All base salaries are based on a twelve (12) month work year, two hundred sixty (260) days and forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than twelve (12) months two hundred sixty (260) days, or less than forty (40) hours per week.

Section 2. Compensation: Eligible employees will move one (1) step on the salary schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for salary increases if their performance is deemed satisfactory by their supervisor.

Section 23. Salary Schedules:

2025-2026

Step	Level I	Level II	Level III	Level IV	Level V	Level V-A*	Level VI	Level VII	Level VIII	Level IX
1	\$89,674	\$86,939	\$80,762	\$77,970	\$75,454	\$61,118	\$73,521	\$66,675	\$63,418	\$61,247
2	\$94,890	\$91,995	\$84,397	\$82,497	\$79,823	\$64,657	\$77,784	\$70,573	\$67,086	\$64,795
3	\$100,120	\$97,041	\$88,194	\$86,998	\$84,192	\$68,196	\$82,034	\$74,394	\$70,740	\$68,344
4	\$105,329	\$102,099	\$93,400	\$91,560	\$89,539	\$72,527	\$86,343	\$78,293	\$74,441	\$71,898

2026-2027

Step	Level I	Level II	Level III	Level IV	Level V	Level V-A*	Level VI	Level VII	Level VIII	Level IX
1	\$92,364	\$89,547	\$83,185	\$80,309	\$77,718	\$62,952	\$75,727	\$68,675	\$65,321	\$63,084
2	\$97,737	\$94,755	\$86,929	\$84,972	\$82,218	\$66,597	\$80,118	\$72,690	\$69,099	\$66,739
3	\$103,124	\$99,952	\$90,840	\$89,608	\$86,718	\$70,242	\$84,495	\$76,626	\$72,862	\$70,394
4	\$108,489	\$105,162	\$96,202	\$94,307	\$92,225	\$74,702	\$88,933	\$80,642	\$76,674	\$74,055

*Salaries shown for Level V-A have been prorated to reflect a shortened duty year of one-hundred ninety (190) days and reflect an eight (8) hour duty day.

ARTICLE X
Compensation for Non-Exempt Positions
(Positions Listed in Appendix B)

Section 1. Compensation: Eligible employees will move one (1) step on the wage schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for hourly wage increases if their performance is deemed satisfactory by their supervisor. Hourly wage increases for CST employees are contingent on a satisfactory performance evaluation.

Section 2. Hourly Wage Schedules:

2025-2026

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$40.57	\$32.18	\$30.19	\$29.53	\$26.99
2	\$42.92	\$34.04	\$31.93	\$31.23	\$28.55
3	\$45.28	\$35.89	\$33.68	\$32.94	\$30.14
4	\$47.63	\$37.77	\$35.42	\$34.64	\$31.68

2026-2027

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$41.79	\$33.15	\$31.10	\$30.42	\$27.80
2	\$44.21	\$35.06	\$32.89	\$32.17	\$29.41
3	\$46.64	\$36.97	\$34.69	\$33.93	\$31.04
4	\$49.06	\$38.90	\$36.48	\$35.68	\$32.63

Appendix A: CST Exempt Positions

Position	Position Level
Technical Operations Administrator	I
Buildings and Grounds Manager	II
Early Learning Center Manager	II
Multi-Tiered Systems of Support (MTSS) Coordinator	II
Student Behavior and Culture Coordinator	II
Payroll Manager	III
<u>Assistant Supervisor of Transportation</u>	<u>IV</u>
<u>Benefits Coordinator</u>	<u>IV</u>
Board Certified Behavior Analyst	IV
Communications and Marketing Coordinator	IV
Technical Operations Developer	IV
<u>Assistant Supervisor of Transportation</u>	<u>V</u>
<u>Benefits Coordinator</u>	<u>V</u>
<u>Custodial Supervisor (EHS)</u>	<u>V</u>
Digital Communications Coordinator	V
Inclusion Coordinator	V
Kids' Club Program Manager	V
Youth Development and Community Engagement Program Manager	V
<u>Cultural Liaison</u>	<u>V</u>
District Accountant	V
Student Enrollment Coordinator	V
Student Information Coordinator	V
<u>Technical Operations Analyst - Communications</u>	<u>V</u>
Youth Services Coordinator	V
<u>American Indian Program Coordinator</u>	<u>V-A</u>
<u>Cultural Liaison</u>	<u>V-A</u>
Custodial Supervisor (ECC; EHS)	VI
Family Services Collaborative Coordinator	VI
Performing Arts Facilities Coordinator	VI
Custodial Supervisor (MS)	VII
Activities Coordinator	VIII

Custodial Supervisor (ELEM)	VIII
Transportation Safety Coordinator	VIII
District-Wide Grounds Supervisor	IX

The above appendix provides supplementary information to aid the reader’s understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

Appendix B: CST Non-Exempt Positions

Position	Position Level
Superintendent’s Executive Assistant	X
Accounting Specialist	XI
District Maintenance I	XI
Human Resources Specialist	XI
Lead Technology Support Specialist	XI
Payroll Specialist	XI
Lead Technology Support Specialist	XII
Technical Operations Specialist Analyst – Audio Visual	XII
Technical Operations Analyst – Info & Identity	XII
Technical Operations Analyst – Workstations	XII
District Maintenance II	XIII
Confidential Department Specialist	XIV
School Store Specialist	XIV
Digital Media Specialist	XIV

The above appendix provides supplementary information to aid the reader’s understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.



DEFINING EXCELLENCE

**Confidential, Supervisory & Technical (CST) Employees
Compensation and Benefits Guidebook**

July 1, 2025 through June 30, 2027

Approved by ISD 273 School Board _____.

**CST EMPLOYEE GUIDEBOOK
TABLE OF CONTENTS**

ARTICLE I.	PURPOSE	4
	Section 1. Purpose.....	4
ARTICLE II.	DEFINITIONS	4
	Section 1. School District.....	4
	Section 2. Employee.....	4
	Section 3. Full-time Employee.....	4
	Section 4. Part-time Employee.....	4
	Section 5. Anniversary Date.....	4
ARTICLE III.	COMPENSATION	4
	Section 1. Employment Information.....	4
	Section 2. Credit for Previous Experience.....	5
	Section 3. Employee Input Regarding Compensation/Benefits..	5
	Section 4. Boiler License and Pool Operator Certification Differential.....	5
	Section 5. Custodial Supervisors-Callback Compensation.....	5
	Section 6. Custodial, Grounds, and Assistant Transportation Supervisors-Snowplowing Overtime.....	5
	Section 7. Uniforms.....	5
ARTICLE IV.	HOLIDAYS AND VACATION	5
	Section 1. Holidays.....	5
	Section 2. Vacation.....	6
ARTICLE V.	INSURANCE BENEFITS	6
	Section 1. Definition of Full-time Employee for the Purpose of Article V.....	6
	Section 2. Selection of Carriers.....	6
	Section 3. Insurance Coverage.....	7
	Section 4. Medical and Hospitalization Insurance.....	7
	Section 5. Dental Insurance.....	8
	Section 6. Term Life Insurance.....	8
	Section 7. Accidental Death & Dismemberment Insurance.....	8
	Section 8. Long-Term Disability Insurance.....	8
	Section 9. Flexible Spending Plans.....	8

ARTICLE VI. LEAVES OF ABSENCE	8
Section 1. Basic Leave Allowance	8
Section 2. Sick and Family Illness Leave	9
Section 3. Personal Business Leave	9
Section 4. Critical Illness and Bereavement Leave	9
Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits	9
Section 6. Emergency Sick Leave Bank (ESLB)	9
Section 7. Family, Medical, and Parental Leaves	10
Section 8. Judicial Leave	11
Section 9. Incentive Leave	11
Section 10. Religious Observance Leave	11
Section 11. Emergency Closings	11
Section 12. Superintendent's Discretionary Leave	11
ARTICLE VII. TAX-DEFERRED SAVINGS PLAN	11
Section 1. Tax-Deferred Matching Contribution	11
ARTICLE VIII. RETIREMENT BENEFITS	12
Section 1. Retirement Eligibility and Benefits	12
Section 2. Payment Procedures	12
Section 3. Medical and Hospitalization Insurance	12
ARTICLE IX. COMPENSATION FOR EXEMPT POSITIONS	13
Section 1. Base Salaries	13
Section 2. Compensation	13
Section 3. Salary Schedules	13
ARTICLE X. COMPENSATION FOR NON-EXEMPT POSITIONS	13
Section 1. Compensation	13
Section 2. Hourly Wage Schedules	14
APPENDIX A. EXEMPT POSITIONS	15
APPENDIX B. NON-EXEMPT POSITIONS	16

ARTICLE I
Purpose

Section 1. Purpose: The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will Confidential, Supervisor, and Technical (CST) positions. This Guidebook applies to both exempt positions, which are not eligible for overtime, and non-exempt positions, which are eligible for overtime. Whether a position is exempt or non-exempt is shown in Appendices A and B.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

ARTICLE II
Definitions

Section 1. School District: School District means Edina Public Schools-Independent School District No. 273.

Section 2. Employee: Employee means a person holding a position specified in Appendices A or B of this Guidebook.

Section 3. Full-time Employee: An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

Section 4. Part-time Employee: An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

Section 5. Anniversary Date: The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III
Compensation

Section 1. Employment Information: New employees will be provided with a statement that includes position title, start date, Fair Labor Standards Act status, hours per week, days per year, any contingencies or variables, the hourly wage or annual salary, and benefits eligibility including any employee costs. A copy of the position job description and a copy of this Guidebook will accompany this employment information.

Section 2. Credit for Previous Experience: The Human Resources Department may grant experience credit towards the applicable hourly wage or salary schedule as appropriate.

Section 3. Employee Input Regarding Compensation and Benefits: While the School District reserves the right to set hourly wages and salaries, it will seek and receive input from employees and their supervisors regarding the hourly wage and salary structure. The input may be in the form of written or oral communication.

Section 4. Boiler License and Pool Operator Certification Differential: Any employee who is required by the Director of Buildings and Grounds to hold a valid and current boiler operator's license issued by the State of Minnesota, and who provides satisfactory proof to the Human Resources Department, will be eligible for an additional monthly salary differential of \$50.00.

Any employee who is required by the Director of Buildings and Grounds to hold a valid and current pool operator certification issued by the State of Minnesota, and who provides satisfactory proof to the Human Resources Department, will be eligible for an additional monthly salary differential of \$28.00.

Section 5. Custodial Supervisors – Callback Compensation: Custodial supervisors are eligible for two hours of straight time pay for callbacks to the School District (e.g., alarm calls, emergency calls, building checks).

Section 6. Custodial, Grounds, and Assistant Transportation Supervisors – Snowplowing Overtime: Any hours worked outside a custodial, grounds, or assistant transportation supervisor's normal work hours for snowplowing purposes will be compensated at one and one-half times their hourly rate based on the salary schedule.

Section 7. Uniforms: Employees serving as a custodial supervisor, district grounds supervisor, and/or maintenance worker shall report to work wearing a uniform approved by the Director of Buildings and Grounds. Employees will receive five (5) new uniform shirts at the time of hire and three (3) new uniform shirts annually thereafter. Items requiring an official logo must be purchased through an approved vendor. The School District will pay an annual clothing allowance to each employee in the amount of \$200. 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.

ARTICLE IV Holidays and Vacation

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation

Full-time employees earn vacation in accordance with the following schedule:

Years of Service	Allotted Vacation
1-2	15 days or 120 hours
3-13	20 days or 160 hours
14-19	22 days or 176 hours
20 and above	25 days or 200 hours

Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. An employee who terminates employment during the fiscal year and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Provided that an employee notifies the School District in writing a minimum of ten (10) duty days in advance of intent to resign, the employee may be paid for earned and accrued vacation.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. The maximum number of vacation days accumulated at the time employment is severed will be ten (10) carryover days plus prorated vacation days earned in the current fiscal year.

**ARTICLE V
Insurance Benefits**

Section 1. Definition of Full-time Employee for the Purpose of Article V: For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of thirty (30) hours per week in a position covered by this Guidebook with an assigned duty year of one-hundred ninety (190) days or more.

Section 2. Selection of Carriers: The selection of insurance carriers and policies will be made by the School District.

Section 3. Insurance Coverage: The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

Section 4. Medical and Hospitalization Insurance: The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in this program is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2025	Monthly District Contribution as of July 1, 2026
Single	\$725.00	\$755.00
Single + One	\$1,379.54	\$1,409.54
Family	\$1,800.72	\$1,830.72

Employees enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum School District contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the School District’s workers’ compensation or long-term disability insurance carriers is eligible for the employer contribution for health and hospitalization-medical insurance.

In the event that the employee selects a hospitalization-medical insurance plan for which the monthly premium is less than the School District contribution, the School District will deposit, into the employee’s health reimbursement account (HRA) or Health Savings Account (HSA), the difference between the School District contribution and the amount of the monthly premium. An employee will make their selection between an HRA or HSA during the School District’s annual open enrollment period, which will be effective as of the new insurance plan year.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District 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 School District contribution under their Guidebook 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 School District’s contribution towards a single medical insurance plan under their spouse’s Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

Section 5. Dental Insurance: The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan.

Type of Coverage	School District's Monthly Contribution as of July 1, 2025
Single	\$40.00
Single + One	\$75.00
Family	\$121.00

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of dental coverage for which the employee is enrolled.

Section 6. Term Life Insurance: Full-time employees are eligible to participate in the School District's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. The School District pays the entire premium for such coverage. Full-time employees may apply for supplemental group term life insurance coverage as offered by the School District's insurance carrier. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

Section 7. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one time the employee's basic annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 8. Long-Term Disability Insurance: Full-time employees are eligible to participate in the School District's long-term disability insurance program. The School District pays the entire premium for this coverage.

Section 9. Flexible Spending Plans: An eligible employee may participate in the Flexible Spending Plans established by the School District pursuant to Section 125 of the Internal Revenue Code.

ARTICLE VI Leaves of Absence

Section 1. Basic Leave Allowance: Full-time employees will earn twelve (12) days of basic leave each year. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee who is hired after July 1 will have their basic leave allowance prorated for a partial year of service. Unused basic leave may accumulate without limit.

Section 2. Sick and Family Illness Leave: One (1) day of basic leave may be used by an employee for each day of absence due to personal illness or injury. An employee may use accumulated basic leave as reasonably necessary to care for their child, spouse, parent, and others in accordance with state law.

An employee who has been absent may be required to present a statement from a physician verifying an illness that prevented them from performing their work duties and certifying that the employee has recovered sufficiently to return to normal duties. An employee who is absent more than five (5) consecutive working days must present this certification.

Section 3. Personal Business Leave: An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of normal work hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of emergency. It is not necessary to indicate the reason for the leave on the request.

An employee making a timely request for use of personal business leave may use the leave unless the employee is notified that their request has been denied.

Section 4. Critical Illness and Bereavement Leave: An employee may use up to five (5) days of accrued basic leave due to a death or critical illness in the immediate family. Immediate family includes an employee's spouse, children, parents, brothers, sisters, grandparents, and in-laws of a similar degree of relationship. For death or critical illness in other than the immediate family, up to three (3) days of leave allowance may be used per occurrence upon approval of the Human Resources Department.

Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits: An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of basic leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 6. Emergency Sick Leave Bank (ESLB): An emergency sick leave bank (ESLB) exists for qualifying employees who have exhausted all paid leave options including workers' compensation (if applicable), and any other state and/or federal paid leave programs. Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave. The

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

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the School District. All donations are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

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

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

No employee may withdraw more than sixty-five (65) days from the ESLB during their career with the School District unless the School District agrees to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

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

Section 7. Family, Medical, and Parental Leaves: The School District complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined by the School District on a case-by-case basis.

An employee is eligible for a parental leave of absence without pay for a period of up to twelve (12) months for the birth of a child or the placement of a child with the employee for adoption, including any period of related family medical or parental leave. The employee must request parental leave at least sixty (60) calendar days before such leave is to begin. The sixty (60) day notice requirement may be waived when an emergency makes this notice impossible. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Parental leave begins at a date agreed upon between the School District and the employee. Unless approved by the School District, failure to return to work upon expiration of a parental leave results in termination of employment. On return from leave, an employee will be reinstated to their original job or to the most similar position available and retain all years of service and leave benefits accrued prior to taking the leave of absence.

Section 8. Judicial Leave: An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular hourly wage or salary and the fee received for such jury or court duty, unless the employee is a party in the case.

Section 9. Incentive Leave: The School District will grant one (1) unrestricted incentive leave day with pay to any employee who completed their prior duty year without using any leave allowance for sick or family illness leave, or personal business leave. This incentive leave day may be used upon three (3) days written notice to the employee's supervisor, provided the leave does not impair the operation of the department or School District. This incentive day does not carry forward from one fiscal year to the next.

Section 10. Religious Observance Leave: An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the Human Resources Department at least three (3) duty days in advance of the requested date.

Section 11. Emergency Closings: In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

Section 12. Superintendent's Discretionary Leave: Other leave of absence requests not stated in this Article are subject to the discretion of the Superintendent.

ARTICLE VII

Tax-Deferred Savings Plan

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District's tax-deferred 403(b) plan by contributing a portion of their base wages or salary to the plan. The School District matches individual contributions to the annuity fund up to two (2) percent of the employee's base wages or salary and no greater than \$2,250.00 per year.

The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a wage or salary contribution up to the matching

amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

ARTICLE VIII Retirement Benefits

Section 1. Retirement Eligibility and Benefits:

Full-time employees hired in a position covered by this Guidebook before August 1, 2025, will receive as severance pay \$750 for each year of continuous service with the School District, provided the service is continuous up to the date of retirement and the employee meets the following qualifications:

1. Completed at least fifteen (15) years of continuous service with the School District;
2. Completed at least seven (7) years of service employed in positions covered by this Guidebook immediately before retirement; and
3. Reached fifty-five (55) years of age.

Employees must submit a written resignation to the School District at least sixty (60) duty days prior to the last day of employment. Exceptions to this notice requirement may be granted at the sole discretion of the School District in cases of extenuating circumstances, such as catastrophic medical conditions.

Section 2. Payment Procedures: Payment will be paid by the School District into an employee's 403(b) account within thirty (30) days of the effective date of retirement or as soon thereafter as is administratively practical. If an employee retiree dies before the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking same, to the deceased's estate.

Section 3. Medical and Hospitalization Insurance: A full-time employee hired before August 1, 2025 who receives a severance payment under this Article is eligible for a School District contribution equal to the School District's contribution for single coverage at the time of retirement. The School District's contribution will increase each year by the same amount as the School District's contribution to single coverage for active employees during the retiree's period of eligibility.

This employer premium contribution will cease as of the expiration of five (5) years from the date of retirement or the employee's death, whichever is earlier. The School District may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the School District, eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer-paid group medical plan elsewhere are ineligible to continue in the School District plan.

ARTICLE IX
Compensation for Exempt Positions
(Positions Listed in Appendix A)

Section 1. Base Salaries: Unless otherwise noted, all base salaries are based on a twelve (12) month work year and forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than twelve (12) months, or less than forty (40) hours per week.

Section 2. Compensation: Eligible employees will move one (1) step on the salary schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for salary increases if their performance is deemed satisfactory by their supervisor.

Section 3. Salary Schedules:

2025-2026

Step	Level I	Level II	Level III	Level IV	Level V	Level V-A*	Level VI	Level VII	Level VIII	Level IX
1	\$89,674	\$86,939	\$80,762	\$77,970	\$75,454	\$61,118	\$73,521	\$66,675	\$63,418	\$61,247
2	\$94,890	\$91,995	\$84,397	\$82,497	\$79,823	\$64,657	\$77,784	\$70,573	\$67,086	\$64,795
3	\$100,120	\$97,041	\$88,194	\$86,998	\$84,192	\$68,196	\$82,034	\$74,394	\$70,740	\$68,344
4	\$105,329	\$102,099	\$93,400	\$91,560	\$89,539	\$72,527	\$86,343	\$78,293	\$74,441	\$71,898

2026-2027

Step	Level I	Level II	Level III	Level IV	Level V	Level V-A*	Level VI	Level VII	Level VIII	Level IX
1	\$92,364	\$89,547	\$83,185	\$80,309	\$77,718	\$62,952	\$75,727	\$68,675	\$65,321	\$63,084
2	\$97,737	\$94,755	\$86,929	\$84,972	\$82,218	\$66,597	\$80,118	\$72,690	\$69,099	\$66,739
3	\$103,124	\$99,952	\$90,840	\$89,608	\$86,718	\$70,242	\$84,495	\$76,626	\$72,862	\$70,394
4	\$108,489	\$105,162	\$96,202	\$94,307	\$92,225	\$74,702	\$88,933	\$80,642	\$76,674	\$74,055

*Salaries shown for Level V-A have been prorated to reflect a shortened duty year of one-hundred ninety (190) days and reflect an eight (8) hour duty day.

ARTICLE X
Compensation for Non-Exempt Positions
(Positions Listed in Appendix B)

Section 1. Compensation: Eligible employees will move one (1) step on the wage schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for hourly wage increases if their performance is deemed satisfactory by their supervisor.

Section 2. Hourly Wage Schedules:

2025-2026

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$40.57	\$32.18	\$30.19	\$29.53	\$26.99
2	\$42.92	\$34.04	\$31.93	\$31.23	\$28.55
3	\$45.28	\$35.89	\$33.68	\$32.94	\$30.14
4	\$47.63	\$37.77	\$35.42	\$34.64	\$31.68

2026-2027

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$41.79	\$33.15	\$31.10	\$30.42	\$27.80
2	\$44.21	\$35.06	\$32.89	\$32.17	\$29.41
3	\$46.64	\$36.97	\$34.69	\$33.93	\$31.04
4	\$49.06	\$38.90	\$36.48	\$35.68	\$32.63

Appendix A: CST Exempt Positions

Position	Position Level
Technical Operations Administrator	I
Buildings and Grounds Manager	II
Early Learning Center Manager	II
Multi-Tiered Systems of Support (MTSS) Coordinator	II
Student Behavior and Culture Coordinator	II
Payroll Manager	III
Assistant Supervisor of Transportation	IV
Benefits Coordinator	IV
Board Certified Behavior Analyst	IV
Communications and Marketing Coordinator	IV
Technical Operations Developer	IV
Custodial Supervisor (EHS)	V
Digital Communications Coordinator	V
Inclusion Coordinator	V
Kids' Club Program Manager	V
Youth Development and Community Engagement Program Manager	V
District Accountant	V
Student Enrollment Coordinator	V
Student Information Coordinator	V
Youth Services Coordinator	V
American Indian Program Coordinator	V-A
Cultural Liaison	V-A
Custodial Supervisor (ECC)	VI
Family Services Collaborative Coordinator	VI
Performing Arts Facilities Coordinator	VI
Custodial Supervisor (MS)	VII
Activities Coordinator	VIII
Custodial Supervisor (ELEM)	VIII
Transportation Safety Coordinator	VIII
District-Wide Grounds Supervisor	IX

The above appendix provides supplementary information to aid the reader's understanding.

Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

Appendix B: CST Non-Exempt Positions

Position	Position Level
Superintendent’s Executive Assistant	X
Accounting Specialist	XI
District Maintenance I	XI
Human Resources Specialist	XI
Lead Technology Support Specialist	XI
Payroll Specialist	XI
Technical Operations Specialist	XII
District Maintenance II	XIII
Confidential Department Specialist	XIV
School Store Specialist	XIV

The above appendix provides supplementary information to aid the reader’s understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.



DEFINING EXCELLENCE

**Non-Affiliated Employees
Compensation and Benefits Guidebook**

July 1, 2025 through June 30, 2027

Approved by ISD 273 School Board .

**NON-AFFILIATED EMPLOYEE GUIDEBOOK
TABLE OF CONTENTS**

ARTICLE I.	PURPOSE	4
	Section 1. Purpose.....	4
ARTICLE II.	DEFINITIONS	4
	Section 1. School District.....	4
	Section 2. Employee.....	4
	Section 3. Full-time Employee.....	4
	Section 4. Part-time Employee.....	4
	Section 5. Anniversary Date.....	4
ARTICLE III.	HOLIDAYS AND VACATION	4
	Section 1. Holidays.....	4
	Section 2. Vacation.....	5
	Section 3. Calculation of Daily Rate of Pay for Vacation Payout.....	5
ARTICLE IV.	LEAVES OF ABSENCE	5
	Section 1. Basic Leave.....	5
	Section 2. Personal Illness Leave.....	5
	Section 3. Family Illness Leave.....	6
	Section 4. Bereavement Leave.....	6
	Section 5. Personal Business Leave.....	6
	Section 6. Religious Observance Leave.....	6
	Section 7. Basic Leave Coordination with Workers' Compensation and LTD.....	6
	Section 8. Emergency Sick Leave Bank (ESLB).....	6
	Section 9. Parental Leave.....	7
	Section 10. Judicial Leave.....	8
	Section 11. Emergency Closings.....	8
	Section 12. Superintendent's Discretionary Leave.....	8
ARTICLE V.	INSURANCE BENEFITS	9
	Section 1. Definition of Full-time for Purpose of Article V.....	9
	Section 2. Selection of Carriers.....	9
	Section 3. Insurance Coverage.....	9
	Section 4. Medical and Hospitalization Insurance.....	9

Section 5.	Dental Insurance.....	10
Section 6.	Term Life Insurance.....	10
Section 7.	Accidental Death & Dismemberment Insurance.....	10
Section 8.	Long-Term Disability Insurance.....	10
Section 9.	Flexible Spending Plans.....	11
ARTICLE VI.	PROFESSIONAL EXPENSES.....	11
Section 1.	Automobile Travel Reimbursement.....	11
Section 2.	Meetings in Pursuit of School District Interests.....	11
Section 3.	Professional Meetings and Leave.....	11
Section 4.	Membership in Professional Organizations	11
Section 5.	Attendance at Conferences on Weekends.....	11
Section 6.	Technology Allowance.....	12
ARTICLE VII.	TAX-DEFERRED SAVINGS PLAN.....	12
Section 1.	Tax-Deferred Matching Contribution.....	12
ARTICLE VIII.	RETIREMENT BENEFITS.....	12
Section 1.	Health Retirement Account (HRA) Contributions.....	12
Section 2.	Definition of Full-time for Purpose of Article VIII.....	13
ARTICLE IX.	COMPENSATION.....	13
Section 1.	Base Salaries.....	13
Section 2.	Compensation.....	13
Section 3.	Salary Schedules.....	13
APPENDIX A.	NON-AFFILIATED POSITIONS.....	15

ARTICLE I
Purpose

Section 1. Purpose: The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will, non-affiliated positions. This Guidebook applies to exempt positions, which are not eligible for overtime.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

ARTICLE II
Definitions

Section 1. School District: School District means Edina Public Schools-Independent School District No. 273.

Section 2. Employee: Employee means a person holding a position specified in Appendix A of this Guidebook.

Section 3. Full-time Employee: An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

Section 4. Part-time Employee: An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

Section 5. Anniversary Date: The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III
Holidays and Vacation

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. Holiday pay is incorporated into an employee's annual salary. The number of paid holidays that an employee receives is based on their assigned duty year as shown on the following schedule:

Duty Days Per Year	210-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation: Full-time employees earn twenty-five (25) days of vacation each year. Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is twenty-five (25) days. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the fiscal year.

An employee properly terminating employment, as determined by the School District, will receive payment for any earned and unused vacation. An employee whose employment is terminated by the School District will receive payment for any earned and unused vacation accrued at the time of termination. An employee who terminates employment and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Section 3. Calculation of Daily Rate of Pay for Vacation Payout: To determine a two-hundred sixty (260) day employee's daily rate of pay when calculating vacation payout, the employee's annual base salary is divided by 229 days. If an employee's work year is for fewer than two-hundred sixty (260) days, then the employee's annual base salary is divided by the number of days in the employee's work year.

ARTICLE IV Leaves of Absence

Section 1. Basic Leave: Full-time-employees earn eighteen (18) days of basic leave each year. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. An employee who is hired or whose employment is terminated will have their basic leave allowance prorated for a partial year. Unused basic leave may accumulate without limit.

Section 2. Personal Illness Leave: An employee may use one (1) day of accumulated basic leave for each day of personal illness. An employee who has been absent may be required to present a statement to the human resources department from a physician verifying an illness that prevented the employee from working and certifying that the employee has recovered

sufficiently to return to the employee's normal duties. An employee who is absent for more than five (5) consecutive duty days will be required to present this certification.

Section 3. Family Illness Leave: An employee may use a reasonable amount of accumulated basic leave for absences due to an illness or injury to the employee's child, spouse, mother, father, mother-in-law, father-in-law, or others in accordance with state law.

Section 4. Bereavement Leave: With approval of the human resources department, an employee may use a reasonable amount of accumulated basic leave due to the death of a family member or friend.

Section 5. Personal Business Leave: An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of business hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

Section 6. Religious Observance Leave: An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the human resources department at least three (3) duty days in advance of the requested date.

Section 7. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits: An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 8. Emergency Sick Leave Bank (ESLB) Pool: An emergency sick leave bank (ESLB) exists for qualifying employees who have exhausted all paid leave options including workers' compensation (if applicable), and any other state and/or federal paid leave programs. The ESLB also includes eligible members of the Superintendent's Advisory Council (SAC) and Edina Administrative Council (EAC). Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB

will be filled by donations made by other employees to support colleagues experiencing such circumstances.

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the School District. All donations are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

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

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

No employee may withdraw more than sixty-five (65) days from the ESLB during their career with the School District unless the School District agrees to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

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

A sick leave pool exists for eligible employees who have exhausted their accumulated basic leave. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long term disability ("LTD") benefit that may begin after an employee has been absent from work for sixty five (65) consecutive workdays. After sixty five (65) consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool. The employee may, however, be eligible for LTD benefits as determined by the School District's LTD carrier.

Section 9. Parental Leave: An employee may be granted a full-time leave of absence without pay for a period of up to twelve (12) months for the purpose of providing care and bonding with their newborn or newly adopted child or children. Written application for such leave must be submitted to the human resources department at least four (4) months prior to the expected

commencement of the leave when possible. This notice requirement may be waived in cases of emergency. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law. Parental leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the School District and employee, parental leave may also be granted to begin before any period of physical disability resulting from the pregnancy. Once a parental leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

An employee may return to work prior to the date designated in the approved parental leave notice only as approved by the School District in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the School District.

An employee returning from parental leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified as determined by the School District. Any earned and unused basic leave accumulated at the commencement of an employee's parental leave will be credited to the employee upon their return.

An employee on an approved parental leave remains eligible for participation in the School District's health, dental, and life insurance programs via the Consolidated Omnibus Budget Reconciliation Act (COBRA). To continue such coverage, an employee must remit their premium payments directly to the School District's third-party COBRA administrator within the required timelines.

Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Section 10. Judicial Leave: Employees called upon to serve as a juror in a federal or state court, or subpoenaed as a witness in a court proceeding, will be granted a leave of absence for the time the employee is required to be at the courthouse. Employees will receive all pay and other benefits that would have accrued had they been working during the period of absence for judicial leave, less any compensation received from court administration, unless the employee is a party in the case.

Section 11. Emergency Closings: In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

Section 12. Superintendent's Discretionary Leave: Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or designee.

ARTICLE V
Insurance Benefits

Section 1. Definition of Full-time Employee for the Purpose of Article V: For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of two-hundred twenty (220) days or more.

Section 2. Selection of Carriers: The selection of insurance carriers and policies will be made by the School District.

Section 3. Insurance Coverage: The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

Section 4. Medical and Hospitalization Insurance: The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in the medical insurance plan is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2025	Monthly District Contribution as of July 1, 2026
Single	\$725.00	<u>\$755.00</u>
Single + One	\$1,379.54	<u>\$1,409.54</u>
Family	\$1,800.72	<u>\$1,830.72</u>

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of medical and hospitalization coverage for which the employee is enrolled. If the School District’s contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District 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 School District contribution under their Guidebook 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 School District’s contribution towards a single medical insurance plan under their spouse’s Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees

have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

Section 45. Dental Insurance: The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan.

Type of Coverage	School District's Monthly Contribution as of July 1, 2023
Single	\$40.00
Single + One	\$75.00
Family	\$121.00

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of dental coverage for which the employee is enrolled.

Section 56. Term Life Insurance: An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's base annual salary. The School District pays the entire premium for this coverage.

An employee may apply for supplemental coverage as offered by the School District's insurance carrier in \$10,000 increments up to the employee's basic annual salary. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for this coverage will be paid by the employee through payroll deduction.

An employee who elects to take and is approved by the insurance carrier for the maximum supplemental life insurance coverage will receive an additional School District paid supplemental coverage in an amount equal to the employee's basic annual salary rounded up to the next whole thousand.

An employee may apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the supplemental life insurance certificate. Premiums for this coverage will be paid by the employee through payroll deduction.

Section 67. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the employee's base annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 68. Long-Term Disability Insurance: The School District provides full-time employees with long-term disability insurance. The School District pays the entire premium for this

coverage. LTD claims approved by the insurance carrier provide wage replacement at two-thirds (2/3) of an employee's base salary up to a maximum benefit of \$10,000 per month. An employee receiving long-term disability insurance benefits also remains eligible for the School District's contribution towards medical and hospitalization insurance through the School District's group plans.

Section 79. Flexible Spending Plans: An eligible employee may participate in the Flexible Benefits Spending Plans established by the School District Employer pursuant to Section 125 of the Internal Revenue Code.

ARTICLE VI Professional Expenses

Section 1. Automobile Travel Reimbursement: Approved mileage for work-related travel outside of the School District is reimbursed at the current IRS mileage rate.

Section 2. Meetings in Pursuit of School District Interests: The School District will reimburse an employee for necessary expenses incurred while attending authorized meetings representing the interests of the School District.

Section 3. Professional Meetings and Leave: The School District will reimburse an employee for necessary expenses incurred for approved attendance at local, state, and national conventions, conferences, workshops, seminars, and institutes.

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional site visits of an approved school system or institution of higher learning, or the carrying out of other professional duties. Professional leave must be approved in advance by the Superintendent or designee.

Section 4. Membership in Professional Organizations: Membership in professional organizations may enhance the employee's ability to exercise educational leadership within the School District. Employees are encouraged to belong to appropriate professional organizations. Accordingly, the School District will pay such membership fees for organizations as are required, directed, or permitted by the employee's supervisor.

The School District may pay the membership dues for one approved national organization and one approved state organization for each administrator.

Section 5. Attendance at Conferences on Weekends: When attending conventions or other professional meetings as requested by the School District, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's workweek when weekend meetings or travel occur.

Section 6. Technology Allowance: An employee is eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400, or a portion thereof, the employee must submit a request for reimbursement and approval from the employee’s supervisor. The employee may carryover this allowance, up to a maximum of \$2000.

Appropriate use of this allowance may include, but is not limited to, hardware/software for professional use that will mutually benefit the School District and the employee. The technology allowance will not be distributed ~~in~~ as salary addition to an employee.

**ARTICLE VII
Tax-Deferred Savings Plan**

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District’s tax-deferred plan by contributing a portion of their annual base salary to the plan. The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee’s choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District’s contribution is not payable unless the employee authorizes a salary contribution up to the matching amount the employee is eligible to receive. The School District’s match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

The School District shall contribute up to three (3) percent of an employee’s annual base salary up to a maximum of ~~\$4,750~~ 4,250 on an annual basis towards the School District’s 403(b) plan when the contribution is matched by the employee.

**ARTICLE VIII
Retirement Benefits**

Section 1. Health Retirement Account (HRA) Contributions: Beginning July 1, 2023, all full-time non-affiliated employees will receive an annual contribution towards an HRA in accordance with the schedule provided in this Article. Full-time non-affiliated employees receiving this benefit for the first time will be placed on Year 1 of the schedule in fiscal year 2024. Full-time non-affiliated employees that were eligible for this benefit on June 30, 2023 will be placed on the appropriate year that corresponds with their start date in their non-affiliated position.

The School District will make annual contributions to an HRA for ten (10) years in accordance with the schedule shown below for a maximum School District contribution of up to sixty-five thousand dollars (\$65,000). The funds contributed to an HRA by the School District vest with the employee after they have served seven (7) consecutive years of full-time employment with the School District. The School District retains control of any funds contributed to an HRA until such funds have vested with the employee. The School District remains responsible to invest any funds and pay any associated fees until the funds have vested with the employee, at which

point those responsibilities are transferred to the employee. The School District will deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.

Year	Contribution to HRA
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8 (vested)	\$11,500
Year 9	\$15,500
Year 10	\$19,500

Section 2. Definition of Full-time for Purpose of Article VIII: For the purpose of this Article, a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of at least two-hundred twenty (220) days. A full-time employee who begins employment after July 1 will receive a prorated contribution for their first year of employment using the number of duty days required for their position as the minimum necessary to receive the full contribution.

ARTICLE IX Compensation

Section 1. Base Salaries: All base salaries are based on a twelve (12) month work year, two-hundred sixty (260) days and a minimum of forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than twelve (12) months two-hundred sixty (260) days, or less than forty (40) hours per week.

Section 2. Compensation: Eligible employees will move one (1) step on the salary schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for salary increases if their performance is deemed satisfactory by their supervisor.

Section 23. Salary Schedules (Positions Listed in Appendix A):

2025-2026

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	<u>\$138,453</u>	<u>\$118,031</u>	<u>\$122,836</u>	<u>\$116,494</u>	<u>\$105,732</u>

2	\$141,516	\$119,430	\$125,247	\$118,776	\$107,820
3	\$144,300	\$121,320	\$127,707	\$121,106	\$110,058
4	\$147,140	\$122,230	\$130,214	\$123,482	\$113,732
5	\$150,037	\$123,630	\$136,843	\$125,906	\$117,085

2026-2027

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	\$142,607	\$121,572	\$126,521	\$119,989	\$108,904
2	\$145,761	\$123,013	\$129,004	\$122,339	\$111,055
3	\$148,629	\$124,960	\$131,538	\$124,739	\$113,360
4	\$151,554	\$125,897	\$134,120	\$127,186	\$117,144
5	\$154,538	\$127,339	\$140,948	\$129,683	\$120,598
6	\$157,629	\$129,524	\$143,767	\$132,277	\$123,010

**Appendix A
Non-Affiliated Positions**

Position	Position Level
Assistant Director of Early Learning Center	A
Assistant Director of Finance	A
Assistant Director of Student Support Services	A
Assistant Director of Teaching and Learning	A
Director of Buildings and Grounds	A
Director of District Media and Technology Services	A
Director of Human Resources	A
Administrative Dean	B
Data Programming Analyst	C
Supervisor of Community Engagement and Purpose Learning	C
Supervisor of Edina Virtual Pathways	C
Supervisor of School-Aged Care, Operations, and Facilities	C
Supervisor of Transportation Services	C
Supervisor of Emergency Management and School Safety	D
Supervisor of Health Services	D
Digital Learning Coordinator	E

The above appendix provides supplementary information to aid the reader’s understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.



DEFINING EXCELLENCE

**Non-Affiliated Employees
Compensation and Benefits Guidebook**

July 1, 2025 through June 30, 2027

Approved by ISD 273 School Board _____.

**NON-AFFILIATED EMPLOYEE GUIDEBOOK
TABLE OF CONTENTS**

ARTICLE I.	PURPOSE	4
	Section 1. Purpose.....	4
ARTICLE II.	DEFINITIONS	4
	Section 1. School District.....	4
	Section 2. Employee.....	4
	Section 3. Full-time Employee.....	4
	Section 4. Part-time Employee.....	4
	Section 5. Anniversary Date.....	4
ARTICLE III.	HOLIDAYS AND VACATION	4
	Section 1. Holidays.....	4
	Section 2. Vacation.....	5
	Section 3. Calculation of Daily Rate of Pay for Vacation Payout.....	5
ARTICLE IV.	LEAVES OF ABSENCE	5
	Section 1. Basic Leave.....	5
	Section 2. Personal Illness Leave.....	5
	Section 3. Family Illness Leave.....	6
	Section 4. Bereavement Leave.....	6
	Section 5. Personal Business Leave.....	6
	Section 6. Religious Observance Leave.....	6
	Section 7. Basic Leave Coordination with Workers' Compensation and LTD.....	6
	Section 8. Emergency Sick Leave Bank (ESLB).....	6
	Section 9. Parental Leave.....	7
	Section 10. Judicial Leave.....	8
	Section 11. Emergency Closings.....	8
	Section 12. Superintendent's Discretionary Leave.....	8
ARTICLE V.	INSURANCE BENEFITS	8
	Section 1. Definition of Full-time for Purpose of Article V.....	8
	Section 2. Selection of Carriers.....	9
	Section 3. Insurance Coverage.....	9
	Section 4. Medical and Hospitalization Insurance.....	9

Section 5.	Dental Insurance.....	9
Section 6.	Term Life Insurance.....	10
Section 7.	Accidental Death & Dismemberment Insurance.....	10
Section 8.	Long-Term Disability Insurance.....	10
Section 9.	Flexible Spending Plans.....	10
ARTICLE VI.	PROFESSIONAL EXPENSES.....	11
Section 1.	Automobile Travel Reimbursement.....	11
Section 2.	Meetings in Pursuit of School District Interests.....	11
Section 3.	Professional Meetings and Leave.....	11
Section 4.	Membership in Professional Organizations	11
Section 5.	Attendance at Conferences on Weekends.....	11
Section 6.	Technology Allowance.....	11
ARTICLE VII.	TAX-DEFERRED SAVINGS PLAN.....	12
Section 1.	Tax-Deferred Matching Contribution.....	12
ARTICLE VIII.	RETIREMENT BENEFITS.....	12
Section 1.	Health Retirement Account (HRA) Contributions.....	12
Section 2.	Definition of Full-time for Purpose of Article VIII.....	13
ARTICLE IX.	COMPENSATION.....	13
Section 1.	Base Salaries.....	13
Section 2.	Compensation.....	13
Section 3.	Salary Schedules.....	13
APPENDIX A.	NON-AFFILIATED POSITIONS.....	15

ARTICLE I
Purpose

Section 1. Purpose: The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will, non-affiliated positions. This Guidebook applies to exempt positions, which are not eligible for overtime.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

ARTICLE II
Definitions

Section 1. School District: School District means Edina Public Schools-Independent School District No. 273.

Section 2. Employee: Employee means a person holding a position specified in Appendix A of this Guidebook.

Section 3. Full-time Employee: An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

Section 4. Part-time Employee: An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

Section 5. Anniversary Date: The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III
Holidays and Vacation

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. Holiday pay is incorporated into an employee's annual salary. The number of paid holidays that an employee receives is based on their assigned duty year as shown on the following schedule:

Duty Days Per Year	210-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation: Full-time employees earn twenty-five (25) days of vacation each year. Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is twenty-five (25) days. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the fiscal year.

An employee properly terminating employment, as determined by the School District, will receive payment for any earned and unused vacation. An employee whose employment is terminated by the School District will receive payment for any earned and unused vacation accrued at the time of termination. An employee who terminates employment and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Section 3. Calculation of Daily Rate of Pay for Vacation Payout: To determine a two-hundred sixty (260) day employee's daily rate of pay when calculating vacation payout, the employee's annual base salary is divided by 229 days. If an employee's work year is for fewer than two-hundred sixty (260) days, then the employee's annual base salary is divided by the number of days in the employee's work year.

ARTICLE IV Leaves of Absence

Section 1. Basic Leave: Full-time-employees earn eighteen (18) days of basic leave each year. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. An employee who is hired or whose employment is terminated will have their basic leave allowance prorated for a partial year. Unused basic leave may accumulate without limit.

Section 2. Personal Illness Leave: An employee may use one (1) day of accumulated basic leave for each day of personal illness. An employee who has been absent may be required to present a statement to the human resources department from a physician verifying an illness that prevented the employee from working and certifying that the employee has recovered

sufficiently to return to the employee's normal duties. An employee who is absent for more than five (5) consecutive duty days will be required to present this certification.

Section 3. Family Illness Leave: An employee may use a reasonable amount of accumulated basic leave for absences due to an illness or injury to the employee's child, spouse, mother, father, mother-in-law, father-in-law, or others in accordance with state law.

Section 4. Bereavement Leave: With approval of the human resources department, an employee may use a reasonable amount of accumulated basic leave due to the death of a family member or friend.

Section 5. Personal Business Leave: An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of business hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

Section 6. Religious Observance Leave: An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the human resources department at least three (3) duty days in advance of the requested date.

Section 7. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits: An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 8. Emergency Sick Leave Bank (ESLB): An emergency sick leave bank (ESLB) exists for qualifying employees who have exhausted all paid leave options including workers' compensation (if applicable), and any other state and/or federal paid leave programs. The ESLB also includes eligible members of the Superintendent's Advisory Council (SAC) and Edina Administrative Council (EAC). Employees may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the employee (or their immediate family member) that will require the prolonged absence of the employee from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the employee because the employee has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB

will be filled by donations made by other employees to support colleagues experiencing such circumstances.

Employees will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Employees who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the School District. All donations are confidential and nonrefundable. Once a day is donated, an employee cannot retract or reclaim the donated basic leave for any reason.

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

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

No employee may withdraw more than sixty-five (65) days from the ESLB during their career with the School District unless the School District agrees to a greater number of days for a life-threatening medical emergency. No employee may withdraw days from the ESLB for use on non-contract days.

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

Section 9. Parental Leave: An employee may be granted a full-time leave of absence without pay for a period of up to twelve (12) months for the purpose of providing care and bonding with their newborn or newly adopted child or children. Written application for such leave must be submitted to the human resources department at least four (4) months prior to the expected commencement of the leave when possible. This notice requirement may be waived in cases of emergency. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law. Parental leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the School District and employee, parental leave may also be granted to begin before any period of physical disability resulting from the pregnancy. Once parental leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

An employee may return to work prior to the date designated in the approved parental leave notice only as approved by the School District in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the School District.

An employee returning from parental leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified as determined by the School District. Any earned and unused basic leave accumulated at the commencement of an employee's parental leave will be credited to the employee upon their return.

An employee on approved parental leave remains eligible for participation in the School District's health, dental, and life insurance programs via the Consolidated Omnibus Budget Reconciliation Act (COBRA). To continue such coverage, an employee must remit their premium payments directly to the School District's third-party COBRA administrator within the required timelines.

Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Section 10. Judicial Leave: Employees called upon to serve as a juror in a federal or state court, or subpoenaed as a witness in a court proceeding, will be granted a leave of absence for the time the employee is required to be at the courthouse. Employees will receive all pay and other benefits that would have accrued had they been working during the period of absence for judicial leave, less any compensation received from court administration, unless the employee is a party in the case.

Section 11. Emergency Closings: In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

Section 12. Superintendent's Discretionary Leave: Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or designee.

ARTICLE V

Insurance Benefits

Section 1. Definition of Full-time Employee for the Purpose of Article V: For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of two-hundred twenty (220) days or more.

Section 2. Selection of Carriers: The selection of insurance carriers and policies will be made by the School District.

Section 3. Insurance Coverage: The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

Section 4. Medical and Hospitalization Insurance: The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in the medical insurance plan is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2025	Monthly District Contribution as of July 1, 2026
Single	\$725.00	\$755.00
Single + One	\$1,379.54	\$1,409.54
Family	\$1,800.72	\$1,830.72

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of medical and hospitalization coverage for which the employee is enrolled. If the School District’s contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District 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 School District contribution under their Guidebook 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 School District’s contribution towards a single medical insurance plan under their spouse’s Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

Section 5. Dental Insurance: The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan.

Type of Coverage	School District's Monthly Contribution
Single	\$40.00
Single + One	\$75.00
Family	\$121.00

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of dental coverage for which the employee is enrolled.

Section 6. Term Life Insurance: An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's base annual salary. The School District pays the entire premium for this coverage.

An employee may apply for supplemental coverage as offered by the School District's insurance carrier. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for this coverage will be paid by the employee through payroll deduction.

An employee who elects to take and is approved by the insurance carrier for the maximum supplemental life insurance coverage will receive an additional School District paid supplemental coverage in an amount equal to the employee's basic annual salary rounded up to the next whole thousand.

An employee may apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the supplemental life insurance certificate. Premiums for this coverage will be paid by the employee through payroll deduction.

Section 7. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the employee's base annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 8. Long-Term Disability Insurance: The School District provides full-time employees with long-term disability insurance. The School District pays the entire premium for this coverage. LTD claims approved by the insurance carrier provide wage replacement at two-thirds (2/3) of an employee's base salary up to a maximum benefit of \$10,000 per month. An employee receiving long-term disability insurance benefits also remains eligible for the School District's contribution towards medical and hospitalization insurance through the School District's group plans.

Section 9. Flexible Spending Plans: An eligible employee may participate in the Flexible Spending Plans established by the School District Employer pursuant to Section 125 of the Internal Revenue Code.

ARTICLE VI
Professional Expenses

Section 1. Automobile Travel Reimbursement: Approved mileage for work-related travel outside of the School District is reimbursed at the current IRS mileage rate.

Section 2. Meetings in Pursuit of School District Interests: The School District will reimburse an employee for necessary expenses incurred while attending authorized meetings representing the interests of the School District.

Section 3. Professional Meetings and Leave: The School District will reimburse an employee for necessary expenses incurred for approved attendance at local, state, and national conventions, conferences, workshops, seminars, and institutes.

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional site visits of an approved school system or institution of higher learning, or the carrying out of other professional duties. Professional leave must be approved in advance by the Superintendent or designee.

Section 4. Membership in Professional Organizations: Membership in professional organizations may enhance the employee's ability to exercise educational leadership within the School District. Employees are encouraged to belong to appropriate professional organizations. Accordingly, the School District will pay such membership fees for organizations as are required, directed, or permitted by the employee's supervisor.

The School District may pay the membership dues for one approved national organization and one approved state organization for each administrator.

Section 5. Attendance at Conferences on Weekends: When attending conventions or other professional meetings as requested by the School District, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's workweek when weekend meetings or travel occur.

Section 6. Technology Allowance: An employee is eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400, or a portion thereof, the employee must submit a request for reimbursement and approval from the employee's supervisor. The employee may carryover this allowance, up to a maximum of \$2000.

Appropriate use of this allowance may include, but is not limited to, hardware/software for professional use that will mutually benefit the School District and the employee. The technology allowance will not be distributed as salary addition to an employee.

ARTICLE VII
Tax-Deferred Savings Plan

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District’s tax-deferred plan by contributing a portion of their annual base salary to the plan. The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee’s choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District’s contribution is not payable unless the employee authorizes a salary contribution up to the matching amount the employee is eligible to receive. The School District’s match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

The School District shall contribute up to three (3) percent of an employee’s annual base salary up to a maximum of \$4,750 on an annual basis towards the School District’s 403(b) plan when the contribution is matched by the employee.

ARTICLE VIII
Retirement Benefits

Section 1. Health Retirement Account (HRA) Contributions: Beginning July 1, 2023, all full-time non-affiliated employees will receive an annual contribution towards an HRA in accordance with the schedule provided in this Article. Full-time non-affiliated employees receiving this benefit for the first time will be placed on Year 1 of the schedule in fiscal year 2024. Full-time non-affiliated employees that were eligible for this benefit on June 30, 2023 will be placed on the appropriate year that corresponds with their start date in their non-affiliated position.

The School District will make annual contributions to an HRA for ten (10) years in accordance with the schedule shown below for a maximum School District contribution of up to sixty-five thousand dollars (\$65,000). The funds contributed to an HRA by the School District vest with the employee after they have served seven (7) consecutive years of full-time employment with the School District. The School District retains control of any funds contributed to an HRA until such funds have vested with the employee. The School District remains responsible to invest any funds and pay any associated fees until the funds have vested with the employee, at which point those responsibilities are transferred to the employee. The School District will deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.

Year	Contribution to HRA
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000

Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8 (vested)	\$11,500
Year 9	\$15,500
Year 10	\$19,500

Section 2. Definition of Full-time for Purpose of Article VIII: For the purpose of this Article, a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of at least two-hundred twenty (220) days. A full-time employee who begins employment after July 1 will receive a prorated contribution for their first year of employment using the number of duty days required for their position as the minimum necessary to receive the full contribution.

**ARTICLE IX
Compensation**

Section 1. Base Salaries: All base salaries are based on a twelve (12) month work year, and a minimum of forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than twelve (12) months, or less than forty (40) hours per week.

Section 2. Compensation: Eligible employees will move one (1) step on the salary schedule on July 1, 2025, and one (1) step on July 1, 2026. Employees are eligible for salary increases if their performance is deemed satisfactory by their supervisor.

Section 3. Salary Schedules (Positions Listed in Appendix A):

2025-2026

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	\$138,453	\$118,031	\$122,836	\$116,494	\$105,732
2	\$141,516	\$119,430	\$125,247	\$118,776	\$107,820
3	\$144,300	\$121,320	\$127,707	\$121,106	\$110,058
4	\$147,140	\$122,230	\$130,214	\$123,482	\$113,732
5	\$150,037	\$123,630	\$136,843	\$125,906	\$117,085

2026-2027

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	\$142,607	\$121,572	\$126,521	\$119,989	\$108,904
2	\$145,761	\$123,013	\$129,004	\$122,339	\$111,055
3	\$148,629	\$124,960	\$131,538	\$124,739	\$113,360
4	\$151,554	\$125,897	\$134,120	\$127,186	\$117,144
5	\$154,538	\$127,339	\$140,948	\$129,683	\$120,598
6	\$157,629	\$129,524	\$143,767	\$132,277	\$123,010

**Appendix A
Non-Affiliated Positions**

Position	Position Level
Assistant Director of Early Learning Center	A
Assistant Director of Finance	A
Assistant Director of Student Support Services	A
Assistant Director of Teaching and Learning	A
Director of Buildings and Grounds	A
Director of District Media and Technology Services	A
Director of Human Resources	A
Administrative Dean	B
Data Programming Analyst	C
Supervisor of Community Engagement and Purpose Learning	C
Supervisor of Edina Virtual Pathways	C
Supervisor of School-Aged Care, Operations, and Facilities	C
Supervisor of Transportation Services	C
Supervisor of Emergency Management and School Safety	D
Supervisor of Health Services	D
Digital Learning Coordinator	E

The above appendix provides supplementary information to aid the reader’s understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

V.E. Proposed Miscellaneous Wage Rates



Board Meeting Date: 8/11/2025

Title: Proposed Miscellaneous Wage Rates – Effective August 16, 2025

Type: Consent

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

Description: The School District maintains wage rates for temporary and casual positions and conducts annual reviews to ensure they remain competitive. Based on the most recent review, wage increases are proposed for the following positions:

<u>Position</u>	<u>Current Wage</u>	<u>Proposed Wage</u>
Teacher Building Substitute	\$200.00/day	\$205.00/day
Community Education Building Aide	\$18.16/hour	\$18.70/hour
Community Education Auditorium Technician	\$20.00/hour	\$21.00/hour

Rationale for Proposed Increases:

- **Teacher Building Substitutes** provide daily services at assigned school buildings, with many returning year after year to the same locations. This consistency supports both operational efficiency and educational continuity. The last wage increase for this position was approved in December 2022.
- **Community Education Auditorium Technicians** have not received a wage increase since 2021. The proposed adjustment helps align this role with current market expectations and recognizes the importance of this role.
- **Community Education Building Aides** will receive a modest annual wage increase to support continued success in recruiting and retaining qualified candidates for this essential position.

The total estimated cost of these proposed wage adjustments is \$37,901. Director Woodard has confirmed the district’s budgets were developed to support these increases. Dr. Bittman supports this recommendation.

Recommendation: Approve the proposed miscellaneous wage rate increases reflected above effective August 16, 2025.

Attachments: None

V.F. Athletic Coach Stipend Recommendation for 2025-
26, 2026-27, 2027-28



Board Work Session Date: 8/11/2025

Title: Athletic Coaches Stipend Recommendation for 2025-26, 2026-27, 2027-28

Type: Consent

Presenter(s): Troy Stein, Assistant Principal/Activities Director

Description: In the fall of 2021, Edina Public Schools and EM/E agreed to remove all athletic coaches stipends from the EM/E teacher contract. At the time, less than 15% of athletic coaches were teachers. An Athletic Stipend Committee was formed in the spring of 2022 to determine a new salary schedule for athletic coaches. The school board approved a 3-year stipend schedule (2022-23, 2023-24, 2024-25) that is ending in spring 2025. The following information is a recommendation for an athletic coach stipend schedule for EHS athletic coaches for 2025-26, 2026-27, and 2027-28.

Recommendation: Approve the Athletic Coaches Stipend Recommendation for 2025-2026, 2026-2027, and 2027-2028.

Desired Outcomes from the Board: Approval of the Athletic Coaches Stipend Recommendation for 2025-2026, 2026-2027, and 2027-2028.

Attachment(s): See attached

Athletic Stipends Recommendation for 2025-26, 2026-27, 2027-28

Athletic Stipend Committee:

Troy Stein - Assistant Principal/Activities Director

Jaime Gaard Chapman - head girls' tennis coach

Jeff Mace - head girls' swimming & diving coach and assistant boys' swimming coach

Jamie Kirkpatrick - head cross country coach and assistant track & field coach

Jason Potts - football head coach and EHS teacher

Scott Johnson - head boys' swimming & diving coach

The Committee reviewed the current stipend schedule and have appreciated the progress that has been made by the EPS to make athletic coach stipends more competitive in the Lake Conference (see date below).

The recommendation of the Athletic Stipend Committee is as follows:

- Continue with the step athletic stipend schedule that pays all EHS coaches a salary based on the number of weeks in the regular and post-season in which they are coaching.
- Increase the weekly stipend of the first three steps and then add three new steps to the current schedule. This will increase the number of steps in the athletic stipend schedule for athletic coaches to six (6) total.
- Placement of new coaches on the stipend step schedule has followed this procedure the past 3 years. The committee feels this procedure is appropriate to continue:
 - New assistant coaches to Edina are placed on step 1.
 - New head coaches to Edina are placed on step 1, unless they have head coach experience at a comparable high school.
- The Athletic Stipend Committee will reconvene during the 2027-28 school year to assess the structure and more than likely recommend to make one final career increment step to finalize the steps at seven (7).

Edina Public School Athletic Stipends - Head Coaches										
Step	11-WK Season	12-WK Season	13-WK Season	14-WK Season	15-WK Season	16-WK Season	17-WK Season	18-WK Season	Proposed/ WK	Current / Week
1	\$5,916	\$6,454	\$6,992	\$7,530	\$8,068	\$8,605	\$9,143	\$9,681	\$538	\$498
2	\$5,988	\$6,532	\$7,076	\$7,620	\$8,165	\$8,709	\$9,253	\$9,798	\$544	\$504
3	\$6,059	\$6,610	\$7,160	\$7,711	\$8,262	\$8,813	\$9,364	\$9,914	\$551	\$510
4	\$6,237	\$6,804	\$7,371	\$7,938	\$8,505	\$9,072	\$9,639	\$10,206	\$567	
5	\$6,427	\$7,011	\$7,596	\$8,180	\$8,764	\$9,348	\$9,933	\$10,517	\$584	
6	\$6,653	\$7,258	\$7,862	\$8,467	\$9,072	\$9,677	\$10,282	\$10,886	\$605	

EPS Athletic Stipends - Assistant Coaches at 70% of Head Coach

Step	11-Week Season	12-Week Season	13-Week Season	14-Week Season	15-Week Season	16-Week Season	17-Week Season	18-Week Season
1	\$4,141.37	\$4,517.86	\$4,894.34	\$5,270.83	\$5,647.32	\$6,023.81	\$6,400.30	\$6,776.78
2	\$4,191.26	\$4,572.29	\$4,953.31	\$5,334.34	\$5,715.36	\$6,096.38	\$6,477.41	\$6,858.43
3	\$4,241.16	\$4,626.72	\$5,012.28	\$5,397.84	\$5,783.40	\$6,168.96	\$6,554.52	\$6,940.08
4	\$4,365.90	\$4,762.80	\$5,159.70	\$5,556.60	\$5,953.50	\$6,350.40	\$6,747.30	\$7,144.20
5	\$4,498.96	\$4,907.95	\$5,316.95	\$5,725.94	\$6,134.94	\$6,543.94	\$6,952.93	\$7,361.93
6	\$4,656.96	\$5,080.32	\$5,503.68	\$5,927.04	\$6,350.40	\$6,773.76	\$7,197.12	\$7,620.48

EPS Athletic Stipends - Assistant Coaches at 65% of Head Coach

Step	11-Week Season	12-Week Season	13-Week Season	14-Week Season	15-Week Season	16-Week Season	17-Week Season	18-Week Season
1	\$3,845.56	\$4,195.15	\$4,544.75	\$4,894.34	\$5,243.94	\$5,593.54	\$5,943.13	\$6,292.73
2	\$3,891.89	\$4,245.70	\$4,599.50	\$4,953.31	\$5,307.12	\$5,660.93	\$6,014.74	\$6,368.54
3	\$3,938.22	\$4,296.24	\$4,654.26	\$5,012.28	\$5,370.30	\$5,728.32	\$6,086.34	\$6,444.36
4	\$4,054.05	\$4,422.60	\$4,791.15	\$5,159.70	\$5,528.25	\$5,896.80	\$6,265.35	\$6,633.90
5	\$4,177.60	\$4,557.38	\$4,937.17	\$5,316.95	\$5,696.73	\$6,076.51	\$6,456.29	\$6,836.08
6	\$4,324.32	\$4,717.44	\$5,110.56	\$5,503.68	\$5,896.80	\$6,289.92	\$6,683.04	\$7,076.16

Overall Impact to the Athletic Budget

Athletic Director, Troy Stein, and CFO/Director of Finance & Operations, Mert Woodard, have reviewed this recommendation and have been able to confirm that EPS can accommodate and budget for this plan for the next 3 years. EPS is projecting the costing based on all EPS coaches returning. This will more than likely not be the case as you can see in the actual cost from the past 3 years show how many assistant coaches transition on an annual basis.

Projected	Actual	Notes:
22-23	\$835,000	(coaches leave)
23-24	\$846,000	(coaches leave)
24-25	\$856,000	(coaches leave)
25-26	\$910,355	* Assume all return!
26-27	\$938,611	* Assume all return!
27-28	\$968,589	* Assume all return!

2021-22 Average Regular Season Coach Pay in Lake Conference			2024-25 Average Regular Season Coach Pay in Lake Conference		
1	Wayzata	\$5,725	1	Wayzata	\$5,958
2	STMA	\$5,305	2	Minnetonka	\$5,642
3	Eden Prairie	\$5,227	3	Edina	\$5,639
4	Hopkins	\$5,184	4	STMA	\$5,429
5	Minnetonka	\$5,022	5	Hopkins	\$5,418
6	Edina	\$5,013	6	Eden Prairie	\$5,350
7	Buffalo	\$4,279	7	Buffalo	\$4,607

Note: EHS and Hopkins are the two schools who removed stipends from teacher contracts. Thus, both Edina/Hopkins pay through the post-season. Other schools may pay a post season pay which would be more than noted in this document depending on the success of that particular season.

V.G. Check Register - July 2025



Board Meeting Date: 8/11/2025

Title: Check Register – July 2025

Type: Consent

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

Description: Presented for approval by the Board of Education are monthly disbursement totals, by fund, for the month of July 2025:

<u>Fund</u>	<u>Amount</u>
General	\$ 6,867,797.79
Food Service	28,734.38
Community Service	481,515.70
Building Construction	899,981.00
Total	\$ 8,278,028.87

Recommendation: Approve the disbursements as presented for the month of July 2025.

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

Attachments:

1. Check Register – July 2025

Check Register

FOR THE MONTH ENDED JULY 31, 2025

Check No.	Vendor	Description	Date	Amount
404849	M.I.S.T.	PROP/LIAB/CYBER INS	7/2/25	1,274,166.77
404893	MN PEIP	CURRENT TEACHERS	7/16/25	811,895.68
405015	MN PEIP	CURRENT TEACHERS	7/17/25	786,689.30
404865	BLUE CROSS BLUE SHI	CURRENT EMPLOYEES	7/16/25	463,036.73
404865	BLUE CROSS BLUE SHI	CURRENT EMPLOYEES	7/16/25	446,324.56
404920	A.J. MOORE ELECTRIC	WS 26A EHS MECH. PH	7/17/25	374,166.70
405005	MCDOWALL COMPANY	WS 23B EHS MECH. PH	7/17/25	202,450.59
405190	POWERSCHOOL GROUP L	EFINANCE RENEWAL 25	7/30/25	165,062.58
404882	INFINITE CAMPUS INC	IC RENEWAL 25/26	7/16/25	160,630.78
404939	CITY OF EDINA - POL	SCHOOL RESOURCE OFF	7/17/25	121,958.40
405220	BRENNAN CONSTRUCTIO	CN TOILET RENO	7/31/25	115,618.19
404857	POWERSCHOOL GROUP L	25/26 RENEWALS	7/2/25	97,005.48
404863	APPLE INC	1100 IPADS - PMT 1	7/8/25	92,697.00
405177	MASONRY RESTORATION	CN EXTERIOR WALL RE	7/30/25	80,431.75
404887	JOHNSON FITNESS & W	PE EQUIPMENT	7/16/25	78,869.30
404914	TWOTREES TECHNOLOGI	SOPHOS 25/26	7/16/25	76,128.19
404885	IXL LEARNING	IXL RENEWAL 25/26	7/16/25	74,900.00
404893	MN PEIP	COBRA/RETIREEES	7/16/25	73,527.12
405015	MN PEIP	COBRA/RETIREEES	7/17/25	73,527.12
405021	NORTHWEST ASPHALT,	ECC TENNIS COURTS	7/17/25	66,053.50
405000	KRAUS-ANDERSON CONS	EHS PRE CONST. SERV	7/17/25	58,909.00
404920	A.J. MOORE ELECTRIC	WS 26A EHS MECH. PH	7/17/25	58,905.80
405234	SAFeway DRIVING SCH	DRIVER'S ED	7/31/25	56,620.00
404901	RENAISSANCE LEARNIN	FASTBRIDGE RENEWAL	7/16/25	54,180.00
405037	SONUS INTERIORS INC	WS 09C EHS MECH. PH	7/17/25	51,300.00
404957	ENVIROBATE	EHS ASBESTOS REMOVA	7/17/25	46,930.00
404898	POWERSCHOOL GROUP L	ALLOVUE LICENSE - F	7/16/25	44,447.10
404846	DROPLET SOLUTIONS I	DROPLET FY26 FEE	7/2/25	42,150.00
404958	ENVISION GLASS INC	WS 08F EHS MECH. PH	7/17/25	42,013.29
404942	CLASSLINK INC	25-26 CLASSLINK REN	7/17/25	40,980.00
405055	XCEL ENERGY	EHS 5/22-6/23/25 US	7/17/25	40,664.58
404939	CITY OF EDINA - POL	SCHOOL RESOURCE OFF	7/17/25	40,651.09
404939	CITY OF EDINA - POL	SCHOOL RESOURCE OFF	7/17/25	40,651.09
404858	SAVVAS LEARNING COM	INSTALLMENT PAYMENT	7/2/25	38,919.83
405042	TECHPROTECTUS INC	IPAD CASES	7/17/25	36,080.00
405166	INTERMEDIATE DISTRI	LEASE LEVY	7/30/25	34,662.25
405066	BRAINPOP LLC	BRAINPOP RENEWAL 25	7/23/25	32,400.00
404881	INCIDENT IQ LLC	IIQ RENEWAL 25/26	7/16/25	32,027.26
405010	METRO TRANSPORTATIO	ESY SPED TYPE III	7/17/25	31,027.91
405184	MOR GOLF AND UTILIT	TRAINING VEHICLES	7/30/25	29,764.00
404902	RIVERSIDE INSIGHTS	COGAT 3 YEAR RENEW	7/16/25	28,842.00
404898	POWERSCHOOL GROUP L	ALLOVUE - DEPLOYMEN	7/16/25	27,500.00
404936	CHARTWELLS DINING S	JUNE25 FOOD SERVICE	7/17/25	26,365.84
405166	INTERMEDIATE DISTRI	INTINERANT	7/30/25	23,443.05
405144	COMMERCIAL FURNITUR	FURNITURE FOR ELC	7/30/25	23,133.05
405046	TRIPLE THREAT TRAIN	BOYS BBALL CAMPS	7/17/25	22,106.00
404950	EBERT CONSTRUCTION	WS 03A EHS MECH. PH	7/17/25	21,866.15
405166	INTERMEDIATE DISTRI	CONTRACTED NSO	7/30/25	21,617.82
405054	WOLD ARCHITECTS & E	2025 FACILITIES ASS	7/17/25	21,158.00
404868	CDW GOVERNMENT	TENABLE 25/26	7/16/25	20,990.07
404865	BLUE CROSS BLUE SHI	COBRA/RETIREEES	7/16/25	20,880.42
404865	BLUE CROSS BLUE SHI	COBRA/RETIREEES	7/16/25	20,880.42
404950	EBERT CONSTRUCTION	WS 06A EHS MECH. PH	7/17/25	20,762.53
404921	ABRAKADOODLE	ARTS & CRAFTS CLASS	7/17/25	20,600.00
404906	SEESAW LEARNING INC	SEESAW RENEWAL 25/2	7/16/25	18,560.32
404944	CRESCENT MOON PRODU	CURRENT JAM	7/17/25	18,500.00
405055	XCEL ENERGY	VV 5/22-6/23/25 USE	7/17/25	18,232.66
405064	BETTERCLOUD INC	BETTER CLOUD RENEWA	7/23/25	18,167.24

Check No.	Vendor	Description	Date	Amount
404968	GAARD PERFORMANCE A	TENNIS & BBALL	7/17/25	18,133.50
404861	SPED FORMS LLC	25-26 SPED FORM SER	7/2/25	18,130.07
405055	XCEL ENERGY	ECC 5/22-6/23/25 US	7/17/25	18,121.59
404909	SYSLOUD INC	GOOGLE BACK UP RENE	7/16/25	18,000.00
405054	WOLD ARCHITECTS & E	HL PARKING LOT	7/17/25	17,597.46
405119	TIMECLOCK PLUS DATA	TCP RENEWAL 25/26	7/23/25	17,539.74
405098	MSU - MANKATO	PIPELINE GRANT	7/23/25	17,502.34
404938	CITY OF EDINA	EHS 3/10-6/3/2025 U	7/17/25	17,084.50
405125	WILL DEBERG BASKETB	DEBERG BBALL CAMPS	7/23/25	16,982.70
405147	DASH SPORTS LLC	CHEER AND FLAG FOOT	7/30/25	16,824.20
404914	TWOTREES TECHNOLOGI	SOPHOS CENTRAL E-MA	7/16/25	16,729.83
405055	XCEL ENERGY	SV 5/22-6/23/25 USE	7/17/25	16,126.11
404971	GOPHER STAGE LIGHTI	WS 11J EHS MECH. PH	7/17/25	15,675.00
405028	ROGUE FITNESS	PE EQUIPMENT	7/17/25	15,295.87
405144	COMMERCIAL FURNITUR	FURNITURE FOR ELC	7/30/25	15,260.09
405209	WILL DEBERG BASKETB	BASKETBALL CAMPS	7/30/25	15,031.80
404868	CDW GOVERNMENT	PRE-PAYMENT RETAINE	7/16/25	15,000.00
405098	MSU - MANKATO	GYO GRANT	7/23/25	14,587.11
405000	KRAUS-ANDERSON CONS	EHS GENERAL CONDITI	7/17/25	14,478.91
404895	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	7/16/25	14,409.51
405000	KRAUS-ANDERSON CONS	EHS CONST. MGMT SER	7/17/25	13,475.00
405107	RENAISSANCE LEARNIN	ANNUAL ALL PRODUCT	7/23/25	13,162.12
404895	NATIONAL INSURANCE	LTD DISTRICT W/H	7/16/25	13,023.52
404912	TOOLS FOR SCHOOLS I	BOOK CREATOR 25/26	7/16/25	13,000.00
405165	INSTITUTE FOR ENVIR	CN ASBESTOS REMOVAL	7/30/25	12,348.11
405153	EDPUZZLE, INC	RENEWAL 25/26	7/30/25	12,200.00
404929	BAYCOM INC	NEW RADIOS	7/17/25	12,017.24
404916	WILL DEBERG BASKETB	BBALL SKILLS & LEAG	7/16/25	11,916.10
404964	FRANSEN DECORATING	WS K EHS MECH. PHAS	7/17/25	11,840.51
404881	INCIDENT IQ LLC	FACILITIES SUBSCRIP	7/16/25	11,500.03
405117	SUMMIT 360 INC	CISCO MODULES	7/23/25	11,399.05
405166	INTERMEDIATE DISTRI	CORE FEE	7/30/25	11,303.82
404923	ACRE	AP OFFICE FURN PO25	7/17/25	11,286.74
405166	INTERMEDIATE DISTRI	SAFE SCHOOL	7/30/25	11,266.28
404938	CITY OF EDINA	VV 3/3-5/28/2025 US	7/17/25	11,087.03
404884	IPROMOTEU.COM INC	SEIU UNIFORM ORDER	7/16/25	10,778.75
405077	FRONTLINE EDUCATION	RECRUITING & HIRING	7/23/25	10,758.88
405120	TOP 20 TRAINING LLC	LEADERSHIP ADV	7/23/25	10,668.00
405124	WEVIDEO INC	RENEWAL 25/26	7/23/25	10,590.41
404954	ELECTRONIC DESIGN C	VV MUSIC ROOM UPGR	7/17/25	10,327.71
404864	MINNESOTA LYNX	KC LYNX TRIP	7/15/25	10,260.00
405060	AMSD	MEMBERSHIP	7/23/25	10,176.00
405150	EBS CAMPS INC	HTC & HTFC	7/30/25	9,901.50
405013	MN DEPARTMENT OF PU	STATE FIRE MARSHAL	7/17/25	9,883.24
405026	RAPTOR TECHNOLOGIES	RAPTOR RENEWAL 25/2	7/17/25	9,350.00
405001	LIFESAVER FIRE PROT	WS 21A EHS MECH. PH	7/17/25	9,276.18
404883	INGINA LLC	SLIME, DRONE & RACE	7/16/25	9,128.70
405165	INSTITUTE FOR ENVIR	EHS 2025 ASBESTOS R	7/30/25	8,986.08
404999	KIDQUEST LLC	STORYBOOK ART & CBO	7/17/25	8,540.00
405055	XCEL ENERGY	CC 5/22-6/23/25 USE	7/17/25	8,357.80
405150	EBS CAMPS INC	HFFC & HRC	7/30/25	8,348.20
404855	MSU - MANKATO	SUMMER TUITION	7/2/25	8,284.32
405106	REGENTS OF THE UNIV	SIRS/CULTUREGRAMS 2	7/23/25	8,191.00
405055	XCEL ENERGY	CS 5/22-6/23/25 USE	7/17/25	8,069.13
404993	JOHNSON CONTROLS IN	SRVC CALL-CHILLERS	7/17/25	7,973.00
405040	SWANK MOVIE LICENSI	STREAMING LICENSE	7/17/25	7,753.00
404928	BAIRD	MN BUDGET COMPS. MO	7/17/25	7,500.00
404976	HORIZON COMMERCIAL	FILTER REPLACEMENT	7/17/25	7,440.00
405166	INTERMEDIATE DISTRI	TRANS DISABLED	7/30/25	7,392.19
405212	XCEL ENERGY	HL 5/26-6/24 USE	7/30/25	7,350.60
404951	EBS CAMPS INC	HTC K-5 & 6-8	7/17/25	7,104.30
404981	INGINA LLC	"CANDY, MINECRAFT,	7/17/25	6,772.50
404917	WILLIAM HICKS	COLLEGE BOOTCAMP	7/16/25	6,737.50
405172	KIDQUEST LLC	SUMMER CAMPS	7/30/25	6,632.50
405166	INTERMEDIATE DISTRI	LONG TERM FACILITIE	7/30/25	6,497.06
405054	WOLD ARCHITECTS & E	EHS 25-26 RENOVATIO	7/17/25	6,496.18
405067	BSN SPORTS, LLC	BSOCCER UNIFORMS	7/23/25	6,495.30
405146	CPI-CRISIS PREVENTI	CPI TRAINING WORKBO	7/30/25	6,458.00
405068	CHARACTERSTRONG, LL	RENEWALS	7/23/25	6,395.00
405068	CHARACTERSTRONG, LL	PURPOSEFULL PEOPLE	7/23/25	6,395.00
405098	MSU - MANKATO	O'HEHIR TUITION- PI	7/23/25	6,385.17
405097	MN FREEZE VOLLEYBAL	VOLLEYBALL CAMP	7/23/25	6,315.40
404875	EBS CAMPS INC	HTC	7/16/25	6,268.50
404868	CDW GOVERNMENT	BEYOND TRUST 25/26	7/16/25	6,240.00

Check No.	Vendor	Description	Date	Amount
405056	YOUTH ENRICHMENT LE	"ROBOT, CHESS, GUIT	7/17/25	6,159.00
404927	ARVIG	PHONES JUNE 2025	7/17/25	6,143.15
404911	THREE RIVERS PARK D	LEAD ADV FOOD	7/16/25	6,064.22
405163	INGINA LLC	"YOUTUBE,BOTS,MNCRF	7/30/25	5,764.50
405041	TECH ACADEMY	3D PRINT & RUBE GOL	7/17/25	5,615.00
404947	DASH SPORTS LLC	DASH	7/17/25	5,560.10
405110	RIGHT ANGLE STUDIO	FALL CE CATELOG	7/23/25	5,500.00
405197	SCHOOL SPECIALTY, L	K-5 ART SUPPLIES	7/30/25	5,477.27
405166	INTERMEDIATE DISTRI	HTP-GEN ED	7/30/25	5,445.31
404938	CITY OF EDINA	SV 4/1-7/1/25 USE	7/17/25	5,435.20
404938	CITY OF EDINA	CV 3/10-6/3/2025 US	7/17/25	5,408.40
405223	FRASER CHILD AND FA	CONSULTATIONS	7/31/25	5,390.00
405067	BSN SPORTS, LLC	GSOCCER UNIFORMS	7/23/25	5,364.24
404965	FRANSKE CONSULTING	CURRENT JAM 2025	7/17/25	5,330.00
405185	MSU - MANKATO	16853058 SUMMER 25	7/30/25	5,224.23
404938	CITY OF EDINA	SV 3/26-6/30/25 USE	7/17/25	5,216.59
405173	KINECT ENERGY, INC	SV 5/31-6/30 USE	7/30/25	5,208.88
405113	SINGLEWIRE SOFTWARE	VISITOR AWARE 25/26	7/23/25	5,200.00
404842	ADVANCED IMAGING SO	LEASE 07.08 0728562	7/2/25	5,184.00
405055	XCEL ENERGY	ECC 5/22-6/23/25 US	7/17/25	5,111.22
405052	WESTMARK PRODUCTION	CHOIR RECORDINGS	7/17/25	5,100.00
404861	SPED FORMS LLC	25-26 SPED FORM SER	7/2/25	4,980.73
405202	TECH ACADEMY	JAVA & CODING CAMPS	7/30/25	4,907.70
405057	ALL ONE HEALTH INC	EAPQ3 2025 SERVICES	7/23/25	4,815.00
405136	BOLTON & MENK INC	ECC TENNIS COURTS	7/30/25	4,800.00
405008	METRO ELEVATOR	FREIGHT ELEVATOR	7/17/25	4,706.97
405164	INNOVATIVE OFFICE S	CS-SDL KIDNEY TABLE	7/30/25	4,663.05
404889	KIDQUEST LLC	"MINECRAFT, ART & L	7/16/25	4,620.00
405227	LISTO IDEA COMPANY	CURRICULUM WRITING	7/31/25	4,550.00
405083	INGINA LLC	"LIGHTS, MINCFT, &	7/23/25	4,529.70
405181	MIDWEST BUS PARTS I	FUEL TANKS	7/30/25	4,402.50
404919	93 SKIP LLC	CN JUNE SOLAR PROD	7/17/25	4,366.13
404870	CHESS & STRATEGY GA	CHESS, KNIT & NOVEL	7/16/25	4,261.60
404854	MN SPORT FACILITIES	EPS 2026 PROM DEPOS	7/2/25	4,250.00
405193	RIDDELL / ALL AMERI	FB HELMET	7/30/25	4,247.95
405073	EXPLORELEARNING	GIZMOS TCHR PLUS ST	7/23/25	4,230.00
405109	RIDDELL / ALL AMERI	FOOTBALL HELMET	7/23/25	4,212.45
404873	DARK KNIGHT Solutio	YEARLY CONSORTIUM F	7/16/25	4,200.00
404961	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	7/17/25	4,188.01
405173	KINECT ENERGY, INC	EHS 5/31-6/30 USE	7/30/25	4,153.42
405233	ROBBINSDALE AREA SC	CARE & TREATMENT	7/31/25	4,151.25
404905	SCHOOL SPECIALTY, L	ART SUPPLIES	7/16/25	4,042.46
405071	EBS CAMPS INC	HTC	7/23/25	4,039.70
405241	XCEL ENERGY	CN 5/22-6/23/25 USE	7/31/25	4,032.45
404926	AMERICAN SPORT FLOO	GYM FLOOR REFINISH	7/17/25	4,019.25
404891	LB CARLSON LLP	PROF SRVCS THRU 6/3	7/16/25	4,000.00
404944	CRESCENT MOON PRODU	SPRING SHOWS	7/17/25	4,000.00
404895	NATIONAL INSURANCE	COBRA/RETIREE	7/16/25	3,991.84
405014	MN FREEZE VOLLEYBAL	FREEZE VOLLEYBALL	7/17/25	3,808.00
404895	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	7/16/25	3,800.79
404860	SMARTPASS INC	FY25-26 SMARTPASS S	7/2/25	3,790.00
405154	EGAN COMPANY	REPLACE CAMERA AT C	7/30/25	3,787.00
405166	INTERMEDIATE DISTRI	ALC-STABILATION FE	7/30/25	3,755.43
404970	GOODIN COMPANY	SPRAYER REPLACEMENT	7/17/25	3,745.50
404949	DUNHAM ASSOCIATES I	EHS 2025 RENO	7/17/25	3,700.00
404938	CITY OF EDINA	CC 3/7-5/28/2025 US	7/17/25	3,697.84
405131	APPLE INC	IPADS FOR COMM ED	7/30/25	3,619.00
405114	SMARTPASS INC	SMART PASS RENEWAL	7/23/25	3,539.10
405103	RADAR CONSULTING LL	RECRUITING & ADVERT	7/23/25	3,500.00
404874	DRUIDE INFORMATIQUE	TYPING PAL 25/26	7/16/25	3,494.08
404848	EXPLORELEARNING	SITE LICENSE	7/2/25	3,439.61
404965	FRANSKE CONSULTING	HAPPENIN 2025	7/17/25	3,265.00
405067	BSN SPORTS, LLC	FB EQUIPMENT	7/23/25	3,255.49
405158	FUN JUMPS ENTERTAIN	CC KC FUN JUMP	7/30/25	3,199.15
404993	JOHNSON CONTROLS IN	NEW COMP HEATER CHI	7/17/25	3,075.45
405087	JOHNSON CONTROLS IN	REPAIR ON CHILLER	7/23/25	3,075.45
404896	OVERDRIVE INC	CONTENT CREDIT	7/16/25	3,000.00
405141	CASEL - COLLABORATI	T&L COMMUNITY LEARN	7/30/25	3,000.00
404913	TUMBLEWEED PRESS IN	RENEWAL 25/26	7/16/25	2,910.00
405224	GILBERT MECHANICAL	SUPPORT FOR COMPASS	7/31/25	2,871.50
405063	BENEFIT EXTRAS, INC	JUL25 HRA ADMIN	7/23/25	2,860.55
405054	WOLD ARCHITECTS & E	CN TOILET RENO	7/17/25	2,856.95
405039	SQUIRES, WALDSPURGE	LEGAL SERV - MISC	7/17/25	2,772.00
405091	KIDQUEST LLC	LEGO & MODEL MAGIC	7/23/25	2,744.00

Check No.	Vendor	Description	Date	Amount
404904	SCHOOL SERVICE EMPL	DUES WITHHOLDING	7/16/25	2,700.34
404869	CHARACTER KIDS LLC	DISNEY DRAMA CAMP S	7/16/25	2,700.00
404918	93 HOP LLC	TRAN JUNE SOLAR PRO	7/17/25	2,655.54
404992	JOHN A DAL SIN & SON	ROOF DRAIN REPAIR	7/17/25	2,604.76
405136	BOLTON & MENK INC	ECC TENNIS COURTS	7/30/25	2,587.50
405199	SECURITY CONTROL SY	HS DOOR #3 SERVICE	7/30/25	2,582.80
405173	KINECT ENERGY, INC	VV 5/31-6/30 USE	7/30/25	2,581.21
404932	BSN SPORTS, LLC	WELLNESS EQUIPMENT	7/17/25	2,560.99
404924	ADVANCED IMAGING SO	HIGH SCHOOL 05/25	7/17/25	2,547.54
405012	MIKKONEN MUSIC LLC	MUSIC LESSONS	7/17/25	2,520.00
405047	TRUE N FAIR TREE CA	HL GRIND TREE STUMP	7/17/25	2,500.00
404946	CUSTOM DRYWALL INC	WS 09A EHS MECH. PH	7/17/25	2,428.05
405138	BRAUN INTERTEC CORP	EHS MECH PHASE 2 TE	7/30/25	2,412.50
404927	ARVIG	INTERNET JUNE 2025	7/17/25	2,407.90
404867	BREEZE ART BY CANDI	MY CHOICE, MY ART	7/16/25	2,400.00
404998	KELLE WALSTEAD	PRIVATE MUSIC LESSO	7/17/25	2,394.00
405011	MIDWEST SCHOOL OF B	BALLET FUNDAMENTALS	7/17/25	2,326.80
404888	KAREN WATERS	FABRIC KITS	7/16/25	2,310.00
404947	DASH SPORTS LLC	CAMPS	7/17/25	2,237.90
404937	CITY OF APPLE VALLE	KC POOL DAY	7/17/25	2,221.00
404932	BSN SPORTS, LLC	ROBOTICS UNIFORMS	7/17/25	2,220.00
405212	XCEL ENERGY	ECC 5/26-6/24 USE	7/30/25	2,205.72
405229	NAC MECHANICAL & EL	LEAKING COIL	7/31/25	2,148.00
404932	BSN SPORTS, LLC	BLAX EQUIPMENT	7/17/25	2,121.35
404997	KATH FUEL OIL SERVI	UNLEADED	7/17/25	2,119.48
405033	SCOTT STAFFORD	TAYLOR SWIFT DANCE	7/17/25	2,082.50
405198	SDI INNOVATIONS INC	PLANNERS	7/30/25	2,038.26
404986	IWS - INNOVATIONAL	SERVICE MAY 2025	7/17/25	2,001.92
405100	PARK NICOLLET FOUND	GROWING THROUGH GRI	7/23/25	2,000.00
405118	TECH ACADEMY	HACKING & CYBERSECU	7/23/25	1,980.00
405055	XCEL ENERGY	CN 5/22-6/23/25 USE	7/17/25	1,960.64
404924	ADVANCED IMAGING SO	ECC/DO 05/25	7/17/25	1,910.39
404897	PINNACLE PATHWAYS L	D&D	7/16/25	1,820.00
405222	EDINBOROUGH PARK	WATER AEROBICS POOL	7/31/25	1,764.00
405173	KINECT ENERGY, INC	HL 5/31-6/30 USE	7/30/25	1,749.02
405173	KINECT ENERGY, INC	ECC 5/31-6/30 USE	7/30/25	1,722.30
405024	POWERSCHOOL GROUP L	EFINANCE MIGRATION	7/17/25	1,680.00
405054	WOLD ARCHITECTS & E	EHS PHASE 3 REVO AV	7/17/25	1,666.57
405213	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	7/30/25	1,600.00
405063	BENEFIT EXTRAS, INC	JUL25 HSA ADMIN	7/23/25	1,590.05
405173	KINECT ENERGY, INC	CC 5/31-6/30 USE	7/30/25	1,585.57
405011	MIDWEST SCHOOL OF B	SLOW INTERMED BALLE	7/17/25	1,568.00
404915	WASTE MANAGEMENT OF	EHS 7/1-7/31/25 USE	7/16/25	1,542.29
405115	SPS COMPANIES INC	AUTOMATIC FLUSHERS	7/23/25	1,527.20
404986	IWS - INNOVATIONAL	SERVICE JUNE 2025	7/17/25	1,517.92
404977	HOUSE OF NOTE	ORCHESTRA REPAIRS	7/17/25	1,495.00
404930	BILL CARROLL PAINTI	CUSTODIAL OFFICE	7/17/25	1,490.00
405104	RAINDROP IRRIGATION	IRRIGATION REPAIR	7/23/25	1,467.20
405027	RJ MECHANICAL INC	EYE WASH DRAIN	7/17/25	1,450.00
405166	INTERMEDIATE DISTRI	CAREER & TECH	7/30/25	1,443.87
405173	KINECT ENERGY, INC	CS 5/31-6/30 USE	7/30/25	1,442.18
405084	ISD 283 - ST LOUIS	CARE & TREATMENT -N	7/23/25	1,439.68
405127	A MAZE'N FARMYARD,	KC FARM FIELD TRIP	7/30/25	1,435.00
405094	METRO ELEVATOR	ELEVATOR MONTHLY PM	7/23/25	1,434.61
404866	BRANDABILITY MINNES	EMPLOYEE LANYARDS	7/16/25	1,432.00
405085	IXL LEARNING	SCIENCE SUBSCRIPTIO	7/23/25	1,400.00
404996	KAETHE BIRKNER	BALLET & PILLATES	7/17/25	1,386.85
404932	BSN SPORTS, LLC	GLAX BACKPACKS	7/17/25	1,380.00
405157	FUN ENGINEERZ LLC	JR ENGINEERING OUTD	7/30/25	1,350.00
405140	BUSINESS ESSENTIALS	8.5X11 WHITE ECC QT	7/30/25	1,300.00
404987	JACKI BRICKMAN INC	CATALYST SKILLS TRA	7/17/25	1,250.00
404915	WASTE MANAGEMENT OF	CS 7/1-7/31/2025	7/16/25	1,241.48
404915	WASTE MANAGEMENT OF	ECC 7/1-7/31/25 USE	7/16/25	1,237.03
404853	MCGRAW-HILL SCHOOL	ALEKS SUBSCRIPTIONS	7/2/25	1,206.50
404924	ADVANCED IMAGING SO	CONCORD 05/25	7/17/25	1,203.23
405183	MINNESOTA HISTORICA	NORTHERN LIGHTS 1 Y	7/30/25	1,200.00
405167	IPROMOTEU.COM INC	B&G HATS	7/30/25	1,191.24
404934	CATALYST SOURCING S	ON DEMAND/TRANSPORT	7/17/25	1,150.13
405089	KAY ZUCCARO	WATER WELLNESS	7/23/25	1,132.81
405168	J KILLIAN CONSULTIN	IPHONE/IPAD CLASSES	7/30/25	1,130.20
405054	WOLD ARCHITECTS & E	EPAC ROOF REINFORCI	7/17/25	1,108.23
404985	ITSAVVY LLC	SCREEN DEDUCTIBLES	7/17/25	1,100.00
405206	ULINE	RACK BEAMS FOR SCEN	7/30/25	1,098.56
405059	ARCON SOLUTIONS INC	KC SUMMER TSHIRTS	7/23/25	1,097.77

Check No.	Vendor	Description	Date	Amount
405069	DASH SPORTS LLC	MLS GO MINI LEAGUE	7/23/25	1,096.40
405232	REGENTS OF THE UNIV	BELL MUSEUM KC	7/31/25	1,092.00
405018	NAC MECHANICAL & EL	VALVE BODY/ACTUATOR	7/17/25	1,088.93
V21297	COURTNEY J MAJOR	TRAVEL EXPENSES FOR	7/17/25	1,086.18
405165	INSTITUTE FOR ENVIR	23-26 H & S MANAGEM	7/30/25	1,083.02
405174	LAKESHORE LEARNING	CS SDL MATERIALS GR	7/30/25	1,060.20
404880	HUDSON MAGIC LLC	MAGIC CLASSES	7/16/25	1,050.00
405129	ADVANCED POWER SERV	GENERATOR INSPEC/RE	7/30/25	1,022.00
405051	WEST 44TH STREET GR	DESIGN - EXPERIENCE	7/17/25	1,020.00
405039	SQUIRES, WALDSPURGE	LEGAL SERV - SSS	7/17/25	1,008.00
405222	EDINBOROUGH PARK	WATER AEROBICS POOL	7/31/25	1,008.00
405188	OCCUPATIONAL MEDICI	DOT PHYSICAL	7/30/25	1,000.00
405186	MYSTERY SCIENCE	SCHOOL MEMBERSHIP	7/30/25	999.00
405092	MASSP -MN ASSOC OF	MASSP MEMBERSHIP: P	7/23/25	984.00
405092	MASSP -MN ASSOC OF	MASSP MEMBERSHIP: P	7/23/25	984.00
404934	CATALYST SOURCING S	ON DEMAND/FACILITIE	7/17/25	958.44
405061	ASTLEFORD INTERNATI	EGR	7/23/25	948.86
405020	NORTHSTAR MEDIA INC	ZEPHYRUS MAY	7/17/25	937.53
405143	CITY OF APPLE VALLE	KC CC FIELD TRIP	7/30/25	925.00
404890	KINECT ENERGY, INC	JULY 25 MONTHY MGMT	7/16/25	920.00
405225	HOBART SERVICE	BAXTER OVEN PARTS	7/31/25	903.77
405187	NAC MECHANICAL & EL	CHILLER INSPECT/REP	7/30/25	903.59
404933	CARLSON'S LLOVABLE	CV KC LLAMA VISIT	7/17/25	900.00
V21303	PATRICK BASS	MACBOOK PURCHASE	7/23/25	899.00
405240	WATERTEK TD LLC	FILTERS FOR KITCHEN	7/31/25	885.49
405092	MASSP -MN ASSOC OF	MASSP MEMBERSHIP:PR	7/23/25	885.00
405092	MASSP -MN ASSOC OF	MASSP MEMBERSHIP: C	7/23/25	885.00
405092	MASSP -MN ASSOC OF	MASSP MEMBERSHIP: B	7/23/25	885.00
405189	ORKIN COMMERCIAL SE	DW - JUNE25 SERVICE	7/30/25	880.00
405020	NORTHSTAR MEDIA INC	ZEPHYRUS MARCH	7/17/25	879.95
405092	MASSP -MN ASSOC OF	MASSP MEMBERSHIP: S	7/23/25	865.00
404924	ADVANCED IMAGING SO	CREEK VALLEY 05/25	7/17/25	862.32
404900	REGENTS OF THE UNIV	JULY 10 PLANETARIUM	7/16/25	858.00
404924	ADVANCED IMAGING SO	COUNTRYSIDE 05/25	7/17/25	854.29
404975	HOGLUND BUS COMPANY	SEAL	7/17/25	844.78
404900	REGENTS OF THE UNIV	JULY 8 PLANETARIUM	7/16/25	840.00
405191	PRAIRIE RESTORATION	PRAIRIE GRASS MANAG	7/30/25	833.33
404924	ADVANCED IMAGING SO	NORMANDEALE 05/25	7/17/25	827.25
405213	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	7/30/25	800.00
405213	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	7/30/25	800.00
405149	DUNHAM ASSOCIATES I	EHS 23-26 RENO	7/30/25	780.00
404947	DASH SPORTS LLC	CAMPS	7/17/25	774.20
405182	MIDWEST SCHOOL OF B	BALLET	7/30/25	768.60
404947	DASH SPORTS LLC	DASH	7/17/25	767.90
404924	ADVANCED IMAGING SO	SOUTH VIEW 05/25	7/17/25	766.79
404953	EGAN COMPANY	VV DOOR FRAME REPL.	7/17/25	763.69
404932	BSN SPORTS, LLC	VEST	7/17/25	760.00
404983	INSPEC INC	SV 2025 PAVEMENT RE	7/17/25	760.00
405164	INNOVATIVE OFFICE S	SHIPPING AND HANDLI	7/30/25	752.55
404925	ALLEGRA EDEN PRAIRI	THEATER PROGRAMS	7/17/25	740.27
405152	EDINA AQUATIC CENTE	KC ADMISSION	7/30/25	732.00
V21281	TOM Q LUU	MESPA MEMBERSHIP	7/2/25	728.00
V21282	CARA RIECKENBERG	MESPA MEMBERSHIP	7/2/25	728.00
405216	ADVANCED IMAGING SO	ECC/DO 06/25	7/31/25	722.78
404924	ADVANCED IMAGING SO	CORNELIA 05/25	7/17/25	721.12
404892	MINNESOTA HISTORICA	KC FARM SCHOOL VISI	7/16/25	720.00
405078	GOODIN COMPANY	MIXING VALVE BRADLY	7/23/25	714.02
405231	PAMELA QUINTANA	SUSTAINABILITY CLUB	7/31/25	706.38
404907	SNO SITES	ANNUAL JOURNALISM A	7/16/25	700.00
404943	CONQUER NINJA WARRI	SUMMER CAMP	7/17/25	700.00
405004	LRS PORTABLES LLC	KUHLMAN PORTABLES	7/17/25	700.00
404986	IWS - INNOVATIONAL	55 GAL DRUM OF GLYC	7/17/25	697.31
404924	ADVANCED IMAGING SO	HIGHLANDS 05/25	7/17/25	690.73
404924	ADVANCED IMAGING SO	VALLEY VIEW 05/25	7/17/25	688.54
405152	EDINA AQUATIC CENTE	KC POOL TIME	7/30/25	684.00
404850	MANEUVERING THE MID	SINGLE GRADE LICENS	7/2/25	675.00
405152	EDINA AQUATIC CENTE	KC POOL TIME	7/30/25	672.00
405003	LITTLE FALLS MACHIN	SANDER PARTS	7/17/25	662.42
404952	EDINA AQUATIC CENTE	GROUP ADMISSION	7/17/25	660.00
404844	BEYOND THE NOTES MU	FESTIVAL FEE	7/2/25	650.00
404844	BEYOND THE NOTES MU	'26 FESTIVAL DEPOSI	7/2/25	650.00
404871	CHUX SCREEN PRINTIN	T-SHIRTS FOR FROZEN	7/16/25	646.00
404940	CITY OF NEW BRIGHTO	KC FIELD TRIP	7/17/25	637.00
404986	IWS - INNOVATIONAL	ETHYLENE GLYCOL	7/17/25	635.03

Check No.	Vendor	Description	Date	Amount
405162	HOGLUND BUS COMPANY	RUB RAIL	7/30/25	631.57
404956	ELLA WASSERMAN	INDIVID PIANO LESSO	7/17/25	624.00
405212	XCEL ENERGY	ECC 5/26-6/24 USE	7/30/25	622.12
405034	SET - THE MULCH STO	TOPSOIL	7/17/25	617.50
405173	KINECT ENERGY, INC	CN 5/31-6/30 USE	7/30/25	610.81
404952	EDINA AQUATIC CENTE	GROUP ADMISSION	7/17/25	600.00
404988	JACKIE MART	BIRTHDAY & CAMPSITE	7/17/25	588.00
405176	MASA	MDE BTS CONF_DB&NS	7/30/25	578.00
405088	KATH FUEL OIL SERVI	UNLEADED	7/23/25	574.23
404966	FRESHPOINT BIX PROD	CV KC SNACKS	7/17/25	573.16
404963	FOLLETT CONTENT SOL	BOOKS FOR SV	7/17/25	569.18
405171	KATH FUEL OIL SERVI	UNLEADED	7/30/25	563.60
V21306	MATTHEW E GABRIELSO	STAMPS TO MAIL RECR	7/23/25	561.60
405053	WHITE BEAR LAKE HIG	B GOLF TOURNAMENT	7/17/25	560.00
404859	SCHOOL OUTFITTERS	OFFICE FURNITURE	7/2/25	558.06
405076	FRESHPOINT BIX PROD	KC CV SNACKS	7/23/25	554.70
404952	EDINA AQUATIC CENTE	GROUP ADMISSION	7/17/25	552.00
405142	CENTURYLINK	HS	7/30/25	550.71
V21285	BAILLIE MORGAN NASH	AIRFARE FOR ASBO CO	7/16/25	536.96
405166	INTERMEDIATE DISTRI	ALC	7/30/25	532.95
404974	GRAINGER	PLUMBING REPAIR PAR	7/17/25	519.62
405130	AMAZON CAPITAL SERV	4TH GRADE SCIENCE	7/30/25	519.00
405132	ART PARTNERS GROUP	STATE CHAMP UPDATES	7/30/25	517.65
404915	WASTE MANAGEMENT OF	CN 7/1-7/31/2025	7/16/25	511.99
405152	EDINA AQUATIC CENTE	KC ADMISSION	7/30/25	504.00
404885	IXL LEARNING	GR 5 SCIENCE	7/16/25	500.00
404930	BILL CARROLL PAINTI	CV DOOR JAM PAINTIN	7/17/25	500.00
404978	HUMAN RELATIONS MED	PUBERTY WKSHOP PO2	7/17/25	500.00
405017	MULTILINGUAL WORD I	INTERPRETER SPED	7/17/25	500.00
405221	CLAUDIA WIKMAN	DIVING	7/31/25	491.40
405235	SYDNEY BEBEAU	DIVING	7/31/25	491.40
405173	KINECT ENERGY, INC	ND 5/31-6/30 USE	7/30/25	485.78
405159	GRAINGER	HVAC BELTS	7/30/25	485.40
405226	KULLY SUPPLY INC	PLUMBING REPAIR PAR	7/31/25	484.48
405152	EDINA AQUATIC CENTE	KC POOL TIME	7/30/25	480.00
405009	METRO SALES INC	COPIER W/COLOR	7/17/25	476.54
405088	KATH FUEL OIL SERVI	UNLEADED	7/23/25	475.26
405137	BOND TRUST SERVICES	PAYING AGENT FEE -	7/30/25	475.00
405137	BOND TRUST SERVICES	PAYING AGENT FEE -	7/30/25	475.00
405173	KINECT ENERGY, INC	TRAN. 5/31-6/30 USE	7/30/25	469.63
405215	ACME TOOLS PLYMOUTH	FILTER	7/31/25	468.36
405208	VEOLIA NORTH AMERIC	LAB PACKS	7/30/25	461.13
404910	THE ROTARY CLUB OF	Q4 DUES AND FEES_LS	7/16/25	429.75
405156	FRESHPOINT BIX PROD	KC CS SNACKS	7/30/25	428.10
404975	HOGLUND BUS COMPANY	SENSOR	7/17/25	427.85
405142	CENTURYLINK	SV	7/30/25	423.01
405181	MIDWEST BUS PARTS I	CALIPERS	7/30/25	422.43
404843	AMAZON CAPITAL SERV	OFFICE FURNITURE	7/2/25	418.53
405173	KINECT ENERGY, INC	ECC 5/31-6/30 USE	7/30/25	411.89
405152	EDINA AQUATIC CENTE	KC POOL TIME	7/30/25	408.00
405180	METRO ELEVATOR	MAIN OFFICE ELEV RE	7/30/25	405.00
405214	ZANER-BLOSER INC	HANDWRITING GRADE 2	7/30/25	402.30
405213	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	7/30/25	400.00
405213	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	7/30/25	400.00
404960	FACTORY MOTOR PARTS	BATTERY	7/17/25	395.83
405130	AMAZON CAPITAL SERV	2ND GRADE SCIENCE	7/30/25	394.92
405105	RAMSEY COUNTY HISTO	KC FIELD TRIP	7/23/25	392.00
405216	ADVANCED IMAGING SO	CONCORD 06/25	7/31/25	388.63
405122	UNITED REFRIGERATIO	1-CAPACITOR 1-MOTOR	7/23/25	386.90
404979	INFINITE CAMPUS INC	CARD READERS	7/17/25	385.00
404934	CATALYST SOURCING S	SURPLUS SERV/FACILI	7/17/25	383.38
405123	WEST 44TH STREET GR	POSTER CALENDAR DES	7/23/25	382.50
405173	KINECT ENERGY, INC	CV 5/31-6/30 USE	7/30/25	381.97
405219	BAYCOM INC	WALKIE TALKIE PARTS	7/31/25	378.75
405076	FRESHPOINT BIX PROD	KC CS SNACKS	7/23/25	375.61
405082	HORIZON COMMERCIAL	ACID MAGIC	7/23/25	373.90
404938	CITY OF EDINA	CV 3/10-6/3/2025 US	7/17/25	366.48
404952	EDINA AQUATIC CENTE	GROUP ADMISSION	7/17/25	360.00
405049	UNITED RENTALS INC	SMALL LIFT INSPECTI	7/17/25	358.80
405049	UNITED RENTALS INC	ANNUAL LIFT INSPECT	7/17/25	358.80
405237	UNITED RENTALS (NOR	ANNUAL INSPECTION	7/31/25	358.80
405238	UNITED RENTALS INC	BIG LIFT INSPECTION	7/31/25	358.80
405063	BENEFIT EXTRAS, INC	JUL25 FLEX ADMIN	7/23/25	356.90
405175	LITERACY RESOURCES,	KINDERGARTEN CURRIC	7/30/25	356.00

Check No.	Vendor	Description	Date	Amount
405134	BAYCOM INC	WALKIE TALKIE PARTS	7/30/25	349.00
404915	WASTE MANAGEMENT OF	ND 7/1-7/31/2025 US	7/16/25	348.90
404862	ULINE	OFFICE FURNITURE	7/2/25	347.22
404915	WASTE MANAGEMENT OF	SV 7/1-7/31/25 USE	7/16/25	345.35
405219	BAYCOM INC	WALKIE TALKIE PARTS	7/31/25	341.25
405139	BSN SPORTS, LLC	SECURITY VESTS	7/30/25	341.20
405076	FRESHPOINT BIX PROD	KC CC SNACKS	7/23/25	339.68
405108	RICHFIELD MINNOCO /	FUEL	7/23/25	337.63
405210	WILLIAM H SADLIER I	WORKSHOP - LEVEL C	7/30/25	335.72
405214	ZANER-BLOSER INC	HANDWRITING GRADE 4	7/30/25	327.80
404868	CDW GOVERNMENT	AZURE OVERAGES	7/16/25	327.19
404915	WASTE MANAGEMENT OF	CC 7/1-7/31/2025	7/16/25	323.84
404919	93 SKIP LLC	TRAN JUNE SOLAR PRO	7/17/25	322.87
404894	MSEA -- MN SCHOOL E	DUES	7/16/25	322.27
405159	GRAINGER	PLUMBING SUPPLYS	7/30/25	320.20
405219	BAYCOM INC	WALKIE TALKIE PARTS	7/31/25	316.25
405211	WINCRAFT INCORPORAT	ATR TOWELS	7/30/25	315.25
404956	ELLA WASSERMAN	INDIVID PIANO LESSO	7/17/25	312.00
405043	TERMINAL SUPPLY CO	BULBS/HOSE/ELEC SUP	7/17/25	310.63
404886	JACKIE MART	CREATURES OF THE DE	7/16/25	308.00
405075	FRASER CHILD AND FA	CONSULTATION	7/23/25	308.00
405223	FRASER CHILD AND FA	"PSYCHOTHERAPY, MF"	7/31/25	308.00
405038	SOURCEWELL	EFINANCE ONGOING AD	7/17/25	306.25
404938	CITY OF EDINA	ECC 4/1-7/1/25 USE	7/17/25	306.15
405116	STIX SPORTSWEAR & S	SUMMER BAND T-SHIRT	7/23/25	306.13
405079	GRAINGER	COMPRESSOR OIL	7/23/25	304.40
405198	SDI INNOVATIONS INC	SPANISH PLANNERS	7/30/25	301.53
404948	DAVID WEBB -- HOMER	EXEC COACHING	7/17/25	300.00
405126	XEROX BUSINESS SOLU	SCREEN DEDUCTIBLES	7/23/25	300.00
405065	BJORN CYCLING LLC	3 HR ADULT BIKE REP	7/23/25	297.50
405217	ALL ONE HEALTH INC	MANAGING STRESS TRA	7/31/25	295.00
405200	SIGN PRO	VINYL LETTERING	7/30/25	294.52
405044	T-MOBILE	PHONES ECC MAINT	7/17/25	290.54
405002	LIGHTNING PRINTING	CHIPBOARD DIPLOMA M	7/17/25	288.20
405152	EDINA AQUATIC CENTE	KC ADMISSION	7/30/25	288.00
405058	AMAZON CAPITAL SERV	KINDERGARTEN SCIENC	7/23/25	286.39
405218	AMSOIL INC	GREASE	7/31/25	286.18
405121	TRI-STATE BOBCAT IN	TRI-STATE BOBCAT -	7/23/25	282.30
405002	LIGHTNING PRINTING	BAND PROGRAM	7/17/25	281.50
V21286	AMY J REED	AIRFARE	7/16/25	269.98
405079	GRAINGER	COUPLER LOCKS FOR T	7/23/25	269.04
405216	ADVANCED IMAGING SO	CREEK VALLEY 06/25	7/31/25	268.90
404934	CATALYST SOURCING S	E-RATE/DMTS	7/17/25	268.36
404955	ELIZABETH POCH	PIANO LESSONS	7/17/25	263.00
405142	CENTURYLINK	INTERNET DO	7/30/25	260.00
404932	BSN SPORTS, LLC	GLAX EQUIPMENT	7/17/25	258.42
404984	ISD #272 - EDEN PRA	JV G HOCKEY TOURN	7/17/25	250.00
405090	KEVIN BAGLEY	REFUND- COLLEGE BOO	7/23/25	250.00
404934	CATALYST SOURCING S	SUPP TRACK MON SUBS	7/17/25	249.99
405111	ROBERT B HILL CO	SALT	7/23/25	247.40
405004	LRS PORTABLES LLC	EHS PORTABLES	7/17/25	245.00
405142	CENTURYLINK	ECC	7/30/25	244.64
405142	CENTURYLINK	CC	7/30/25	241.72
405142	CENTURYLINK	ECC	7/30/25	241.72
405205	TOLL GAS & WELDING	CYLINDER BUYOUT	7/30/25	240.23
405210	WILLIAM H SADLIER I	WORKSHOP - LEVEL B	7/30/25	239.80
405003	LITTLE FALLS MACHIN	PLOW PARTS	7/17/25	238.78
405137	BOND TRUST SERVICES	PAYING AGENT FEE -	7/30/25	237.50
405029	SAVOR	FLAVORS OF INDIA	7/17/25	234.00
405112	SAVOR	FLAVORS OF INDIA	7/23/25	234.00
405195	SAVOR	FLAVS OF INDIA-FLAT	7/30/25	234.00
405116	STIX SPORTSWEAR & S	SUMMER JAZZ & HORNE	7/23/25	232.50
404941	CITY OF RICHFIELD	KC PICNIC RESERVATI	7/17/25	230.00
405216	ADVANCED IMAGING SO	NORMANDEALE 06/25	7/31/25	229.40
404915	WASTE MANAGEMENT OF	CV 7/1/7/31/2025	7/16/25	229.33
404915	WASTE MANAGEMENT OF	TRAN. 7/1-7/31/2025	7/16/25	228.84
405216	ADVANCED IMAGING SO	COUNTRYSIDE 06/25	7/31/25	228.43
405030	SCAN AIR FILTER INC	FILTERS FOR RTU 8	7/17/25	226.62
404982	INNOVATIVE OFFICE S	OFFICE SUPPLIES	7/17/25	218.79
405156	FRESHPOINT BIX PROD	KC CC SNACKS	7/30/25	217.98
405076	FRESHPOINT BIX PROD	KC CC SNACKS	7/23/25	215.89
405210	WILLIAM H SADLIER I	WORKSHOP - LEVEL A	7/30/25	215.82
404915	WASTE MANAGEMENT OF	VV 7/1-7/31/25 USE	7/16/25	213.56
405112	SAVOR	FLAVORS OF INDIA	7/23/25	208.00

Check No.	Vendor	Description	Date	Amount
404925	ALLEGRA EDEN PRAIRI	THEATER CAST BOARDS	7/17/25	206.40
405025	PRAIRIE ELECTRIC CO	CORD FOR COFFEE/INS	7/17/25	203.90
405216	ADVANCED IMAGING SO	HIGH SCHOOL 06/25	7/31/25	200.95
404930	BILL CARROLL PAINTI	SUPER'S DECAL WALL	7/17/25	200.00
404985	ITSAVVY LLC	SCREEN DEDUCTIBLES	7/17/25	200.00
405126	XEROX BUSINESS SOLU	SCREEN DEDUCTIBLES	7/23/25	200.00
405230	NCS PEARSON INC	MCA LATE SCORE - CS	7/31/25	200.00
405058	AMAZON CAPITAL SERV	1ST GRADE SCIENCE	7/23/25	199.25
404932	BSN SPORTS, LLC	B TENNIS SPONGE ROL	7/17/25	195.04
405207	UNIVERSITY LANGUAGE	INTERPRETER	7/30/25	193.38
405031	SCHMITT MUSIC COMPA	BAND REPAIR	7/17/25	190.00
405130	AMAZON CAPITAL SERV	3RD GRADE SCIENCE	7/30/25	188.58
405160	GREATAMERICA FINANC	ECC JUL25 POSTAGE M	7/30/25	185.00
404935	CENTURYLINK	INTERNET CV	7/17/25	183.57
405142	CENTURYLINK	CS	7/30/25	181.29
405142	CENTURYLINK	CC	7/30/25	181.29
405142	CENTURYLINK	HL	7/30/25	181.29
405050	UNIVERSITY LANGUAGE	INTERPRETING SERVIC	7/17/25	180.00
405050	UNIVERSITY LANGUAGE	INTERPRETING SERVIC	7/17/25	180.00
405050	UNIVERSITY LANGUAGE	INTERPRETING SERVIC	7/17/25	180.00
405050	UNIVERSITY LANGUAGE	INTERPRETING SERVIC	7/17/25	180.00
405050	UNIVERSITY LANGUAGE	INTERPRETER	7/17/25	180.00
405050	UNIVERSITY LANGUAGE	INTERPRETER	7/17/25	180.00
405050	UNIVERSITY LANGUAGE	INTERPRETER	7/17/25	180.00
405239	UNIVERSITY LANGUAGE	INTERPRETER	7/31/25	180.00
405162	HOGLUND BUS COMPANY	RUB RAIL	7/30/25	177.50
405004	LRS PORTABLES LLC	CREEK VALLEY PORTAB	7/17/25	175.00
405170	JH LARSON COMPANY	BATHROOM CAN LIGHTS	7/30/25	173.61
405039	SQUIRES, WALDSPURGE	LEGAL SERV - HR	7/17/25	168.00
V21284	MATTHEW K MOSBY	SOUND DAMPENING EAR	7/16/25	166.24
404972	GOPHER STATE ONE-CA	LOCATING FEES	7/17/25	160.65
405160	GREATAMERICA FINANC	SV JUL25 POSTAGE MT	7/30/25	159.95
404915	WASTE MANAGEMENT OF	HL 7/1-7/31/2025	7/16/25	158.49
405022	ODP BUSINESS SOLUTI	PAPER SUPPLIES	7/17/25	158.27
405023	OPENTEXT INC	FAX2EMAIL SERV JUNE	7/17/25	158.01
404955	ELIZABETH POCH	PIANO LESSONS	7/17/25	157.80
405070	DISPLAY SALES CO	20US FLAGS	7/23/25	156.00
405070	DISPLAY SALES CO	U.S. FLAG - 2	7/23/25	156.00
405070	DISPLAY SALES CO	NEW US FLAGS	7/23/25	156.00
405195	SAVOR	FLAVS OF INDIA FLAT	7/30/25	156.00
405093	MENARDS - EDEN PRAI	MAINT. SUPPLIES	7/23/25	155.38
405223	FRASER CHILD AND FA	"PSYCHOTHERAPY, EB"	7/31/25	154.00
V21312	DERRICK J LIDSTONE	JUNE - JULY MILEAGE	7/30/25	152.32
404872	CLAIRE PAHL	GYMNASTICS	7/16/25	150.00
404931	BJORKLUND COMPENSAT	JOB DESC RATING	7/17/25	150.00
405130	AMAZON CAPITAL SERV	EDUTRAY KID DESK	7/30/25	148.97
405095	MIDAMERICA ADMIN &R	HRA ADMIN FEE 1Q25	7/23/25	144.00
405216	ADVANCED IMAGING SO	SOUTH VIEW 06/25	7/31/25	138.82
405192	RICHFIELD MINNOCO /	FUEL	7/30/25	137.93
405161	HEALY AWARDS INC	ATHLETIC STICKERS	7/30/25	137.80
405142	CENTURYLINK	TRANSPORTATION APRI	7/30/25	136.84
405142	CENTURYLINK	TRANSPORTATION MAY	7/30/25	136.84
405142	CENTURYLINK	TRANSPORTATION JUNE	7/30/25	136.84
405142	CENTURYLINK	TRANSPORTATION MARC	7/30/25	136.76
405142	CENTURYLINK	TRANSPORTATION JULY	7/30/25	135.14
405045	TRIMARK MARLINN LLC	CHILLER FREIGHT	7/17/25	133.86
404980	INGCO INTERNATIONAL	TRANSLATE TECH LOAN	7/17/25	130.00
405031	SCHMITT MUSIC COMPA	BAND SUPPLIES	7/17/25	126.90
405167	IPROMOTEU.COM INC	SEIU UNIFORMS	7/30/25	125.00
405201	SIGNUM SIGNS AND GR	CLASSROOM SIGNS	7/30/25	125.00
405148	DISPLAY SALES CO	2 NEW FLAGS	7/30/25	121.00
405228	MENARDS - GOLDEN VA	MANUAL SINKS (BACKU	7/31/25	120.50
405151	ECM PUBLISHERS INC	HITA NEWSPAPER NOTI	7/30/25	120.00
405196	SCHOLASTIC INC	THE AMERICAS IN FOC	7/30/25	118.80
V21298	MEHAN R MEYERHOFER	BENCHMARK SLIDES- C	7/17/25	118.80
404975	HOGLUND BUS COMPANY	REPROGRAM	7/17/25	117.70
404975	HOGLUND BUS COMPANY	REPROGRAM	7/17/25	117.70
404975	HOGLUND BUS COMPANY	REPROGRAM	7/17/25	117.70
V21294	TIFFANY P GANT	JUN25 MILEAGE	7/17/25	117.60
405173	KINECT ENERGY, INC	ND 5/31-6/30 USE	7/30/25	116.17
404851	MASBO	25-26 MEMBERSHIP	7/2/25	115.00
404851	MASBO	25-26 MEMBERSHIP	7/2/25	115.00
404851	MASBO	25-26 MEMBERSHIP	7/2/25	115.00
404851	MASBO	25-26 MEMBERSHIP	7/2/25	115.00

Check No.	Vendor	Description	Date	Amount
404851	MASBO	25-26 MEMBERSHIP	7/2/25	115.00
404969	GENERAL SECURITY SE	EHS PATROL RESPONSE	7/17/25	115.00
405135	BJOREM SPEECH PUBLI	2-3 ELEMENT CLUSTER	7/30/25	114.00
405216	ADVANCED IMAGING SO	HIGHLANDS 06/25	7/31/25	113.96
405196	SCHOLASTIC INC	TRAVELING NEAR AND	7/30/25	108.90
404932	BSN SPORTS, LLC	HELMET DECALS	7/17/25	108.78
V21315	KORY M SMITH	JUNE - JULY MILEAGE	7/30/25	104.86
404903	SAVOR	FLAVORS OF INDIA	7/16/25	104.00
405196	SCHOLASTIC INC	MAPS ACROSS AMERICA	7/30/25	103.95
404877	ELOISE ANDERSON	GYMNASTICS	7/16/25	100.00
405126	XEROX BUSINESS SOLU	SCREEN DEDUCTIBLES	7/23/25	100.00
405135	BJOREM SPEECH PUBLI	LATERALIZATION	7/30/25	100.00
405128	ACME TOOLS PLYMOUTH	PACKOUT MOUNTING	7/30/25	99.91
405009	METRO SALES INC	COPIER	7/17/25	98.00
405210	WILLIAM H SADLER I	SHIPPING AND HANDLI	7/30/25	94.96
405216	ADVANCED IMAGING SO	CORNELIA 06/25	7/31/25	94.62
405074	FACTORY MOTOR PARTS	FILTERS	7/23/25	90.78
405035	SHIFFLER EQUIPMENT	ADDTL KEYS TSHIDA	7/17/25	90.57
405175	LITERACY RESOURCES,	PRIMARY CURRICULUM	7/30/25	89.00
V21289	JENNIFER M CARTER	INTERNATIONAL ACCES	7/17/25	84.00
405236	T-MOBILE	ECC MAINT	7/31/25	81.28
405142	CENTURYLINK	DO	7/30/25	80.52
405204	T-MOBILE	ECC MAINT	7/30/25	80.26
404943	CONQUER NINJA WARRI	PARENTS DAY OUT	7/17/25	80.00
405183	MINNESOTA HISTORICA	NORTHERN LIGHTS ANN	7/30/25	80.00
404934	CATALYST SOURCING S	ON DEMAND/DMTS	7/17/25	76.68
405142	CENTURYLINK	VV	7/30/25	75.17
404847	ENTERTAINMENT PLUS	FALL FEST DEPOSIT	7/2/25	75.00
404962	SHRED-IT USA	SHREDDING	7/17/25	74.35
405216	ADVANCED IMAGING SO	VALLEY VIEW 06/25	7/31/25	74.32
405214	ZANER-BLOSER INC	SHIPPING	7/30/25	73.01
V21307	CHRISTOPHER D GRIGG	INTERNATIONAL CELL	7/23/25	73.00
404967	FUTURA LANGUAGE PRO	SPANISH FOR ADULTS	7/17/25	70.00
404969	GENERAL SECURITY SE	TRAN PATROL RESPON	7/17/25	70.00
405004	LRS PORTABLES LLC	HS PORT-O-POTTY	7/17/25	70.00
405004	LRS PORTABLES LLC	ECC PORT-O-POTTY	7/17/25	70.00
405004	LRS PORTABLES LLC	CONCORD PORTABLE	7/17/25	70.00
V21289	JENNIFER M CARTER	MEALS	7/17/25	69.10
V21288	BEDSTON A BURRELL	JUN25 MILEAGE	7/17/25	65.38
404845	CITY OF EDINA	SPECIAL EVENT APP.	7/2/25	65.00
405133	ASSURED SECURITY IN	LOCKS	7/30/25	65.00
404924	ADVANCED IMAGING SO	BUS GARAGE 05/25	7/17/25	64.54
405058	AMAZON CAPITAL SERV	1ST GRADE SCIENCE	7/23/25	64.38
405017	MULTILINGUAL WORD I	MILEAGE ELC	7/17/25	63.70
404973	GRAINGER	CLEVIS PIN	7/17/25	61.69
405200	SIGN PRO	VINYL LETTERING	7/30/25	61.18
404994	JOSTENS INC	DIPLOMA ORDER TRANS	7/17/25	60.45
405135	BJOREM SPEECH PUBLI	"BX OF CH, SH, & J	7/30/25	59.00
404990	JERRY'S FOODS EDINA	BREAKFAST_CAB RETRE	7/17/25	57.24
404899	PREMIUM WATERS INC	WATER FOR DMTS	7/16/25	56.49
405016	MRI SOFTWARE LLC	JUNE25 BKGD CHK: MI	7/17/25	56.00
405076	FRESHPOINT BIX PROD	KC HL SNACKS	7/23/25	55.50
405036	SHRED RIGHT	WO 97574 - HR	7/17/25	55.00
405036	SHRED RIGHT	WO 97574 - SPED	7/17/25	55.00
405036	SHRED RIGHT	WO 97574 - FINANCE	7/17/25	55.00
V21309	BRIAN MANTHE	6/30-7/1 MILEAGE	7/23/25	54.88
405175	LITERACY RESOURCES,	SHIPPING	7/30/25	53.40
V21296	NATHANIEL M LINDLEY	JUN25 MILEAGE	7/17/25	52.99
V21301	NICOLE R SWOBODA	MAY/JUN25 MILEAGE	7/17/25	52.71
405236	T-MOBILE	CN MAINT	7/31/25	50.85
404989	JERRY'S FOODS CORP-	FACS SUPPLIES	7/17/25	50.21
405044	T-MOBILE	PHONES CN MAINT	7/17/25	50.11
404852	MASP- MN ASSOC OF S	25-26 MEMBERSHIP -	7/2/25	50.00
404876	ELLA BASILE	GYMNASTICS	7/16/25	50.00
405072	ELOISE ANDERSON	GYMNASTICS	7/23/25	50.00
404922	ACME TOOLS PLYMOUTH	VARIOUS TOOLS	7/17/25	49.97
405204	T-MOBILE	CN MAINT	7/30/25	49.81
405130	AMAZON CAPITAL SERV	3RD GRADE SCIENCE	7/30/25	49.72
405194	SARAH DYE	LUNCH ACCT REFUND	7/30/25	49.70
405169	JERRY'S HARDWARE	FASTENERS TSCHIDA	7/30/25	48.80
405096	MINNESOTA EQUIPMENT	MAINTENANCE PARTS	7/23/25	47.76
405216	ADVANCED IMAGING SO	BUS GARAGE 06/25	7/31/25	46.86
V21295	SAMANTHA C JACOBSON	TRANSPORT	7/17/25	46.67
V21317	KATE TROSKEY	PART B MILEAGE MAY/	7/31/25	45.01

Check No.	Vendor	Description	Date	Amount
404991	JERRY'S PRINTING	CAST PHOTO	7/17/25	45.00
405135	BJOREM SPEECH PUBLI	MULTISYLLABIC WORDS	7/30/25	45.00
404995	JW PEPPER & SON INC	PITCH PIPES	7/17/25	44.99
405022	ODP BUSINESS SOLUTI	PAPER SUPPLIES	7/17/25	44.23
405139	BSN SPORTS, LLC	B SOCCER SHORTS	7/30/25	44.00
405162	HOGLUND BUS COMPANY	SEAL	7/30/25	43.50
405130	AMAZON CAPITAL SERV	REMEDIES FOR SORROW	7/30/25	42.96
V21308	SCOTT B JOHNSON	2025-2026 MSHSCA ME	7/23/25	42.50
405236	T-MOBILE	HS ATHLETICS	7/31/25	42.48
404989	JERRY'S FOODS CORP-	FACS SUPPLIES	7/17/25	42.20
405016	MRI SOFTWARE LLC	JUNE25 BKGD CHK: HO	7/17/25	42.00
405044	T-MOBILE	PHONES ATHLETICS	7/17/25	41.74
V21306	MATTHEW E GABRIELSO	MAILING SUPPLIES	7/23/25	41.73
405204	T-MOBILE	HS ATHLETICS	7/30/25	41.44
404878	GENERAL SECURITY SE	SV INTRUSION MONITO	7/16/25	40.08
404878	GENERAL SECURITY SE	VV INTRUSION MONITO	7/16/25	40.08
404878	GENERAL SECURITY SE	CC INTRUSION MONITO	7/16/25	40.08
404878	GENERAL SECURITY SE	CN INTRUSION MONITO	7/16/25	40.08
404878	GENERAL SECURITY SE	HL INTRUSION MONITO	7/16/25	40.08
404878	GENERAL SECURITY SE	CV INTRUSION MONITO	7/16/25	40.08
404878	GENERAL SECURITY SE	ECC INTRUSTION MONI	7/16/25	40.08
404878	GENERAL SECURITY SE	EHS INTRUSION MONIT	7/16/25	40.08
405101	PREMIUM WATERS INC	WATER FOR DMTS	7/23/25	39.99
405102	PREMIUM WATERS INC	JUL25 HOT/COLD WATE	7/23/25	38.95
405032	SCHOOL SPECIALTY, L	SHARPIES	7/17/25	38.60
405169	JERRY'S HARDWARE	PAINTING SUPPLIES	7/30/25	37.74
405236	T-MOBILE	CV MAINT	7/31/25	37.60
405236	T-MOBILE	CC MAINT	7/31/25	37.60
405236	T-MOBILE	CS MAINT	7/31/25	37.60
V21307	CHRISTOPHER D GRIGG	MEAL AT HOLIDAY INN	7/23/25	37.40
405044	T-MOBILE	PHONES CS MAINT	7/17/25	36.86
405044	T-MOBILE	PHONES CV MAINT	7/17/25	36.86
405044	T-MOBILE	PHONES CC MAINT	7/17/25	36.86
405236	T-MOBILE	ECSE	7/31/25	36.82
405236	T-MOBILE	DMTS	7/31/25	36.77
405204	T-MOBILE	CC MAINT	7/30/25	36.55
405204	T-MOBILE	CS MAINT	7/30/25	36.55
405204	T-MOBILE	CV MAINT	7/30/25	36.55
405050	UNIVERSITY LANGUAGE	MILEAGE ELC	7/17/25	36.40
404959	ESCREEN, INC.	DRIVER DOT K GEYDHE	7/17/25	36.25
405044	T-MOBILE	ECSE	7/17/25	36.08
405044	T-MOBILE	PHONES DMTS	7/17/25	36.07
405058	AMAZON CAPITAL SERV	OFFICE SUPPLIES	7/23/25	35.90
405204	T-MOBILE	ECSE	7/30/25	35.76
405204	T-MOBILE	DMTS	7/30/25	35.73
405159	GRAINGER	TRIMMER HEAD MILLWA	7/30/25	35.66
405007	MENARDS - EDEN PRAI	WATER	7/17/25	35.58
404969	GENERAL SECURITY SE	CC PATROL RESPONSE	7/17/25	35.00
404965	FRANSKE CONSULTING	DOMAIN NAMES	7/17/25	34.99
404989	JERRY'S FOODS CORP-	FACS SUPPLIES	7/17/25	33.50
405086	JERRY'S FOODS EDINA	CAB BREAKFAST_RETRE	7/23/25	33.26
405007	MENARDS - EDEN PRAI	HARDWARE	7/17/25	33.01
405155	FACTORY MOTOR PARTS	STOP LEAK	7/30/25	33.00
V21312	DERRICK J LIDSTONE	MAY - JUNE MILEAGE	7/30/25	32.90
V21295	SAMANTHA C JACOBSON	FOOD	7/17/25	31.72
V21311	DANIEL T BITTMAN	AASA DINNER	7/30/25	31.08
V21311	DANIEL T BITTMAN	AASA DINNER	7/30/25	30.80
V21311	DANIEL T BITTMAN	DINNER	7/30/25	30.30
405019	NCS PEARSON INC	SV MCA TEST - HS	7/17/25	30.00
405183	MINNESOTA HISTORICA	SHIPPING	7/30/25	30.00
404856	ODP BUSINESS SOLUTI	PLASTIC BADGE HOLDE	7/2/25	29.86
V21283	LEAH M ENGELKES	PAINT SUPPLIES FOR	7/16/25	29.86
405196	SCHOLASTIC INC	SHIPPING	7/30/25	29.85
405093	MENARDS - EDEN PRAI	SUPPLIES	7/23/25	27.39
404994	JOSTENS INC	DIPLOMA ORDER	7/17/25	27.20
405145	CORNWELL- MATTHEW T	THERMOMETER	7/30/25	27.06
405050	UNIVERSITY LANGUAGE	MILEAGE ELC	7/17/25	26.60
V21311	DANIEL T BITTMAN	LYFT RIDE HOTEL TO	7/30/25	25.95
405058	AMAZON CAPITAL SERV	OFFICE SUPPLIES	7/23/25	25.92
405236	T-MOBILE	CC KIDS CLUB	7/31/25	25.30
405236	T-MOBILE	CN KIDS CLUB	7/31/25	25.30
405236	T-MOBILE	CS KIDS CLUB	7/31/25	25.30
405236	T-MOBILE	HL KIDS CLUB	7/31/25	25.30
405236	T-MOBILE	ND KIDS CLUB	7/31/25	25.30

Check No.	Vendor	Description	Date	Amount
405236	T-MOBILE	CV KIDS CLUB	7/31/25	25.30
404908	SPS WORKS	ENGRAVED PLATE - D.	7/16/25	25.25
405130	AMAZON CAPITAL SERV	2ND GRADE SCIENCE	7/30/25	25.18
V21311	DANIEL T BITTMAN	AASA TAXI FROM AIRP	7/30/25	25.17
405183	MINNESOTA HISTORICA	NORTHERN LIGHTS EBO	7/30/25	25.00
V21295	SAMANTHA C JACOBSON	FOOD	7/17/25	25.00
V21299	ALEXANDRA SACKETT	FOOD	7/17/25	25.00
405044	T-MOBILE	PHONES CC KIDS CLUB	7/17/25	24.56
405044	T-MOBILE	PHONES CN KIDS CLUB	7/17/25	24.56
405044	T-MOBILE	CS KIDS CLUB	7/17/25	24.56
405044	T-MOBILE	HL KIDS CLUB	7/17/25	24.56
405044	T-MOBILE	ND KIDS CLUB	7/17/25	24.56
405044	T-MOBILE	CV KIDS CLUB	7/17/25	24.56
405204	T-MOBILE	COMMUNITY ED	7/30/25	24.25
405204	T-MOBILE	COMM ED KIDS CLUB	7/30/25	24.25
405204	T-MOBILE	CC KIDS CLUB	7/30/25	24.25
405204	T-MOBILE	CN KIDS CLUB	7/30/25	24.25
405204	T-MOBILE	CS KIDS CLUB	7/30/25	24.25
405204	T-MOBILE	HL KIDS CLUB	7/30/25	24.25
405204	T-MOBILE	CV KIDS CLUB	7/30/25	24.25
405204	T-MOBILE	ND KIDS CLUB	7/30/25	24.25
405093	MENARDS - EDEN PRAI	WRENCH	7/23/25	23.99
405058	AMAZON CAPITAL SERV	KINDERGARTEN SCIENC	7/23/25	23.98
V21313	BRIAN MANTHE	7/17 MILEAGE	7/30/25	23.94
405062	A-Z RENTAL CENTER	PROPANE TANK FILL	7/23/25	23.31
V21311	DANIEL T BITTMAN	AASA LUNCH	7/30/25	22.85
405236	T-MOBILE	PHONES B&G	7/31/25	22.32
V21295	SAMANTHA C JACOBSON	FOOD	7/17/25	21.75
405006	MENARDS - GOLDEN VA	"2-3/8C X1/2 16""2-	7/17/25	21.74
405099	MTI DISTRIBUTING IN	RADIATOR CAP	7/23/25	21.68
405044	T-MOBILE	PHONES B&G	7/17/25	21.58
405236	T-MOBILE	TRANSPORTATION	7/31/25	21.37
405236	T-MOBILE	VV MAINT	7/31/25	21.37
405236	T-MOBILE	SV MAINT	7/31/25	21.37
V21307	CHRISTOPHER D GRIGG	SNACKS FOR STUDENTS	7/23/25	21.36
405204	T-MOBILE	PHONES B&G	7/30/25	21.28
405048	TWIN CITY HARDWARE	WS 08A EHS MECH. PH	7/17/25	20.79
405044	T-MOBILE	SV MAINT	7/17/25	20.63
405044	T-MOBILE	TRANSPORTATION	7/17/25	20.63
405044	T-MOBILE	VV MAINT	7/17/25	20.63
405130	AMAZON CAPITAL SERV	3RD GRADE SCIENCE	7/30/25	20.36
405204	T-MOBILE	SV MAINT	7/30/25	20.32
405204	T-MOBILE	TRANSPORTATION	7/30/25	20.32
405204	T-MOBILE	VV MAINT	7/30/25	20.32
405179	MENARDS - EDEN PRAI	4-SPEC WASP&HORNET	7/30/25	20.00
V21290	JANET M DAHL	PART B APRIL/MAY 2	7/17/25	20.00
V21290	JANET M DAHL	PART B APRIL/MAY 20	7/17/25	20.00
V21291	AMY E FAIRWEATHER	B-3 HOME VISITS PAR	7/17/25	20.00
V21300	ERIN ST. ORES	PART C MILEAGE MAY/	7/17/25	20.00
V21314	TIMOTHY J RODEN	7/10 MILEAGE	7/30/25	19.60
V21310	JESSICA B WEEKS	7/7-7/15 MILEAGE	7/23/25	19.46
405036	SHRED RIGHT	WO 95641 - HL	7/17/25	18.85
405159	GRAINGER	BUILDING REPAIR SUP	7/30/25	18.73
404878	GENERAL SECURITY SE	CS INTRUSION MONITO	7/16/25	17.95
405178	MENARDS - GOLDEN VA	WASP&HORNET SPRAY	7/30/25	17.76
405080	GRAINGER	2- V BELTS	7/23/25	17.74
404994	JOSTENS INC	DIPLOMA ORDER	7/17/25	17.70
404960	FACTORY MOTOR PARTS	OIL CAP	7/17/25	17.63
V21316	JESSICA B WEEKS	7/23 - 7/24 MILEAGE	7/30/25	17.57
405212	XCEL ENERGY	EHS 5/26-6/11 USE	7/30/25	16.73
V21299	ALEXANDRA SACKETT	FOOD	7/17/25	16.14
405130	AMAZON CAPITAL SERV	4TH GRADE SCIENCE	7/30/25	15.95
405050	UNIVERSITY LANGUAGE	MILEAGE ELC	7/17/25	15.40
405044	T-MOBILE	PHONES COMM ED	7/17/25	15.36
V21299	ALEXANDRA SACKETT	FOOD	7/17/25	15.23
V21295	SAMANTHA C JACOBSON	FOOD	7/17/25	15.00
V21299	ALEXANDRA SACKETT	FOOD	7/17/25	15.00
404879	HENRY HEIN	OPEN WOODCARVING	7/16/25	14.00
405050	UNIVERSITY LANGUAGE	MILEAGE ELC	7/17/25	14.00
404945	CULLIGAN BOTTLED WA	WATER	7/17/25	13.35
405044	T-MOBILE	PHONES KIDS CLUB	7/17/25	13.20
V21299	ALEXANDRA SACKETT	FOOD	7/17/25	13.05
405093	MENARDS - EDEN PRAI	SPRAYER TANK 2G	7/23/25	12.91
405204	T-MOBILE	HL KIDS CLUB	7/30/25	12.89

Check No.	Vendor	Description	Date	Amount
404899	PREMIUM WATERS INC	JUL WATER COOLER RE	7/16/25	12.00
405058	AMAZON CAPITAL SERV	POSTERS	7/23/25	11.96
404989	JERRY'S FOODS CORP-	FACS SUPPLIES	7/17/25	11.62
V21302	JESSICA B WEEKS	6/30 MILEAGE	7/17/25	10.57
405081	HAWKINS INC	CHLORINE TANK CYLIN	7/23/25	10.00
405093	MENARDS - EDEN PRAI	PLUS 3 DUST CONTROL	7/23/25	9.98
405050	UNIVERSITY LANGUAGE	MILEAGE ELC	7/17/25	9.80
405050	UNIVERSITY LANGUAGE	MILEAGE ELC	7/17/25	9.80
405050	UNIVERSITY LANGUAGE	MILEAGE ELC	7/17/25	9.80
V21293	TAMARA K FORBY	JUN25 MILEAGE	7/17/25	9.31
V21311	DANIEL T BITTMAN	AASA - BREAKFAST	7/30/25	9.22
405236	T-MOBILE	HS MAINT	7/31/25	9.07
405236	T-MOBILE	HL KIDS CLUB	7/31/25	9.07
405135	BJOREM SPEECH PUBLI	S&H	7/30/25	9.00
405080	GRAINGER	1-CAPACITOR.5 FOR F	7/23/25	8.82
405044	T-MOBILE	PHONES HS MAINT	7/17/25	8.33
405044	T-MOBILE	PHONES HL MAINT	7/17/25	8.33
405204	T-MOBILE	HS MAINT	7/30/25	8.02
405204	T-MOBILE	HL MAINT	7/30/25	8.02
V21304	LEAH M ENGELKES	WOOD FILLER FOR DIS	7/23/25	7.98
V21294	TIFFANY P GANT	JUN25 MILEAGE	7/17/25	7.56
405076	FRESHPOINT BIX PROD	KC CS SNACKS	7/23/25	6.78
V21295	SAMANTHA C JACOBSON	FOOD	7/17/25	6.53
V21299	ALEXANDRA SACKETT	FOOD	7/17/25	6.53
V21287	JOSEPH E SIDDY	7/1 MILEAGE	7/16/25	6.51
V21299	ALEXANDRA SACKETT	FOOD	7/17/25	4.35
V21287	JOSEPH E SIDDY	7/1 FLD TRP MILEAGE	7/16/25	2.10
V21305	SIDNEY W FELLOWS	7/17 MILEAGE	7/23/25	1.75
V21292	SIDNEY W FELLOWS	6/25 MILEAGE	7/17/25	1.61
404966	FRESHPOINT BIX PROD	CREDIT- CV	7/17/25	(32.82)
405159	GRAINGER	RETURN	7/30/25	(320.20)
404295	BILL CARROLL PAINTI	CV DOOR JAM PAINTIN	6/4/25	(500.00)
405212	XCEL ENERGY	CN 5.26-6/11 USE	7/30/25	(618.90)
404295	BILL CARROLL PAINTI	HL DOOR/FRAMES/PAIN	6/4/25	(3,850.00)
403918	ROGUE FITNESS	PE EQUIPMENT	5/5/25	(15,295.87)
Total Value of Checks Issued				\$ 8,278,028.87

V.H. Electronic Fund Transfers - July 2025



Board Meeting Date: 8/11/2025

Title: Electronic Fund Transfers – July 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 July 2025, in the amount of \$14,514,943.

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

Attachment(s):

1. Electronic Fund Transfers – July 2025

Electronic Transfers

FOR THE MONTH ENDED JULY 31, 2025

From	To	Description	Date	Amount
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	7/1/25	147,136.28
US Bank - Checking	Various	Payroll Vendors	7/1/25	1,813.70
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	7/8/25	30,323.38
US Bank - Checking	Delta Dental	Dental Claims	7/8/25	21,679.54
US Bank - Checking	Aviben	Retirement Contributions	7/14/25	190,739.33
US Bank - Checking	Delta Dental	Dental Claims	7/14/25	2,863.63
US Bank - Checking	Delta Dental	Dental Claims	7/14/25	16,129.16
US Bank - Checking	Benefit Extras	Flex & HSA	7/15/25	56,423.36
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	7/15/25	142,490.89
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	7/15/25	564,580.34
US Bank - Checking	US Bank - Payroll	District Payroll	7/15/25	2,221,230.18
US Bank - Checking	Various	Payroll Vendors	7/15/25	2,493.88
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	7/15/25	33,085.16
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	7/15/25	800,626.63
US Bank - Checking	Capital One	Debt Service - Concord-Cornelia Financed Purchase	7/16/25	96,076.16
US Bank - Checking	Delta Dental	Dental Claims	7/21/25	16,007.32
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax	7/22/25	391.00
US Bank - Checking	Delta Dental	Dental Claims	7/22/25	4,458.75
US Bank - Checking	Minnesota State Retirement System/Voya	Retirement Payments	7/25/25	531,352.00
US Bank - Checking	Delta Dental	Dental Claims	7/28/25	21,263.45
US Bank - Checking	US Bank	P-Card	7/29/25	237,465.69
PTMA-MN Trust	Bond Trust Services Company	Debt Service - General Obligation Bonds, Series 2017A	7/29/25	243,587.50
PTMA-MN Trust	Bond Trust Services Company	Debt Service - General Obligation Bonds, Series 2019A	7/29/25	294,625.00
PTMA-MN Trust	Bond Trust Services Company	Debt Service - General Obligation Bonds, Series 2020A	7/29/25	84,100.00
PTMA-MN Trust	Bond Trust Services Company	Debt Service - General Obligation Bonds, Series 2021A	7/29/25	108,900.00
PTMA-MN Trust	Bond Trust Services Company	Debt Service - General Obligation Bonds, Series 2021B	7/29/25	71,650.00
PTMA-MN Trust	Bond Trust Services Company	Debt Service - General Obligation Bonds, Series 2023A	7/29/25	142,525.00
PTMA-MN Trust	Bond Trust Services Company	Debt Service - General Obligation Bonds, Series 2024A	7/29/25	3,280,479.16
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	7/30/25	144,531.32
US Bank - Checking	US Bank - Payroll	District Payroll	7/30/25	2,286,616.22
US Bank - Checking	Various	Payroll Vendors	7/30/25	2,445.49
US Bank - Checking	Aviben	Retirement Payments	7/30/25	965,660.99
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	7/30/25	33,789.05
US Bank - Checking	Aviben	Retirement Contributions	7/30/25	210,895.17
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	7/30/25	813,920.44
US Bank - Checking	Benefit Extras	Flex & HSA	7/31/25	108,479.89
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	7/31/25	578,829.85
US Bank - Checking	Service Fees	Service Fees	Multiple	5,278.28
Total of Electronic Fund Transfers				\$ 14,514,943.19

V.I. Gifts and Bequests - July 2025



Board Meeting Date: 8/11/2025

Title: Gifts and Bequests – July 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 July 2025.

Recommendation: Accept with appreciation gifts and bequests made to the District in the amount of \$205,216.

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

Attachments:

1. Gifts & Bequests – July 2025

Gifts & Bequests

FOR THE MONTH ENDED JULY 31, 2025

<u>Donated By</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
Girls Golf Boosters	EHS Athletics	Golf Bags	\$ 5,000.00
Edina Choir Boosters	Edina High School	Donation	3,600.00
Edina Athletic Boosters	EHS Athletics	Booster Funded Items and Programs	146,110.00
Edina Ed Fund	Teaching and Learning	Literacy	9,018.00
Jon Demars Victorsen	EHS Theater Program	In Memory of Larry Stotts	99.00
Creek Valley PTO	Creek Valley Elementary	Donation - Picnic Table	41,389.39
			\$ 205,216.39
			\$ -
			\$ 205,216.39



Board Meeting Date: 8/11/2025

Title: Audit Services – Fiscal Year 2025

Type: Consent

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

Description: The firm of LB Carlson, formerly known as Malloy, Montague, Karnowski, Radosevich, & Co., P.A. (MMKR) has conducted the financial audits of the District since 1997. William Lauer is the consulting principal of the District's audit. The base fee for the fiscal year 2025 audit is \$74,000, a 5.0% increase from the prior year. Charged fees will be adjusted accordingly if unforeseen circumstances requiring additional hours are encountered during the audit.

Recommendation: Appoint the audit firm of LB Carlson to perform the audit of the District's financial statements for the fiscal year ended June 30, 2025.

Desired Outcomes from the Board: Compliance with District Policy 704.

Attachments:

1. Audit Engagement Letter – Fiscal Year 2025



July 17, 2025

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

Dear School Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Independent School District No. 273 (the District) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

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

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

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

- 1) Introductory section
- 2) Statistical section

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

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

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

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

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

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

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

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

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

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

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

- 1) Management override of controls
- 2) Constructed capital asset additions, if material
- 3) Revenue recognition
- 4) Significant estimates inherent in state aid revenues and receivables recognized

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

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

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

Audit Procedures – Internal Control

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

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

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

Audit Procedures – Compliance

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

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

Responsibilities of Management for the Financial Statements and Single Audit

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

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

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

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

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

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

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

Other Services

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

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

Engagement Administration, Fees, and Other

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

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

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

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

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

William J. Lauer, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit shortly after the end of the fiscal year and have a goal of issuing the annual financial audit reports by December 31, 2025 and the Single Audit reports by March 31, 2026.

Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Unless additional work is requested or circumstances require additional work, we estimate the basic audit fees will be \$74,000 for the year ended June 30, 2025.

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

The fees charged are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we find that additional audit procedures are required, or if additional services are requested by the District, those services will be billed at our standard hourly rates. Additional audit procedures might be required for certain accounting issues or events such as new contractual agreements, new accounting and auditing standards, transactions and legal requirements of new bond issues, new funds, major capital projects, or if there is an indication of misappropriation or misuse of public funds, or if significant difficulties are encountered due to the lack of accounting records, incomplete records, or turnover in the District's staff. If significant additional time is necessary, we will discuss it with you before we incur any additional costs.

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

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

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

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

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

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

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

Professional standards require us to be independent with respect to the District and any of its affiliates in the performance of our services. Any discussions that you have with personnel of LB Carlson regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence. In addition, if you or any of your affiliates hire one of our personnel, you agree to pay LB Carlson a fee equal to that individual's annual base compensation at the District upon commencement of employment.

Reporting

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

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

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

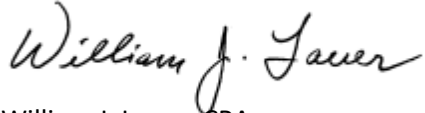
We will also provide a report (that does not include an opinion) on the District's compliance with applicable provisions of the *Minnesota Legal Compliance Audit Guide*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65. The report will state (1) whether, in connection with our audit,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

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

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

Sincerely,

LB CARLSON, LLP



William J. Lauer, CPA
Principal

WJL:lmb

Response:

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

School Board Representative

District Management Representative

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



Report on the Firm's System of Quality Control

To the Principals of LB Carlson, LLP and the
Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of LB Carlson, LLP (the firm) in effect for the year ended June 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

Engagements selected for review included an audit of an employee benefit plan and an examination of service organization (SOC 2 engagement).

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

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of LB Carlson, LLP in effect for the year ended June 30, 2023 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. LB Carlson, LLP has received a peer review rating of *pass*.

KerberRose SC

September 27, 2023

V.K. 2025-2026 BrightWorks Membership



Board Meeting Date: August 11, 2025

Title: 2025-2026 BrightWorks Membership

Type: Consent

Presenter(s): Jody Remsing

Description: The 2025-2026 general service fee is determined at a rate of \$1,200 plus \$2.00 per student based on the FY 2024-25 enrollment of 8,762 students with a max at \$16,000. BrightWorks provides a wide variety of benefits and services such as staff development, administrative services, special programs including services for special education, student programs, contracted programs, planning/professional development activities, and resources/libraries.

Recommendation: Approve the Edina Public Schools as a continuing member of BrightWorks for the school year 2025-2026 by payment of the general service fee of \$16,000.00.

Desired Outcome(s) from the Board: Approve the membership in BrightWorks.

Attachments: none

VI. Discussion

VI.A. Summer Construction Update - 2025

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



Board Meeting Date: 8/11/2025

Title: Summer Construction Update - 2025

Type: Report

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

Description: Due to the size and age of the District's facilities, significant deferred maintenance occurs each summer. The District administration would like to update the School Board and community regarding the scope and progress of projects that were underway during the summer of 2025.

Recommendation: There is no recommended action.

Desired Outcomes from the Board: Review the enclosed information and prior information and prepare comments or questions.

Attachments:

1. Slide Deck – Summer Construction - 2025



2025 Summer Construction

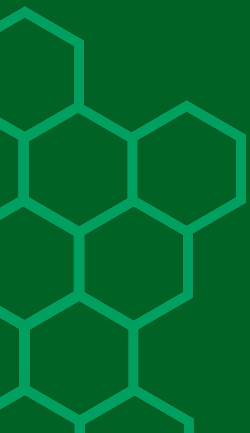


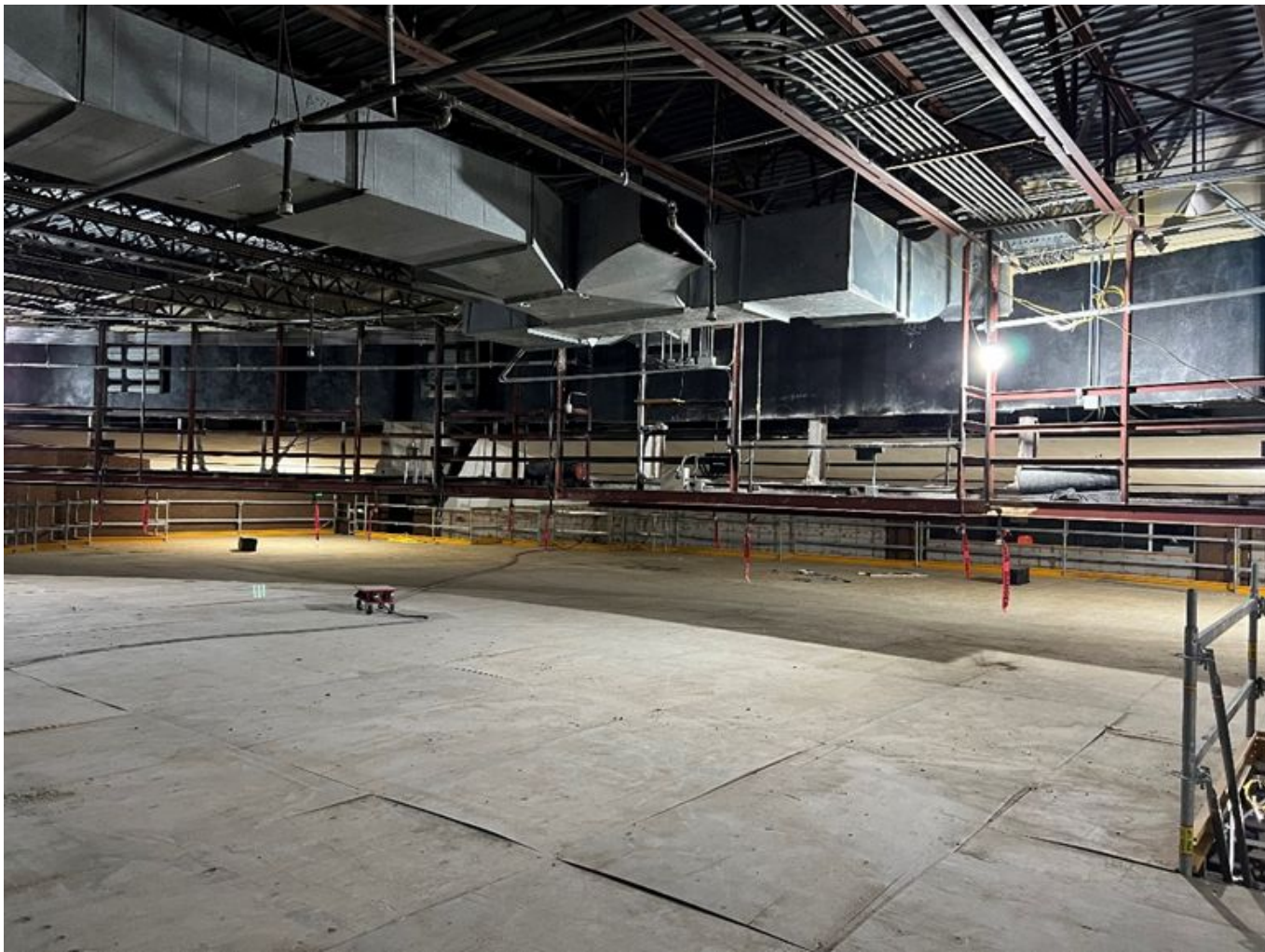
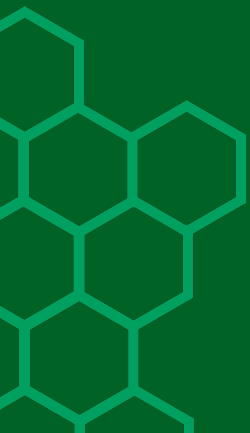
DEFINING EXCELLENCE

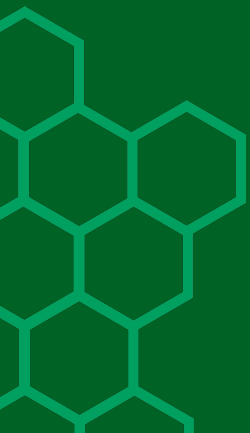


EDINA HIGH SCHOOL

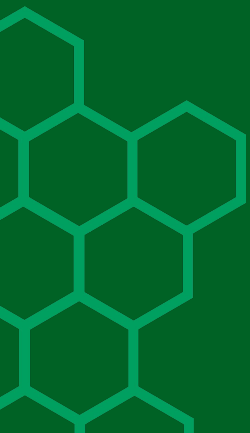
- Continuation of mechanical upgrades project
 - Boiler system, air handling units, etc.
- Renovation of areas affected by mechanical work
- Fick Auditorium deferred maintenance - lighting, flooring, sound panels/clouds, etc.
- Gym floor repair

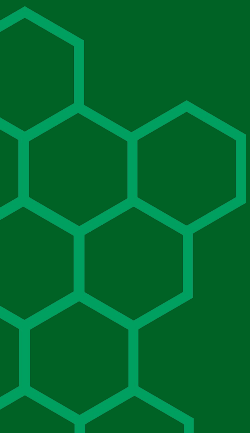








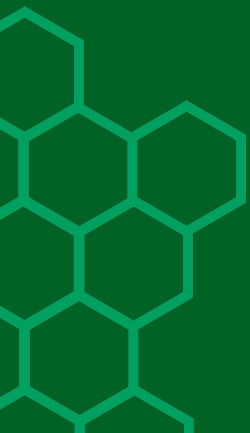


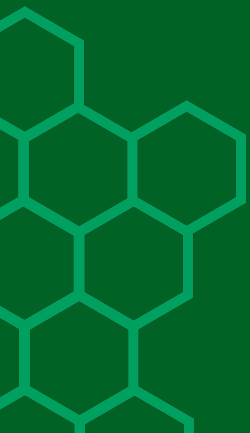




EDINA COMMUNITY CENTER

- Complete rehabilitation of existing Tennis Courts
 - Earthwork, framing and paving, surfacing, etc.
- Relocation of lower courts next to upper courts

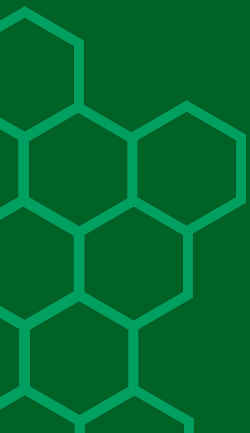




NORMANDALE ELEMENTARY

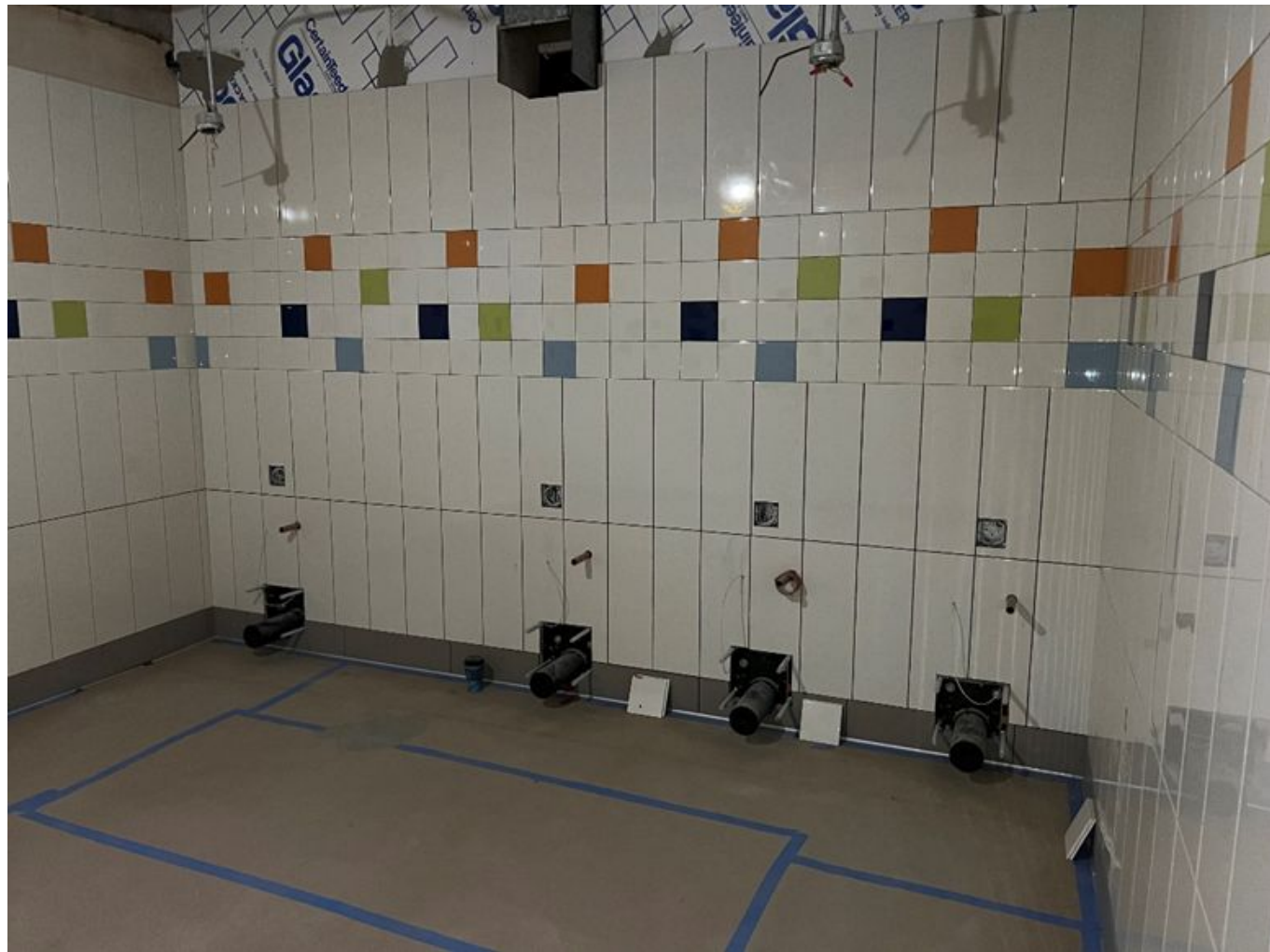
- Repair and maintenance of failing portions of turf surface
- Full replacement of the turf is part of the current long-term facilities maintenance 10-year plan

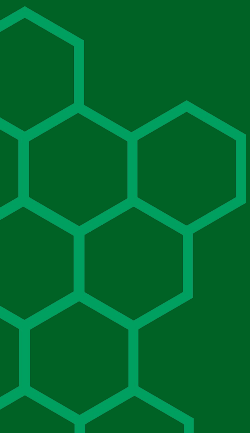




CORNELIA ELEMENTARY

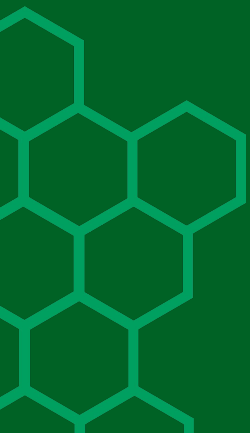
- Repair and maintenance of exterior brick walls (tuckpointing)
- Deferred maintenance of restrooms
 - 4 gang restrooms, 3 staff restrooms, ADA

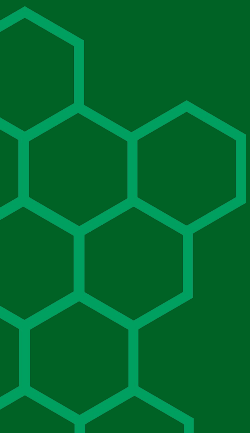




CREEK VALLEY ELEMENTARY

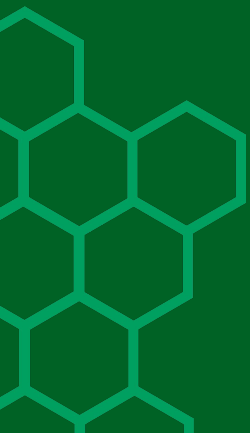
- Repair and reconfiguration of loading dock that had been damaged by vehicles
 - Elimination of cantilevered dock





TRANSPORTATION CENTER

- Installation of electrical panels and conduit to allow for eventual installation of charging stations for electric buses.
- Non-LTFM project - funds on hand from 2021B voter-approved bond.



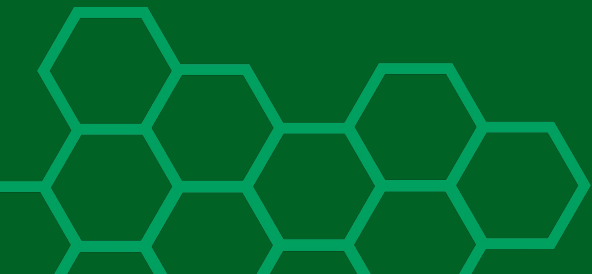
OTHER SITES

- South View - parking lot resurfacing
- Valley View - restroom repairs; lighting replacement
- Concord - outdoor learning space in courtyard; re-keying of doors (security)
- Countryside - No major construction
- Highlands - No major construction



QUESTIONS?

Edina Public Schools



VII. Action

VII.A. Policy Review (113, 414, 415, 533, 806)

Speaker(s): Policy
Committee



Board Meeting Date: 8/11/2025

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 113 Data Requests
- Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 533 Student Wellness – Food, Nutrition and Physical Activity
- Policy 806 Emergency Management

Recommendation: Approve the suggested modifications for Policies 113, 414, 415, 533, 806.

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

Attachments:

1. Policy 113 Data Requests
2. Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
3. Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
4. Policy 533 Student Wellness – Food, Nutrition and Physical Activity
5. Policy 806 Emergency Management

School District

Data Requests

I. Purpose

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

II. General Statement of Policy

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

III. Definitions

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

- A. “Confidential Data on Individuals” means ~~D~~data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.
- B. “Data on Individuals” means ~~A~~all government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and that data are not accessed by the name or other identifying data of any individual.
- C. “Government Data” means ~~A~~all data collected, created, received, maintained, or disseminated by a government entity in its various forms (e.g., paper, email, DVDs, photographs, etc.).
- D. ~~Individual~~ “Individual” means a natural person. In the case of a minor or an incapacitated person, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority will withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsibility authority determines that withholding the data would be in the best interest of the minor.
- E. “Inspection” means ~~T~~the visual inspection of paper and similar types of

government data. It does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own equipment.

- F. "Nonpublic Data" means ~~D~~data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.
- G. "Not Public Data" means ~~A~~any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.
- H. "Private Data" ~~D~~data is available to the subject of the data and to district employees who need it to conduct the business of the district.
- I. "Private Data on Individuals" means ~~D~~data made by the statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.
- J. "Protected Nonpublic Data" means ~~D~~data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.
- K. "Public Data" means ~~A~~all government data collected, created, received, maintained, or disseminated by the district, unless classified by statute, or temporary classification pursuant to state or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.
- L. "Public Data Not on Individuals" means ~~D~~data accessible to the public pursuant to Minnesota Statutes section 13.03
- M. "Public Data on Individuals" means ~~D~~data accessible to the public in accordance with the provisions of Minnesota Statutes section 13.03.
- N. "Summary Data" ~~S~~statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. Responsible Authority

- A. The superintendent or designee will serve as the authority responsible for data requests.

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

V. Responding to a Request for Data

- A. All requests for public data must be made in writing and directed to the responsible authority or designee.
- B. Upon receiving a data request, the school district will acknowledge it and provide a tentative timeline for fulfillment.
- C. Prior to fulfilling a request, the district may contact the requester for the following reasons:
 - 1. to ask for clarification or additional information to help fulfill the request;
 - 2. to indicate that the request may involve a charge or require prepayment; or
 - 3. to discuss scheduling partial or rolling productions of data.
- D. The district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- E. Upon request to a responsible authority or designee, a person will be permitted to inspect and/or copy public data at reasonable times and places, and, upon request, will be informed of the data's meaning.
 - 1. ~~If arrangements are made for the requester to inspect the data and the requester does not appear at the time and place established for inspection, and the data is not picked up within 10 business days after the requester is notified of its availability, the district will conclude that the data is no longer wanted and will consider the request closed.~~
 - 1. If the responsible authority has notified the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the responsible authority may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

2. If the person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect the data.
- F. In order to complete a request, the district will do one of the following:
1. If the district does not have the data, the requester will be notified in writing as soon as reasonably possible.
 2. If the district has the data but the data are not public, the requester will be notified as soon as reasonably possible and be given written notice of the specific statutory section, temporary classification, or specific provision of federal law on which the decision to withhold or release the data was made.
 3. If the district has the data, and the data are public, the district will respond to the request appropriately and promptly, with a reasonable amount of time by doing one of the following:
 - a. arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
 - b. provide copies of the data as soon as reasonably possible. Electronic copies such as email, portable document format (PDF), or other electronic formats will be provided in response to the request. If the data is not in an electronic format (such as printed format), the data will be scanned and emailed to the requester or copied and made available to be picked up or mailed to the requester.
- G. The Government Data Practices Act does not require the creation or collection of new data in response to a data request, or to provide data in a specific form or arrangement if not kept in that form or arrangement.
- H. The responsible authority will respond within a reasonable time of the receipt of a request to prepare summary data and inform the requester of the following as appropriate:
1. the estimated costs of preparing the summary data, if any; and
 2. a written statement describing the reasons why the responsible authority has determined that the requester's access would compromise private or confidential data.
- I. The Government Data Practices Act does not require the district to answer questions that are not requests for data.

VI. Request for Summary Data

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

VII. Data by an Individual Data Subject

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

public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

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

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

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

Legal References:

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

Minn. Stat. Ch. 14 (Minnesota Administrative Procedures Act)

Minn. Stat. § 138.17 (Government Records; Administration)

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

Cross References:

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

Policy 406 (Public and Private Personnel Data)

Policy 515 (Protection and Privacy of Student Records)

Policy

adopted: 02/26/18

revised: 08/17/23

revised: 08/05/24

revised: / / 25

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Appendix I to Policy 113

Costs Associated with Public Data Requests

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

Appendix
reviewed: 08/17/23
revised: 08/05/24
rev____: __/__/25

Personnel

Mandated Reporting of Child Neglect or Physical or Sexual Abuse

I. Purpose

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

II. General Statement of Policy

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

III. Definitions

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

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

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

8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

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

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

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

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a

child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

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

protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. Reporting Procedures

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

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

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

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

- C. Regardless of whether a report is made, as soon as practicable after a school the district receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school district will inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct

that may constitute maltreatment.

- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child will report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing a person with prenatal care or other health care services, a mandated reporter will immediately report to the local welfare agency if the mandated reporter knows or has reason to believe that a person is pregnant and has used a controlled substance for a non-medical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter will not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. Investigation

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the ~~school~~ district, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on

~~school~~ district property, written notification of intent to interview the child on ~~school~~ district property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on ~~school~~ district property.

- C. Except where the alleged offender is believed to be a school official or employee, the time, place, and manner of the interview on ~~school~~ district premises will be within the discretion of school officials, but the local welfare or law enforcement agency will have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials will be reasonable, and the interview will be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school district employees when an interview is conducted on ~~school~~ district premises.
- D. Where the alleged offender is believed to be a school official or employee, the ~~school~~ district will conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the district will provide all requested data that are relevant to a report of maltreatment and are in the possession of a ~~school~~ district facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The district will provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. Maintenance of School District Records Concerning Abuse or Potential Abuse

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school district property, written notification of the agency's intent to interview on ~~school~~ district property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification will be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview that was received by the ~~school~~ district as described above in Paragraph A., will be destroyed by the ~~school~~ district only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. Physical or Sexual Abuse as Sexual Harassment or Violence

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. Dissemination of Policy and Training

- A. This policy will appear in school [district](#) personnel handbooks.
- B. The ~~school~~ district will develop a method of discussing this policy with [all school](#) personnel.

Legal References:

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

Minn. Stat. § 121A.58 (Corporal Punishment; [Prone Restraint; and Certain Physical Holds](#))

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)

Minn. Stat. § 243.166, subds. 1b(a) [and](#) (b) (Registration of Predatory Offenders - [Registration Required](#))

Minn. Stat. § 245.825 (~~Use of Aversive or~~ [and](#) Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. § 260C.007, subd. 6, ~~C~~ clause (5) ([Definitions - Child in Need of Protection or Services](#))

[Minn. Stat. § 260C.301 \(Termination of Parental Rights\)](#)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

[Minn. Stat. § 260C.515 \(Permanency Disposition Orders\)](#)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 609.02, subd. 6 (Definitions – Dangerous Weapon)

Minn. Stat. § 609.341, subd. 10 (Definitions – Current or Recent Position of Authority)

Minn. Stat. § 609.341, subd. 15 (Definitions – Significant Relationship)

Minn. Stat. § 609.379, subd. 1 (Permitted Actions; - Reasonable Force)

[Minn Rules Part 9503 \(Child Care Center Licensing\)](#)

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

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

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

Policy 211 (Criminal or Civil Action Against [the](#) School District, [a](#) School Board Member, Employee or Student)

Policy 403 (Discipline of School District Employees)

Policy 406 (Public and Private Personnel Data)

Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy 515 (Protection and Privacy of Student Records)

[Policy 519 \(Interviews of Students by Outside Agencies\)](#)

Policy
adopted: 10/20/08
revised: 09/26/11
revised: 07/15/13
revised: 07/18/16
revised: 08/14/17
reviewed: 08/13/18
reviewed: 08/12/19
revised: *02/08/21
re-adopted: **08/17/23
revised: 08/05/24
revised: [__/__/25](#)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, MN

* Policy 414 and Policy 415 were combined into a single policy. Policy 414 was sunsetted as a separate policy.

**Policy 415 was divided. Policy 414 was re-adopted as a separate policy.



Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____ (MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mandated Reporter: Yes No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____ School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone: _____

Email: _____

Transportation Company Contact: _____ Phone: _____

Email: _____

ALLEGED VICTIM

Name: _____ Address: _____ City: _____ State: __ Zip: _____

Gender: _____ DOB: _____ Grade: _____

Race/Ethnicity: _____ Receives Special Education Services: Yes No

Primary Disability Category: _____

Alleged Victim is over the age of 18: Yes No

(If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email: _____

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian 2: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____

Gender: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Race/Ethnicity: _____ Phone: _____

Alternate Phone: _____

Licensed: Yes No

If licensed, name of licensing board(s): _____ License/Folder # _____

INCIDENT

Date: _____ Time: _____ Setting (i.e., Bus, Classroom): _____

Location and Address (if different than enrolled school): _____

Witness _____ Phone: _____

Witness _____ Phone: _____

Police Notified: Yes No Police Department: _____

Police Contact: _____ Phone: _____

Case #: _____

ALLEGED MALTREATMENT

Physical Abuse _____ Sexual Abuse _____ Neglect _____ Unknown _____

Injury: Yes No

DESCRIPTION OF INCIDENT AND INJURY (~~PLEASE ATTACH ADDITIONAL DOCUMENTATION, IF NEEDED~~ please attach additional documentation, if needed)

Email: mde.student-maltreatment@state.mn.us

~~(8/24)~~ November, 2020

Personnel

Mandated Reporting of Maltreatment of Vulnerable Adults

I. Purpose

This policy is to make clear the statutory requirements of school [district](#) personnel to report suspected maltreatment of vulnerable adults.

II. General Statement of Policy

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school [district](#) personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school [district](#) personnel fails to report suspected maltreatment of vulnerable adults when the school [district](#) personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury, which is not reasonably explained.

III. Definitions

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

A. "Abuse" means:

- 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (a) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (b) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (c) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (d) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
- 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (a) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (b) use of repeated or malicious oral, written, or gestured language toward a

vulnerable adult or the treatment of a vulnerable adult, which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (c) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (d) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minnesota Statutes section 609.341 between a facility staff person, or a person providing services in the facility and a resident, patient, or client of that facility.
 4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.
- B. "Accident" means a sudden, unforeseen, and unexpected occurrence or event which:
1. is not likely to occur and which could not have been prevented by exercise of due care; and
 2. if occurring while a vulnerable adult is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence or event.
- C. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- D. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the Minnesota Adult Abuse Reporting Center (MAARC).
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception, or fraud; and the use of force, coercion, or enticement to cause a

vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

- F. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- G. "Mandated reporter" means any school district personnel who knows or has reason to believe a vulnerable adult is or has been maltreated.
- H. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- I. "Neglect" means:
 - 1. ~~†~~The failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct- , or
 - ~~J. — Neglect also means †~~ 2. The absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult.

Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

- ~~K~~J. "School **district** personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- ~~L~~K. "Vulnerable adult" means any person 18 years of age or older who regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. Reporting Procedures

- A. A mandated reporter will immediately report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) by

calling 1-844-880-1574. The MAARC is available twenty-four hours per day and seven days per week. If reporting an emergency that requires immediate assistance from law enforcement, the fire department, or an ambulance, 911 should be called first.

- B. Whenever a mandated reporter knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information will be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report will, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data*, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. School [district](#) personnel mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline up to and including termination of employment. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against any school [district](#) personnel who makes a good faith report under Minnesota law and this policy, or against any vulnerable adult who is named in a report is prohibited.
- F. Any school [district](#) personnel who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline up to and including termination of employment.

V. Investigation

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the state and/or county for receiving reports. When the alleged offender is believed to be a school district personnel, the school district will conduct its own investigation independent of the designated entity.

VI. Dissemination of Policy and Training

- A. [This policy will appear in school district personnel handbooks.](#)

- B. The school district will discuss this policy with district personnel when appropriate.

Legal References:

Minn. Stat. § 13.02 (Minnesota Government Data Practices Act - [Defining Not Public Data](#))

Minn. Stat. Ch. 245A (Human Services Licensing)

Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, Promotion of Prostitution; Sex Trafficking)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

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

Policy 211 (Criminal or Civil Action Against [the](#) School District, [a](#) School Board Member, Employee or Student)

Policy 403 (Discipline of School District Employees)

Policy 406 (Public and Private Personnel Data)

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 515 (Protection and Privacy of Student Records)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, MN

Policy

adopted: 10/20/08

revised: 09/26/11

revised: 07/15/13

revised: 07/18/16

revised: 08/14/17

reviewed: 08/13/18

reviewed: 08/12/19

revised: *02/08/21

revised: 08/08/22

revised: **08/17/23

revised: 08/05/24

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

*Policy 414 and Policy 415 were combined into a single policy. Policy 414 was sunsetted as a

separate policy.

**Policy 415 was divided. Policy 414 was re-adopted as a separate policy.

Students

Student Wellness—Food, Nutrition, and Physical Activity

I. Purpose

This policy supports a school environment that promotes student wellness, encourages physical activity, prevents and reduces childhood obesity, and assures that school meals and other food and beverages sold and otherwise made available to students on the school campus district property during the school day are consistent with applicable minimum local, state, and federal standards.

II. General Statement of Policy

- A. The school district recognizes that nutrition promotion and education, and physical activities that promote student wellness, are components of the educational process, and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The district encourages the involvement of students, parents and guardians, representatives of the school food authority, teachers, food service employees, school district health professionals, the school board, school district administrators, and the general public in the development, implementation, and periodic review and update of the district's wellness policy.
- D. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. Students will have opportunities, support, and encouragement to be physically active on a regular basis.
- ~~F. Qualified food service employees, in partnership with the district, will:~~
 - ~~1. provide healthy food choices within the United States Department of Agriculture ("USDA") guidelines and compliance with all applicable federal, state, and local laws, rules, and regulations;~~
 - ~~2. offer fresh, high quality, minimally processed foods;~~
 - ~~3. promote whole foods, natural fibers, and other natural nutrients;~~
 - ~~4. minimize saturated fats and added sugars;~~

- ~~5. teach lifelong healthy eating habits that reinforce the belief of moderate consumption in all food groups;~~
- ~~6. provide access to and information about a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;~~
- ~~7. consider the religious, ethnic, and cultural diversity of the student body in meal planning; and~~
- ~~8. provide a healthy dining experience with clean, safe, and pleasant settings and adequate time for students to eat.~~

III. Wellness Goals [Guidelines](#)

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating and hydration by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction, when appropriate; and
 - c. enjoyable, developmentally appropriate, and culturally relevant.
2. The district will encourage all students to make age appropriate healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines and vending machines.
3. ~~Rewards and incentives.~~ The ~~D~~district will provide teachers and other relevant ~~school-~~[district](#) staff a list of alternative ways to reward children. Foods and beverages ~~will not be used~~ [should be avoided](#) as a reward (unless this practice is allowed by a student's individual education plan or behavior intervention plan), ~~or~~ [and should not be](#) withheld as punishment.

B. Food Service Program and Personnel

1. The district [will designate an appropriate person to be responsible for the district's food service program, whose duties will include:](#)
 - a. [designing menus that provide healthy food options within the United States Department of Agriculture's \("USDA"\) guidelines and compliance with all applicable local, state, and federal rules and regulations;](#)

- b. offer fresh, high-quality, minimally processed foods;
 - c. promote whole foods, natural fibers, and other natural nutrients;
 - d. minimize saturated fats and added sugars;
 - e. teach lifelong healthy eating habits that reinforce belief of moderate consumption in all food groups;
 - f. provide access to and information about a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
 - g. consider the religious, ethnic, and cultural diversity of the student body in meal planning; and
 - h. provide a healthy dining experience with clean, safe, and pleasant settings and adequate time for students to eat.
2. As part of the district's responsibility to operate a food service program, the district will facilitate continued professional development for food service personnel in the district.

C. Competitive Foods and Beverages

1. All foods and beverages sold on district grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria and from vending machines.
2. All competitive foods will meet the USDA Smart Snack nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs will comply with the district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they will comply with all applicable USDA standards.
4. Marketing of the district's food service program will be consistent with nutrition education and health promotion.
5. The district will restrict food and beverages marketing to the promotion of those foods and beverages that meet the Smart Snacks nutrition standards during the school day, as per federal guidelines.

BD. Physical Activity

Students need opportunities for physical activity and to embrace regular physical activity as a personal behavior. The district **will** provides opportunities to be active to reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.

GE. Communications with Parents and Guardians

1. The district will provide information about its food service programs, physical and nutrition education, and other district-sponsored physical activity opportunities.
2. The district encourages parents **and guardians** to pack healthy lunches and snacks.
3. The district will provide to staff and parents **and guardians** a list of suggested foods and beverages that meet **the USDA Smart Snacks in School (Smart Snacks)** nutrition standards for lunches, snacks, celebrations, fundraising, etc.

~~D. School Food Service Program/Personnel~~

- ~~1. The school district will designate an appropriate person to be responsible for the school district's food service program, whose duties will include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.~~
- ~~2. As part of the district's responsibility to operate a food service program, the district will provide continuing professional development for all food service personnel in schools.~~

~~E. Competitive Foods and Beverages~~

- ~~1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria and from vending machines.~~
- ~~2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.~~
- ~~3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.~~

F. ~~Food and Beverage Marketing in Schools~~

- ~~1. School Food Service program marketing will be consistent with nutrition education and health promotion.~~
- ~~2. Schools will restrict food and beverages marketing to the promotion of those foods and beverages that meet the Smart Snacks nutrition standards during the school day, as per Federal Guidelines.~~

IV. ~~Wellness~~ Leadership and Community Involvement, Policy Implementation, and Monitoring

- A. This ~~student wellness~~ policy and associated practices will be implemented throughout the ~~Edina Public Schools~~ school district and monitored by the ~~Student Wellness~~ ~~a~~ ~~C~~ an oversight committee consisting of administrators, parents/guardians, students, and other interested parties. The direction of the oversight committee will come from the ~~S~~superintendent or designee, who will serve as chair(s) of the committee.
- B. The ~~Student Wellness~~ ~~C~~ oversight committee will meet at least twice each year, convened by the chair(s), to participate in the development, implementation, and periodic review and update of the wellness ~~this~~ policy. ~~The Committee will may~~ be comprised of district administration, the food services manager, dietician, health services coordinator, physical education and mental health education staff, site administration, and at least three parent representatives, one from each level (elementary, middle and high school). All meetings will be open to the public.
- C. ~~School District~~ food service staff will ensure compliance within the school's ~~district's~~ food service areas, and will report concerns to the ~~Student Wellness oversight~~ ~~C~~committee or chair(s), as appropriate.
- ~~E~~D. The ~~oversight committee~~ chair(s) will ensure compliance with ~~the~~ ~~this~~ ~~student wellness~~ policy and provide an annual report of policy compliance to the school board.

V. ~~Policy Implementation, and Monitoring~~; Recordkeeping

A. ~~Annual Reporting~~

~~The committee chair(s) will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.~~

The district will retain records to document compliance with the requirements of this policy. The records to be retained include, but are not limited to, documentation demonstrating compliance with community involvement

requirements, including requirements to make the local district wellness policy and triennial assessments available to the public.

B. Triennial Assessment

- ~~1. At least once every three years, the district will evaluate compliance with the wellness policy to assess policy implementation and create a report that includes the following information:
 - ~~a. the extent to which the district's wellness policy compares to model local wellness policies; and~~
 - ~~b. a description of the progress made in attaining the goals of the district's wellness policy.~~~~
- ~~2. The chair(s) will be responsible for conducting the triennial assessment.~~
- ~~3. The triennial assessment report will be posted on the district's website or otherwise made available to the public.~~

D. Recordkeeping

~~The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:~~

- ~~1. The school district's written wellness policy.~~
- ~~2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.~~
- ~~3. Documentation of the triennial assessment of the local school wellness policy for each school under the district's jurisdiction efforts to review and update the wellness policy.~~

Legal References:

Minn. Stat. § 121A.215 (Local School District Wellness Policies; [Website](#))

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

42 U.S.C. § 1751 *et seq.* (Healthy, and Hunger-Free Kids Act of 2010)

42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)

7 C.F.R. § 210.10 (School Lunch Program Regulations [Meal Requirements for Lunches and Requirements for Afterschool Snacks](#))

7 C.F.R. § 220.8 (School Breakfast Program Regulations [Meal Requirements for Breakfasts](#))

Policy

adopted: 04/14/08

amended: 08/15/11

amended: 03/12/12

revised: 03/17/14

revised: 04/09/18

reviewed: 08/10/20

revised: __/__/25

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

~~Edina Public Schools' Food and Nutrition Wellness Standards~~

~~Students' lifelong eating habits are influenced by the types of food and beverages available to them at school. The school district nutrition program promotes health through menus that feature a variety of appealing and nutritious offerings prepared at each school. The nutrition program is guided by the district wellness policy as developed by a collaborative community process.~~

~~In recognition of the above statements, the district will adhere to the following standards:~~

~~1. Provide healthy food choices within USDA guidelines.~~

- ~~a. Menu planning will focus on providing a variety of fruits, vegetables, legumes, whole grains, lean proteins, and fat free foods.~~
- ~~b. Weekly average calories will meet the age specific USDA guidelines.~~
- ~~c. Saturated fat content will be less than or equal to 10% of total calories per week.~~
- ~~d. Trans fat content will be zero, unless naturally occurring in products.~~
- ~~e. Sodium content will meet the USDA weekly average requirement by grade group.~~
- ~~f. Free water will be available in the cafeteria at breakfast and lunch.~~

~~2. Offer fresh, high quality, and minimally processed food.~~

- ~~a. Fast food branded menu options will not be offered in any grade levels.~~
- ~~b. Products will be prepared fresh for each lunch service as possible.~~
- ~~c. Fresh and locally sustainable foods will be offered, when possible.~~
- ~~d. Only Skim, 1%, and lactose free white milk and skim chocolate milk will only be offered.~~
- ~~e. Meats and poultry will not contain textured vegetable protein as filler, or be treated with ammonium hydroxide.~~
- ~~f. The purchases of meats certified to be from animals not treated with antibiotics and growth hormones will continue to increase.~~
- ~~g. The use of products containing artificial colors, additives, and preservatives will be minimized.~~

~~3. Promote the use of whole grains, natural fibers, vegetables, fruits, and nutrient-rich foods.~~

- ~~a. Grains will be at least 50% whole grain.~~
- ~~b. Whole grains (e.g., brown rice, couscous, wild rice) will be offered at least once per week and in their natural state.~~
- ~~c. Legumes will be offered a minimum of once per week.~~
- ~~d. At least four fruit options (minimum one fresh fruit) and three vegetable options (minimum two fresh vegetables) will be offered daily.~~

~~4. Minimize the amount of saturated fats and added sugars.~~

- ~~a. Products that contain high fructose corn syrup will be eliminated.~~
- ~~b. Artificial sweeteners will not be used or offered.~~
- ~~c. Healthy olive oil blend will be used as a fat source in food preparation.~~

- ~~5. Teach lifelong healthy eating habits that reinforce the belief of moderate consumption in all food groups:~~
- ~~a. A variety of entrées and appropriate side items will be available for students to choose a complete meal following the MyPlate model as recommended by the 2010 USDA Dietary Guidelines for Americans.~~
 - ~~b. Food services employees and teachers will receive the training they need to promote healthy eating with MyPlate.~~
 - ~~c. MyPlate educational materials will be displayed in the cafeteria to promote healthy eating.~~
 - ~~d. The MyPlate icon visual will be included on combo meal program documents.~~
- ~~6. Provide information about a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students:~~
- ~~a. Information about the nutritional content and ingredients of meals will be communicated to students, families, and district employees.~~
 - ~~b. Special diet and food allergy information will be coordinated through the school nurses and needed accommodation provided by the food services program.~~
 - ~~c. Training will be provided for employees annually.~~
 - ~~d. Free and reduced meal program options will be communicated to families.~~
 - ~~e. The district's food service will not prepare or serve products containing nuts.~~
- ~~7. Consider the religious, ethnic, and cultural diversity of the student body in meal planning:~~
- ~~a. Menus will reflect a wide variety of diverse items.~~

Appendix

Established: 03/17/14

revised: ___/___/25

[Delete Entire Appendix]

APPENDIX ~~Appendix II to Policy 533~~

EDINA PUBLIC SCHOOLS NUTRITION PROVISIONS

The following chart provides the regulations and additional provisions that guide the district's food services program. The "Additional Provisions" are aspirational statements to strive towards.

Food Group	Serving Size	HHFKA Regulations	Additional Provisions
Breads	NSLP	All grains must be whole grain rich (51% or more whole grain)	No highly processed, bleached, enriched or refined grain products Minimal hydrogenated fat 5 grams or less fat per serving
Rice, pasta and grain products	NSLP	All grains must be whole grain rich (51% or more whole grain)	No highly processed, bleached, enriched or refined grain products Pasta and rice: 100% whole grain No fat or salt added in preparation
Cereal and breakfast bars	NSLP	50% or more whole grains by weight or whole grain as first ingredient 10% of Daily Value of a nutrient < 35% calories from fat per serving < 35% of sugar weight per item	No high fructose corn syrup No artificial colors or ingredients No bleached flour No artificial sweeteners 1.5 grams or less saturated fat per serving
Fruits	NSLP	Frozen/dried: no added sugar	Fresh: locally, sustainably grown when available Canned: packed in 100% juice
Vegetables	NSLP	Weekly requirement of dark green, orange/red, legumes/beans, starchy	Fresh, locally, sustainably grown when available No added saturated fat
Cheese	NSLP		Natural or pasteurized processed No additives, preservatives, artificial ingredients or coloring No added hormones No cheese food or spread
Yogurt	8 oz. or less	< 35% of sugar weight per item	Made with live cultures, lowfat, BGH free Sugar is not the first ingredient No artificial colors, ingredients, additives or preservatives No artificial sugar or high fructose corn syrup
Meat and meat alternatives	NSLP		Locally sourced, sustainably raised Whole muscle poultry No highly processed products, 2% or less additives or nitrites
Ice cream, frozen yogurt or fruit bar	NSLP	< 35% of sugar weight per item < 35% calories from fat per serving	Milk product is first ingredient in ice cream Fruit juice is first ingredient in fruit bar No artificial colors, ingredients, sweeteners or high fructose corn syrup
Cookies and baked goods	1.3 oz. fresh baked cookie, NSLP for other products	< 35% of sugar weight per item < 35% calories from fat per serving 50% or more whole grain by weight or whole grain as first ingredient	Elementary: Cookie special occasion only Middle: fresh cookies M-W-F High School: fresh cookies daily No artificial sweeteners or high fructose corn syrup No artificial colors, ingredients or preservatives 1.5 grams saturated fat or less per serving
Snack mix, crackers, chips popcorn (middle and high schools only)	NSLP	< 200 mg sodium per serving < 200 cal/serving, incl. condiments < 35% calories from fat per serving 50% or more whole grain by weight or whole grain as first ingredient	No artificial sweeteners, preservatives or additives No highly processed, bleached, enriched or refined grain products
Milk	8 oz. elementary 8 -12 oz. secondary	1% or skim white milk Chocolate skim	No artificial sugar BHT and BGH free
Water	No size limit	Free tap water offered at meals	No added sugar or artificial sugar
Fruit/Veg. juice beverages	4 oz. elementary 4-12 oz. secondary	100% fruit/vegetable juice	No artificial colors, ingredients or preservatives
Coffee/tea (high school only)	10 oz.		Organic plain/flavored Limit two creams/sugar packets
Calories, Daily	Based on 5 day week average	Elementary B = 350-500 Middle B = 400-550 High School B = 450-600 Elementary L = 550-650 Middle L = 600-700 High School L = 750-850	
Saturated Fat	Weekly average	10% or less of total calories	
Trans Fat	All foods	No added trans fats, < 5 grams/serving	
Sodium	Weekly average	Elementary B < 540; L < 1230 Middle B < 600; L < 1360 High School B < 640; L < 1420	B < 485; L < 935 B < 535; L < 1035 B < 570; L < 1080
A la carte entrée items	Serving	< 350 calories < 35% cal of fat < 480 mg sodium < 35% sugar	

Key: NSLP = National School Lunch Program; HHFKA = Healthy, and Hunger Free Kids Act; B = Breakfast; L = Lunch
All policy statements regarding the elimination of ingredients are subject to flexibility based on availability.
(= /25)

Buildings and Sites

Emergency Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, families, and students regarding preparation, training, and real-time implementation of the emergency management system for the district. Each school building maintains emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans will be tailored to meet a building's specific needs and student population.

The building principal will annually review, update, meet with the BERT and report the completion of the meeting to the ~~superintendent's office and the~~ emergency management and school safety office. A copy of this policy and building-specific plan will be kept onsite. Building-specific crisis management plans will include general crisis procedures, as well as building- and student-specific procedures.

III. Definitions

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

- A. "Building Emergency Response Team" ("BERT") means the group of people organized and prepared in each building pursuant to section IV of this policy to handle emergency functions on the site-level.
- B. "District Emergency Response Team" ("DERT") means the district-level group organized and prepared pursuant to section IV of this policy to handle emergency functions on the district-level.
- C. "Incident Commander" means the person on site responsible for managing the operations and emergency response, as well as communicating with

district-level personnel. The Incident Commander is the building principal or department administrator. In the event of the principal's or department administrator's absence or incapacity, their designee (in order of designation under section IV of this policy) will serve as Incident Commander.

- D. "Incident Command System" means the planned emergency response checklist protocol established pursuant to section IV. A. of this policy.
- E. "~~Safe Conditions~~ Standard Response Protocols" means the responses described in section ~~IV.D~~ V.D. of this policy which will be employed, as appropriate, by the Incident Commander to maximize safety in the event of an emergency situation.
- F. "Unified Command Structure" means a command model consisting of the police and fire emergency response personnel, the site's Incident Commander, and DERT. Each party plays a unified role in the continuing response to an emergency situation.

IV. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, ~~classroom evacuation, building evacuation, campus evacuation,~~ [evacuating the building](#), sheltering, [lockdown](#), and reunification. The plans will be communicated to the BERT, as well as shared with the superintendent's office and the ~~emergency management and safety coordinator~~ [emergency management and school safety office](#). These plans should be representative of crisis situations, which may occur during the school day or at school-sponsored events and functions. Emergency plans should also take into account communicating with and supporting building substitutes, visitors, and volunteers.

V. Emergency Management Elements

The principal or department administrator will serve as incident commander. The principal or department administrator will designate at least two other individuals (1st alternate and 2nd alternate) who will serve as the incident commander to enact the emergency response plan in the event that the principal or administrator is unavailable.

All buildings will have a BERT. This team should be composed of several members who do not have direct responsibility for supervision of students. Licensed teaching staff can make up some subset of the BERT but should not be the only members. The building administrator or a designee will serve as lead of this team. Annually, buildings will review and train their members. A copy of this

BERT team list will be shared with the superintendent's office and the emergency management and safety ~~coordinator~~ office.

The DERT will be established at the district level. This team will consist of all cabinet members. Additional members will include the director of buildings & grounds, the building & grounds manager, the director of district media and technology services (DMTS), [district nurse and health services supervisor](#), and the supervisor of transportation services. In the event of a crisis, the DERT may enlist additional staff members for support.

- A. In the event of an emergency, the principal or designee will follow the emergency response plan using the Incident Command System. During an emergency situation or drill, an incident command checklist is utilized. This checklist requires the following actions: placing the school or building in a ~~Safe Condition~~ [Standard Response Protocol](#), calling 911, and the Incident Commander assuming radio command. This will be completed immediately, or as soon as reasonably possible in an emergency situation. The action of taking command includes radio communication advising the district office of the emergency.
- B. The Incident Commander will, in addition to the above actions, make and communicate operational activities to the BERT. If applicable, the Incident Commander will prepare to meet with police and fire personnel to form a Unified Command Structure.
- C. The school's emergency procedures will be kept on file with the superintendent's office and the emergency management and [school safety coordinator](#) office and be readily available in the school buildings to address all hazards, including the following emergencies:
 - Active Shooter (not Active Shooter Simulations)
 - Assault
 - Bomb Threat
 - Chemical or Biological Threat
 - Cybersecurity Incident
 - Demonstration
 - Fight/Disturbance
 - Fire
 - Hazardous Materials
 - Hostage
 - Intruder
 - Medical Emergency
 - Mechanical Malfunction (i.e., boiler, HVAC, etc.)
 - Power Outage
 - Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - Suicide
 - Weapons

- Other (as determined to be necessary by the building administration or the district emergency management and school safety office)

D. In addition, the school's emergency response plan will address the following ~~Safe Conditions~~ Standard Response Protocols and procedures:

1. ~~Safe Conditions~~ Standard Response Protocols:

1. ~~a.~~ **Hold.** Hold in your room or area. Clear hallways. Typically used during a medical scenario.
2. ~~b.~~ **Secure.** Get inside. Lock outside doors. Business inside continues as usual. Used when there is a threat to safety outside, such as a neighborhood police situation.
3. ~~c.~~ **Lockdown.** Doors locked and lights turned off. Students and staff position themselves out of the sight of an intruder. ~~Often used for an active shooter situation.~~
4. ~~d.~~ **Evacuate.** Leave the building and move to a specified location. Typically used for a fire.
5. ~~e.~~ **Shelter.** Take shelter in a designated location. This occurs most often for severe weather such as a tornado.

2. Additional Procedures:

- ~~a.~~ **Reunification.** In the event that staff/students are unable to stay in or return to the building. One or more reunification sites will be identified by the district and reviewed annually.
- ~~b.~~ **Media Procedures.** Media relations and outgoing information will flow through the director of marketing and communications.
- ~~c.~~ **Post-crisis procedures with DERT.** Following an incident, the involved BERT and DERT will debrief with our safety partners. This should occur as close to the incident time as reasonably possible.

E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the general public. Multiple copies should be made and placed in several locations.

1. Facility Diagrams
2. Reunification Location(s)
3. Emergency Contacts

VI. Training and Preparation for Emergencies

- A. Building administrators will ensure all staff are trained annually in all emergency plans, ~~Safe Conditions~~ **Standard Response Protocols**, and procedures. This training should be conducted by September 15 of each year. Additionally, building administrators will ensure all new staff (hired after the initial training) are trained in all emergency plans, ~~Safe Conditions~~ **Standard Response Protocols**, and procedures. Where possible, this should be completed immediately upon a new hire's start date.

- B. The building principal is responsible for conducting at a minimum, eleven state mandated drills. Each member of the school's BERT will have training in the Incident Command System response and participate in all drills. Each year, at least one drill will be an enhanced drill and our public safety partners should be invited to observe and comment on these drills. A drill ~~record~~ **log** sheet will be filled out and submitted to the superintendent's office and the emergency management and safety ~~coordinator~~ **office** annually. A record of drills conducted will be maintained by the building principal or designee.

- C. Each school site will have at least two employees - a health services assistant (HSA) and licensed school nurse (LSN) - certified in cardiopulmonary resuscitation (CPR). In a medical emergency situation, the district health services supervisor will establish a care team to respond to the situation. The team training and medical emergency procedures will be coordinated by the district health services supervisor.

VII. ~~Violence Prevention~~

- ~~1. The district will provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.~~

- ~~2. The violence prevention training will be evidence based and may be delivered in person, virtually, or digitally. Training will, at a minimum, teach students the following:~~
 - ~~a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;~~

 - ~~b. the importance of taking threats seriously and seeking help; and~~

 - ~~c. the steps to report dangerous, violent, threatening, harmful, potentially harmful activity.~~

- ~~3. The district will ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multi-hazard planning for schools, including but not limited to:
 - ~~a. student opportunities for leadership related to prevention and safety;~~
 - ~~b. encouragement and support to students in establishing clubs and programs focused on safety; and~~
 - ~~c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.~~~~

VIII. Communications

Each communication plan will include dual methods of dissemination. For example, to notify of a school closure due to emergency, the district will send out a mass notification to families via email and include the information on a pop-up on the district website.

District administration will implement and monitor the following communication procedures:

- A.** Uniform warning system that notifies staff and students of a crisis situation. Examples include: PA system, email, strobes, phone notification.
- B.** Notification procedures for staff, families, and students when there is a school closure due to an emergency.
- C.** Notification to school families, community, staff, and media in response to a crisis or incident in the school community, as appropriate.
- D.** Notification to student victims of criminal offenses at or on school property of their option to transfer schools consistent with federal law.

Legal References:

- Minn. Stat. Ch. 12 (Emergency Management)
- Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
- Minn. Stat. § 121A.035 (Crisis Management Policy)
- Minn. Stat. § 121A.037 (School Safety Drills)
- Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
- Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)

Minn. Stat. § 326B.02, subd. 6 (Powers: [State Fire Code Rulemaking Authority](#))
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, subd. 4 [and subd. 4a](#) (Trespasses: [Trespasses on School Property; Trespass on a School Bus](#))
Minn. Rules Part 7511 (Fire Code)
20 U.S.C. § 1681 et seq. (Title IX [of the Education Amendments of 1972](#))
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Stafford Act)
[Minnesota School Safety Center - Resources \(mn.gov\)](#) -
(<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/resources.aspx>)

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)
Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 501 (School Weapons Policy)
Policy 506 (Student Conduct and Discipline)
Policy 532 (Use of Crisis Teams and Peace Officers and Crisis Teams to Remove Students with [Individualized Education Programs \(IEPs\)](#) from School Grounds)
Policy 903 (Visitors to School District Buildings and Property)

Resources:

[Comprehensive School Safety Guide - Minnesota School Safety Center - Resources - https://dps.mn.gov/divisions/hsem/programs/mn-school-safety-center/school-safety-resources](#)

[I Love U Guys Foundation, Standard Response Protocol - https://iloveguys.org/The-Standard-Response-Protocol.html](#) (012325)

[Safe and Sound Schools - https://safeandsoundschools.org/](#) (012325)

Policy
adopted: 06/21/10
revised: 12/12/16
reviewed: 07/13/20
revised: 08/08/22
revised: 08/17/23
revised: 08/05/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

VIII. **Leadership and Committee Updates**

IX. **Superintendent Updates**

X. **Closed Session**

X.A. Employee Negotiations. Pursuant to Minnesota Statutes section 13D.03, the Board is authorized to vote to move into closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Board will vote to move into closed session to discuss labor negotiations and strategy for the District's negotiations with the following bargaining units: teachers.

XI. **Adjournment**

XII. **Information**

XII.A. Investment Summary - July 2025



Board Meeting Date: 8/11/2025

Title: Investment Summary – July 2025

Type: Information

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

Description: The attached report provides detailed information regarding cash and investments belonging to the District as of July 31, 2025.

Recommendation: N/A

Desired Outcomes from the Board: This information is provided for the benefit of the Board of Education and its stakeholders.

Attachments:

1. Investment Summary – July 2025

Investment Summary

FOR THE MONTH ENDED JULY 31, 2025

General Operating Funds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	\$ 6,165,406.00	4.16%
MSDLAF+ Max	Money Market	N/A	NOW	590,163.00	4.25%
MSDLAF CD Program	Fieldpoint Private Bank & Trust, CT	45,314	1/22/26	249,052.00	5.10%
PMA/MN Trust	Money Market	45,869	NOW	14,358,694.28	4.23%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	45,869	NOW	4,513,043.15	4.27%
SDA Account	NexBank, TX	45,163	NOW	2,188,124.89	4.27%
Certificate of Deposit	CONNEXUS CREDIT UNION, 20825WCN8	45,166	8/25/25	248,134.52	5.26%
Certificate of Deposit	CALIFORNIA CREDIT UNION, 130162AY6	45,806	8/28/25	243,189.98	5.31%
US Treasury Bonds & Notes	MNTrust TERM SERIES II	45,231	9/24/25	2,000,000.00	4.27%
Certificate of Deposit	Bank of Crockett, TN	45,237	11/3/25	226,100.00	5.24%
Certificate of Deposit	Schertz Bank & Trust, TX	45,238	11/10/25	226,450.00	5.14%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	45,240	11/10/25	243,697.24	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	45,429	11/10/25	243,489.40	5.16%
US Treasury Bonds & Notes	MN TRUST TERM SERIES	45,685	11/18/25	5,000,000.00	4.92%
Certificate of Deposit	Solera National Bank, CO	45,685	1/26/26	239,900.00	4.13%
Certificate of Deposit	Western Alliance Bank, CA	45,685	1/26/26	239,900.00	4.18%
Certificate of Deposit	Oakwood Bank, WI	45,685	1/26/26	240,100.00	4.12%
Certificate of Deposit	NexBank, TX	45,687	1/26/26	240,000.00	4.14%
US Treasury Bonds & Notes	MNTrust TERM SERIES	45,370	1/26/26	1,500,000.00	4.10%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CGR6	45,735	3/15/26	1,250,604.60	4.57%
Certificate of Deposit	Consumers Credit Union, IL	45,735	3/18/26	239,900.00	4.18%
Certificate of Deposit	T Bank, National Association, TX	45,806	3/18/26	240,000.00	4.11%
US Treasury Bonds & Notes	MNTrust TERM SERIES II	45,526	6/24/26	3,000,000.00	4.23%
Certificate of Deposit	ServisFirst Bank, FL	45,526	7/27/26	230,700.00	4.32%
Certificate of Deposit	First Capital Bank, SC	45,526	7/27/26	232,000.00	3.99%
Certificate of Deposit	Customers Bank, NY	45,526	7/27/26	231,800.00	3.99%
Certificate of Deposit	First Internet Bank of Indiana, IN	45,526	7/27/26	229,800.00	4.47%
Certificate of Deposit	Financial Federal Bank, TN	45,526	7/27/26	231,000.00	4.25%
Certificate of Deposit	American Plus Bank, N.A., CA	45,735	7/27/26	232,400.00	3.90%
Certificate of Deposit	GBank, NV	45,735	9/14/26	235,800.00	4.01%
Certificate of Deposit	Prime Alliance Bank, UT	45,231	9/14/26	235,900.00	3.97%
Certificate of Deposit	First National Bank, AR	45,240	11/2/26	217,600.00	4.94%
Certificate of Deposit	NUMERICA CREDIT UNION, 67054NBN2	45,609	11/10/26	252,336.73	5.41%
US Treasury Bonds & Notes	STRIPS, 912833PB0	45,245	11/15/26	2,581,812.25	4.22%
Certificate of Deposit	OPTUM BANK INC, 68405VBK4	45,686	11/16/26	245,943.48	4.96%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CJT9	45,685	1/15/27	2,996,305.58	4.07%
Certificate of Deposit	Freedom Northwest Credit Union, ID	45,685	1/25/27	230,900.00	4.10%
Certificate of Deposit	Bank Hapoalim B.M., NY	45,737	1/25/27	231,100.00	4.09%
US Treasury Bonds & Notes	MNTrust TERM SERIES	45,777	1/25/27	1,500,000.00	3.93%
Certificate of Deposit	First Bank of Ohio, OH	45,777	1/25/27	234,400.00	3.74%
Certificate of Deposit	Truxton Trust Company, TN	45,777	1/25/27	234,500.00	3.71%
Certificate of Deposit	American Commercial Bank & Trust, National Association, IL	45,783	1/25/27	234,700.00	3.70%
US Treasury Bonds & Notes	MNTrust TERM SERIES	45,784	1/25/27	2,000,000.00	3.68%
Certificate of Deposit	COMMUNITY WEST BANK, 20415WBT2	45,806	2/8/27	248,377.95	3.75%
Certificate of Deposit	Luana Savings Bank, IA	45,812	6/1/27	231,700.00	3.90%
Certificate of Deposit	UBS BANK USA, 90355GWT9	45,813	6/4/27	249,461.99	3.95%
Certificate of Deposit	TOYOTA FINANCIAL SGS BK, 89235MSM4	45,609	6/7/27	244,663.51	4.01%
US Treasury Bonds & Notes	STRIPS, 912833QB9	45,609	11/15/27	2,587,492.22	4.23%
Total General Operating Funds:				\$ 60,066,643	

2021B General Obligation School Building Bonds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	N/A	NOW	\$ 2,711.17	4.23%
PMA/MN Trust	Money Market	N/A	NOW	958,614.92	2.24%
Total 2021B General Obligation School Building Bonds:				\$ 961,326	

2024A General Obligation Capital Notes & Facilities Maintenance Bonds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Prime Security Bank	45,626	NOW	\$ 673,735.70	4.23%
PMA/MN Trust	Money Market	45,602	NOW	6,173,880.12	4.17%
Total 2023A GO Capital Notes & FM Bonds:				\$ 6,847,616	
Total Portfolio Value:				\$ 67,875,585	

XII.B. 2025-2026 Governance Committee Calendar



Board Meeting Date: 8/11/2025

Title: 2025-2026 Governance Committee Calendar

Type: Information

Presenter(s): Chair Karen Gabler, Edina School Board

Description: The attached table provides information regarding topics that the Governance Committee will be discussing throughout the 2025-2026 school year.

Recommendation: N/A

Desired Outcomes from the Board: This information is provided for the benefit of the Board of Education and its stakeholders.

Attachment(s): [Governance Committee Planning Document_2025-2026](#)