

Regular Meeting

Monday, September 8, 2025 7:00 PM

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

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

II. **Approval of Agenda**



**School Board Regular Meeting
Monday, September 8, 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: *August 11 work session and regular meeting; August 19 retreat*
 - B. Personnel Recommendations
 - C. Check Register - August 2025
 - D. Electronic Fund Transfers - August 2025
 - E. Gifts and Bequests – August 2025
 - F. Required Minimum Adult Meal Prices – 2025-26
 - G. Resource Officer Amended Agreement
- VI. **Discussion**
 - A. Concord Flood Risk Reduction Infrastructure Project

Description: During the Spring of 2025 the District took bids on the Edina Community Center Tennis Court Rehabilitation project, which involves the disruption of pervious surface. To comply with the requirements of the Minnehaha Creek Watershed District (MCWD) and City of Edina (City), the project was designed to include the installation of storm water management facilities on the campus. Upon approaching the City for a construction permit, the District was made aware of the City's desire to construct a much more complex, robust infrastructure on the campus that would serve the entire Concord neighborhood.

Presenter(s): Mert Woodard, Director of Finance & Operations; and Ross Bintner, Engineering Services Manager, City of Edina
 - B. Preliminary Certification of Property Taxes Payable in 2026

Description: Minnesota law requires school districts to certify their proposed tax levy payable in 2026 to the county auditor on or before September 30, 2025.

Presenter(s): Mert Woodard, Director of Finance & Operations
 - C. 2025 Summer Programming - Community Education & Strategic Partnerships Department

Description: The Community Education and Strategic Department's 2025 summer programming was exciting and engaging. The presentation will provide a comprehensive overview, detailing quantitative metrics as well as qualitative feedback from students, parents, and staff.

Presenter(s): Dr. Anne Marie Leland, Director of Community Education & Strategic Partnerships; and Dr. Cheryl Gunness, Community Engagement & Purpose Learning Supervisor

D. Policy Review (208, 516, 516.5, 524)

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

Presenter(s): Board Policy Committee

VII. Action

A. Policy Review – Rapid (418, 501, 515, 713, 802)

Description: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes. There are minimal to no changes.

Presenter(s): Board Policy Committee

Recommendation: Approve the revised policy as presented.

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

A. Expenditure Summary - August 2025

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent

V.A. Minutes: *August 11 work session and regular meeting; August 19 retreat*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF AUGUST 11, 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

5:01 PM - 6:24 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
Sonya Sailer, Executive Director of Human Resources
Mert Woodard, Director of Finance and Operations

Paul Paetzel, Principal, 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
AUGUST 11, 2025

5:01 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Becquer, De St. Hubert, Edwards, Leland, Sailer, Woodard; Paetzel.

APPROVAL OF AGENDA

DISCUSSION

- A. Priority 1: Safety and Security Assessment Action Plan
- B. Priority 2: A Strategic Plan for the Future of Edina High School

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:24 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
AUGUST 11, 2025 WORK SESSION

5:01 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Becquer, De St. Hubert, Edwards, Leland, Sailer, Woodard; Paetzel.

APPROVAL OF AGENDA

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

DISCUSSION

Priority 1: Safety and Security Assessment Action Plan: Dr. Bittman presented a proposal for a recommended approach to assessing and enhancing safety and security across its campuses during the 2025-2026 school year.

Priority 2: A Strategic Plan for the Future of Edina High School: Assistant Superintendent Nate Swenson and Principal Paul Paetzel presented a proposal outlining the recommended 2025–2026 strategic planning process for Edina High School.

SUPERINTENDENT UPDATES

Dr. Bittman thanked everyone for their work on Back-to-School planning and preparations districtwide.

ADJOURNMENT

At 6:24 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 REGULAR MEETING OF AUGUST 11, 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 - 8:45 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 AUGUST 11, 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

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- 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

DISCUSSION

- A. Summer Construction Update

ACTION

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

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

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

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.

ADJOURNMENT

The meeting adjourned at 8:45 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

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OFFICIAL MINUTES OF SCHOOL BOARD'S
AUGUST 11, 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.

Assistant Superintendent Nate Swenson introduced new leaders: Lisa Barnholdt, Principal at Countryside Elementary; Erin Finn, Administrative Dean at Countryside Elementary; Sarah Miziorko, Administrative Dean at South View Middle School; and William Britt, Assistant Principal at Edina High School.

EXCELLENCE IN ACTION

Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships, Kim Isley, Assistant Director of the Early Learning Center, and Laura Phongsavath, Early Learning Center Manager shared the new name, Edina Early Learning and Family Center.

CONSENT

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

The resolutions were:

- A. Minutes: *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

DISCUSSION

Summer Construction Update: Director Mert Woodard shared an overview of the many construction projects that were underway this summer.

ACTION

Policy Review (113, 414, 415, 533, 806): Member Mann moved and Member Arom seconded to approve the motion. All members voted Aye. The motion passed unanimously.

- 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

SUPERINTENDENT UPDATES

Dr. Bittman expressed excitement and appreciation for all the work going on in preparation for Back-to-School, and congratulations to the Boys Ultimate Frisbee Team – they won the State championship.

At 7:30 PM, Member Birdman moved and Member Arom seconded to close the meeting. All members voted Aye. The motion passed unanimously. Board members moved to the Superintendent's conference room for a closed session.

CLOSED SESSION

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.

At 8:41 PM, Member Mann moved and Member Arom seconded to open the meeting. All members voted Aye. The motion passed unanimously. Board members recessed to return to the boardroom.

ADJOURNMENT

At 8:45 PM, Member Birdman moved, and Member Arom seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE RETREAT OF AUGUST 19, 2025

RETREAT
5:00 PM

Edina Chamber of Commerce
7201 Metro Blvd, Edina

SCHOOL BOARD MEMBERS PRESENT:

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

ABSENT:
Mr. Elliot Mann

PRESIDING OFFICER: Chair Karen Gabler

5:04 PM - 8:38 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Daniel Bittman, Interim Superintendent
Jody Remsing, Director of Student Support Services
Mert Woodard, Director of Finance and Operations

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

(Official Publication)
MINUTES OF THE RETREAT
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
AUGUST 19, 2025

5:04 PM Chair Gabler called to order the retreat of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe. Staff present: Bittman; Remsing, Woodard.

APPROVAL OF AGENDA

DISCUSSION

- A. Special Education Models and Funding
- B. Further Refinement of Board Leadership Roles
- C. Future Board Professional Development
- D. Superintendent Search

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting at 8:38 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
AUGUST 19, 2025 RETREAT

5:04 PM Chair Gabler called to order the retreat of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe. Staff present: Bittman; Remsing, Woodard.

APPROVAL OF AGENDA

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

DISCUSSION

Special Education Models and Funding: Board members reviewed district special education models and resource allocation.

Further Refinement of Board Leadership Roles: Board members discussed the ad hoc committee's recommendations regarding the responsibilities of the vice-chair.

Future Board Professional Development: Board members discussed the upcoming self-evaluation.

Superintendent Search: Board members reviewed actions taken to date and discussed a possible timeline for next steps.

ADJOURNMENT

At 8:38 PM, Member Huwe moved, and Member Arom seconded to recess the meeting. All members voted Aye. The motion passed unanimously.

V.B. Personnel Recommendations



Meeting Date: September 8, 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>
HOVE, LINDSEY	DW	OCCUPATIONAL THERAPIST, 0.97 FTE	\$65,665.76	08/25/2025
NEWTON, ANDREW	HL	PHYSICAL EDUCATION/DAPE TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	08/18/2025-10/15/2025
SCHWAB, HANNAH	CS	GRADE 1 TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	08/18/2025-11/26/2025
STRINGER, IRENE	CN	SPEECH-LANGUAGE PATHOLOGIST (LONG-TERM SUBSTITUTE)	\$265.81/DAY	09/29/2025-02/02/2026
TAYLOR, JENNIFER	CC, CN, CS, CV, ND	ORCHESTRA TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	08/19/2025-11/14/2025

B. 2025-26 ADDITIONAL DUTY DAY ASSIGNMENTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Number of Days</u>
BURNHAM, LISA	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$6,375.00	10
CAINES, MATHEW	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$3,160.76	10
HACKBARTH, DYLAN	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$5,005.87	10
JOHNSON, TAYLOR	SV	SCHOOL COUNSELOR, 1.0 FTE	\$4,176.14	10
LEVOIR, CARMINE	SV	SCHOOL COUNSELOR, 1.0 FTE	\$6,375.00	10
PLAFCAN, NICOLE	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$4,445.82	10

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
FINCH, AUTUMN	HL	SPECIAL EDUCATION TEACHER, 1.0 FTE	06/03/2025
HOUSKAMP, TYLER	DW	OCCUPATIONAL THERAPIST, 1.0 FTE	08/08/2025
CRUZ, ASHLEIGH	CS	GRADE 1 TEACHER (LONG-TERM SUBSTITUTE)	07/31/2025

D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
NONE				

E. OVERLOAD ASSIGNMENTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
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GREISEN, DAVID	EHS	WORK-BASED LEARNING TEACHER 0.2 FTE	\$18,421.60	08/18/2025- 06/02/2026
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F. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
NELSON, MARK	EHS	MATHEMATICS TEACHER	11/19/2025 - 02/19/2026
SWENSON, SARA	EHS	MEDIA SPECIALIST	10/13/2025 - 11/10/2025
TOZER, ANNE	CC	SPECIAL EDUCATION TEACHER	11/19/2025 - 01/02/2026

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ABDIAZIZ, MARIAM	EHS	SECURITY MONITOR	\$23.50/HOUR	08/25/2025
BARNETT, JAMES	VV	EA SPED PARA	\$24.00/HOUR	08/25/2025
BAUMANN, ANNA	VV	EA SPED PARA	\$23.50/HOUR	08/25/2025
BURNS, ELYSA	ND	HEALTH SERVICES ASSOCIATE	\$25.60/HOUR	08/25/2025
CARUFEL, PATRICK	EHS	CUSTODIAN	\$24.26/HOUR	08/27/2025
CUFI BOTELLO, YUDITH	CS	EA PARA	\$23.30/HOUR	08/25/2025
DAVIS, COREY	SV	SECURITY MONITOR	\$23.50/HOUR	08/25/2025
DAVIES, ELIZABETH	VV	EA SPED PARA	\$23.50/HOUR	08/25/2025
DENNISTON, REBECCA	VV	OFFICE ASSISTANT E	\$25.43/HOUR	08/18/2025
FELT, MERIWETHER	TC	BUS DRIVER	\$26.64/HOUR	09/05/2025
FLORES, LUIS	TC	BUS DRIVER	\$26.64/HOUR	08/27/2025
GARFIN, JEFFREY	TC	BUS DRIVER	\$26.64/HOUR	08/25/2025
HACKLANDER, CAITLYN	CC	EA SPED PARA	\$24.00/HOUR	08/25/2025
JACKSON, DAVID	HL	MEDIA ASSISTANT	\$25.43/HOUR	08/26/2025
JOHNSON, NICOLE	CV	EA SPED PARA	\$23.00/HOUR	08/25/2025
JUDD, JORDAN	DW	STUDENT BEHAVIOR & CULTURE COORDINATOR	\$98,172	08/25/2025
KHAN, TAJAMMUL	TC	BUS DRIVER	\$26.64/HOUR	08/25/2025
LEE, MADELINE	CV	EA SPED PARA	\$26.00/HOUR	08/27/2025

LUCCI, MIKAYLA	VV	EA SPED PARA	\$23.70/HOUR	08/25/2025
OSLER, EMILY	HL	EA SPED PARA	\$23.70/HOUR	08/25/2025
ROSS, ISIAHA	DW	CUSTODIAN FLOAT	\$24.26/HOUR	08/27/2025
SCHROEDER, STEPHANIE	EHS	MEDIA ASSISTANT	\$23.31//HOUR	08/26/2025
SELLERS, MEGAN	CV	EA SPED PARA	\$23.30/HOUR	08/25/2025
SWAIN, ALEXANDER	CN	EA SPED PARA	\$23.70/HOUR	09/02/2025
TALLEY, OLIVIA	CV	EA SPED PARA	\$24.00/HOUR	08/25/2025
WILBER, JILL	TC	BUS DRIVER	\$26.92/HOUR	08/28/2025
YANDA, JANE	DW	EA SPED PARA	\$27.00/HOUR	08/25/2025
YELKIN, NICHOLAS	EHS	EA SPED PARA	\$24.00/HOUR	08/25/2025
YOUSSE, TAYLOR	CV	EA SPED PARA	\$23.70/HOUR	08/25/2025
VIDETICH BYE, ASHLEY	VV	HEALTH SERVICES ASSOCIATE	\$32.67/HOUR	09/02/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ADED, ADAM	TC	BUS DRIVER	09/12/2025
AHMED, SHUKRI	CV	EA SPED PARA	08/20/2025
ALBERTSON, NICOLE	TC	ROUTE PROGRAMMER	09/02/2025
BECERRA BONILLA, STHAYSE	CV	EA SPED PARA	05/30/2025
BENIK, ABIGAIL	SV	EA SPED PARA	05/30/2025
BJORK, LORI	VV	EA SPED PARA	08/13/2025
CARRERA, LILIA	CV	EA SPED PARA	05/30/2025
EVANS, LYNELL	CN	EA SPED PARA	05/30/2025
JESKE, AMANDA	HL	MEDIA ASSISTANT	06/04/2025
KELLY, KENNETH	CV	EA SPED PARA	05/30/2025
MURPHY, PAIGE	CN	EA SPED PARA	05/30/2025
NELSON, JANET	SV	DUE PROCESS SPECIALIST	09/09/2025
OWEN, ABIGAIL	CV	INSTRUCTIONAL ASSISTANT	05/30/2025
ROSENTHAL, ELIZABETH	DW	TECHNOLOGY ASSISTANT	09/12/2025
SANDEFER, LUZ	ELC	INSTRUCTIONAL ASSISTANT	05/30/2025

SNYDER NATALIE	DW	HEALTH SERVICES ASSOCIATE	08/24/2025
VALDEZ PONCE DE LEON, KARINA	DW	CULTURAL LIASION	09/02/2025

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
KAMAU, LYDIA	DW	FROM: ON CALL CUSTODIAN TO: CUSTODIAN FLOAT	\$24.26/HOUR	09/02/2025
MORR GARCIA, IGOR	VV	FROM: HEALTH SERVICES ASSOCIATE TO: EA SPED PARA	\$25.60/HOUR	08/25/2025
MEZA MENDEZ, YOLIMAR	VV	FROM: ESY EA SPED PARA (TEMP) TO: EA SPED PARA	\$23.30/HOUR	08/25/2025
PIGRUM, JAMESE	CC	FROM: KIDS' CLUB LEAD TO: EA SPED PARA	\$23.70/HOUR	08/25/2025
SEPULVEDA, MONTESERRAT ECC		FROM: WELCOME CENTER SPECIALIST TO: CULTURAL LIASION	\$61,118	09/15/2025
SQUALLS, TANIJA	HL	FROM: KIDS' CLUB LEAD TO: EA SPED PARA	\$23.50/HOUR	08/25/2025

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
ALGER, BROOKE	CV	EA SPED PARA	09/14/2025 - 01/02/2026
KETTERLING, JENNIFER	ELC	INSTRUCTIONAL ASSISTANT	09/18/2025 - 10/15/2025

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
AHMED, MARYAMA	ND	KIDS' CLUB LEAD	\$16.48/HOUR	08/18/2025
ALEXANDER, WREN	HL	KIDS' CLUB LEAD	\$16.97/HOUR	09/02/2025
BENADIBA, SARA	ND	KIDS' CLUB LEAD	\$23.34/HOUR	08/25/2025
CRAMER, LINDSEY	HL	KIDS' CLUB LEAD	\$16.97/HOUR	09/02/2025
FARSHT, JONAH	CV	KIDS' CLUB LEAD	\$16.97/HOUR	08/25/2025
HASSAN, AISHA	CS	KIDS' CLUB LEAD	\$16.97/HOUR	09/02/2025

MOHAMED,BASMA	CN	KIDS' CLUB LEAD	\$16.97/HOUR	09/02/2025
SAHAL, ISRA	CS	KIDS' CLUB LEAD	\$16.48/HOUR	08/18/2025
THOMPSON, MEGHAN	CN	KIDS' CLUB LEAD	\$23.35/HOUR	08/25/2025

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. Check Register - August 2025



Board Meeting Date: 9/8/2025

Title: Check Register – August 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 August 2025:

<u>Fund</u>	<u>Amount</u>
General	\$ 3,370,964.12
Food Service	43,096.08
Community Service	288,978.98
Building Construction	<u>1,282,103.10</u>
Total	\$ 4,985,142.28

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

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

Attachments:

1. Check Register – August 2025



Check Register

Check No.	Vendor	Description	Date	Amount
405494	MN PEIP	CURRENT TEACHERS	08/20/25	755,010.10
405329	BLUE CROSS BLUE SHI	CURRENT EMPLOYEES	08/13/25	438,696.24
405391	MCDOWALL COMPANY	WS 23B EHS MECH. PH	08/13/25	237,619.57
405355	ENVIROBATE	WS 02A EHS MECH. PH	08/13/25	200,814.01
405313	A.J. MOORE ELECTRIC	WS 26A EHS MECH. PH	08/13/25	180,932.25
405513	SFM MUTUAL INSURANC	INLLMNT #01 - WORK	08/20/25	127,320.00
405433	TIM'S CONSTRUCTION	WS 09B EHS MECH. PH	08/13/25	121,011.00
405629	SAVVAS LEARNING COM	MY WORLD-MIDDLE SCH	08/27/25	111,336.34
405271	KW SPECIALTY SERVIC	SCAFFOLD BUILD	08/06/25	90,242.38
405453	CDW GOVERNMENT	MICROSOFT RENEWAL 2	08/20/25	82,046.89
405606	MINNESOTA ROADWAYS	SV PARKING LOT	08/27/25	80,408.00
405556	CENGAGE LEARNING IN	AP HUMAN GEO	08/27/25	74,519.50
405494	MN PEIP	COBRA/RETIREEES	08/20/25	73,866.14
405380	KRAUS-ANDERSON CONS	EHS PRE-CONST. SERV	08/13/25	68,509.00
405313	A.J. MOORE ELECTRIC	WS 26A EHS MECH. PH	08/13/25	66,070.50
405266	ISD #272 - EDEN PRA	TASSEL TUITION FINA	08/06/25	64,469.70
405446	BENCHMARK EDUCATION	BENCHMARK EXPRESS-C	08/20/25	52,160.01
405596	MASONRY RESTORATION	CN EXTERIOR WALL RE	08/27/25	48,422.45
405325	B&D ASSOCIATES, INC	WS 04A EHS MECHCANI	08/13/25	45,758.05
405513	SFM MUTUAL INSURANC	INSTLLMNT #02 - WOR	08/20/25	43,720.00
405336	CHARTWELLS DINING S	JUL25 FOOD SERVICE	08/13/25	39,010.26
405341	CUSTOM COMPUTER SPE	TABLEAU RENEWAL 25/	08/13/25	38,429.00
405334	CDW GOVERNMENT	GOOGLE RENEWAL 25/2	08/13/25	38,128.50
405428	SUPERSET TILE & STO	WS 09B EHS MECHICAN	08/13/25	37,820.93
405347	EBERT CONSTRUCTION	WS 06A EHS MECH. PH	08/13/25	35,719.38
405441	XCEL ENERGY	EHS 6/23-7/23/2025	08/13/25	33,988.31
405361	FRANSEN DECORATING	WS 09K EHS MECH. PH	08/13/25	33,763.89
405410	RED CEDAR STEEL ERE	WS 05B1 EHS MECH. P	08/13/25	33,757.30
405334	CDW GOVERNMENT	DIGITAL ARTS LAPTOP	08/13/25	33,600.00
405314	ABRAKADOODLE	ART CLASSES	08/13/25	32,400.00
405618	PEARSON EDUCATION I	CONT. HUMAN GEO DIG	08/27/25	31,900.00
405380	KRAUS-ANDERSON CONS	EHS GENERAL CONDITI	08/13/25	28,118.92
405519	VIVACITY TECH PBC	STAFF CB'S	08/20/25	27,360.00
405454	CHESS & STRATEGY GA	SUMMER CAMPS	08/20/25	25,389.00
405424	SONUS INTERIORS INC	WS 09C EHS MECH. PH	08/13/25	25,110.90
405298	XCEL ENERGY	SV 6/16-7/16/25 USE	08/06/25	24,248.80
405489	MCGRAW-HILL SCHOOL	EVERYDAY MATH STUDE	08/20/25	23,838.09
405610	MPS, C/O BEDFORD, F	AP STATS - BOONE-HS	08/27/25	23,427.80
405441	XCEL ENERGY	ECC 6/23-7/23/2025	08/13/25	22,873.79
405611	THE MUSIC MART	HIGH SCHOOL INSTRUM	08/27/25	22,524.40
405329	BLUE CROSS BLUE SHI	COBRA/RETIREEES	08/13/25	22,503.62
405645	XCEL ENERGY	SV 7/16-8/14 USE	08/27/25	21,773.17
405304	INTERMEDIATE DISTRI	LEASE LEVY	08/07/25	21,254.63
405441	XCEL ENERGY	VV 6/23-7/23/2025 U	08/13/25	21,204.08
405297	WOLD ARCHITECTS & E	2025 FACILITIES ASS	08/06/25	20,906.00
405439	WOODSIDE INDUSTRIES	WS 12C EHS MECH. PH	08/13/25	19,902.43
405591	LEARNING ALLY	RENEWAL 25/26	08/27/25	18,626.52
405438	WILL DEBERG BASKETB	DEBERG BASKETBALL	08/13/25	18,559.80
405618	PEARSON EDUCATION I	CONT. HUMAN GEO BOO	08/27/25	18,525.00
405297	WOLD ARCHITECTS & E	HL PARKING LOT	08/06/25	18,214.93
405642	TURNITIN LLC	TURNITIN FEEDBACK S	08/27/25	17,689.00
405436	VECTOR SOLUTIONS	VECTOR RENEWAL 25/2	08/13/25	17,119.00

Check No.	Vendor	Description	Date	Amount
405522	WILL DEBERG BASKETB	DEBERG BASKETBALL	08/20/25	16,464.70
405450	BRIGHTWORKS	FY2026 MEMBERSHIP F	08/20/25	16,000.00
405441	XCEL ENERGY	SV 6/23-7/23/2025 U	08/13/25	15,679.20
405457	DASH SPORTS LLC	VOLLEYBALL & SPORTS	08/20/25	15,306.20
405342	CUSTOM DRYWALL INC	WS 09A EHS MECH. PH	08/13/25	14,817.63
405281	MSBA -- MINNESOTA S	MEMBERSHIP	08/06/25	14,638.00
405404	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	08/13/25	13,770.84
405633	SIGNUM SIGNS AND GR	BUILDING SIGNS	08/27/25	13,710.00
405380	KRAUS-ANDERSON CONS	EHS CONST. MGMT SER	08/13/25	13,475.00
405404	NATIONAL INSURANCE	LTD DISTRICT W/H	08/13/25	13,039.51
405573	GILBERT MECHANICAL	TRAN. LOGIC CONTROL	08/27/25	13,000.00
405546	ARVIG	ANNUAL LOCATE FEE 2	08/27/25	12,900.00
405570	FOLLETT SOFTWARE LL	DESTINY RENEWAL 25/	08/27/25	12,767.04
405489	MCGRAW-HILL SCHOOL	READING WONDERS	08/20/25	12,042.24
405370	HOUGHTON MIFFLIN HA	CC MATH IN FOCUS	08/13/25	11,885.19
405296	WILL DEBERG BASKETB	BASKETBALL CAMP	08/06/25	11,869.20
405553	BSN SPORTS, LLC	STUDENT CO SHIRTS	08/27/25	11,542.50
405334	CDW GOVERNMENT	VMWARE RENEWAL - PO	08/13/25	11,520.00
405441	XCEL ENERGY	CV 5/25-6/24/2025 U	08/13/25	11,456.63
405370	HOUGHTON MIFFLIN HA	CV MATH IN FOCUS	08/13/25	10,941.26
405437	VIVACITY TECH PBC	DMTS CART CB'S	08/13/25	10,770.00
405316	ACRE	FURNITURE FOR 504 O	08/13/25	10,425.40
405441	XCEL ENERGY	CC 6/23-7/23/2025 U	08/13/25	10,365.90
405370	HOUGHTON MIFFLIN HA	CC MATH IN FOCUS	08/13/25	10,312.16
405408	PLANSOURCE	SERVICES FOR JUL25	08/13/25	10,221.12
405449	BRAUN INTERTEC CORP	ECC TENNIS COURTS R	08/20/25	10,075.00
405635	SOURCEWELL	ONGOING ADVANTAGE	08/27/25	10,017.95
405315	ACOUSTICS ASSOCIATE	WS 09D EHS MECH. PH	08/13/25	9,869.27
405370	HOUGHTON MIFFLIN HA	CN MATH IN FOCUS	08/13/25	9,663.95
405480	KIDQUEST LLC	ART & MINECRAFT CAM	08/20/25	9,656.50
405441	XCEL ENERGY	CS 6/23-7/23/2025 U	08/13/25	9,483.60
405628	RUSSELL SECURITY RE	REKEY CV	08/27/25	9,346.00
405441	XCEL ENERGY	HL 6/24-7/24/2025 U	08/13/25	9,192.87
405344	DASH SPORTS LLC	DASH	08/13/25	9,037.70
405568	EVERYDAY SPEECH, LL	SPEECH LICENSES	08/27/25	8,889.75
405539	TWIN CITY HARDWARE	WS 08A EHS MECHANIC	08/21/25	8,849.00
405614	NATIONAL TREASURE K	KUNG FU	08/27/25	8,820.00
405488	MAYER ARTS INC	MUSICAL THEATER CAM	08/20/25	8,736.00
405370	HOUGHTON MIFFLIN HA	CV MATH IN FOCUS	08/13/25	8,472.31
405272	LAKE CONFERENCE	2025-26 DUES	08/06/25	8,000.00
405530	INTERMEDIATE DISTRI	FY25 CARE & TREAT F	08/21/25	7,902.96
405319	ALL STRINGS ATTACHE	CELLO AND BASS	08/13/25	7,890.00
405490	MEDCO SUPPLY	TSCHIDA SUPPLIES	08/20/25	7,808.44
405376	JESSEN PRESS INC	EXPERIENCE NEWSLETT	08/13/25	7,757.00
405402	MSU - MANKATO	PIPELINE GRANT TUIT	08/13/25	7,498.08
405511	SAVVAS LEARNING COM	AUT18 DCW 1YRLIC LV	08/20/25	7,175.00
405304	INTERMEDIATE DISTRI	CORE FEE	08/07/25	7,122.56
405304	INTERMEDIATE DISTRI	SAFE SCHOOL	08/07/25	7,098.90
405455	CITY OF EDINA - PUB	TRAN. 4/29-7/29/25	08/20/25	7,096.20
405611	THE MUSIC MART	HIGH SCHOOL INSTRUM	08/27/25	6,990.00
405348	EBS CAMPS INC	EBS CAMPS	08/13/25	6,989.50
405369	HORIZON COMMERCIAL	NEW DRAIN COVERS	08/13/25	6,962.10
405370	HOUGHTON MIFFLIN HA	CN MATH IN FOCUS	08/13/25	6,591.39
405297	WOLD ARCHITECTS & E	25-26 HS RENOVATION	08/06/25	6,475.18
405441	XCEL ENERGY	ND 6/23-7/23/2025 U	08/13/25	6,451.58
405582	INGCO INTERNATIONAL	TRANSLATE STUD. HAN	08/27/25	6,416.04
405646	YOUTH ENRICHMENT LE	"RNWY, ROBOT, ROCTS	08/27/25	6,230.00
405330	BSN SPORTS, LLC	UNIFORMS-SOCCER	08/13/25	6,120.00
405560	COMMERCIAL INFRASTR	EHS SCIENCE WING PR	08/27/25	6,014.66
405323	ARVIG	JULY PHONES	08/13/25	6,010.90
405339	CTL-COMPUTER TECHNO	BELKIN CHARGING UNI	08/13/25	5,959.50
405371	INGINA LLC	"INVENT LAB, ROBOTI	08/13/25	5,901.00
405370	HOUGHTON MIFFLIN HA	HL MATH IN FOCUS	08/13/25	5,828.16
405401	MSP COMMUNICATIONS	EDUCATION PROFILE A	08/13/25	5,455.00
405419	SCHWICKERT'S TECTA	REPLACED MIXING VAL	08/13/25	5,390.00
405243	93 SKIP LLC	CN JULY SOLAR PRODU	08/06/25	5,384.57
405407	PITNEY BOWES EASYPE	CESP CATALOG POSTAG	08/13/25	5,200.46

Check No.	Vendor	Description	Date	Amount
405470	INSPEC INC	CN WALLS	08/20/25	5,200.00
405318	ADVANCED POWER SERV	GENERATOR MAINT DW	08/13/25	5,073.00
405431	THE DARING VENTURE	VISIONING FACILITAT	08/13/25	5,000.00
405613	NATIONAL SAM INNOVA	SAM PRINCIPAL PD	08/27/25	4,995.00
405516	TEACHING STRATEGIES	CURRICULUM RENEWAL	08/20/25	4,980.00
405323	ARVIG	JULY INTERNET	08/13/25	4,907.90
405343	CYBER ACOUSTICS	HEADPHONES	08/13/25	4,860.00
405634	SLP TOOLKIT LLC	SLP TOOLKIT SUBSCRI	08/27/25	4,725.00
405259	FLICEK WELDING	STAIRS TO ROOF	08/06/25	4,700.00
405255	EBS CAMPS INC	HTC	08/06/25	4,596.90
405312	93 SKIP LLC	TRAN PV SOLAR RIDER	08/13/25	4,368.52
405455	CITY OF EDINA - PUB	CN 4/30-7/22/25 USE	08/20/25	4,328.29
405550	BOLTON & MENK INC	ECC TENNIS COURTS	08/27/25	4,312.50
405445	BAYCOM INC	CAPITOL RADIOS/BATT	08/20/25	4,247.00
405291	TITAN MACHINERY - S	LOADER CYLINDERS	08/06/25	4,231.87
405357	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	08/13/25	4,200.58
405284	RJ MECHANICAL INC	REPLACE VALVES	08/06/25	4,200.00
405455	CITY OF EDINA - PUB	CS 5/1-7/29/25 USE	08/20/25	4,149.32
405517	TECH ACADEMY	GAME CODING & WEB D	08/20/25	4,101.30
405370	HOUGHTON MIFFLIN HA	HL MATH IN FOCUS	08/13/25	4,091.60
405535	RENAISSANCE LEARNIN	FASTBRIDGE OVERAGES	08/21/25	4,053.50
405404	NATIONAL INSURANCE	COBRA/RETIREE	08/13/25	4,032.34
405358	FISH WINDOW CLEANIN	EXTERIOR WINDOWS	08/13/25	4,020.00
405251	CHARACTERSTRONG, LL	PURPOSEFULL PEOPLE	08/06/25	3,998.00
405619	PRAIRIE ELECTRIC CO	REPAIR/REPLACE FLOO	08/27/25	3,944.63
405404	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	08/13/25	3,802.64
405610	MPS, C/O BEDFORD, F	AP STATS - BOONE-HS	08/27/25	3,780.00
405421	SERVICE EXPRESS LLC	SERVER MAINTENANCE	08/13/25	3,756.00
405607	MN STATE HIGH SCHOO	MSHSL 25-26 DUES	08/27/25	3,755.00
405384	LIFESAVER FIRE PROT	WS 21A EHS MECH. PH	08/13/25	3,631.09
405554	CATHERINE EARLEY	BODY STRENGTH	08/27/25	3,625.00
405395	MIKKONEN MUSIC LLC	AFTER SCHOOL MUSIC	08/13/25	3,555.00
405492	MIKKONEN MUSIC LLC	AFTER SCHOOL MUSIC	08/20/25	3,555.00
405330	BSN SPORTS, LLC	UNIFORMS-FOOTBALL	08/13/25	3,541.70
405432	THE READING CENTER	RELIGION MATERIALS	08/13/25	3,530.00
405639	THE READING LEAGUE,	RELIGION MATERIALS	08/27/25	3,530.00
405566	DIRECT BORE INC	IRRIGATION	08/27/25	3,520.00
405577	HAPPY NUMBERS INC	25-26 RENEWAL	08/27/25	3,500.00
405507	RADAR CONSULTING LL	RECRUIT & ADVERTISE	08/20/25	3,500.00
405529	GILBERT MECHANICAL	UPDATE VV COMPASS E	08/21/25	3,462.75
405253	DIESEL COMPONENTS I	ENGINE OVERHAUL KIT	08/06/25	3,450.00
405304	INTERMEDIATE DISTRI	LONG TERM FACILITIE	08/07/25	3,376.02
405242	93 HOP LLC	TRAN. JULY SOLAR PR	08/06/25	3,341.52
405564	CYNTHIA MULLEN	ALGEBRA/STUDY SKILL	08/27/25	3,308.20
405523	WILLIAM HICKS	COLLEGE BOOT CAMP	08/20/25	3,307.50
405440	WORTHINGTON DIRECT	OFFICE FURNITURE (R	08/13/25	3,271.95
405280	MN FREEZE VOLLEYBAL	FREEZE VOLLEYBALL C	08/06/25	3,266.90
405560	COMMERCIAL INFRASTR	CS DATA DROPS	08/27/25	3,260.06
405321	APPLE INC	STAFF IPADS	08/13/25	3,240.00
405325	B&D ASSOCIATES, INC	WS 04A EHS MECH. PH	08/13/25	3,230.00
405281	MSBA -- MINNESOTA S	BOARDBOOK SUBSCRIPT	08/06/25	3,225.00
405621	PROJECT LEAD THE WA	PLTW FEE FOR EHS 25	08/27/25	3,200.00
405471	IWS - INNOVATIONAL	JULY 25 SERVICE	08/20/25	3,174.21
405455	CITY OF EDINA - PUB	HL 4/29-7/29/25 USE	08/20/25	3,107.52
405463	GAARD PERFORMANCE A	GIRLS TENNIS TRYOUT	08/20/25	3,003.00
405499	PATHFUL INC	PATHFUL LICENSE	08/20/25	3,000.00
405594	LVC COMPANIES INC	FIRE ALARM/SPRINKLE	08/27/25	2,992.00
405553	BSN SPORTS, LLC	VB UNIFORMS	08/27/25	2,984.00
405309	PETERSON COMPANIES	NETTING REPAIR AT E	08/07/25	2,975.00
405536	ROBBINSDALE AREA SC	CARE & TREATMENT MJ	08/21/25	2,945.06
405297	WOLD ARCHITECTS & E	CN TOILET RENO	08/06/25	2,919.95
405377	JOHNSON CONTROLS IN	CHILLER REPAIR	08/13/25	2,891.66
405534	RELATE COUNSELING C	CHEMICAL HEALTH CON	08/21/25	2,880.00
405373	PAF READING PROGRAM	RELIGION MATERIALS	08/13/25	2,876.26
405447	BENEFIT EXTRAS, INC	AUG25 HRA ADMIN	08/20/25	2,860.55
405462	FORTE	FOOD SERVICE DISPLA	08/20/25	2,827.50
405265	INGINA LLC	ENGINEERING & MINEC	08/06/25	2,805.60

Check No.	Vendor	Description	Date	Amount
405642	TURNITIN LLC	TURNITIN ORIGINALIT	08/27/25	2,800.00
405512	SCHOOL SERVICE EMPL	AUG 15 SEIU DUES	08/20/25	2,792.42
405418	SCHOOL SERVICE EMPL	DUES	08/13/25	2,731.10
405521	WEAVERS GUILD OF MI	WEAVING MAGIC	08/20/25	2,709.00
405300	ANDREW YOUNG	YOUTH WOODSHOP	08/07/25	2,688.00
405392	MCGRAW-HILL SCHOOL	READING GR 1-5	08/13/25	2,677.20
405326	BARNES & NOBLE INC	UNSPEAKABLE ACTS	08/13/25	2,658.00
405379	KIDQUEST LLC	LEGO ADVENTURE & GA	08/13/25	2,635.50
405489	MCGRAW-HILL SCHOOL	SHIPPING AND HANDLI	08/20/25	2,633.45
405268	JOAN NIMERFROH	PILATES BARRE	08/06/25	2,564.80
405584	INSTITUTE FOR ENVIR	ECC SUMMER 2025 INS	08/27/25	2,509.08
405632	SEWER SERVICES INC	CLEAN WASH PITS OUT	08/27/25	2,467.00
405442	5-STAR MOVERS	MOVING KC-END OF SU	08/20/25	2,460.62
405559	CHEMSEARCH FE	55 GAL OF SHOP CHEM	08/27/25	2,415.70
405251	CHARACTERSTRONG, LL	PURPOSEFULL PEOPLE	08/06/25	2,397.00
405407	PITNEY BOWES EASYPE	COMMUNICATIONS POST	08/13/25	2,381.84
405304	INTERMEDIATE DISTRI	ALC-STABILIZATION F	08/07/25	2,366.30
405328	BILL CARROLL PAINTI	REPAIR/PAINT ELC GY	08/13/25	2,360.00
405511	SAVVAS LEARNING COM	ELVSCI19 SE 4Y + DC	08/20/25	2,352.00
405518	ULINE	CAPITOL SHELVING	08/20/25	2,329.38
405322	APURE INC.	"WATER:ADM,HLTH,CUS	08/13/25	2,310.00
405592	LITTLE BEE SPEECH C	LITTLE BEE SPEECH S	08/27/25	2,279.81
405481	KULLY SUPPLY INC	ELKAY SENSOR KIT	08/20/25	2,264.50
405626	RJ MECHANICAL INC	CS EYE WASH STATION	08/27/25	2,239.01
405557	CENTURY FENCE COMPA	ECC GATE REPLACEMEN	08/27/25	2,227.00
405615	NOMAD IT SERVICES L	CONSULTING SVS-COLE	08/27/25	2,213.75
405545	ART FROM THE HEART	ART FROM THE HEART	08/27/25	2,205.00
405509	RJ MECHANICAL INC	REPAIRED LEAK WATER	08/20/25	2,180.00
405558	CHARACTER KIDS LLC	MOANA 2	08/27/25	2,170.00
405289	TECH ACADEMY	ENGINEERING	08/06/25	2,160.00
405423	SIMPLE WORDS BOOKS	BOOK SET #6 NOVICE	08/13/25	2,133.00
405360	FORTE	NON-INSTRUCTIONAL S	08/13/25	2,111.25
405269	KIDQUEST LLC	8 BIT ART INSANITY	08/06/25	2,107.00
405376	JESSEN PRESS INC	FURNISHED ENROLLED	08/13/25	2,106.74
405382	LAURA WOLOVITCH	FUN & FUNKY JEWELRY	08/13/25	2,100.00
405502	PINNACLE PATHWAYS L	SCIENCE SHENANIGANS	08/20/25	2,100.00
405503	PRAIRIE ELECTRIC CO	SHOT CLOCKS	08/20/25	2,078.52
405590	KELLE WALSTEAD	VOICE OR PIANO LESS	08/27/25	2,016.00
405305	KATH FUEL OIL SERVI	OIL	08/07/25	2,009.80
405553	BSN SPORTS, LLC	VOLLEYBALL EQUIPMEN	08/27/25	1,988.22
405417	SCHOLASTIC INC	CLASSROOM SUBSCRIPT	08/13/25	1,977.86
405392	MCGRAW-HILL SCHOOL	MATH GR 1-5	08/13/25	1,977.57
405644	WPS - WESTERN PSYCH	TEST PROTOCOLS	08/27/25	1,934.00
405396	MINNESOTA CLAY CO U	RAINY LAKE STONEWAR	08/13/25	1,900.00
405470	INSPEC INC	SV PAVEMENT REHAB	08/20/25	1,900.00
405472	IXL LEARNING	MATH ELA ELA GR 4-7	08/20/25	1,875.00
405285	SCHOLASTIC INC	SCHOLASTIC MAGAZINE	08/06/25	1,862.65
405604	MIDWEST SCHOOL OF B	BALLET CLASSES	08/27/25	1,810.90
405359	FOLLETT SOFTWARE LL	DESTINY AI 25/26	08/13/25	1,800.00
V21331	DANIEL R AMBORN	HOTEL STAY	08/20/25	1,782.30
405616	NWEA -- NORTHWEST E	MAP GROWTH K-12	08/27/25	1,740.00
405531	LIFESAVER FIRE PROT	FIRE SPRINKLER REPA	08/21/25	1,734.06
405542	A&M CONSTRUCTION IN	CV BATHROOM MASONAR	08/27/25	1,675.00
405594	LVC COMPANIES INC	FIRE ALARM/ SPRINKL	08/27/25	1,667.94
405297	WOLD ARCHITECTS & E	EDINA HS PHASE 3 RE	08/06/25	1,666.58
405472	IXL LEARNING	MATH GR 5-3 & 8	08/20/25	1,656.25
405544	APPLE INC	IPADS HEALTH SERVIC	08/27/25	1,645.00
405541	VOIGT'S MOTORCOACH	VALLEYFAIR FIELD TR	08/21/25	1,620.00
405584	INSTITUTE FOR ENVIR	23-26 H & S MGMT. S	08/27/25	1,611.18
405447	BENEFIT EXTRAS, INC	AUG25 HSA ADMIN	08/20/25	1,590.05
405363	GIBBONS TERRAZZO LL	WS 09K EHS MECHANIC	08/13/25	1,581.10
405631	SCHOOL SPECIALTY, L	ART SUPPLIES	08/27/25	1,580.43
405526	93 SKIP LLC	CN PV RIDER	08/21/25	1,559.96
405520	WASTE MANAGEMENT OF	EHS 8/1-8/31 USE	08/20/25	1,543.89
405497	ONSHAPE	YEARLY ENTERPRISE	08/20/25	1,500.00
405555	CDW GOVERNMENT	ED COLLABORATIVE	08/27/25	1,500.00
405624	READING & MATH, INC	SITE FEE-MATH CORPS	08/27/25	1,500.00

Check No.	Vendor	Description	Date	Amount
405405	NORTHERN GLASS & GL	WS 08F EHS MECHANIC	08/13/25	1,499.50
405261	FUN JUMPS ENTERTAIN	CS KC INFLATABLE	08/06/25	1,498.88
405372	INNOVATIVE OFFICE S	RIBBON TABLE 30X54	08/13/25	1,495.72
405245	APURE INC.	WATER	08/06/25	1,490.00
405489	MCGRAW-HILL SCHOOL	SHIPPING AND HANDLI	08/20/25	1,458.40
405498	OVERHEAD DOOR CO OF	TEST/INSPECT FIRE D	08/20/25	1,444.00
405279	METRO ELEVATOR	AUGUST ELEVATOR SER	08/06/25	1,434.61
405574	GOPHER / PLAY WITH	PE EQUIPMENT	08/27/25	1,422.12
405305	KATH FUEL OIL SERVI	UNLEADED	08/07/25	1,401.70
405627	ROBERT DIXON	TAI CHI	08/27/25	1,387.23
405328	BILL CARROLL PAINTI	REPAINT PRINCIPAL'S	08/13/25	1,380.00
405484	LESSONPIX, INC	LESSONPIX RENEWAL	08/20/25	1,346.40
405386	LOUIS KAUFMAN	FURRRRNITURE CAMP P	08/13/25	1,344.00
405377	JOHNSON CONTROLS IN	CHILLER REPAIR	08/13/25	1,322.00
405430	TECH ACADEMY	EXTREME ROBOTICS-BA	08/13/25	1,320.00
405544	APPLE INC	IPADS- HEALTH SERVI	08/27/25	1,316.00
405344	DASH SPORTS LLC	DASH	08/13/25	1,300.60
405451	BUSINESS ESSENTIALS	8.5X11 WHT QTY 40CT	08/20/25	1,300.00
405560	COMMERCIAL INFRASTR	CV DATA DROPS	08/27/25	1,279.54
405446	BENCHMARK EDUCATION	SHIPPING AND HANDLI	08/20/25	1,257.00
405486	MASA	COHORT REGISTRATION	08/20/25	1,250.00
405520	WASTE MANAGEMENT OF	CS 8/1-8/31 USE	08/20/25	1,243.86
405520	WASTE MANAGEMENT OF	ECC 8/1-8/31 USE	08/20/25	1,239.52
405612	NAC MECHANICAL & EL	WATER HEATER #4 - T	08/27/25	1,238.64
405483	LAKETOWN ELECTRIC C	CS SHOP WIRING	08/20/25	1,222.54
405302	FUN ENGINEERZ LLC	DRONE MAKING CAMP	08/07/25	1,200.00
405555	CDW GOVERNMENT	COLLABORATIVE CONT	08/27/25	1,200.00
405328	BILL CARROLL PAINTI	PAINT ELC OFFICE	08/13/25	1,190.00
405585	IWS - INNOVATIONAL	GLYCOL	08/27/25	1,178.82
405587	JOHN A DALSIN & SON	REPAIRED ROOF LEAKS	08/27/25	1,160.11
405367	HAPPY NUMBERS INC	STUDENT LICENSES	08/13/25	1,160.00
405477	JOHNSON CONTROLS IN	CHILLER REPAIR	08/20/25	1,147.00
405538	SPORTS UNLIMITED	ULTIMATE FRISBEE 62	08/21/25	1,136.80
405292	TRANE U.S. INC	UNIT NOT WORKING	08/06/25	1,129.00
405437	VIVACITY TECH PBC	LAPTOP CASES	08/13/25	1,120.00
405297	WOLD ARCHITECTS & E	EPAC ROOF REINFORCI	08/06/25	1,108.23
405317	ADVANCED IMAGING SO	CHECK PRINTER FOR B	08/13/25	1,106.35
405555	CDW GOVERNMENT	SWITCH FOR EHS MAIN	08/27/25	1,102.00
405290	THREE RIVERS PARK D	ROOM RENTAL_2026	08/06/25	1,100.00
405429	SYN-TECH SYSTEMS	FUEL MANAGEMENT SYS	08/13/25	1,100.00
405617	OCCUPATIONAL MEDICI	DRIVER DOT EXAMS	08/27/25	1,100.00
405374	IXL LEARNING	IXL SITE LICENSE	08/13/25	1,087.50
405643	ULINE	TSCHIDA SUPPLIES	08/27/25	1,085.39
405443	AMAZON CAPITAL SERV	1ST GR STUDENT SUPP	08/20/25	1,084.49
405411	RENAISSANCE LEARNIN	ACCELERATED READER	08/13/25	1,076.40
405560	COMMERCIAL INFRASTR	CC DATA DROPS	08/27/25	1,057.02
405306	LIGHTNING PRINTING	MARCHING BAND BOOKS	08/07/25	1,056.21
405425	SPORTS UNLIMITED	ULTIMATE FRISBEE 80	08/13/25	1,055.60
405560	COMMERCIAL INFRASTR	ND DATA DROP WORK	08/27/25	1,040.00
405427	STUDIES WEEKLY	THE WORLD AROUND ME	08/13/25	1,034.80
405427	STUDIES WEEKLY	CONNECTING COMMUNIT	08/13/25	1,034.80
405427	STUDIES WEEKLY	OUR COMMUNITY STUDI	08/13/25	1,034.80
405327	BAYCOM INC	PROGRAM XPR3500E	08/13/25	1,033.00
405486	MASA	JODY R-MEMBERSHIP D	08/20/25	1,022.00
405392	MCGRAW-HILL SCHOOL	READING GR 1-5	08/13/25	1,015.50
405351	EDINA GIRLS TRACK B	2025 TRACK WORKERS	08/13/25	1,012.00
405604	MIDWEST SCHOOL OF B	BALLET 2	08/27/25	1,008.00
405435	UNITED RENTALS INC	RAIL REPLACED - BIG	08/13/25	1,007.72
405602	MHS -- MULTI-HEALTH	ASRS TEACHER 6-18YR	08/27/25	1,000.00
405376	JESSEN PRESS INC	POSTER CALENDAR PRI	08/13/25	998.00
405427	STUDIES WEEKLY	MY WORLD STUDIES WE	08/13/25	995.00
405321	APPLE INC	APPLE TV'S	08/13/25	990.00
405248	BILL CARROLL PAINTI	WELCOME CENTER	08/06/25	990.00
405573	GILBERT MECHANICAL	TROUBLE SHOOT	08/27/25	985.00
405589	KATH FUEL OIL SERVI	UNLEADED	08/27/25	982.08
405278	MESPA	MESPA MEMBERSHIP A.	08/06/25	962.00
405394	MESPA	MESPA RENEWAL-L MAS	08/13/25	962.00

Check No.	Vendor	Description	Date	Amount
405331	BYTESPEED LLC	CPU FOR SECURITY OF	08/13/25	959.00
405440	WORTHINGTON DIRECT	SHIPPING AND HANDLI	08/13/25	951.54
405506	PROJECT LEAD THE WA	GATEWAY PARTICIPATI	08/20/25	950.00
405581	HORIZON COMMERCIAL	POOL EQUIPMENT	08/27/25	945.11
405337	CONTINUA INTERIORS	REPLACEMENT TABLE T	08/13/25	927.05
405270	KINECT ENERGY, INC	AUGUST MONTHLY MGMT	08/06/25	920.00
405330	BSN SPORTS, LLC	GIRLS TENNIS EQUIP.	08/13/25	918.41
405623	RAINDROP IRRIGATION	IRRIGATION REPAIR (08/27/25	910.00
405427	STUDIES WEEKLY	MN STUDIES WEEKLY	08/13/25	895.50
405563	CUSTOM HOSE TECH IN	LOADER HOSES	08/27/25	885.28
405276	MASSP -MN ASSOC OF	MASSP MEMBERSHIP- P	08/06/25	885.00
405276	MASSP -MN ASSOC OF	MASSP MEMBERSHIP- C	08/06/25	885.00
405288	STIX SPORTSWEAR & S	AMBASSADOR SHIRTS	08/06/25	882.00
405543	AMAZON CAPITAL SERV	TEACHER OFFICE CUPP	08/27/25	877.38
405282	NORTHSTAR BUS LINES	CC TO SCOTT COUNTY	08/06/25	875.00
405372	INNOVATIVE OFFICE S	SHIPPING AND HANDLI	08/13/25	857.20
405392	MCGRAW-HILL SCHOOL	MATH GR 1-5	08/13/25	852.93
405543	AMAZON CAPITAL SERV	RESET ROOM SUPPLIES	08/27/25	841.71
405459	ELIZABETH POCH	PIANO LESSONS	08/20/25	840.00
405414	SAVVAS LEARNING COM	MY PERSPECTIVES - G	08/13/25	837.00
405267	IWS - INNOVATIONAL	GLYCOL	08/06/25	834.41
405620	PRAIRIE RESTORATION	PRAIRIE GRASS MAINT	08/27/25	833.33
405533	RAMSEY COUNTY HISTO	GRADE 2 FIELD TRIP	08/21/25	824.00
405264	HORIZON COMMERCIAL	ACID	08/06/25	818.80
405536	ROBBINSDALE AREA SC	CARE & TREATMENT MM	08/21/25	803.20
V213329	NATHAN J SWENSON	MACBOOK AIR	08/06/25	799.00
405249	BSN SPORTS, LLC	FOOTBALL EQUIPMENT	08/06/25	780.00
405254	DUNHAM ASSOCIATES I	EDINA HS 23-26 RENO	08/06/25	780.00
405640	TITAN MACHINERY - S	LOADER PARTS	08/27/25	775.08
405294	UNITED RENTALS INC	PUMPS AND HOSES	08/06/25	772.60
405333	CATALYST SOURCING S	ON DEMAND/TRANSPORT	08/13/25	766.75
405281	MSBA -- MINNESOTA S	POLICY SERV SUBSCRI	08/06/25	760.00
405443	AMAZON CAPITAL SERV	ADVISORY SUPPLIES	08/20/25	758.86
405479	KAY ZUCCARO	WATER WELLNESS	08/20/25	757.05
405245	APURE INC.	ION DRINKING APPLIA	08/06/25	745.00
405322	APURE INC.	WATER: COUNSELING	08/13/25	745.00
405322	APURE INC.	WATER: OPTIONS	08/13/25	745.00
405322	APURE INC.	WATER: SPECIAL ED	08/13/25	745.00
405322	APURE INC.	WATER: SOC STUDIES	08/13/25	745.00
405322	APURE INC.	WATER: FACS	08/13/25	745.00
405389	MASA	MASA FALL CONF_DB&N	08/13/25	718.00
405354	EDUCATORS BENEFIT C	403(B) ADMIN & COMP	08/13/25	708.58
405354	EDUCATORS BENEFIT C	403(B) ADMIN & COMP	08/13/25	708.58
405572	GENERAL PARTS LLC	NEW CURTAINS	08/27/25	704.66
405387	LRS PORTABLES LLC	KUHLMAN PORT O POTT	08/13/25	700.00
405579	HEALY AWARDS INC	FB HHelmet DECALS	08/27/25	700.00
405443	AMAZON CAPITAL SERV	CN OFFICE SUPPLIES	08/20/25	696.62
405372	INNOVATIVE OFFICE S	CASTER ADD ON KIT	08/13/25	696.32
405350	EDINA BOYS TRACK BO	2025 TRACK WORKERS	08/13/25	692.50
405552	BRIN GLASS SERVICE	GLASS REPLACEMENT 1	08/27/25	691.00
405451	BUSINESS ESSENTIALS	3RD GR SUPPLIES	08/20/25	686.47
405427	STUDIES WEEKLY	SHIPPING AND HANDLI	08/13/25	674.31
405569	FACTORY MOTOR PARTS	SKY LIFT BATTERIES	08/27/25	674.00
405413	RUSSELL SECURITY RE	WOODSHOP/LARGE GYM	08/13/25	667.00
405452	CASEL - COLLABORATI	CASEL CONFERENCE	08/20/25	650.00
405452	CASEL - COLLABORATI	CASEL CONFERENCE	08/20/25	650.00
405411	RENAISSANCE LEARNIN	ANNUAL ALL PRODUCT	08/13/25	633.89
V21330	EMILY L WESTRUM	FLIGHT FOR ASBO	08/13/25	616.97
405487	MASSP -MN ASSOC OF	MEMBERSHIP FOR CRUZ	08/20/25	615.00
405349	EDINA AQUATIC CENTE	KC ADMISSION	08/13/25	612.00
405595	MARIA LANDER CABRER	RESTORE YOUR CORE	08/27/25	610.40
405246	ARCON SOLUTIONS INC	BUBBLES FOR JULY 4T	08/06/25	606.03
405383	LEARNING WITHOUT TE	KEYCLASS SUBSCRIPTI	08/13/25	605.00
405385	LOCAL LLC	1/3 PAGE AD	08/13/25	600.00
405608	MONTJOY ENTERPRISES	DJ GET CONNECTED DA	08/27/25	600.00
405414	SAVVAS LEARNING COM	MY PERSPECTIVES - G	08/13/25	589.00
V213327	AMY J REED	HOTEL 7/23-7/25	08/06/25	584.66

Check No.	Vendor	Description	Date	Amount
405643	ULINE	CAFE TABLES	08/27/25	580.51
405440	WORTHINGTON DIRECT	OFFICE FURNITURE (R	08/13/25	579.95
405264	HORIZON COMMERCIAL	ACID	08/06/25	569.20
405414	SAVVAS LEARNING COM	MY PERSPECTIVES - G	08/13/25	558.00
405307	LO CREATIVE LLC	WEB T-SHIRTS	08/07/25	552.50
405397	MOSYLE CORPORATION	EXTRA LICENSE	08/13/25	550.00
405561	CONCORD THEATRICALS	FALL PLAY LICENSE	08/27/25	540.00
405581	HORIZON COMMERCIAL	CHEMICALS	08/27/25	539.66
405598	MENARDS - GOLDEN VA	PUMPS AND HOSES	08/27/25	537.35
405469	INNOVATIVE OFFICE S	B & G CHAIR	08/20/25	528.00
405349	EDINA AQUATIC CENTE	KC ADMISSION	08/13/25	528.00
405585	IWS - INNOVATIONAL	1 BARREL OF GLYCOL	08/27/25	527.87
405443	AMAZON CAPITAL SERV	STUDENT TESTING EAR	08/20/25	522.00
V21348	MARY K O'KEEFE	STUDENT CLASSROOM S	08/27/25	521.10
405403	MYSTERY SCIENCE	2ND GR PACK 250707	08/13/25	520.00
405403	MYSTERY SCIENCE	4TH GR PACK 250707	08/13/25	520.00
405403	MYSTERY SCIENCE	5TH GR PACK 250707	08/13/25	520.00
405510	ROBERT B HILL CO	SALT FOR WATER SOFT	08/20/25	517.45
405520	WASTE MANAGEMENT OF	CN 8/1-8/31 USE	08/20/25	513.18
405420	SCOTT STAFFORD	5 ELEMENT QIGONG	08/13/25	507.50
405284	RJ MECHANICAL INC	RELOCATED THE FILTE	08/06/25	505.45
405467	HAMLIN UNIVERSITY	P PATERSON BBALL TM	08/20/25	500.00
405637	STIX SPORTSWEAR & S	SPIRIT TEAM SHIRTS	08/27/25	500.00
405303	GAME ONE	BADMINTON SUPPLIES	08/07/25	484.25
405520	WASTE MANAGEMENT OF	SV 8/1-8/31 USE	08/20/25	483.51
V21325	JOANNE M KARCH	HOTEL - JOANNE KARC	08/13/25	479.64
405605	MIKE'S SEPTIC SERVI	CONCESSIONS HOLDING	08/27/25	475.00
405411	RENAISSANCE LEARNIN	STAR READING SUBSCR	08/13/25	475.00
V21325	JOANNE M KARCH	HOTEL - MAUREEN SLA	08/13/25	474.98
405330	BSN SPORTS, LLC	HIJABS STORE	08/13/25	461.76
405388	MACKIN EDUCATIONAL	BOOKS FOR EHS	08/13/25	459.82
405369	HORIZON COMMERCIAL	POOL CHEMICALS	08/13/25	456.31
405332	CAROLINA BIOLOGICAL	EXPLORING ELECTROPH	08/13/25	455.90
405426	SQUIRES, WALDSPURGE	LEGAL - MISC	08/13/25	448.00
V21324	CHRISTOPHER I HOLDE	IPAD-PRIN TECH ALLO	08/13/25	439.99
405310	ROBERT B HILL CO	SOFTENER SALT	08/07/25	438.91
405412	ROBERT B HILL CO	PALLET OF SOFTENER	08/13/25	438.91
405263	HOGLUND BUS COMPANY	BOLT	08/06/25	436.24
405368	HOGLUND BUS COMPANY	BOLT/BEARING CAP	08/13/25	436.24
405275	MARIA LANDER CABRER	YOGA CLASSES	08/06/25	432.36
405372	INNOVATIVE OFFICE S	DESK LEG 4PK	08/13/25	428.68
405372	INNOVATIVE OFFICE S	"24X30 RECTANGLE DE	08/13/25	424.96
405243	93 SKIP LLC	TRAN. JULY SOLAR PR	08/06/25	406.70
405520	WASTE MANAGEMENT OF	CV 8/1-8/31 USE	08/20/25	405.64
405520	WASTE MANAGEMENT OF	CC 8/1-8/31 USE	08/20/25	401.86
405532	OCCUPATIONAL MEDICI	DRIVER DOTS	08/21/25	400.00
405584	INSTITUTE FOR ENVIR	CHAINSAW SAFETY TRA	08/27/25	400.00
405602	MHS -- MULTI-HEALTH	ASRS PARENT 6-18YRS	08/27/25	400.00
405345	DELEGARD TOOL COMPA	AIR RIVETER	08/13/25	394.06
405602	MHS -- MULTI-HEALTH	CEF TEACHER FORMS	08/27/25	393.75
405495	MSEA -- MN SCHOOL E	DUES WITHHOLDING	08/20/25	393.38
405443	AMAZON CAPITAL SERV	K STUDENT SUPPLIES	08/20/25	386.86
405338	COREMARK METALS	SHEET METAL	08/13/25	386.84
405262	GRAINGER	WALL PROTECTION	08/06/25	386.30
405333	CATALYST SOURCING S	ON DEMAND/FACILITIE	08/13/25	383.38
405295	UNIVERSITY LANGUAGE	INTERPRETER	08/06/25	382.79
405403	MYSTERY SCIENCE	KPACK 250707	08/13/25	380.00
405403	MYSTERY SCIENCE	1ST GR PACK 250707	08/13/25	380.00
405478	KATHERINE BEHR	LUNCH ACCT REFUND	08/20/25	379.60
405353	EDINA WOODCRAFTERS	ORIENTATION	08/13/25	375.00
405489	MCGRAW-HILL SCHOOL	READING WONDERS	08/20/25	368.64
405491	MENARDS - EDEN PRAI	CLEANING SUPPLIES	08/20/25	367.87
405643	ULINE	TENT ATHLETICS	08/27/25	365.62
405412	ROBERT B HILL CO	SALT	08/13/25	360.83
405435	UNITED RENTALS INC	SCISSOR LIFT INSPEC	08/13/25	358.80
405435	UNITED RENTALS INC	ANNUAL LIFT INS. HL	08/13/25	358.80
405435	UNITED RENTALS INC	LIFT INSPECTION	08/13/25	358.80

Check No.	Vendor	Description	Date	Amount
405435	UNITED RENTALS INC	LIFT INSPECTION	08/13/25	358.80
405435	UNITED RENTALS INC	LIFT INSPECTION	08/13/25	358.80
405570	FOLLETT SOFTWARE LL	DEEP DIVE TRAINING-	08/27/25	358.00
405244	AMAZON CAPITAL SERV	5TH GRADE SCIENCE	08/06/25	357.46
405376	JESSEN PRESS INC	#10 ENVELOPES PRIN	08/13/25	355.00
405447	BENEFIT EXTRAS, INC	AUG25 FLEX ADMIN	08/20/25	354.75
405520	WASTE MANAGEMENT OF	ND 8/1-8/31 USE	08/20/25	349.61
405520	WASTE MANAGEMENT OF	HL 8/1-8/31 USE	08/20/25	347.55
405501	PINK GIRAFFE MX	SEWING MACHINE BASI	08/20/25	336.00
405332	CAROLINA BIOLOGICAL	CAROLINA INTRO TO W	08/13/25	328.00
405567	EKIN LLC	SWIM PRINT PARKAS	08/27/25	325.00
405540	VIVACITY TECH PBC	DEVICE REPAIR	08/21/25	324.00
405600	METRO ELEVATOR	FIXED THE ELEVATOR	08/27/25	324.00
405334	CDW GOVERNMENT	AZURE OVERAGES	08/13/25	320.55
405476	JOHN A DAL SIN & SON	DOWNSPOUT REPAIR	08/20/25	320.28
405496	ODP BUSINESS SOLUTI	1ST GRADE SUPPLIES	08/20/25	319.81
V21338	KARI L OPATZ-KARWOS	CLASSROOM SUPPLIES	08/20/25	314.88
405599	MENARDS - EDEN PRAI	TOOLS & WOOD	08/27/25	307.92
405580	HOGLUND BUS COMPANY	BUS REPAIR 86	08/27/25	300.40
405511	SAVVAS LEARNING COM	SHIPPING AND HANDLI	08/20/25	300.38
405299	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	08/06/25	300.00
405252	CUSTOM HOSE TECH IN	PARTS-WASHER HOSE	08/06/25	291.99
405633	SIGNUM SIGNS AND GR	SIGNS FOR 25-26	08/27/25	290.00
405373	PAF READING PROGRAM	SHIPPING AND HANDLI	08/13/25	287.62
405392	MCGRAW-HILL SCHOOL	SHIPPING AND HANDLI	08/13/25	287.09
405520	WASTE MANAGEMENT OF	VV 8/1-8/31 USE	08/20/25	284.57
405475	JH LARSON COMPANY	T- 8 BALLAST	08/20/25	284.50
405562	CRISTINA GARRASI	ITALIAN COOKING	08/27/25	283.50
405257	EDINA MORNINGSIDE R	Q1 DUES_DB&AML	08/06/25	275.00
V21341	MARK WALLACE	TARGET CLASSROOM SU	08/20/25	268.05
405543	AMAZON CAPITAL SERV	ADVISORY SUPPLIES	08/27/25	267.42
405260	FRESHPOINT BIX PROD	KC CS SNACKS	08/06/25	258.21
405551	BRAEMAR GOLF COURSE	GOLF PRACTICE	08/27/25	254.00
405520	WASTE MANAGEMENT OF	THEATRE ROLLOFF @ E	08/20/25	252.05
405349	EDINA AQUATIC CENTE	KC ADMISSION	08/13/25	252.00
405602	MHS -- MULTI-HEALTH	ASRS TEACHER 2-5YRS	08/27/25	250.00
405333	CATALYST SOURCING S	SUPP TRACK MON SUBS	08/13/25	249.99
405576	GROTH MUSIC COMPANY	BASS DRUM	08/27/25	249.00
405387	LRS PORTABLES LLC	EHS PORT O POTTY	08/13/25	245.00
405458	EDINA COFFEE ROASTE	COFFEE AND FILTERS	08/20/25	245.00
V21325	JOANNE M KARCH	HOTEL - ROSEMARY HI	08/13/25	242.15
405443	AMAZON CAPITAL SERV	CN GEN OFFICE SUPPL	08/20/25	234.38
405381	KULLY SUPPLY INC	ELKAY SONSOR KIT (1	08/13/25	234.10
V21351	GINA S SCHROEPFER	SCHOOL SUPPLIES	08/27/25	232.36
405293	TRI-STATE BOBCAT IN	CHAPS/APRON	08/06/25	232.18
405406	ODP BUSINESS SOLUTI	1ST GRADE SUPPLIES	08/13/25	231.05
405520	WASTE MANAGEMENT OF	TRAN. 8/1-8/31 USE	08/20/25	229.24
405443	AMAZON CAPITAL SERV	WHITE BOARDS	08/20/25	225.69
405398	MOUNDS VIEW HIGH SC	GIRLS JV CC MEET	08/13/25	225.00
405398	MOUNDS VIEW HIGH SC	BOYS JV CC MEET	08/13/25	225.00
405468	HARLOW WILLIAMS	GYMNASTICS	08/20/25	225.00
405525	ZOEY WILLIAMS	GYMNASTICS	08/20/25	225.00
V21344	CASEY A JERGENS	STUDENT SUPPLIES	08/27/25	220.96
V213322	JESSICA L HEIDELBER	MAY JUNE 2025 MILEA	08/06/25	220.85
405588	JW PEPPER & SON INC	BAND MUSIC	08/27/25	220.29
405257	EDINA MORNINGSIDE R	Q1 MEALS	08/06/25	220.00
405580	HOGLUND BUS COMPANY	HOSE	08/27/25	218.00
405260	FRESHPOINT BIX PROD	KC CC SNACKS	08/06/25	217.74
405423	SIMPLE WORDS BOOKS	SHIPPING AND HANDLI	08/13/25	213.00
405311	UNIVERSITY LANGUAGE	INTERPRETER	08/07/25	207.30
V21332	JOSIE L BERG	CLASSROOM SUPPLIES	08/20/25	206.97
405311	UNIVERSITY LANGUAGE	INTERPRETER	08/07/25	206.60
405320	AMAZON CAPITAL SERV	METAL AV CART WITH	08/13/25	205.00
405299	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	08/06/25	200.00
405524	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	08/20/25	200.00
405396	MINNESOTA CLAY CO U	SHIPPING	08/13/25	196.00
405346	DRAIN PRO PLUMBING	UNCLOGGED DRAIN	08/13/25	195.00

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405295	UNIVERSITY LANGUAGE	INTERPRETER	08/06/25	194.53
405311	UNIVERSITY LANGUAGE	INTERPRETER	08/07/25	194.00
405247	ASTLEFORD INTERNATI	SEAL KIT	08/06/25	190.36
405295	UNIVERSITY LANGUAGE	INTERPRETER	08/06/25	189.79
V21345	SARAH KRALL STEGEMA	CLASSROOM SUPPLIES	08/27/25	189.58
405320	AMAZON CAPITAL SERV	200-SHEET AUTO FEED	08/13/25	188.95
405365	GRAINGER	DOOR HOLDERS	08/13/25	186.39
405602	MHS -- MULTI-HEALTH	CEF PARENT FORMS	08/27/25	183.75
405335	CENTURYLINK	INTERNET CV	08/13/25	181.29
405295	UNIVERSITY LANGUAGE	INTERPRETER	08/06/25	180.00
405320	AMAZON CAPITAL SERV	RUBBERMAID COMMERC	08/13/25	178.54
405426	SQUIRES, WALDSPURGE	LEGAL - HR	08/13/25	176.92
405387	LRS PORTABLES LLC	CV TENNIS CT PORT O	08/13/25	175.00
V213318	KRISTIN M BIWAN	DANCE TEAM ASSOCIAT	08/06/25	171.96
405464	GENERAL SECURITY SE	CV FIRE/MONITORING/	08/20/25	170.85
405625	RICHFIELD MINNOCO /	FUEL ECC DW	08/27/25	170.43
V21339	ALYSSA C MEANS	CLASSROOM SUPPLIES	08/20/25	169.02
V21329	YATESH N SINGH	NSDA MEMBERSHIP	08/13/25	169.00
405283	RICHFIELD MINNOCO /	FUEL	08/06/25	168.45
405432	THE READING CENTER	SHIPPING AND HANDLI	08/13/25	162.60
405639	THE READING LEAGUE,	SHIPPING AND HANDLI	08/27/25	162.60
405372	INNOVATIVE OFFICE S	SURCHARGE	08/13/25	161.85
405366	GREATAMERICA FINANC	SV AUG25 POSTAGE MT	08/13/25	159.95
405466	GREATAMERICA FINANC	ECC POSTAGE MTR RET	08/20/25	159.00
405443	AMAZON CAPITAL SERV	OFFICE SUPPLY FOAM	08/20/25	158.67
405399	MRI SOFTWARE LLC	JUL25 BKDG CHK: MIS	08/13/25	156.00
405333	CATALYST SOURCING S	E-RATE/DMTS	08/13/25	153.35
405443	AMAZON CAPITAL SERV	STAFF SUPPLY KLEENE	08/20/25	151.94
V21343	LAURA A HANSON	1ST GRADE BENCHMARK	08/21/25	150.00
V21343	LAURA A HANSON	BENCHMARK ADVANCE T	08/21/25	150.00
405256	ECM PUBLISHERS INC	JUNE 9 REG MINUTES	08/06/25	150.00
405448	BJORKLUND COMPENSAT	JOB DESC RATING	08/20/25	150.00
405602	MHS -- MULTI-HEALTH	ASRS PARENT 2-5YRS	08/27/25	150.00
405456	CLAIRE PAHL	GYMNASTICS	08/20/25	150.00
405460	ELLA BASILE	GYMNASTICS	08/20/25	150.00
405461	ELOISE ANDERSON	GYMNASTICS	08/20/25	150.00
405434	TRI-STATE BOBCAT IN	PARTS	08/13/25	148.77
V21343	LAURA A HANSON	BENCHMARK ADVANCE K	08/21/25	148.50
405543	AMAZON CAPITAL SERV	RESET ROOM SUPPLIES	08/27/25	147.68
405580	HOGLUND BUS COMPANY	BEARING	08/27/25	146.52
405244	AMAZON CAPITAL SERV	BOOKS FOR NEW INITI	08/06/25	145.08
405493	MN DEPT OF LABOR AN	HL ANNUAL ELEVATOR	08/20/25	145.00
405602	MHS -- MULTI-HEALTH	C4USE FORMS	08/27/25	143.75
405306	LIGHTNING PRINTING	CONDUCTOR BOOKS	08/07/25	141.92
405508	RICHFIELD MINNOCO /	FUEL	08/20/25	140.75
405277	MENARDS - EDEN PRAI	SUPPLIES	08/06/25	139.53
405321	APPLE INC	APPLE PENCILS	08/13/25	138.00
405286	SCHOOL SPECIALTY, L	K-5 ART SUPPLIES	08/06/25	136.92
405625	RICHFIELD MINNOCO /	FUEL EHS DW	08/27/25	135.17
405571	FRESHPOINT BIX PROD	KC CS SNACKS	08/27/25	134.65
405365	GRAINGER	PLUMBING SUPPLIES	08/13/25	133.05
405543	AMAZON CAPITAL SERV	GENERAL OFFICE SUPP	08/27/25	132.97
405443	AMAZON CAPITAL SERV	MORNING BELONGING D	08/20/25	132.95
405465	GOPHER STATE ONE-CA	BILLABLE TICKETS	08/20/25	132.30
405602	MHS -- MULTI-HEALTH	CEF SELF FORMS	08/27/25	131.25
405553	BSN SPORTS, LLC	FB EQUIPMENT	08/27/25	128.00
V21341	MARK WALLACE	TARGET CLASSROOM SU	08/20/25	127.77
405630	SCHMITT MUSIC COMPA	BAND REPAIR	08/27/25	126.00
405602	MHS -- MULTI-HEALTH	ASRS SPANISH FORMS	08/27/25	125.00
V21341	MARK WALLACE	LEARNING A-Z SUBSCR	08/20/25	125.00
405301	FOLLETT HIGHER EDUC	GYO GRANT BOOKS-SUM	08/07/25	124.67
V21342	STEPHANIE B BLACHOW	SUPPLIES FOR EXCITE	08/21/25	123.49
405490	MEDCO SUPPLY	TSCHIDA SUPPLIES	08/20/25	122.86
V213319	STEPHANIE ANN EICHE	STANDING DESK	08/06/25	122.39
405638	SUMMIT 360 INC	CISCO MODULES	08/27/25	122.05
405393	MENARDS - EDEN PRAI	BUILDING REPAIR SUP	08/13/25	120.85
V21353	LEAH SPELLMAN	CLASSROOM SUPPLIES	08/27/25	120.09

Check No.	Vendor	Description	Date	Amount
V21337	ANNE B NAAS	NOTARY COMMISSIIION	08/20/25	120.00
405491	MENARDS - EDEN PRAI	ELC PPLIANCE DISPOS	08/20/25	119.94
405396	MINNESOTA CLAY CO U	PALLETIZE & SHRINKW	08/13/25	119.87
V21321	TIFFANY P GANT	7/8-8/7 MILEAGE	08/13/25	118.30
405263	HOGLUND BUS COMPANY	ECM CALIBRATION	08/06/25	117.70
405368	HOGLUND BUS COMPANY	BUS SERVICE	08/13/25	117.70
405580	HOGLUND BUS COMPANY	SPEED CALIBRATION	08/27/25	117.70
405580	HOGLUND BUS COMPANY	SPEED CALIBRATION	08/27/25	117.70
405340	CULLIGAN BOTTLED WA	MISC SUPPLIES	08/13/25	116.25
405603	MIDWEST BUS PARTS I	CONNECTOR	08/27/25	114.85
405364	GRAINGER	SANDING DISCS	08/13/25	113.52
V21346	KELLY N KRUTZ	FOOD FOR TEAM BUILD	08/27/25	113.00
405362	FRESHPOINT BIX PROD	KC CV SNACKS	08/13/25	112.60
405416	SCHMITTY & SONS TRA	UNIFIED BUSSING DEP	08/13/25	110.68
405415	SCAFFOLDED MATH AND	MATH CURRICULUM	08/13/25	109.00
405603	MIDWEST BUS PARTS I	LED	08/27/25	105.33
V21326	MATTHEW J LUX	6/4-7/31 MILEAGE	08/13/25	103.74
V21336	CHRISTINE E MJOEN	STUDENT SUPPLIES	08/20/25	102.69
405644	WPS - WESTERN PSYCH	SHIPPING	08/27/25	102.50
405262	GRAINGER	DOUBLE SIDED TAPE H	08/06/25	100.98
405443	AMAZON CAPITAL SERV	CN OFFICE SUPPLIES	08/20/25	100.70
405528	ECM PUBLISHERS INC	STUDENT TRANSPORT S	08/21/25	100.00
405299	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	08/06/25	100.00
405524	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	08/20/25	100.00
405524	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	08/20/25	100.00
405601	METRO SALES INC	AUG25 ATHL COPIER	08/27/25	98.00
405332	CAROLINA BIOLOGICAL	DISPOSABLE CENTRIFU	08/13/25	97.90
405392	MCGRAW-HILL SCHOOL	S&H	08/13/25	97.83
405244	AMAZON CAPITAL SERV	5TH GRADE SCIENCE	08/06/25	97.61
405599	MENARDS - EDEN PRAI	BLUE PAINTERS TAPE	08/27/25	95.76
405586	JERRY'S HARDWARE	TSCHIDA SUPPLIES	08/27/25	91.78
405320	AMAZON CAPITAL SERV	CARPET & FLOOR SWEE	08/13/25	89.99
405443	AMAZON CAPITAL SERV	EHS COFFEE SHOP CUP	08/20/25	89.05
405572	GENERAL PARTS LLC	FREEZER DOOR SWEEP	08/27/25	87.03
405572	GENERAL PARTS LLC	FREEZER DOOR SWEEP	08/27/25	87.03
V213327	AMY J REED	UBER	08/06/25	85.28
405543	AMAZON CAPITAL SERV	ELKONIN BOX PHONEMI	08/27/25	84.58
405490	MEDCO SUPPLY	TSCHIDA SUPPLIES	08/20/25	82.76
405443	AMAZON CAPITAL SERV	CLASSROOM BLANK NOT	08/20/25	82.65
V21350	LEONA MARLENE SANTI	KEYS FOR BUILDING L	08/27/25	82.44
405599	MENARDS - EDEN PRAI	EYE BOLTS	08/27/25	82.22
405256	ECM PUBLISHERS INC	JUNE 1-2 RETREAT MI	08/06/25	81.25
405599	MENARDS - EDEN PRAI	MAINT SUPPLIES	08/27/25	81.03
405553	BSN SPORTS, LLC	G SOCCER SOCKS	08/27/25	80.40
405258	SHRED-IT USA	SHREDDING	08/06/25	79.91
V21345	SARAH KRALL STEGEMA	CLASSROOM SUPPLIES	08/27/25	79.84
V213321	MATTHEW E GABRIELSO	MSHSCA YEARLY MEMBE	08/06/25	79.75
405622	PUMP AND METER SERV	NEW GAS PUMP HOSE	08/27/25	78.00
405515	STARFALL EDUCATION	1ST GR INST SUPPLIE	08/20/25	76.23
405599	MENARDS - EDEN PRAI	PAINTER'S TAPE	08/27/25	75.20
405537	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	08/21/25	75.00
405537	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	08/21/25	75.00
405456	CLAIRE PAHL	GYMNASTICS 2	08/20/25	75.00
405500	PHOEBE PASSOLT	GYMNASTICS	08/20/25	75.00
405514	SOPHIE GOUDY	GYMNASTICS	08/20/25	75.00
405563	CUSTOM HOSE TECH IN	COUPLER FOR CAR WAS	08/27/25	74.92
405599	MENARDS - EDEN PRAI	MAINT SUPPLIES	08/27/25	74.06
V21347	CARMINE LEVOIR	STUDENT SERVICES DE	08/27/25	72.11
405464	GENERAL SECURITY SE	TRAN. INTRUSION/FIR	08/20/25	72.00
V21344	CASEY A JERGENS	STUDENT SUPPLIES	08/27/25	71.76
405443	AMAZON CAPITAL SERV	OFFICE SUPPLY CARDS	08/20/25	71.61
405543	AMAZON CAPITAL SERV	LAMINATING POUCHES	08/27/25	70.50
405274	LRS PORTABLES LLC	EHS PORT-O-POTTY	08/06/25	70.00
405274	LRS PORTABLES LLC	ECC PORT-O-POTTY	08/06/25	70.00
405390	MASSP -MN ASSOC OF	MEMBER DUES-N SWENS	08/13/25	70.00
405593	LRS PORTABLES LLC	HS PORTA POTTY	08/27/25	70.00
405593	LRS PORTABLES LLC	HS UPPER TURF PORTA	08/27/25	70.00

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405593	LRS PORTABLES LLC	ECC PORTA POTTY	08/27/25	70.00
V21318	BEDSTON A BURRELL	7/2-7/30 MILEAGE	08/13/25	69.86
V21335	CURT GILES	COACHES ASSOCIATION	08/20/25	69.75
405256	ECM PUBLISHERS INC	JUNE 9 WS MINUTES	08/06/25	68.75
405549	BATTERIES PLUS BULB	TSCHIDA SUPPLIES	08/27/25	67.95
405599	MENARDS - EDEN PRAI	SUPPLIES	08/27/25	67.43
V21349	ELIZABETH A SANDVIC	TEAM LUNCH	08/27/25	66.68
405273	LAKESHORE LEARNING	CS-SDL CADDIES GR.	08/06/25	66.48
405583	INNOVATIVE OFFICE S	OFFICE SUPPLIES	08/27/25	66.39
405443	AMAZON CAPITAL SERV	KEY LOCK BOX	08/20/25	66.00
405641	TRI-STATE BOBCAT IN	TRIMMER LINE	08/27/25	64.89
405320	AMAZON CAPITAL SERV	"KEYBD SND, WRIST R	08/13/25	63.75
405378	JOSTENS INC	DIPLOMAS	08/13/25	61.70
405485	LEXIA LEARNING SYST	READING STUDENT SUB	08/20/25	61.32
405527	BUNKER HILLS GOLF C	BOYS GOLF	08/21/25	60.00
V21341	MARK WALLACE	WEWILLWRITE SUBSCRI	08/20/25	60.00
405482	LAKESHORE LEARNING	1ST STUDENT SUPPLIE	08/20/25	59.97
405636	SPS COMPANIES INC	TAIL PIPES	08/27/25	58.47
V21341	MARK WALLACE	XTRAMATH SUBSCRIPTI	08/20/25	58.00
405320	AMAZON CAPITAL SERV	EHS COFFEE SHOP SUP	08/13/25	57.24
405504	PREMIUM WATERS INC	WATER FOR DMTS	08/20/25	56.49
V21339	ALYSSA C MEANS	CLASSROOM SUPPLIES	08/20/25	55.16
405575	GRAINGER	SUPPLIES	08/27/25	55.02
405320	AMAZON CAPITAL SERV	LEGAL PADS/NOTE PAD	08/13/25	52.78
405376	JESSEN PRESS INC	BZ CARDS - L. WANG	08/13/25	52.50
405376	JESSEN PRESS INC	BZ CARDS - T GATYAS	08/13/25	52.50
405491	MENARDS - EDEN PRAI	ALLIGATOR ANCHORS	08/20/25	51.92
405332	CAROLINA BIOLOGICAL	SHIPPING AND HANDLI	08/13/25	51.26
405490	MEDCO SUPPLY	TSCHIDA SUPPLIES	08/20/25	50.54
405597	MCEA	JOB POSTING ELFC	08/27/25	50.00
405543	AMAZON CAPITAL SERV	DRY ERASE BOARDS 32	08/27/25	49.98
405490	MEDCO SUPPLY	TSCHIDA SUPPLIES	08/20/25	49.89
405364	GRAINGER	TIRE VALVE	08/13/25	48.88
405352	EDINA GIVE & GO	GIVE & GO DONATION	08/13/25	48.00
V21345	SARAH KRALL STEGEMA	CLASSROOM SUPPLIES	08/27/25	47.41
405496	ODP BUSINESS SOLUTI	PLASTIC BADGE HOLDE	08/20/25	47.08
405537	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	08/21/25	47.00
405543	AMAZON CAPITAL SERV	MAGNETIC DRY ERASE	08/27/25	46.98
405324	A-Z RENTAL CENTER	LP REFILL	08/13/25	46.62
405543	AMAZON CAPITAL SERV	CLASSROOM MAGNETIC	08/27/25	45.98
405543	AMAZON CAPITAL SERV	KEYBOARD/MOUSE	08/27/25	44.98
405537	SCHMITT MUSIC COMPA	TUBA REPAIR	08/21/25	44.00
V213327	AMY J REED	LYFT	08/06/25	42.99
405320	AMAZON CAPITAL SERV	POWER STRIP WITH US	08/13/25	42.69
V213326	MARK L NELSON	MSHSCA DUES	08/06/25	42.37
V213327	AMY J REED	DINNER	08/06/25	42.16
405250	BUSINESS ESSENTIALS	OFFICE SUPPLIES-CAR	08/06/25	40.60
405464	GENERAL SECURITY SE	HL INTRUSION MONITO	08/20/25	40.08
405464	GENERAL SECURITY SE	CN INTRUSION MONITO	08/20/25	40.08
405464	GENERAL SECURITY SE	CC INTRUSION MONITO	08/20/25	40.08
405464	GENERAL SECURITY SE	SV INTRUSION MONITO	08/20/25	40.08
405464	GENERAL SECURITY SE	VV INTRUSION MONITO	08/20/25	40.08
405464	GENERAL SECURITY SE	CV INTRUSION MONITO	08/20/25	40.08
405464	GENERAL SECURITY SE	ECC INTRUSTION MONI	08/20/25	40.08
405464	GENERAL SECURITY SE	EHS INTRUSION MONIT	08/20/25	40.08
405409	PREMIUM WATERS INC	WATER-DMTS	08/13/25	39.99
405400	MSEA -- MN SCHOOL E	DUES	08/13/25	39.85
405505	PREMIUM WATERS INC	AUG25 HOT/COLD WATE	08/20/25	38.95
405565	DELEGARD TOOL COMPA	PULLER	08/27/25	38.03
V21341	MARK WALLACE	TARGET CLASSROOM SU	08/20/25	38.00
405537	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	08/21/25	37.00
V21323	ALAN K HENDRICKSON	6/25-7/17 MILEAGE	08/13/25	36.54
V21345	SARAH KRALL STEGEMA	INSTRUCTIONAL POSTE	08/27/25	36.35
405356	ESCREEN, INC.	ADAM ADED DOT	08/13/25	36.25
V21345	SARAH KRALL STEGEMA	MATERIALS TO MAKE S	08/27/25	36.25
405464	GENERAL SECURITY SE	ECC MONITORING/FIRE	08/20/25	36.00
405464	GENERAL SECURITY SE	EHS MONITORING/FIRE	08/20/25	36.00

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405464	GENERAL SECURITY SE	CS MONITORING/FIRE	08/20/25	36.00
405464	GENERAL SECURITY SE	SV MONITORING/FIRE	08/20/25	36.00
405464	GENERAL SECURITY SE	CN MONITORING/FIRE	08/20/25	36.00
405464	GENERAL SECURITY SE	HL MONITORING/FIRE	08/20/25	36.00
V21345	SARAH KRALL STEGEMA	CLASS SUPPLIES - CR	08/27/25	35.82
V21332	JOSIE L BERG	CLASSROOM SUPPLIES	08/20/25	35.58
405378	JOSTENS INC	DIPLOMA ORDER	08/13/25	35.40
405396	MINNESOTA CLAY CO U	MB 6 WHITE STONEWAR	08/13/25	35.00
405464	GENERAL SECURITY SE	TRAN. PATROL RESPON	08/20/25	35.00
405489	MCGRAW-HILL SCHOOL	SHIPPING AND HANDLI	08/20/25	34.58
405443	AMAZON CAPITAL SERV	EHS COFFEE SHOP CRE	08/20/25	34.50
V21333	KRISTEN E EHLERT	MSS DISPLAY FOR GET	08/20/25	33.07
V21337	ANNE B NAAS	NOTARY STAMP	08/20/25	32.70
405474	JERRY'S HARDWARE	"FASTENERS,TAPE,SCR	08/20/25	32.19
V21325	JOANNE M KARCH	LYFT FROM AIRPORT T	08/13/25	32.11
V21345	SARAH KRALL STEGEMA	CLASS SUPPLIES (WM)	08/27/25	30.56
V21328	COLLEEN MAHIN	4TH GRADE ELA	08/13/25	30.00
405320	AMAZON CAPITAL SERV	5 OUTLET EXTENDER	08/13/25	28.44
405426	SQUIRES, WALDSPURGE	LEGAL - SSS	08/13/25	28.00
405543	AMAZON CAPITAL SERV	HOOK AND LOOPFASTEN	08/27/25	27.96
V213323	ALAN K HENDRICKSON	5/6-5/21 MILEAGE	08/06/25	27.72
V213324	THOMAS J JOHNSTON	7/7-730 MILEAGE	08/06/25	27.51
V21322	ALEXANDER J HATTSTR	7/29-7/31 MILEAGE	08/13/25	27.30
405320	AMAZON CAPITAL SERV	120 MINUTE MOD EDUC	08/13/25	26.95
405320	AMAZON CAPITAL SERV	"FOLDERS, GREEN"	08/13/25	26.84
V213325	NATHANIEL M LINDLEY	7/10 MILEAGE	08/06/25	26.81
V21325	JOANNE M KARCH	LYFT FROM HOTEL TO	08/13/25	26.72
V21323	ALAN K HENDRICKSON	JULY MILEAGE	08/13/25	26.46
V213327	AMY J REED	DINNER	08/06/25	25.00
405473	JERRY'S FOODS EDINA	OFFICE FOOD	08/20/25	24.97
405599	MENARDS - EDEN PRAI	CHAIN	08/27/25	24.67
405375	JERRY'S HARDWARE	ANCHORS/SCREWS	08/13/25	24.26
405443	AMAZON CAPITAL SERV	WALL MOUNT BASKET	08/20/25	23.98
405277	MENARDS - EDEN PRAI	WATER	08/06/25	23.94
405547	ASTLEFORD INTERNATI	BOLT	08/27/25	23.58
405599	MENARDS - EDEN PRAI	SPRAY PAINT	08/27/25	23.44
405444	A-Z RENTAL CENTER	FILL PROPANE TANK	08/20/25	23.31
405548	A-Z RENTAL CENTER	FILL PROPANE TAKE	08/27/25	23.31
405277	MENARDS - EDEN PRAI	SUPPLIES	08/06/25	22.83
V21319	HANNAH CHRISTIANSON	6/13-7/30 MILEAGE	08/13/25	22.47
405599	MENARDS - EDEN PRAI	"1/4"" ANCHORS"	08/27/25	21.96
405543	AMAZON CAPITAL SERV	FILE FOLDERS	08/27/25	21.00
405393	MENARDS - EDEN PRAI	SUPPLIES	08/13/25	19.95
405443	AMAZON CAPITAL SERV	FLIPP THE SWITCH BO	08/20/25	19.69
405599	MENARDS - EDEN PRAI	DOOR WALL STOP	08/27/25	19.56
405422	SHRED RIGHT	OFFICE SHREDDING	08/13/25	18.85
405393	MENARDS - EDEN PRAI	PAINTER TAPE	08/13/25	18.80
405308	MENARDS - EDEN PRAI	PIPING	08/07/25	18.70
405464	GENERAL SECURITY SE	CS INTRUSION MONITO	08/20/25	17.95
V21334	TAMARA K FORBY	JUL MILEAGE	08/20/25	17.85
V21354	JESSICA B WEEKS	AUG MILEAGE	08/27/25	17.50
405443	AMAZON CAPITAL SERV	SMALL BAGGIES ADV	08/20/25	16.99
405609	MOR GOLF AND UTILIT	KEYS UTILITY VEHICL	08/27/25	16.91
405375	JERRY'S HARDWARE	SLIDE BOLTS FOR 350	08/13/25	16.72
V21338	KARI L OPATZ-KARWOS	CLASSROOM SUPPLIES	08/20/25	15.99
V213320	PAIGE ANN FLORES	7/8-7/9 MILEAGE	08/06/25	15.96
405586	JERRY'S HARDWARE	3 PACK FF MSTR ABSR	08/27/25	15.29
405443	AMAZON CAPITAL SERV	OFFICE SUPPLY LAMIN	08/20/25	15.03
V21343	LAURA A HANSON	BENCHMARK ADVANCE F	08/21/25	15.00
V21327	ROXANNE ANDREE MAY	GRADE LEVEL PURCHAS	08/13/25	15.00
V21327	ROXANNE ANDREE MAY	GRADE LEVEL PURCHAS	08/13/25	15.00
V213327	AMY J REED	LUNCH	08/06/25	15.00
405586	JERRY'S HARDWARE	METAL SCREW	08/27/25	14.39
V21345	SARAH KRALL STEGEMA	CLASS SUPPLIES (TG)	08/27/25	14.24
V21351	GINA S SCHROEPFER	SCHOOL SUPPLIES	08/27/25	12.99
V21322	ALEXANDER J HATTSTR	7/8-7/17 MILEAGE	08/13/25	12.60
V213325	NATHANIEL M LINDLEY	7/1-7/17 MILEAGE	08/06/25	12.60

Check No.	Vendor	Description	Date	Amount
405443	AMAZON CAPITAL SERV	LIFE SAVERS	08/20/25	12.54
405365	GRAINGER	PLUMBING SUPPLIES	08/13/25	12.18
405537	SCHMITT MUSIC COMPA	BARITONE VALVE BUTT	08/21/25	12.00
405409	PREMIUM WATERS INC	COOLER RENTAL AUG	08/13/25	12.00
V21321	TIFFANY P GANT	7/7-730 MILEAGE	08/13/25	11.76
V213330	JESSICA B WEEKS	7/28-7/29 MILEAGE	08/06/25	11.69
V213323	ALAN K HENDRICKSON	5/21 MILEAGE	08/06/25	10.92
V21345	SARAH KRALL STEGEMA	CLASS SUPPLIES (TG)	08/27/25	10.43
405547	ASTLEFORD INTERNATI	O-RING	08/27/25	10.36
V21340	SHAUNA M TALLEY	AUG5 MILEAGE	08/20/25	10.01
405578	HAWKINS INC	CHLORINE TANK USAGE	08/27/25	10.00
V21320	DANIEL W DEGENAAR	Q2 2025 941 FILING	08/13/25	9.95
V213327	AMY J REED	SNACK	08/06/25	9.69
405378	JOSTENS INC	DIPLOMAS	08/13/25	9.50
405244	AMAZON CAPITAL SERV	5TH GRADE SCIENCE	08/06/25	9.49
405393	MENARDS - EDEN PRAI	BATTERIES	08/13/25	7.24
V21352	JOSEPH E SIDDY	8/21 MILEAGE	08/27/25	7.14
405277	MENARDS - EDEN PRAI	GLUE	08/06/25	6.99
V21340	SHAUNA M TALLEY	AUG15 MILEAGE	08/20/25	6.86
V21345	SARAH KRALL STEGEMA	CLASS SUPPLIES (TG)	08/27/25	5.88
405580	HOGLUND BUS COMPANY	SEAL	08/27/25	5.67
V21345	SARAH KRALL STEGEMA	MATERIALS TO MAKE S	08/27/25	3.79
V213328	JOSEPH E SIDDY	7/25 MILEAGE	08/06/25	3.50
V213328	JOSEPH E SIDDY	7/25 MILEAGE	08/06/25	2.38
V21352	JOSEPH E SIDDY	8/20-8/21 MILEAGE	08/27/25	2.24
V213330	JESSICA B WEEKS	7/31 MILEAGE	08/06/25	1.89
405287	SITEONE LANDSCAPE S	PVC PLUG	08/06/25	1.83
405305	KATH FUEL OIL SERVI	CREDIT-55 GAL DRUM	08/07/25	(25.00)
405126	XEROX BUSINESS SOLU	SCREEN DEDUCTIBLES	07/23/25	(100.00)
405368	HOGLUND BUS COMPANY	BUS SERVICE	08/13/25	(117.70)
405432	THE READING CENTER	SHIPPING AND HANDLI	08/13/25	(162.60)
405126	XEROX BUSINESS SOLU	SCREEN DEDUCTIBLES	07/23/25	(200.00)
405126	XEROX BUSINESS SOLU	SCREEN DEDUCTIBLES	07/23/25	(300.00)
405365	GRAINGER	RETURN PLUMBING SUP	08/13/25	(320.00)
405368	HOGLUND BUS COMPANY	BOLT/BEARING CAP	08/13/25	(436.24)
405451	BUSINESS ESSENTIALS	3RD GR SUPPLIES	08/20/25	(686.47)
405451	BUSINESS ESSENTIALS	8.5X11 WHT QTY 40CT	08/20/25	(1,300.00)
405432	THE READING CENTER	RELIGION MATERIALS	08/13/25	(3,530.00)
405395	MIKKONEN MUSIC LLC	AFTER SCHOOL MUSIC	08/13/25	(3,555.00)
405068	CHARACTERSTRONG, LL	RENEWALS	07/23/25	(6,395.00)
405068	CHARACTERSTRONG, LL	PURPOSEFULL PEOPLE	07/23/25	(6,395.00)
405304	INTERMEDIATE DISTRI	NON-MEMBER ACCESS F	08/07/25	(25,676.11)

Total Value of Checks Issued **\$ 4,985,142.28**



Board Meeting Date: 9/8/2025

Title: Electronic Fund Transfers – August 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 August 2025, in the amount of \$8,051,851.

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

Attachment(s):

1. Electronic Fund Transfers – August 2025

FOR THE MONTH ENDED AUGUST 31, 2025



Electronic Transfers

From	To	Description	Date	Amount
US Bank - Checking	Delta Dental	Dental Claims	8/4/2025	\$ 19,080.71
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	8/15/2025	33,624.35
US Bank - Checking	Aviben	Retirement Contributions	8/15/2025	190,853.69
US Bank - Checking	Benefit Extras	Flex & HSA	8/15/2025	13,030.61
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	8/15/2025	587,126.62
US Bank - Checking	US Bank - Payroll	District Payroll	8/15/2025	2,271,928.64
US Bank - Checking	Various	Payroll Vendors	8/15/2025	635.21
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	8/15/2025	30,959.36
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	8/15/2025	819,909.45
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax	8/18/2025	2,662.00
US Bank - Checking	Delta Dental	Dental Claims	8/19/2025	17,644.46
US Bank - Checking	Delta Dental	Dental Claims	8/20/2025	20,077.23
US Bank - Checking	Delta Dental	Dental Claims	8/21/2025	4,451.25
US Bank - Checking	Delta Dental	Dental Claims	8/25/2025	22,325.71
US Bank - Checking	US Bank	P-Card	8/27/2025	206,691.71
US Bank - Checking	Service Fees	Service Fees	8/28/2025	7,304.60
US Bank - Checking	Various	Payroll Vendors	8/30/2025	1,625.20
US Bank - Checking	US Bank - Payroll	District Payroll	8/30/2025	2,247,724.84
US Bank - Checking	Various	Payroll Vendors	8/30/2025	147,719.58
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	8/30/2025	33,556.16
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	8/30/2025	815,801.06
US Bank - Checking	Benefit Extras	Flex & HSA	8/30/2025	109,662.16
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	8/30/2025	454,456.57
Total of Electronic Fund Transfers				\$ 8,058,851.17

V.E. Gifts and Bequests - August 2025



Board Meeting Date: 9/8/2025

Title: Gifts and Bequests – August 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 August 2025.

Recommendation: Accept with appreciation gifts and bequests made to the District in the amount of \$35,307.83.

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

Attachments:

1. Gifts & Bequests – August 2025

FOR THE MONTH ENDED AUGUST 31, 2025



Gifts & Bequests

<u>Donated By</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
SV Families	South View Middle School	General Drama Expenditures	\$ 531.42
Anonymous	Creek Valley Elementary	STEAM	20,000.00
Blackbaud	Normandale Elementary	General Donation	40.00
Multiple Families	Edina High School	Theater Program	1,040.00
MN Masonic Charities	Edina Public Schools	General Donation	387.00
Benevity Giving	Edina Public Schools	General Donation	63.20
South View Middle School I	South View Middle School	GCD Lunch	218.20
Blackbaud	Normandale Elementary	General Donation	65.00
Football Boosters	EHS Athletics	Football Booster Coaches	12,963.01
		Total Cash Donations	\$ 35,307.83
		Total In-Kind Donations	\$ -
		Total 2025-2026 School Year Gifts and Donations	\$ 240,524.22

V.F. Required Minimum Adult Meal Prices - 2025-26



Board Meeting Date: 9/8/2025

Title: Required Minimum Adult Meal Prices – 2025-26

Type: Consent

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

Description: For the 2025-26 school year the Minnesota Department of Education has set the minimum adult meal price for lunch at \$5.05 and breakfast at \$2.50. The District currently charges \$5.00 for an adult lunch and \$2.40 for breakfast.

Recommendation: Adjust the District's fees for adult meals to align with the minimums required by the Minnesota Department of Education.

Desired Outcomes from the Board: Approve the administration's recommended action.

Attachments:

1. Adult Meal Pricing Requirements for School Year 2025–26

V.G. Resource Officer Amended Agreement



Board Meeting Date: 9/8/25

Title: School Resource Officer (SRO) Amended Agreement Between Edina Public Schools and the City of Edina

Type: Consent

Presenter(s): Mert Woodard, Director of Finance & Operations; and Nate Swenson, Assistant Superintendent

Description: The City of Edina and Edina School District agreement to provide two School Resource Officers (“SRO”) to furnish services to the Edina Public Schools has been in existence since 1971. Edina Public Schools agrees to pay 66% of the SRO’s salary per annum for services provided in this agreement. The term of this agreement is in effect from September 1, 2023 through June 30, 2028.

Recommendation: Approve the agreement.

Desired Outcome(s) from the Board: Continue the relationship with the City of Edina to contract for two School Resource Officers by approving this agreement.

Attachment:

1. [Amended Agreement](#)

**FIRST AMENDMENT TO AGREEMENT FOR SCHOOL
RESOURCE OFFICER SERVICES BETWEEN CITY OF EDINA
AND INDEPENDENT SCHOOL DISTRICT NO. 273**

This First Amendment to Agreement is made and entered into this ___ day of _____, 2025 by the City of Edina, a Minnesota municipal corporation, located at 4801 West 50th Street, Edina, Minnesota 55424 (“City”) and Independent School District No. 273, a political subdivision of the state of Minnesota, located at 5701 Normandale Road, Edina, Minnesota 55424 (“District”).

WHEREAS, the parties entered into an Agreement for School Resource Officer Services, effective August 16, 2023 (“Agreement”) that provides for school resource officer services at the District’s school facilities, as part of what is commonly called a School Resource Officer (“SRO”) program;

WHEREAS, the Minnesota Legislature enacted a new law in March 2024, Minnesota Statutes Section 626.8482, which requires law enforcement agencies with SRO programs to adopt a policy for such SRO program that is identical or substantially similar to the model policy adopted by the Minnesota Peace Officer Standards and Training (“POST”) Board;

WHEREAS, on November 7, 2024, the POST Board adopted a model policy that requires that SRO program contracts with school districts must address certain issues related to SRO duties; and

WHEREAS, the City police department adopted an SRO policy that is substantially similar to the POST Board’s model policy and which requires modifications and amendments to the existing agreement to be compliant with this policy.

THEREFORE, in consideration of the mutual covenants expressed herein, the City and District agree to modify and amend the Agreement as follows:

1. Adding a new Section I, Paragraph I to state:

Uniforms. Edina School Resource Officers shall wear a modified uniform consisting of Edina Police Department approved pants, an Edina Police Department shirt with the department’s badge and the officer’s name visible, and necessary equipment to perform the duties assigned to the School Resource Officer. This modified uniform shall allow them to be easily recognized as a police officer while also creating a positive school climate that promotes open communication and facilitates a positive relationship with the students. Any changes to the uniform by the City shall be communicated to School Resource Officers upon mutual agreement with the District.

2. Amending Section I, Paragraph A to state:

Qualifications of Personnel. The City agrees to provide two state licensed police officers to perform full-time services to the District for the purpose of assisting in the establishment and coordination of a cooperative community approach among the District's schools, students, parents, police, and other community resources to address the needs of the District, students, and community members. The Edina Police Department and the District shall establish a selection process for any officer that may serve as a School Resource Officer, including but not limited to a panel interview consisting of representatives from the school(s) at which the School Resource Officer will work and police department representatives. Additionally, according to Section II, Paragraph D, the District has the authority to reject an assigned School Resource Officer for any nondiscriminatory reason and request the assignment of another School Resource Officer.

3. Adding a new Section II, Paragraph H to state:

Documentation of De-escalation Resources. On an annual basis, the District shall provide each School Resource Officer with a written list of District resources available to school staff to assist with de-escalation of conflict in the schools.

4. Adding a new Section II, Paragraph I to state:

Public Notification Process. The District will annually notify students, parents, and guardians that an SRO may be present in its schools. Such notification shall be included in the Student Rights and Responsibilities Handbook.

5. Amending Section II, Paragraph G to state:

Access to Education Records. Educational data maintained by the District are protected under the Minnesota Government Data Practices Act ("MGDPA") and the Family Educational Rights Privacy Act ("FERPA"), including its implementing regulations at 34 C.F.R. part 99. The parties acknowledge that, unless the District is reporting a suspected crime or another statutory exception applies, the District may not disclose private educational data to the School Resource Officer(s) without the written consent of the student's parent or guardian (or the written consent of the student if the student is eighteen years of age or older); a lawfully issued subpoena; or a court order.

If the District is reporting a crime, a statutory exception applies, or the District has received written consent from the parent or guardian or a lawfully issued subpoena or court order that authorizes the release of educational data to the School Resource Officer(s) or the Edina Police Department, the District will provide the School Resource Officer(s) or the Edina Police Department with the

appropriate or responsive educational records, which may include, but are not limited to:

1. Directory information as defined in Minn. Stat. § 13.32, Subd. 5, which does not include a student's home address, telephone number, email address, or other personal contact information, but may include data concerning parents;
2. Health records as defined in Minn. Stat. § 13.32, Subd. 2(a), including but not limited to, data concerning immunizations, notations of special physical or mental problems, and records of school nurses, only in the circumstances allowed under Minnesota Statutes, Section 13.32, subd. 3;
3. Pupil census data as defined in Minn. Stat. § 13.32 Subd. 2(b), including emergency information and family information, only in the circumstances allowed under Minnesota Statutes, Section 13.32, subd. 3;
4. Data concerning parents of students as defined in Minn. Stat. § 13.32, subd. 2(c) if not treated as directory information, only in the circumstances allowed under Minnesota Statutes, Section 13.32, subd. 3;
5. Data about the behavior of a student who poses a risk of harm if reasonably necessary to protect the health or safety of the student or other individuals and other related data, including disciplinary data, authorized by Minnesota Statutes, Section 13.32, subd. 3(i), (l) and subd. 8-9 for juvenile justice system purposes;
6. Electronic monitoring data on school-issued devices obtained through the methods described in Minn. Stat. 13.32, subd. 14(a), only in the circumstances allowed under Minnesota Statutes, Section 13.32, subd. 14(b);
7. Child maltreatment data, pursuant to the mandatory reporting procedures under Minnesota Statutes, Chapter 260E;
8. Data on bullet wounds, gunshot wounds, powder burns, or any other injury arising from, or caused by the discharge of any gun, pistol, or any other firearm, as required under Minnesota Statutes, Section 626.52;
9. Records on a student's unlawful possession or carrying of a firearm on District property as required under Minn. Stat. § 121A.05; and
10. Records on a missing student which have been flagged by the District, as authorized by Minnesota Statutes, Section 123B.08 and in health, including mental health, and safety emergencies.

Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.

6. Effect of Agreement. The Agreement shall remain in full force and effect except as specifically amended herein.

7. Other Law Enforcement Unaffected. Nothing in this Amendment shall be construed to limit the Edina Police Department’s law enforcement jurisdiction, which may include the department patrol officers maintaining a presence at or near District school grounds and responding to calls on or near the premises.

IN WITNESS WHEREOF, the undersigned parties hereby acknowledge that they have read and understand this Agreement, are authorized to enter into this Agreement, and have executed this Agreement on the dates recorded below.

City of Edina

Independent School District No. 273

By: _____
James Hovland, Mayor

By: _____
School Board Clerk

Date: _____, 2025.

Date: _____, 2025.

By: _____
Scott Neal, City Manager

Date: _____, 2025.

VI. Discussion

VI.A. Concord Flood Risk Reduction
Infrastructure Project

Speaker (s) : Mert Woodard, Director of Finance & Operations; and Ross Bintner, Engineering Services Manager, City of Edina



Board Meeting Date: 9/8/2025

Title: Concord Flood Risk Reduction Infrastructure Project

Type: Discussion

Presenter(s): Mert Woodard - Director, Finance & Operations
Ross Bintner – Engineering Services Manager (City of Edina)

Description: During the Spring of 2025 the District took bids on the Edina Community Center Tennis Court Rehabilitation project, which involves the disruption of pervious surface. To comply with the requirements of the Minnehaha Creek Watershed District (MCWD) and City of Edina (City), the project was designed to include the installation of storm water management facilities on the campus. Upon approaching the City for a construction permit, the District was made aware of the City's desire to construct a much more complex, robust infrastructure on the campus that would serve the entire Concord neighborhood. The project was proposed as part of the City's Flood Risk Reduction, Water Resources Management Plan, and overall Capital Improvement Plan for 2023-2028. The City has allocated a proposed budget of approximately \$11,000,000 for the project, which includes funds to bring the disturbed surface back to its original shape.

To execute the project, the City and District must enter into an agreement that allows the City to occupy the property during construction of the structure and an agreement that describes the long-term maintenance of the structure.

The City tentatively plans to submit a feasibility report to the MCWD by December 31, 2026. The project is tentatively planned to begin in 2028 and be fully operational by January 1, 2030.

Recommendation: There is no recommended action.

Desired Outcomes from the Board: Engage in conversation with the administration and officials from the City of Edina regarding the project, its impact on residents of the Concord neighborhood, and its impact on current and future District operations.

Attachments:

1. Memo – Concord Flood Infrastructure Project
2. ECC-SV-CC Campus Project Map
3. Draft – Agreement to Construct and Maintain Storm Water Management Facility

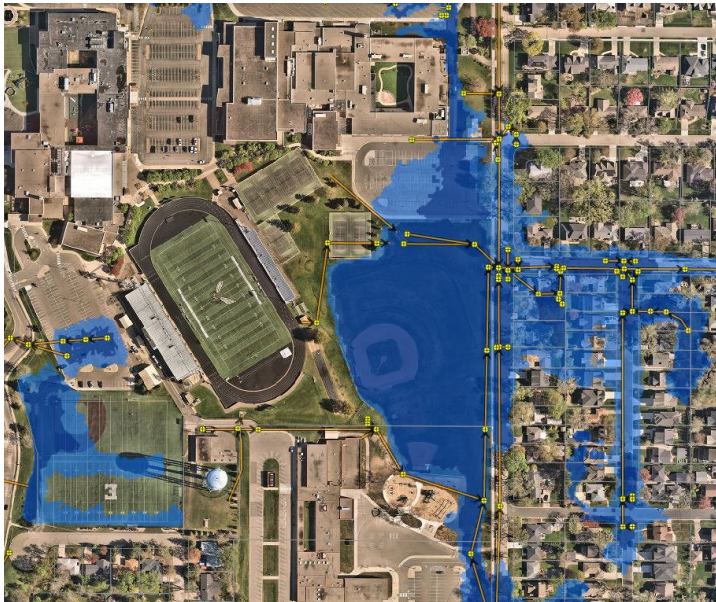
Edina Engineering Department

Phone 952-826-0371 • Fax 952-826-0392 • EdinaMN.gov



Date: September 8, 2025
To: Mert Woodard SFO., CFO/Director, Finance & Operations, Edina Public Schools
cc: Chad Millner P.E., Director of Engineering, City of Edina
From: Ross Bintner P.E., Engineering Services Manager, City of Edina
Subject: Concord Flood Infrastructure Project

This memo will provide background information about; Flooding issues and needs in the Concord and Golf Terrace Heights neighborhoods and middle school campus area, City of Edina Flood Risk Reduction Strategy and Concord Flood Infrastructure Project and context on the process to date that lead to the proposed agreement between Watershed District, School District and City.



Flood issues near Middle School

Flood issues in the City of Edina can be explored with two interactive maps on the [Flood Resources](#) webpage. A first ring suburb built primary between 1950-65, Edina was built for a different service level and climate. Flooding in Edina is not only common it is also increasing.

Southview Middle School site has a low area on the east central part of the lot, currently occupied by a baseball field, open space, parking lot, tennis court, and track and field space. These low areas and facilities are exposure to flood waters on a regular basis. The neighborhood to the east of this low area shares this flood exposure in more extreme storm events.

The Image above is from the “What’s My Flood Risk” [interactive map](#)

Edina FRRS Context

The City of Edina’s strategy is to comprehensively reduce the risk of flooding throughout the community. Details of the plan can be found in the [2022 Water Resources Management Plan](#), sections (1.2, 3.3) One of the four sectors of work is flood infrastructure, (3.3.3) *We renew our infrastructure and operate it to reduce risk. We will plan public streets and parks to accept and convey flood waters to reduce the risk and disruption of related city services.* Two recent examples of this flood infrastructure work include [Lynmar Basin](#) and [Morningside Flood Infrastructure Project](#). We do this work in partnership with local Watershed Districts. The Concord Flood Infrastructure Project is the next major flood infrastructure proposed under this area of work.



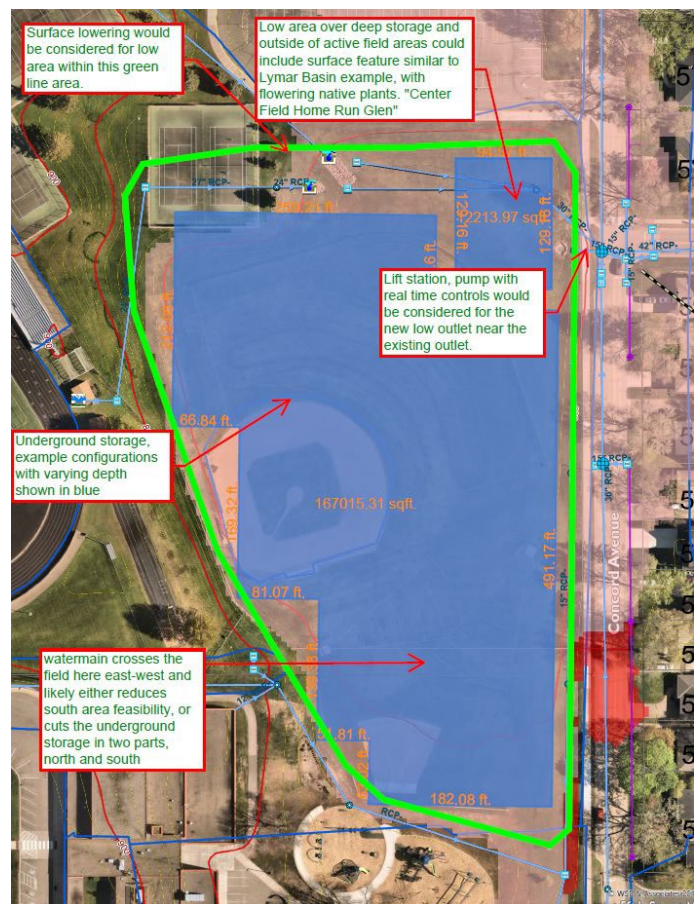
CFIP Project outline

First reviewed in [2022 Water Resources Management Plan \(WRMP\) Appendix A.10.3.1.2](#), Concord Flood Infrastructure Project includes options to store more flood water on the surface, below ground or a combination of both at the Southview Middle School site. Several key points describing the issue are presented here;

- The intersection of Concord Avenue and West 58th Street and the surrounding area has long experienced flooding problems. A storm sewer system drains this low-lying area; however, when stormwater flows exceed the system's capacity (3.5 inches over 24 hours), water pools along the roadway and in adjacent yards until it rises enough to flow eastward along West 58th Street toward Wooddale Avenue. This type of storm has a 20 percent chance of occurring in a given year (also known as a 5-year storm or 20-percentannual-chance storm).
- The flooding problem in this area results from the limited conveyance capacity of the downstream storm sewer system.
- A 100-year storm has the potential to impact 33 principal structures along Golf Terrace, Lakeview Drive, Oak Drive, West 56th Street, Tower Street, and Woodland Road W.

The options we are pursuing are described in the "modeling results" and "proposed infrastructure options to reduce flood risk" sections of section A.10.3.1.2. Several key points describing the option on the School District property, relating each to our current approach, are presented here:

- Option 2: Increase Trunkline Capacity Along West 58th Street. This initial study considered gravity pipeline addition. We will consider pumped, force main capacity.
- Option 3: Add Underground Storage in South View Park. (see note option 4)
- Option 4: Add Surface Storage in South View Park. The initial study reviewed underground and surface storage separately. We will review combined approaches with both underground and surface storage with the goal to get efficiency from the surface storage while reducing the tradeoffs related to retaining and improving all the field use functions the current site provides.
- Option 5: Increase Trunkline Capacity Along West 58th Street and Add Underground Storage in South View Park. This is a combination of options 2 and 3, we will rework options 2-4 as described above to create a new combined option that gets the most flood and community amenity uses out of the space.



The sketch on the right was created to conceptualize the options in the field area. An attachment is provided to review in greater detail and facilitate discussion.



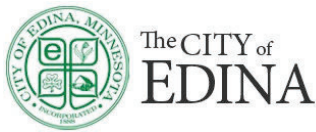
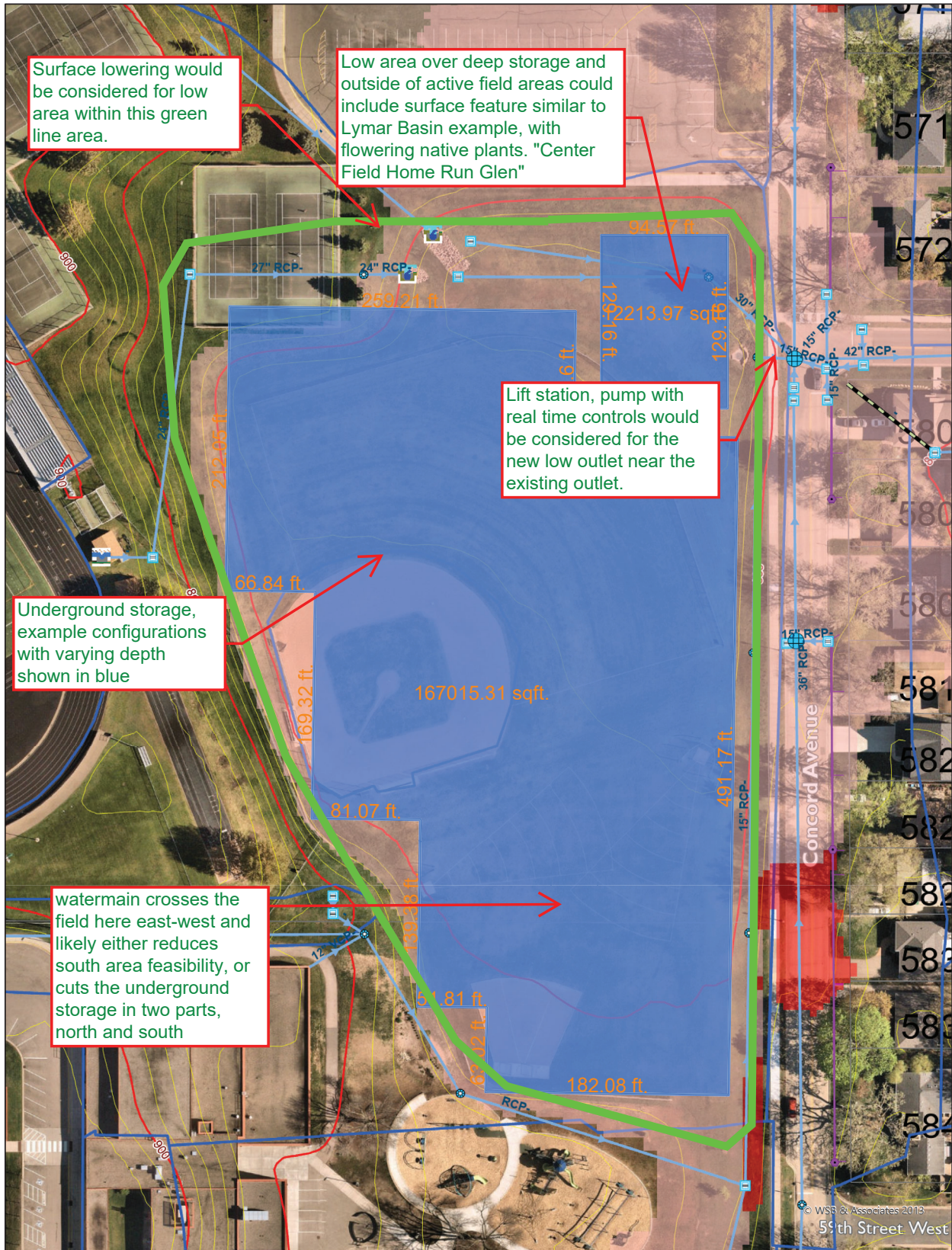
Next Steps and Discussion

The City of Edina has included the Concord Flood Infrastructure Project in its [Capital Improvement Plan](#). The work to plan, design, and construct the Concord Flood Infrastructure Project is currently planned to take place between 2026 and 2028. Here are steps describing how the City and School District could partner in this work as well as context on how the city has conducted flood infrastructure work to date.

- 2025 Agreement
 - The agreement includes cost savings to the School District for the construction costs of the tennis court stormwater facility. District and City should work through opportunities, interest, and concerns to build project requirements for the next phases of the work. Key interests expressed by School District staff include; 1) Reduce field downtime, 2) Reduce school access interruptions, 3) Rebuild field amenities to like-or-better condition. 4) Reduce typical drainage and flooding issues in field and turf areas, 5) Reduce and mitigate, or rebuild any infrastructure damaged by access for construction, and 6) Consider environmental or infrastructure educational opportunities with new facility. Additional requirements or process steps may be included at this time.
- 2026 Planning
 - The City would lead the planning and engage the District at key decision points, checking in on the status of the balance between project goals, the requirements, and available resources. This step of the project typically includes engagement of the public based on an engagement plan approved by the City Council. As this site is School District controlled, public engagement would likely be limited to construction impacts, project benefits and tradeoffs, and general awareness. The School District could request specific engagement based on the users of the fields, or other known community relationships or interest in the field to be included in the project requirements.
- 2027 Design
 - The City would lead the design and engage the District on any remaining decision points. Most of the decisions will be made in the concept and planning phase, but minor changes can occur in final design. The agreement and typical permitting process for a project of this scope includes an approval step by the School District as the property owner.
- 2028-9 Build and Restore
 - Construction would follow and could be phased in a variety of ways to best balance tradeoffs of varying requirements. Construction would likely impact 2 field seasons with restoration of turf to be play-ready usually takes a year to grow-in.
- Future Maintenance
 - Inspection, operation and maintenance of the facility would be City responsibility, with access provided by the School District.

Attachments;

- I. Conceptualized storage figure



★ Frozen Pipe	⊕ CBMH	— Active	■ Native Landscape Restoration	⊠ ⊠ ⊠ ⊠ ⊠
⊕ Flow Control Structure	⊠ Unknown Structure	— Flow Control Feature	■ Other	
⊕ Outlet	⊕ Sump Cleanout	— Flow Control Area	■ Permeable Pavement	
⊕ Inlet	⊕ Sump Drain	— BMP	■ Pond	
⊕ Pump Station	— Drain Tile	— Type	■ Rain Garden	
⊕ Manhole (Storm)	— Service	■ Aquatic Vegetation	■ Reuse	
⊕ Catch Basin	— Gravity Main	■ Constructed Wetland	■ SPCD	
⊕ Gate Valve	SubType, LifeCycleStatus	■ Filter Strips and Swales	■ Shoreline Stabilization	
⊕ Gate Valve Manhole	— Collector, Abandoned	■ Filtration	■ Tree Trench	
⊕ Manhole	— Collector, Active	■ Flood Flow Path Preservation	■ Underground Infiltration	
⊕ Sump	— Pressurized Main	■ Green Roof		
⊕ Treatment Structure	— Abandoned	■ Infiltration Basins and Trenches		

AGREEMENT to CONSTRUCT and MAINTAIN STORMWATER MANAGEMENT FACILITY

Edina Public School District, City of Edina and Minnehaha Creek Watershed District MCWD Permit No. 25-106

Recitals

- A. The Minnehaha Creek Watershed District (MCWD), pursuant to Minnesota Statutes §103D.341, has adopted and maintains rules to protect water resources from land use and development impact.
- B. The Edina Public School District (EPSD) has applied to MCWD for a permit (Permit No. 25-106) to remove and replace tennis courts and concrete walkways, with associated site grading and utilities installation (the "Project"), on its property located at 5701 Normandale Road, Edina (the "Property").
- C. MCWD rules require, as a condition of the permit, that EPSD install and maintain, indefinitely, facilities to manage stormwater generated from new and reconstructed hard surface associated with the Project.
- D. The City of Edina ("City"), pursuant to its Water Resources Management Plan, Appendix A (December 2022), has identified the potential to create 10 to 19 acre-ft of regional stormwater volume storage on the Property upgradient of the City's main trunk storm sewer along West 58th Street, which outlets into Minnehaha Creek (the "Facility"). The Facility catchment would encompass approximately 100 acres of developed land within the City, including the Project hard surface footprint.
- E. MCWD rules require that stormwater be treated by infiltration or another volume reduction method, if infiltration is feasible at the site of the permitted work. MCWD has determined that infiltration is not feasible at the Project site, and that stormwater filtration is an acceptable practice. Permit No. 25-106 requires that EPSD supply a stormwater infiltration water quality volume of at least 8,385 cubic feet or, for a practice other than infiltration, a volume that provides for an equivalent annual Total Phosphorus (TP) removal of 0.59 pounds/yr.
- F. While the City has not yet determined the water quality treatment design for the Facility, it is included in the City's 2025-2030 capital improvement program. The City has budgeted \$10 million for the Facility, and has programmed feasibility work for 2026 and construction for 2028.
- G. EPSD and the City propose that EPSD use the Facility to meet its requirements under Permit No. 25-106. However, the EPSD plans to begin Project construction in Summer 2025, and the MCWD stormwater management rule, at paragraph 10.a, requires that facilities required to treat constructed hard surface must be functional within 24 months of the start of construction of the regulated surface. The MCWD Board of Managers, under the MCWD variances and exceptions rule, has approved an exception to this requirement on the finding that the Facility, over time, will provide water quality volume treatment of a wider area of developed land, and be subject to City maintenance by agreement with MCWD. To account for the delay in stormwater water quality treatment associated with approval of this exception, this agreement requires the Facility to be designed to remove at least 0.83 pounds/yr of TP. A condition of approval is this agreement among EPSD, the City, and MCWD.

Accordingly, the parties, intending to be legally bound, agree to the following terms for construction and maintenance of the Facility. EPSD and the City, separately, have exchanged valuable consideration to support the obligations of each as set forth herein.

Terms

1. The City will contract for feasibility review by February 28, 2026 and the City's consultant will submit the feasibility report by December 31, 2026. On submittal, the City will transmit a copy to EPSD and MCWD. If the City Council finds that the Facility is feasible, the City will retain a design consultant and advance the design. In doing so, the City will inform EPSD and MCWD of the progress of design.
2. EPSD agrees that the City may occupy the Property as necessary or convenient to construct and maintain the Facility. EPSD and the City may enter into an easement or other agreement to give more detail to this relationship. The City will issue a notice to proceed for Facility construction tentatively planned for the 2028 construction year. The Facility will be constructed and functional by January 1, 2030.
3. On the City consultant's certification of completion, the consultant will provide as-built plans to EPSD and MCWD and affirm that the Facility as constructed conforms to plans, provides an annual total phosphorus load reduction of at least 0.83 lbs/year, and allows for rate control and flood separation standards of the MCWD stormwater management rule to be met under Permit 25-106 . MCWD, on the basis of its engineer's advice, will provide its written concurrence that the Facility fulfills the City's construction obligation under this agreement.
4. The City will maintain the Facility in accordance with the terms of its NPDES MS4 permit, as well as the following standard MCWD maintenance terms, as applicable:
 - a. **Raingardens, infiltration basins and filtration basins.** Raingardens, infiltration basins and filtration basins will be inspected annually to ensure continued live storage capacity at or above the design volume. Invasive vegetation, excess sediment and debris will be removed as needed and healthy plant growth will be maintained to ensure that the facilities continue to perform per design.
 - b. **Underground storage facilities.** Underground storage facilities will be inspected at least annually to ensure continuing performance per design. Capacity will be considered inadequate if sediment has decreased the storage volume by 50 percent of the original design volume. Accumulated debris and sediment will be removed, and inlet and outlet structures will be kept clear of any flow impediments.
 - c. **Grit chambers, sump catch basins and sump manholes.** Grit chambers, sump catch basins and sump manholes will be inspected in the spring, summer and fall of each year. All sediment and debris will be removed as needed such that the stormwater facilities operate as designed and permitted.
 - d. **Reporting.** The Declarant will submit to the MCWD annually a brief written report that describes stormwater facility maintenance activities performed under this declaration, including dates, locations of inspections and the maintenance activities performed.

If the Facility is of an atypical design that, in MCWD's judgment, requires other maintenance terms, the parties will execute an amendment to this agreement to incorporate those terms. EPSD will not take any action that would render the City unable to fulfill its maintenance obligations.

5. Until MCWD has provided its concurrence under paragraph 3, EPSD will take no action that would impede the City's ability to site, within the area delineated on Attachment A hereto, incorporated herein, a Project-specific stormwater management practice meeting the requirements of paragraph 6.

6. If the City determines under paragraph 1 that the Facility is not feasible, or has not achieved a constructed and functional Facility by January 1, 2030, the City will proceed, diligently and in consultation with MCWD and EPSD, to identify and design one or more stormwater management practices that meet water quality volume and rate control standards under Permit No. 25-106. The practices may be sited in the area referenced on Attachment A, or may be sited elsewhere, provided they capture the runoff from the new and reconstructed hard surface under the permit and otherwise conform to section 8 of the MCWD stormwater management rule, as it may be amended. This agreement constitutes a regional facility plan as the term is used in paragraph 8.d of the rule.

7. If MCWD determines that the Facility will not be constructed and functional by January 1, 2030 and that determination is not unreasonable, the City will proceed to construct Project-specific practices and they will be functional by June 30, 2031. If and when MCWD has concurred that the Facility is constructed and functional, the City may decommission the Project-specific practices. The City will maintain the practices until decommissioned, in accordance with maintenance terms specified by MCWD. Such terms will accord with MCWD's standard maintenance terms for the type of practices.

8. EPSD may perform any obligations of the City under paragraphs 6 and 7, pursuant to such terms as those two parties may agree. The City will remain responsible to MCWD to fulfill the obligations.

9. If the annual TP reduction of the Facility exceeds 0.83 pounds, the City may use the excess reduction for compliance with MCWD and other permit requirements as follows:

a. MCWD will recognize that part of excess capacity that provides treatment for existing hard surface under any permit to redevelop that existing hard surface.

b. The City may use the remaining capacity for new development within the Facility catchment.

VI.B. Preliminary Certification of Property
Taxes Payable in 2026

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



Board Meeting Date: 9/8/2025

Title: Preliminary Certification of Property Taxes Payable in 2026

Type: Discussion

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

Description: Minnesota law requires school districts to certify their proposed tax levy payable in 2026 to the county auditor on or before September 30, 2025. The process involves the District administration inputting information to various Minnesota Department of Education (“MDE”) systems including but not limited to enrollment data, long-term facilities maintenance information, principal and interest information on outstanding general obligation debt, building lease payment for prior and future years, etc.

The MDE is still in the process of providing districts with initial levy reports. The District administration will recommend at a subsequent meeting and before the deadline that the Board of Education levy the maximum amount in all funds. If the Board approves the maximum allowed, the county auditor will automatically include any positive adjustments to the levy after the date the preliminary levy is certified. Otherwise, the final levy amount cannot exceed the preliminary levy amount, except for some very limited exceptions. The Board retains the authority to lower the amount of the levy before final certification in December 2025.

A detailed, written analysis of the preliminary levy and all revenue components will be discussed at the Finance & Facilities Committee of the Board and at a September Special Meeting.

Recommendation: There is no recommended action at this time.

Desired Outcomes from the Board: Review the enclosed information and prepare to discuss the preliminary levy certification process with the administration.

Attachments:

1. Slide Deck – Preliminary Levy Certification Process

Edina Public Schools

September 8, 2025

Preliminary Levy Taxes Payable in 2026





Today's Agenda/Topics

- 1 Preliminary Levy Process Overview
- 2 Enrollment Review
- 3 What We Know About Major Levy Categories
- 4 Next Steps
- 5 Questions



Preliminary Levy Process

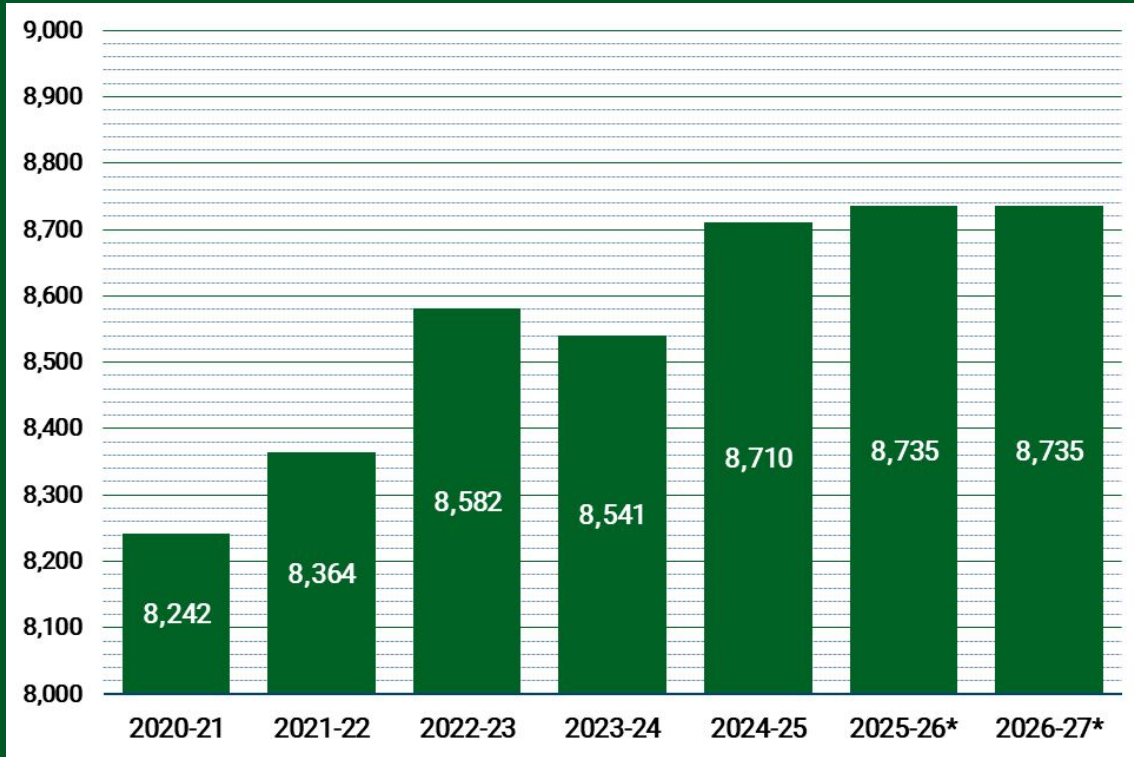
- Data collection from various systems -
 - Edina Public Schools
 - Minnesota Department of Education
 - Hennepin County
- Calculations made through “Levy Limitation and Certification Report”.
- Board must certify a preliminary levy to the Hennepin County auditor and Minnesota Department of Education by September 30.
- Parcel specific notices sent to property owners in November.



Enrollment

- Enrollment is the most important variable in all operating revenue calculations - both state aid and property tax revenue.
- Edina has experienced strong, stable enrollment post-pandemic.
- 5-year average (1.0177) cohort survival model used to project future enrollment -
 - Cautious, but realistic approach - tax burden
- Enrollment for Pay 2026 Tax Levy - 8,735 ADM; 9,571 APU

Enrollment cont.





Operating Referendum

- Voter-approved with maximum per pupil amount capped by state law - Edina is *virtually* at the cap.
 - Authority can be tied to inflation (CPI) - Edina's authority is.
 - Legislature not interested in increasing the cap.
- Subject to positive or negative adjustments -
 - Fiscal Year 2025 - actual authority of \$2,205.49 vs levied \$2,197.49
 - Fiscal Year 2026 - actual authority of \$2,273.89 vs levied \$2,260.63
 - Fiscal Year 2027 - estimated cap of \$2,340.76 vs Edina authority of \$2,334.87
 - New revenue of \$1,185,248 (adjustments plus inflation)
- Represents more than 13% of total revenues.



Local Optional Revenue

- Non-voter approved - all districts in the state have access to \$724 per pupil.
- The \$724 per pupil has never been adjusted for inflation - legislative advocacy continues -
 - \$250 per pupil gap
 - Revenue growth or decline purely enrollment driven
- Subject to positive or negative adjustments.



Capital Projects Levy

- Also known as the *tech levy*
- Voter approved - rate/percentage approved by voters, multiplied by net tax capacity (NTC) two years prior (pay 2026 uses 2024 NTC).
- Revenue of \$9,470,865; +\$286,271 from current year
- NTC growth is returning to normal:
 - Three years post COVID - average increase of 9.29%
 - 2023 to 2024 - 3.12%
 - Average of the prior ten years - 3.36%



Debt Service

- Levy for principal and interest payments on outstanding general obligation bonds - both voter and non-voter approved.
- Requirement to levy 105% of scheduled payments -
 - Debt excess collected in current year paid back to taxpayers in subsequent years.
- Anticipated debt service levy of \$19,193,448 vs current year levy of \$17,909,166; +\$1,284,282 (7.17%).
- Edina's debt plan is structured in conjunction with capital projects levy revenue and long-term facilities maintenance revenue.



Long-Term Facilities Maintenance

- Non-voter approved - Edina one of 28 districts with “uncapped” authority -
 - All other districts receive \$380 per pupil.
- Can levy on a “pay-as-you-go” basis or via bonded debt - Edina utilizes a mixture to ensure adequate cash flow while stabilizing resident tax increases.
- Anticipated levy of \$18,842,493 vs current year figure of \$21,008,625.
 - Planned decrease to offset impact of voter-approved debt payment timing.



Next Steps

- Full analysis -
 - Finance & Facilities Committee
 - Full Board - Special Meeting - September 23, 2025
- Approval at September 23 Meeting
- Parcel specific notices mailed in November
- Truth-in-Taxation public hearing on December 8, 2025
- Final certification of levy on December 8, 2025
- First collection of tax settlements in May 2026

Questions?



VI.C. 2025 Summer Programming - Community
Education & Strategic Partnerships Department

Speaker (s): Dr. Anne Marie Leland,
Director of Community Education & Strategic Partnerships; and Dr. Cheryl Gunness,
Community Engagement & Purpose Learning Supervisor



Board Meeting Date: September 8, 2025

Title: 2025 Summer Programming - Community Education & Strategic Partnerships Department

Type: Discussion

Presenter(s): Dr. Anne Marie Leland, Director of Community Education & Strategic Partnerships; and Dr. Cheryl Gunness, Community Engagement & Purpose Learning Supervisor

Description: The Community Education and Strategic Department's 2025 summer programming was exciting and engaging. The presentation will provide a comprehensive overview, detailing quantitative metrics as well as qualitative feedback from students, parents, and staff.

The data paints a remarkable picture of reach and impact. Kids Club provided care to 1,078 students in grades K-6, an increase of 186 students from last year, delivering an astounding 24,747 hours of service per week. Enrichment programming enrolled 3,958 unique users, totalling 7,934 registrations. Our dedicated middle and high school student volunteers contributed an impressive 6,929 hours of their time. Our financial assistance extended to 194 students who participated in 329 camp experiences. Summer Targeted Services, known as "excitED!", enrolled 280 students, an increase of 59 students as compared to last year providing 14,320 instructional hours.

Our team places a strong emphasis on fostering a culture of belongingness. In alignment with the district, we used Multi-Tiered System of Supports (MnMTSS) strategies, ensuring that every student had the opportunity to succeed. This inclusive approach extended to our secondary offerings as well and included career exploration, dynamic leadership development opportunities, and paid internships.

The breadth and depth of our 2025 summer programming is awe-inspiring. This is yet an example of Edina Public Schools *defining excellence* for our students and community.

Recommendation: N/A

Desired Outcomes from the Board: Please review the information and come prepared with your questions.

Attachments: 2025 Summer Program [Slides](#)

VI.D. Policy Review (208, 516, 516.5, 524)

Speaker (s): Policy
Committee



Board Meeting Date: 9/8/2025

Title: Policy Review

Type: Discussion

Presenter(s): Board Policy Committee

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

- Policy 208 Development, Adoption, and Implementation of Policies
- Policy 516 Student Medication
- Policy 516.5 Overdose Medication
- Policy 524 Electronic Technologies Acceptable Use

Recommendation: Review the suggested modifications for Policies 208, 516, 516.5 and 524.

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

Attachments:

1. Policy 208 Development, Adoption, and Implementation of Policies
2. Policy 516 Student Medication
3. Policy 516.5 Overdose Medication
4. Policy 524 Electronic Technologies Acceptable Use

School Board

Development, Adoption, and Implementation of Policies

I. Purpose

This policy emphasizes the importance of the policymaking role of the school board and provides the framework for regular review.

II. General Statement of Policy

Formal guidelines are necessary to ensure that the school district responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements is maintained and modified as needed and in accordance with this policy and applicable laws. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. Development of Policy

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. Policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide the basis for guidelines and regulations created by the administration.
- C. Policies may be proposed by a school board member, employee, student, or school district stakeholder. Proposed policies or ideas are submitted to the Board Policy Committee for review prior to possible placement on the school board agenda.

IV. Adoption and Review of Policy

- A. The school board gives notice of proposed policy changes or adoption of new policies by placing the item on the agenda of at least two school board meetings: (1) first meeting for discussion, and (2) second meeting for final action. The proposals will be available for the public to review and comment at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy will be approved by a

simple majority vote of the school board at a subsequent meeting after the meeting where the proposed policy was discussed. The policy will be effective on the date stated in the motion.

- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The policy adopted in an emergency will expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board has discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. Implementation of and Access to Policy

- A. The superintendent has the responsibility to implement school district policies, excluding those governing the school board. The superintendent will develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, are subject to annual review by the school board.
- B. District policies will be made available in a manner that is publicly accessible.
- C. It is the responsibility of the superintendent, employees designated by the superintendent, and individual board members to keep policies current according to the policy review process.
- D. When no board policy exists that provides guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, vision, values, and financial condition of the district. Under these circumstances, the superintendent will advise the board of the need for a policy and present a recommended policy to the board for approval.

VI. Policy Review Process

- A. The school board will review policies at least once every four years. The superintendent is responsible for developing a system of periodic review, addressing approximately one fourth of the policies annually, other than those requiring annual review (see Appendix I).

- B. The review process will be the responsibility of the board's Policy Committee pursuant to Policy 213 (School Board Committees).
- C. The review process will include the following steps:
 1. Complete an internal assessment – An assessment gaining input from district stakeholders, as appropriate. The internal assessment also includes consideration of the school district's equity framework guidelines set forth in Appendix II.
 2. Complete an external assessment – Gaining input from outside the district (e.g., MSBA, legal counsel, other school districts.)
 3. Develop recommended revisions, additions, deletions, and/or further study proposals and present to the board based on the completed assessments
- D. All district policies are subject to an individual review, and policies may be added or amended based on need or change in law.

Legal References:

Minn. Stat. §123B.02, Subd. 1 (Board Authority)

Minn. Stat. §123B.09, Subd. 1 (School Board Membership)

Cross Reference:

Policy 213 (School Board Committees)

Policy 304 (Policy Implementation)

Policy
 adopted: 04/16/07
 amended: 01/10/11
 amended: 09/26/11
 amended: 11/13/12
 revised: 08/13/18
 revised: 06/12/23

INDEPENDENT SCHOOL DISTRICT NO. 273
 Edina, Minnesota

Appendix I to Policy 208

POLICY REVIEW CYCLE

The four-year review cycle for 2025 to 2029 is as follows:

<u>Year</u>	<u>Area (Series Number)</u>
2025 - 2026	Educational Programs (600), Community Relations (900)
2026 - 2027	School District (100), School Board (200), Administration (300), Non-Instructional Operations (700)
2027 - 2028	Personnel (400), Non-Instructional Operations (700), Buildings and Sites (800)
2028 - 2029	Students (500), Educational Programs (600)

The school board will review Policy 524 biennially.

In addition, the school board will review the following policies annually:

- 113 Data Requests
- 506 Student Conduct and Discipline
- ~~524 Electronic Technologies Acceptable Use~~
- 806 Emergency Management

Appendix

reviewed: 11/13/12

revised: 02/24/14

revised: 08/17/15

revised: 08/13/18

revised: 06/12/23

revised: 07/14/25

Revised: __/__/25

Appendix II to Policy 208

Policy Development, Adoption, and Implementation Review Rubric

Edina Public Schools - Continuum of Cultural Proficiency for EPS Policy Development and Refinement					
Unhealthy Behaviors & Actions of the Policy			Healthy Behaviors & Actions of the Policy		
Cultural Destructiveness	Cultural Incapacity	Cultural Ignorance (formerly blindness)	Cultural Pre - Competence	Cultural Competence	Cultural Proficiency
Policy or parts of the policy eliminates all vestiges of other people's cultures.	Policy or parts of the policy disempowers people who differ from the dominant group.	Policy or parts of the policy reflects the values and behaviors of the dominant culture which are presumed to be universally applicable and beneficial.	Policy or parts of the policy recognizes diversity of cultural groups and the barriers present but does not have provisions to support or make adaptations to the cultural differences.	Policy or parts of the policy relies upon the use of the essential elements as the standards for policy development, adoption, and implementation. The policy has in place language that promotes acceptance and respect for difference.	Policy in its entirety holds culture in high esteem and acknowledges and honors all stakeholders and their representative groups. Policy is guided by the values of the cultural proficiency framework as noted in Table 1.

Table 1: Tools of Cultural Proficiency

THE CULTURAL PROFICIENCY FRAMEWORK					
<p><i>Cultural Proficiency is the policies and practices in an organization or the values and behavior of an individual, that enable the person or institution to engage effectively with people and groups who are different from them. Cultural Proficiency is an inside-out approach that influences how people relate to their colleagues, clients and community. Cultural Proficiency is a lens for examining one's work and one's relationships. The four tools of cultural proficiency are the Elements, the Continuum, the Barriers and the Principles.</i></p>					
THE ESSENTIAL ELEMENTS -- Standards for Planning and Evaluating					
<ul style="list-style-type: none"> • Assess Culture: Identify the cultural groups present in the system • Value Diversity: Develop an appreciation for the differences among and between groups • Manage the Dynamics of Difference: Learn to respond appropriately and effectively to the issues that arise in a diverse environment • Adapt to Diversity: Change and adopt new policies and practices that support diversity and inclusion • Institutionalize Cultural Knowledge: Drive the changes into the systems of the organization 					
CULTURAL PROFICIENCY CONTINUUM					
Change Mandated for Tolerance			Change Chosen for Transformation		
DESTRUCTION	INCAPACITY	BLINDNESS	PRECOMPETENCE	COMPETENCE	PROFICIENCY
Eliminate differences The elimination of other people's cultures	Demean differences Belief in the superiority of one's culture and behavior that disempowers another's culture	Dismiss differences Acting as if the cultural differences you see do not matter or not recognizing that there are differences among and between cultures	Respond inadequately to the dynamics of difference Awareness of the limitations of one's skills or an organization's practices when interacting with other cultural groups	Engage with differences using the essential elements as standards Using the five essential elements of cultural proficiency as the standard for individual behavior and organizational practices	Esteem and learn from differences as a lifelong practice Knowing how to learn about and from individual and organizational culture; interacting effectively in a variety of cultural environments. Advocating for others.
Reactive Behaviors, Shaped by the BARRIERS			Proactive Behaviors, Shaped by the PRINCIPLES		
<ul style="list-style-type: none"> • Unawareness of the need to adapt • Resistance to change • Systems of oppression and privilege • A sense of entitlement 			<ul style="list-style-type: none"> • Culture is a predominant force • People are served in varying degrees by the dominant culture • There is diversity within and between cultures • Every group has unique culturally-defined needs • People have personal identities and group identities. • Marginalized populations have to be at least bicultural • Families, as defined by culture, are the primary systems of support • The diverse thought patterns of cultural groups influence how problems are defined and solved. • The absence of cultural competence anywhere is a threat to competent services everywhere 		

From: Nuri-Robins, Lindsey, Lindsey, and Terrell. **Culturally Proficient Instruction** Corwin 2012
www.TheRobinsGroup.org

Appendix
 adopted: 06/12/23

Students

Student Medication

I. Purpose

This policy sets forth the provisions that will be followed when administering prescription and nonprescription medication to students.

II. General Statement of Policy

The school district acknowledges that some students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse/registered nurse, trained health services employee, or other employee to whom the licensed school nurse/registered nurse designates this responsibility. The licensed school nurse/registered nurse is responsible for educating the designee about the reason the medication is needed, the usual dose of the medication, and the possible side effects of the medication(s). The district strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian, filed in the health office.

III. Administration Procedures and Exclusions

A. Medications administered at school must be FDA-approved and listed in the *Physicians' Desk Reference* ("PDR"). Rare exceptions will be considered individually by the district medical advisor and the health services coordinator.

1. Drugs and medications ("medications") used by students not governed by this policy include the following:
 - a. Medications used off school district property, unless as part of district-sponsored field trip;
 - b. Medications used in connection with athletics or extracurricular activities; and
 - c. Medications used in connection with activities that occur before or after the regular school day.
2. Prescription medication as used in this policy does not include any form of medical cannabis as defined by and in accordance with state law.
3. If the administration of medication(s) requires the district to store the

medication, the parent/guardian must inform the district if the medication is a controlled substance.

- a. If the medication is a controlled substance, the parent/guardian must retrieve the medicine upon district request.
- b. If the medication is not a controlled substance, the parent/guardian must designate the district as an authorized entity to transport the medication for destruction purposes.

B. Request Procedure

The administration of prescription and nonprescription medication requires a completed signed Medication Administration Authorization form from the student's parent/guardian and a physician before the medication will be administered. An oral request must be reduced to writing within two school days, provided that the district may rely on an oral request until the Medication Administration Authorization form is received. When medication administration is necessary, the Medication Authorization Form must be completed not less than once per school year and when a change in the prescription or requirements for administration occurs.

The licensed school nurse/registered nurse or designee may request to receive further information about the prescription from the prescriber, if needed, prior to administration of the medication.

C. Storage

Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and will be administered in a manner consistent with the instructions on the label.

Medication will be kept under the secured care of district employees. Exceptions to this requirement are refrigerated medication, prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the district and the parent/guardian or as specified in an Individualized Education Plan ("IEP"), Section 504 Plan, or Individual Health Plan ("IHP").

D. Administration

Procedures for administration of medicine at school and school activities are developed in consultation with a licensed school nurse/registered nurse. For medicine used by students with a disability, administration may be as provided in the IEP, Section 504 Plan, or IHP.

1. General Exceptions

- a. Emergency health procedures, including emergency administration of

drugs and medicine, are not subject to this policy.

- b. The possession of an opiate antagonist approved by the Food and Drug Administration for the treatment of a drug overdose (e.g., Naloxone) by a high school student, and the administration of such opiate antagonist by a high school student to themselves or another high school student, as permitted by state law and district policy, are exempt from the requirements of this policy.
- c. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- d. Specific health treatment and health functions (e.g., catheterization, tracheostomy suctioning, and gastrostomy feedings) do not constitute administration of medicine.

2. Self-Administered Inhalers Exception

Medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. The district has received a Medication Administration Authorization from the student's parent/guardian permitting the student to self-administer the medication and a written physician order for the current school year.
- b. The inhaler is properly labeled for that student.
- c. The parent/guardian has not requested a district employee to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The licensed school nurse or registered nurse or other appropriate party will assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

3. Epinephrine ~~Auto-Injectors~~ Delivery Systems Exception

a. Definitions

- 1. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- 2. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.

3. "School" means a public school under state law that is subject to the federal Americans with Disabilities Act.

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian, district employees, including those responsible for student health care, and the prescribing medical professional will develop and implement an IHP for a student who is prescribed epinephrine ~~autoinjectors~~ [delivery systems](#) that enables the student to:

- a. possess epinephrine ~~autoinjectors~~ [delivery systems](#); or
- b. if the parent/guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine ~~autoinjectors~~ [delivery systems](#) in close proximity to the student at all times during the instructional day. For the purposes of this exception, the instructional day is defined as the start time and ending time of the school/program as defined by the district.

The IHP will designate the district employees responsible for implementing the student's IHP, including recognizing anaphylaxis and administering epinephrine ~~autoinjectors~~ [delivery systems](#) when required, consistent with state law. This health plan may be included in a student's Section 504 Plan.

The district may obtain and possess epinephrine ~~auto-injectors~~ [delivery systems](#) to be maintained and administered by district personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine ~~auto-injector~~ [delivery system](#). The administration of an epinephrine ~~auto-injector~~ [delivery system](#) in accordance with state law is not the practice of medicine.

Registered nurses may administer epinephrine ~~auto-injectors~~ [delivery systems](#) in a school setting according to a condition-specific protocol as authorized under state law. Notwithstanding any limitation in state law, licensed practical nurses may administer epinephrine ~~auto-injectors~~ [delivery systems](#) in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine ~~auto-injector~~ [delivery system](#) is to be administered, when caring for a patient whose condition falls within the protocol.

The district may enter into arrangements with manufacturers of epinephrine ~~auto-injectors~~ [delivery systems](#) to obtain epinephrine ~~auto-injectors~~ [delivery systems](#) at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for the district's supply of epinephrine ~~auto-injectors~~ [delivery systems](#).

The Commissioner of the Minnesota Department of Health must provide the district with a standing order for distribution of epinephrine delivery systems under state law.

4. Employees

- a. Trained employees may administer medication to students in special cases when the licensed school nurse, registered nurse, employees involved, and parents/guardians agree in writing to this plan and doing so is not inconsistent with any applicable medical orders or standards. In these cases, the medication will be kept locked in a cabinet and the employees will keep a record of the date, time, name, and amount of medication(s) given to students.
- b. Trained employees may administer medication to students when necessary on field trips. The licensed school nurse/registered nurse will instruct the trained employees about the proper method of administration, storage, and any side effects of the medication to be administered. The same labeling and documentation requirements listed above will apply.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on district property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. District personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Recordkeeping

All medication administered at school will be documented. This documentation includes the name and dose of medication, time of administration, and the name of the individual who administered the medication.

The licensed school nurse/registered nurse or other designated person is responsible for the filing of the signed Medication Authorization documents in the student's health record. The licensed school nurse/registered nurse, or designee, is responsible for providing a copy of such form to the principal and to other employees designated to administer the medication.

G. Discontinuing a Medication

Medication will be discontinued when a parent/guardian gives verbal permission to discontinue the medication. This request must be followed in writing by the parent/guardian.

H. Unclaimed Medications

1. The district will contact parents/guardians to collect unclaimed medications.
2. Transportation for destruction of unclaimed medications that are non-controlled substances will occur at least annually, but more frequently at the district's discretion. The district will transport the medication to a designated drop-off box or collection site or may request law enforcement assistance in transportation.
3. The district will not transport unclaimed medications that are controlled substances. If the controlled substance is unclaimed, the district will request that a law enforcement agency transport the controlled substance to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the law enforcement agency's procedures for transporting such controlled substance.

I. Medications that are Controlled Substances

Medications that are considered to be controlled substances for purposes of state and federal law are subject to the following security provisions:

1. Controlled substances will be counted when they arrive at school and before they leave school. This count will be recorded.
2. If a controlled substance is dropped on the floor, it will be disposed of in a health office hazardous waste container, witnessed and recorded by two adults.
4. Unless written parent or guardian permission is received prior to a field trip, the district is prohibited from transporting medicines that are controlled substances. The parent/guardian must retrieve unused medicines that are controlled substances at the request of the district.

Legal References:

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.21 (School Health Services)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

[Minn. Stat. § 121A.224, subd. 2 \(Opiate Antagonists: High School Students\)](#)

Minn. Stat. § 121A.2205 (Possession and Use Epinephrine ~~Autoinjectors~~ [Delivery Systems](#); Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~ [Delivery Systems](#))

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by

Secondary Students)

Minn. Stat. § 147.081, subd. 2 (Practicing Without License; Penalty)

Minn. Stat. § 148.171-148.285 (Minnesota Nurse Practice Act)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

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

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

Minn. Rules, Chapter 7045 (Hazardous Waste)

Cross Reference:

Policy 516.5 (Overdose Medication)

Policy

adopted: 06/16/08

amended: 03/12/12

revised: 06/16/14

revised: 07/19/21

revised: 12/02/24

revised: [__/__/25 \(statutory changes quick review\)](#)

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota



Appendix I to Policy 516 and Appendix V to Policy 538
Edina Public Schools – Medication Administration Authorization

Do not use this form for students who require medication for asthma, severe allergies, seizures, or diabetes. Please have your medical provider complete action plans for these health conditions.

Student: _____ Date of Birth: _____ Grade: _____

PHYSICIAN AND PARENT/GUARDIAN SIGNATURE REQUIRED BELOW.

Parents/guardians asking district employees to give medication to their child must provide written permission each school year that has been signed by the child's licensed health care provider and the parent/guardian. The medication must be provided in the original, labeled container.

PHYSICIAN/LICENSED PRESCRIBER'S ORDER FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL – To be completed by physician/licensed prescriber.				
Medication	Dose in mg	Frequency	Route	Medical Condition
Physician/licensed prescriber signature (required):				Date:
Print Name of Prescriber			Clinic Name	
Phone:			Fax:	

All authorizations expire at the end of the school year or following the summer school session.

<p><u>Parent/ Guardian Authorization</u></p> <p>I request that the above medication/s be given during school hours as ordered by my child's physician/licensed prescriber.</p> <p>I request that the medications be given on field trips as prescribed. Yes</p> <p>No</p> <p>I will notify the school if medication is stopped.</p> <p>I give permission for the medication/s to be given by school personnel as delegated, trained, and supervised by the school nurse.</p> <p>Legally, I may refuse to sign the authorization to administer medication form. If I refuse to sign, the district will not be able to administer the medication.</p> <p>This consent may be revoked at any time by sending a written notice to the licensed school nurse.</p> <p>If this medication(s) is a controlled substance, I am obligated to retrieve the controlled substance when requested by the district.</p> <p>If this medication(s) is not a controlled substance, I hereby designate the district as an authorized entity to transport the medication for the purposes of destruction if any unused medication(s) remains.</p> <p>_____</p> <p>Parent/Guardian Signature Date</p>

<p><u>Permission for Release of Information</u></p> <p>I give permission for the school nurse to contact my child's physician/licensed prescriber with questions about the above listed medication/(s) or medical condition/(s) being treated by medication/(s).</p> <p>I give permission for the physician/licensed prescriber to release information related to the above medication/(s) and medical condition/(s) to the licensed school nurse.</p> <p>_____</p> <p>Parent/Guardian Signature Date</p> <p>(05/25)</p>
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Students

Overdose Medication

I. Purpose

As a means of enhancing the health and safety of its students, employees, and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use by trained district employees to assist a student, employee, or other individual believed or suspected to be experiencing an opioid overdose on district property during the school day. Authorization for obtaining, possessing, and administering Naloxone or similar permissible medications under this policy are contingent upon:

- A. The continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; and
- B. The district and its employees having immunity from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the employee believes in good faith to be suffering from a drug overdose.

II. Definitions

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

- A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression, or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. “Naloxone” is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”
- C. “Naloxone Coordinator” is a school district staff person or administrator

appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The district's Naloxone Coordinator is the district health services supervisor.

- D. "Opiate" means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- E. "Opiate Antagonist" means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- F. "Standing Order" means directions from a licensed medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members, or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

III. Policy Responsibilities

- A. The school district will maintain a supply of opiate antagonists at each school building to be administered in compliance with Minnesota law. Each school building will have two doses of nasal naloxone available on-site.
- B. Administration of Naloxone
 - 1. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant state statute, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, the district to administer opiate antagonists under state statute.
 - 2. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding other statutory prohibitions.

C. The Naloxone Coordinator

1. Under the oversight of the Naloxone Coordinator, the district will obtain a Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by district employees and will update or renew the Standing Order as required. A copy of the Standing Order will be maintained in the office of the Naloxone Coordinator.
2. The Naloxone Coordinator will develop district-wide guidelines and procedures for the financing, purchasing, storage, and use of Naloxone.
 - a. District employees will activate the community emergency response system (911) when Naloxone is administered to ensure additional medical support is provided due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. District employees will contact a district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. District employees will inform the building administrator of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps; and
 - d. District employees will make immediate attempts to determine if the recipient of Naloxone is a minor and, if so, contact the parent(s)/guardian(s) on record as soon as possible to notify them of the administration of the Naloxone.
3. The Naloxone Coordinator will determine the type and method of training, identify employees at each school building to be trained, and coordinate the implementation of the training.

D. School District Employees

District employees will be responsible for attending all required training pertaining to the policy, procedures, and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

E. Possession and Administration by High School Students

The district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student, The protections of state law apply to the possession and administration of opiate antagonists.

IV. Naloxone Storage

- A. The Naloxone Coordinator will select Naloxone storage locations within the school building. Naloxone will not be sent on field trips, transportation, or provided during activities that occur outside of the school day or off school property.
- B. The selected storage locations of Naloxone will be classified as non-public "security information." The identity of the storage locations will be shared only with trained employees whom the Naloxone Coordinator has determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled and monitored for expiration dates.

V. Privacy Protections

The school district will maintain the privacy of students and employees related to the administration of Naloxone as required by law.

Legal References:

20 U.S.C. § 1232g (Family Educational and Privacy Rights)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. Rules Part 6800.4220 (Schedule II Controlled Substances)
Minnesota Department of Health Toolkit on the Administration of Naloxone

Cross References:

Policy 516 (Student Medication)

Resources:

Minnesota Department of Health, [School Toolkit on Naloxone Administration in School Settings](#)

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Policy

adopted: 08/14/23

revised: 11/04/24

revised: __/__/25 (statutory changes quick review)

Students

Electronic Technologies Acceptable Use

I. Purpose

This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of the Internet, use of personal electronic devices on the district's network or connected to district software, electronic communications, use of the district's network, Internet, and social networking tools.

II. General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the district considers its own stated educational mission, goals, and strategic directions. Technology skills are fundamental to the preparation of citizens and future employees. Access to the district computer system and to the Internet enables students and employees to explore countless libraries, web pages, databases, and other resources while exchanging messages with people around the world. The district expects that employees will blend thoughtful use of the district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Definitions

- A. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- B. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student or employee for that student's or employee's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- C. "Social Media" refers to any website and application that enables users to create and share content or to participate in social networking. For reference in this policy, social media does not refer to any learning management system (Schoology or Seesaw) or content management systems (Google Workspace).
- D. "Technology provider" means a person who:
 - 1. contracts with the district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the district.

III. Limited Educational Purpose

The school district is providing students and employees with access to the district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Internet is accessible in the district for use as an educational resource. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Electronic technologies are assets of the district and are protected from unauthorized access, modification, destruction, or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.

V. Unacceptable Uses

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the district system to create, record, access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. Pornographic, obscene, or sexually explicit material or other visual depictions;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language or images;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Materials that use language or images that advocate violence or discrimination toward other people, or that may constitute harassment or discrimination, or that threatens the safety of others;
 - e. Orders for shopping online during time designated as work or academic time by the district;
 - f. Storage of personal photos, videos, music, or files not related to educational or extra-curricular purposes for any length of time; and
2. Use of social media for non-academic purposes
 - a. Students aged 13 and above may engage in social media as it is connected to extra-curricular or co-curricular activities, and for academic purposes.
 - b. Per federal law, students under the age of 13 will not be encouraged or required to create accounts or participate in social media, including for academic or extra-curricular purposes.
3. Users will not use the district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

4. Users will not use the district system to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the district system to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses, engaging in “spamming,” or by any other means; will not tamper with, modify, or change the district system software, hardware, or wiring; will not take any action to violate the district’s security system; and will not use the district system in such a way as to disrupt the use of the system by other users.
6. Users will not use the district system to gain unauthorized access to information resources, or to access another person’s materials, information, or files without the direct permission of that person. Users will not attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. This clause is not applicable to district technology staff who need to access a system due to a threat, troubleshooting, diagnosing issues, or other IT-related needs that uphold this and other district policies.
7. Individual passwords for computers and information resources are confidential and must not be shared.
8. Users will not use the district system to post or share private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual’s identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students). Refer to Policy 515

(Protection and Privacy of Student Records) for direction on directory information for students and how this can be used.

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the district as directory information and verification is made that the district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with district policy; or
 - (2) such information is not classified by the district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with district policy.
 - c. These prohibitions specifically prohibit a user from utilizing the district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “X” (formerly called “Twitter”), “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.
9. Users, outside of IT staff, must not deliberately or knowingly delete a student or employee file, email, or stored information.
10. Users will not use the district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer. ~~and will not plagiarize works they find on the Internet.~~ **Users will not plagiarize content they find on the internet or submit content generated online as their own original work.**
11. Users will not use the district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the district. Users will not use the district system to offer or provide goods or services or for product advertisement. Users will not use the district system to purchase goods or services for personal use without authorization from the appropriate district official.

- B. A student or employee who engages in the foregoing unacceptable uses of the Internet or district equipment when they are off district premises may be in violation of this policy, in addition to other district policies. Regardless of whether district equipment was used for the unacceptable use, the district has the right and may be obligated to regulate the off-campus speech or conduct of its students or employees when that speech or conduct materially disrupts the school environment, involves substantial disorder, or constitutes an invasion of the rights of others. Examples of such violations include, but are not limited to, where the district system is compromised or if a district employee or student is negatively impacted. If the district receives a report of an unacceptable use originating from a non-school computer or resource, the district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the district computer system and the Internet and discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately disclose the inadvertent access to an appropriate district official. In the case of a district employee, the immediate disclosure will be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

VI. Filter

- A. With respect to any of its computers with Internet access, the school district will filter the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.

- B. Software filtering technology will be narrowly tailored and will not discriminate based on viewpoint.

- C. An administrator, supervisor, or other person authorized by the superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful

purposes.

- D. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat-enabled environments and cyberbullying awareness and response.

VII. Consistency with Other School District Policies

Use of the school district computer system and use of the Internet will be consistent with district policies and the mission of the district.

VIII. Limited Expectation of Privacy

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the district system.
- B. Routine maintenance and monitoring of the district system may lead to a discovery that a user has violated this policy, another district policy, or the law.
- C. An individual investigation or search will be conducted if district authorities have a reasonable suspicion that the search will uncover a violation of law or district policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files in accordance with district policy. Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. District employees should be aware that the district retains the right at any time to investigate or review the contents of their files and email files. In addition, district employees should be aware that data and other materials in files maintained on the district system may be subject to review, disclosure, or discovery under the Minnesota Government Data Practices Act.
- F. The district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with district policies conducted through the district system.

IX. Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students,

parents/guardians, and employees of the school district.

- B. This policy requires the permission of and supervision by the district's designated professional staff before a student may use a district account or resource to access the Internet.
- C. The Internet Acceptable Use Agreement form for students must be read and signed by the user and the parent/guardian. This form is signed annually via the Parent Portal. The Internet Acceptable Use Agreement form for employees must be signed by the employee. ~~The form must then be filed at the school office or with a department supervisor.~~

X. Guest Access and Internet Use

- A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws. See Appendix VII, Personal Device Access.
- B. Guest access provides limited bandwidth, filtered for the following services:
 - 1. Web access (http and https)
 - 2. Email services (pop, imap)
 - 3. Virtual private network services (VPN)
- C. Limited technical support is provided for guest access and is identified in the service level agreement found on the district technology website.

XI. Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on district cloud services, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.

XII. User Notification

- A. All users will be notified of the school district policies relating to Internet use.
- B. This notification will include the following:

1. Notification that Internet use is subject to compliance with district policies.
2. Disclaimers limiting the district's liability relative to:
 - a. Information stored on district cloud services, tapes, hard drives, or servers.
 - b. Information retrieved through district computers, networks, or online resources.
 - c. Personal property used to access district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of district sponsored/managed Internet accounts.
4. Notification that, even though the district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations, and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by district policy.
7. Notification that, should the user violate the district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XIII. Parents'/Guardians' Responsibility; Notification of Student Internet Use

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such

as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the district system from home or a remote location.

B. Parents/guardians will be notified that their students will be using district resources/accounts to access the Internet and that the district will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A statement that the Internet Acceptable Use Agreement must be signed by the user and the parent/guardian prior to use by the student.
4. A statement that the district's acceptable use policy is available for parental/guardian review. Should this be a requirement as opposed to making it available?

XIV. Notification Regarding Technology Providers

A. Within 30 days of the start of each school year, the school district will give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice will:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

B. A contract between a technology provider and the district will include requirements to ensure appropriate security safeguards for educational data. The contract will require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- C. Upon request, the district will provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- D. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with the district are not the technology provider's property.

XV. School-Issued Devices

- A. Except as provided in paragraph B, the school district or a technology provider will not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- B. The district or a technology provider may only engage in activities prohibited by paragraph A if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by district employees, student teachers, staff contracted by the district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law; or
 6. the activity is necessary to participate in federal or state funding

programs, including but not limited to the E-Rate program.

- C. If the district or a technology provider interacts with a school-issued device as provided in paragraph B, clause 4, it will, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent/guardian. Such notice will include a written description of the interaction, including which features of the device were accessed and a description of the threat. In the instance in which notification would pose a threat to life or safety, notification will instead be given within 72 hours following the resolution of the imminent threat.

XVI. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

- A. The email system will not be used for outside business ventures or other activities that conflict with school board policy.
- B. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
- C. Appropriate language must be used when communicating using the district email system or network.
- D. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with district policy, regarding student and employee data privacy.
- E. Employees will report inappropriate emails to the media specialist, the employee's supervisor, or the director of media and technology services.
- F. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule adopted pursuant to Policy 719 (Records Retention).

XVII. Cell Phone and Other Electronic Communication Device Use

- A. The school district has established rules and procedures regarding student possession and use of cell phones and other electronic communication devices in schools. These rules and procedures seek to minimize the impact of cell phones and other communication devices on student behavior, mental health, and academic attainment. These rules and procedures have been designed for specific school buildings, grade levels, or similar criteria.

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

- B. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- C. If the district has a reasonable suspicion that a student has violated a district policy, rule, or law by use of a cell phone or other electronic communication device, the district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- D. Students who use a cell phone or other electronic communication device during the school day and/or in violation of district policies may be subject to disciplinary action pursuant to the district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the district will be returned in accordance with school building procedures.
- E. Exceptions
 1. Nothing in this policy prohibits a student from using a cell phone or other electronic communications device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
 2. A student may use a cell phone or other electronic communication device to monitor or address a health concern or medical condition upon permission granted by district administration.
 3. Students may use a cell phone or other electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or district personnel, which may result in death, bodily injury, or substantial property damage.
 4. A student may use a cell phone or other electronic communication device during a time at which use would otherwise be prohibited

when the student has been granted permission from a staff member to use the device. If the district implements a curriculum that uses technology, students may be allowed to use their own cell phone or other electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

~~5. Cell phones or other electronic communication devices may be stored in student vehicles parked on district property provided that any such device is not removed from the vehicle while on district property.~~

6 5. Students who need to make a call may request permission to use a telephone in the building office.

XVIII. Limit on Screen Time for Children in Preschool and Kindergarten

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the district has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XIV. Implementation; Policy Review

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval.
- B. The administration will revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The district Internet policies and procedures are available for review by all parents/guardians, staff, and members of the community.

Legal References:

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

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)

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

20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Act)

20 U.S.C. § 6751 *et seq.* (Enhancing Education Through Technology Act of 2001)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
47 C.F.R. § 54.520 (FCC Rules Implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid)
Mahonoy Area School District v B.L., 594 U.S., 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. American Library Association, 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds
816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.,
853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 506 (Student Conduct and Discipline)
Policy 514 (Bullying Prohibition)
Policy 515 (Protection and Privacy of Student Records)
Policy 519 (Student Interviews by Outside Agencies)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedures and Process)
Policy 601 (Educational Competencies, Academic Standards, and Instructional Curriculum)
Policy 603 (Curriculum and Program Review and Development)
Policy 606 (Selection and Review of Text, Materials, Content, or Issues)
Policy 622 (Copyright Policy)
Policy 806 (Emergency Management)
Policy 904 (Distribution or Display of Materials on School District Property)

Policy		INDEPENDENT SCHOOL DISTRICT NO. 273
adopted:	08/08/22	Edina, Minnesota
revised:	10/16/23	
revised:	08/05/24	
revised:	03/03/25 (review limited to Section XVII only)	
revised:	<u> </u> / <u> </u> / <u>25</u>	

Appendix I to Policy 524

STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Student:

By signing below, I agree to follow Edina Public Schools' Electronic Technologies Acceptable Use policy. I understand that my use of the network is a privilege and requires proper online responsibility. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____

Student I.D. Number _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Student Signature _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Address _____ City _____ Zip _____

School Building _____

Parent or Guardian:

I give permission for my child to have access to the Internet using the district's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify, and hold harmless Edina Public Schools from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

Approved

Disapproved

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____

Date _____

This form should be completed electronically through the online portal.

Appendix II to Policy 524

STUDENT ONLINE CODE OF ETHICS

In the Edina Public Schools, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the school district has a desire for our students to leave our system with a positive digital footprint. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products, including but not limited to blogs, wikis, podcasts, Google workspace, and district learning management systems for student assignments are required to keep personal information out of their postings.

At the high school level, parents/guardians may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age-appropriate level.
3. Students will not log in to the network, devices, or other educational technologies as another **classmate user**.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism, academic integrity, and acceptable use of technology.
6. Student blogs, webpages, and other content creation tools are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in school board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully, or threaten the safety of others. If students receive a comment on an electronic tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher or another trusted staff member and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission and will not click on ads or unknown links.
9. Students should be honest, fair, and show integrity in gathering, interpreting, and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

10. Students will treat information, sources, subjects, colleagues, and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people. Students will gain permission from students or staff who are the focus of their research, recording, or content creation.
11. Students are accountable to their readers, listeners, and viewers, and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. Board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities (Policy 524 - Electronic Technologies Acceptable Use, Policy 622 - Copyright Policy).
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Appendix

revised: 09/24/12
modified: 11/13/17
reviewed: 04/20/20
revised: 08/08/22
revised: 10/16/23
reviewed: 08/05/24
revised: __/__/25

GUIDELINES FOR EMPLOYEE'S PERSONAL USE OF SOCIAL NETWORKING

The decision to use online social networking for personal use is at the employee's discretion. The school district does not affirmatively monitor employee use of non-district, online social networking tools if the employee is not using district electronic technologies; however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates applicable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

1. When using your personal social networking sites, refrain from fraternization with students.
2. Ensure that social networking postings are appropriate for the public.
3. Weigh whether a posting will put your effectiveness as an employee at risk.
4. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions, and derogatory comments.
5. Ensure compliance with data privacy laws and district policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.
2. Respect your coworkers and students. Do not discuss students, their families, or coworkers.
3. Student images obtained from your employment with the district should not be included on personal social networking sites.
4. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.
5. If the public may consider your statements to be made in your capacity as a district employee, you may want to include "This posting is my own and does not represent the view of Edina Public Schools." An employee in a leadership role in the district, by virtue of their position, must consider whether personal thoughts they publish will be attributed to the district. The use of the aforementioned phrase does not preclude the employee from disciplinary action.
6. Social media identifications, login identifications, and usernames must not contain the district's name or logo without prior written permission from (1) the director of media and technology services or (2) to the director of marketing and communications.

Appendix

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revised: __/__/25

Appendix IV to Policy 524

GUIDELINES FOR CLASSROOM USE OF SOCIAL MEDIA TOOLS

Staff members may elect to use social media tools for the purpose of instruction in accordance with Policy 524.

A. District Online Social Media Tools

1. Content and use must adhere to district policies and guidelines.
2. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
3. The staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.

B. Non-District Social Media Tools

1. If a staff member elects to use a non-district social media tool, the staff member must build a separate page in that social media tool from their personal online presence.
2. Content and use must adhere to district policies and guidelines.
3. Content and use must not violate the “terms of service” for the social media tool.
4. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
5. The staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.
6. The platform must not use official district or school logos without the permission of (1) the director of media and technology services or (2) the director of marketing and communications.

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revised: 10/16/23
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Appendix V to Policy 524

GUIDELINES FOR SCHOOL OR DISTRICT USE OF SOCIAL MEDIA TOOLS

Individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. A request must contain the following information:

1. Sponsoring school or department;
2. Proposed social media site or other location;
3. Purpose of site, which cannot be served by the current district website;
4. Plan on how to comply with district policies and record retention requirements;
5. Description and primary use of site;
6. Plan for monitoring site, addressing policy violations, and ensuring current content; and
7. Designee for maintaining the site.

The request should be submitted to the director of marketing and communications. Written approval or denial will be provided to the school or department. If the request is denied, the school or department may request reasons for the denial in writing.

If the request is approved, the school or department must submit to the director of media and technology services, within two weeks of developing the site, the name of the person(s) who will manage the site and the login information for the site. When a presence is established, the sponsoring school or department is responsible for keeping the site current and monitoring the content of the site.

Sites may be linked from the official district website. All sites must comply with web record retention requirements under Policy 719 (Records Retention.).

Appendix

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reviewed: / / 25

Appendix VI to Policy 524

GUIDELINES FOR DISTRICT SOCIAL MEDIA PAGES

The school district's social media presence creates an accessible communications outlet, providing district news, facilitating district-related discussion by the community, and guiding viewers to departmental websites at www.edinaschools.org. These guidelines are used in conjunction with Policy 524 (Electronic Technologies Acceptable Use) and all other district policies.

Establishment of Page

1. The district will include on its social media page, in a prominent location, a link to the Edina Public Schools' website, as well as contact information for the district.
2. The district will include language regarding limitation on comments and posts by its users:

Any comments/posts viewed as inappropriate or offensive are subject to removal without notice. These comments/posts include, but are not limited to, commercial solicitations; factually erroneous/libelous information; vulgarity or obscenity; personal attacks of any kind; political support or opposition to any candidate or political measure; offensive comments that target or disparage any group/person; violations of district policy; or discussions not related to the district.

3. The district will include language regarding compliance with data practices and records retentions under Minnesota law:

Social media pages are intended to serve as a mechanism for communication between the public and the district. Any comments submitted to pages, and its list of followers or subscribers, are public records subject to disclosure and retention pursuant to Minnesota law. Public disclosure requests must be directed to the district.

4. The communications department will be responsible for monitoring the district social media pages, including content and comments, to ensure compliance with guidelines for use as posted on the social media pages.

Postings

The district will provide balance in topics shared on its social media pages. District posts will highlight information relevant to and of interest to the community as a whole. Postings may also include prompts or questions relevant to the work and mission of the district that are intended to engage the community in the work of the district.

Suggestions for posts should be submitted to the director of marketing and communications.

Appendix

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Appendix VII to Policy 524

Personal Device Access

Users of personal devices connecting to Edina Schools guest network must abide by Edina Public Schools' Policy 524 (Electronic Technologies Acceptable Use). Though guests may use their personal device and expect some aspects of privacy, use of the school district's network and systems have the following expectations:

1. Use at your own risk. Use of the district network is at the device owner's discretion and therefore the district is not responsible for any loss, damage or adverse effects that may occur to a device while on the district network.
2. Devices need to be registered. All non-district devices connected to the district network need to be registered. In the event of a security incident, personal devices may be disconnected without notice. No support for remediation of security incidents (e.g., malware) will be available, and devices will remain disabled from the district network until fixed.
3. The district network is monitored. For security purposes and pursuant to federal law, the district has implemented monitoring of the district network. Personal devices connected to the district network will also be monitored for access, times, network content, and known security vulnerabilities. This information may be recorded and is subject to audit.
4. The district network is filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.
5. No expectation of privacy. Access to the contents of personal devices is governed by local and federal laws. However, while accessing the district network, systems, and buildings, there is not a right to privacy of any content, and as such, may be accessed for inappropriate or illegal activities.
6. The district reserves the right to maintain records of usage. The district may immediately terminate the privilege to use the district network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on the district systems or network.

Appendix

revised: 10/16/23

reviewed: 08/05/24

reviewed: __/__/25

VII. **Action**

VII.A. Policy Review - Rapid (418, 501, 515,
713, 802)

Speaker (s): Policy
Committee



Board Meeting Date: 9/8/2025

Title: Policy Review - Rapid

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. There are minimal to no changes.

- Policy 418 Alcohol- and Drug-Free Workplace and School Environment
- Policy 501 School Weapons Policy
- Policy 515 Protection and Privacy of Student Records
- Policy 713 Student Transportation
- Policy 802 Disposition of Obsolete Equipment and Material

Recommendation: Approve the suggested modifications for Policies 418, 501, 515, 713, and 802.

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

Attachments:

1. Policy 418 Alcohol- and Drug-Free Workplace and School Environment
2. Policy 501 School Weapons Policy
3. Policy 515 Protection and Privacy of Student Records
4. Policy 713 Student Transportation
5. Policy 802 Disposition of Obsolete Equipment and Material

Personnel

Alcohol- and Drug-Free Workplace and School Environment

I. Purpose

Recognizing that the health and well-being of employees and students are important, the school district prohibits the use of alcohol, toxic substances, controlled substances, intoxicating cannabinoids, edible cannabinoid products, and medical cannabis without a physician's prescription.

II. General Statement of Policy

- A. Except as otherwise provided in this policy, use or possession of alcohol, toxic substances, controlled substances, non-intoxicating cannabinoids, edible cannabinoid products, or medical cannabis before, during, or after school hours, on school district property or any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances are prohibited.
- B. Except as provided in Section IV., a violation of this policy occurs when a student, employee, or member of the public uses or possesses alcohol, toxic substances, controlled substances, non-intoxicating cannabinoids, edible cannabinoid products, or medical cannabis on district property.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined by state law, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The district takes appropriate action against any student, employee, or member of the public who violates this policy.

III. Definitions

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

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined under federal and state law, including

analogues and look-alike drugs.

- C. "District property" includes any school district building or on any district premises; in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities; off-district property at any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the district; or during any period of time an employee is supervising students on behalf of the district or otherwise engaged in district business.
- D. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health.
- F. "Non-intoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- G. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner of the Minnesota Department of Health.
- J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. Exceptions

- A. A violation of this policy does not occur when a person brings onto a school district property, for that person's own use, a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person will comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a district property when the possession is within the exceptions of Minnesota law.
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The district may not refuse to enroll, employ, or otherwise penalize a person enrolled in the Minnesota Patient Registry Program [or a Tribal medical cannabis program](#) solely based on their enrollment in the registry program [or a Tribal medicine cannabis program](#), unless failing to do so would violate federal law or regulations or cause the district to lose a monetary or licensing-related benefit under federal law or regulations.

[The district will provide at least 14-day advance written notice to a patient enrolled in the programs specified above before it takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice will cite the specific federal law or regulation that the district believes would be violated if the district fails to take action. The notice will specify what monetary or licensing-related benefit under federal law or regulations that the district would lose if the district fails to take action.](#)

[The district will not retaliate against a patient for asserting the patient's rights or seeking remedies under state law.](#)

V. Procedures

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an

inhaler or syringe. The employee must inform their supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee will be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and will be required to acknowledge that they have received the policy.
- D. Employees are subject to the district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any childcare facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota law will be by permission of the superintendent only.

VI. Enforcement

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and non-intoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring, and counseling, including early identification of mental health symptoms, drug use, and violence, and appropriate referral to direct individual or group counseling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy will be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the district.
2. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the district.
3. Sanctions against employees, including nonrenewal, suspension, termination, or discharge will be pursuant to and in accordance with applicable statutory authority, any applicable collective bargaining agreement, and district policies.
4. Employees who have a prescription from a health care provider for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform their supervisor. The employee may be required to provide a copy of the prescription.
5. As a condition of employment pursuant to any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant will abide by the terms of this policy and will notify their supervisor in writing of their conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
6. Employees are subject to the district's drug and alcohol testing policies and procedures.
7. Each employee will be provided notice of this policy.

C. The Public

A member of the public who violates this policy will be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

VII. Transportation Employees

- A. The school district adheres to the mandated provisions of the federal Omnibus Transportation Employee Testing Act of 1991 (“OTETA”). All persons subject to commercial driver’s license requirements will be tested for controlled substances, alcohol, and cannabis (including medical cannabis) pursuant to federal law. In general, a commercial driver may be tested:
1. Upon reasonable suspicion by the district;
 2. In accordance with random testing procedures;
 3. Post-accident; and
 4. Upon a request to return to duty after a violation of this policy;

In addition, all persons who apply for a position where job duties include operating a commercial motor vehicle will be required to submit to a drug and alcohol test, including medical cannabis, if a conditional job offer is made and before the first time the driver performs safety-sensitive functions for the district.

B. Refusal to Submit to Testing

A commercial driver or driver applicant may refuse to submit to controlled substances and alcohol testing. Refusal to submit to such test subjects the commercial driver or applicant to the consequences specified in OTETA and other applicable federal law. In addition, a refusal to submit to testing establishes a presumption that the commercial driver or applicant would test positive if a test were conducted. This positive assumption makes the commercial driver or applicant subject to discipline or disqualification under this policy.

C. Consequences

A commercial driver who tests positive with a verified confirmation test or otherwise found in violation of this policy or OTETA will be subject to discipline, including possible discharge, in accordance with any applicable collective bargaining agreement. Nothing in this policy limits or restricts the right of the district to discipline or discharge a commercial driver for conduct that not only constitutes prohibited conduct under this policy but also violates the district’s other rules or policies.

A commercial driver or applicant with a confirmed positive test result may request a confirming retest. This retest is at the expense of the commercial driver or applicant.

- D. The supervisor of transportation/designee will provide training and materials to commercial drivers in accordance with OTETA.

Legal References:

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

21 U.S.C. § 812 (Schedules of Controlled Substances)
 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
 21 C.F.R. §§ 1308.11-1308.15 (Schedules of Controlled Substances)
 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace (Financial Assistance))
 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
 Minn. Stat. § 120A.05 (Definitions; - Elementary School; Middle School; Secondary School)
 Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
 Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
 Minn. Stat. § 152.01, subd.15a (Definitions - Sell)
 Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
 Minn. Stat. § 152.22, subd. 6 (Definitions - Medical Cannabis)
 Minn. Stat. § 152.23 (Limitations - Medical Cannabis)
[Minn. Stat. § 152.32 \(Protections for Registry Program or Tribal Medical Cannabis Program Participants\)](#)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. § 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
 Minn. Stat. § 221.031, subd. 10 (Intrastate Carrier; Operating Requirements, Exemptions - Controlled Substance and Alcohol Use and Testing Exemption)
 Minn. Stat. § 340A.101, subd. 2. (Definitions - Alcoholic Beverage)
 Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
 Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
 Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
 Minn. Stat. § 342.56 (Limitations)
[Minn. Stat. § 342.57 \(Protections for Registry Program Participants\)](#)
 Minn. Stat. § 609.684 (Abuse of Toxic Substances)
 Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
Belde v. Ferguson Enterprises, Inc., 460 F.3d 976 (8th Cir. 2006)

Cross Reference:

Policy 403 (Discipline of School District Employees)
 Policy 419 (Tobacco-Free Environment)
 Policy 506 (Student Conduct and Discipline)
 Policy 516 (Student Medication)
 Policy 516.5 (Overdose Medication)
 Policy 632 (Chemical Use and Abuse)

Policy
 adopted: 10/20/08
 amended: 02/23/09
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INDEPENDENT SCHOOL DISTRICT NO. 273
 Edina, Minnesota

revised: 10/24/16
revised: 11/16/20
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revised: 11/04/24
revised: __/__/25 (statutory changes quick review)

Students

School Weapons Policy

I. Purpose

The school district strives to maintain a learning and working environment that is safe for students, staff, and the public. This policy provides a framework for reporting actions that violate this policy, and district actions when it receives such a report.

II. General Statement of Policy

No one will possess, use, or distribute a weapon or a look-alike weapon when on a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. Definitions

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

- A. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.
- B. “Look-Alike Weapon” means any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments will be treated as weapons including, but not limited to, weapons listed in the above definition of “weapon” which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

DE. “School Location” includes any school building or grounds, whether leased, rented, owned, or controlled by the school; locations of school activities or trips; bus stops, school buses or school vehicles, or school-contracted vehicles; entrance or departure areas of school premises or events; all locations where school-related functions are conducted; and anywhere students are under the jurisdiction of the school district.

A—E. “Weapon” means any object, device, or instrument designed as a weapon, or which through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

IV. Exceptions

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that they accidentally have a weapon in their possession and takes the weapon immediately to the office of the principal or department or program supervisor, will not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon there, a student will not be considered to possess a weapon if they immediately turn the weapon over to an administrator, teacher, or head coach, or immediately notify an administrator, teacher, or head coach of the weapon’s location.
- B. It will not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or non-students participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under state law while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store pistols or other firearms in a motor vehicle in accordance with state law;
 5. firearm safety or marksmanship courses or activities for students or non-students conducted on school property;

6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the superintendent, assistant superintendent, principal or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school, or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the district takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used, and stored, will not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under state law to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle will constitute a violation of this policy.

V. Consequences for Student Weapon Possession/Use/Distribution

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons will include:
 1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;

4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The principal will, as soon as practicable, refer to the criminal justice system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the district takes a “Zero Tolerance” position on the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. Consequences for Weapon Possession/Use/Distribution by Non-Students

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, suspension, or discharge will be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-Students

1. Any member of the public who violates this policy will be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another district, that district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. Reports of Dangerous Weapon and Active Shooter Incidents in School Zones

- A. The school district will electronically report to the ~~Minnesota~~ Commissioner of the [Minnesota Department of Education](#) (“[Commissioner](#)”) incidents involving the use or possession of a dangerous weapon in school zones, as required under state law.

- B. The district will electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under state law.
 - 1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.

 - 2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

Legal References:

18 U.S.C. § 921 (Definitions)
Minn. Stat. § 97B.045 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 609.02, subd. 6 (Definitions - Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 506 (Student Conduct and Discipline)

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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Students

Protection and Privacy of Student Records

I. Purpose

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal and state law.

II. General Statement of Policy

The school district will ensure all student data is protected and private pursuant to federal law and state statute. Data which is deemed by law as public will be accessible pursuant to the procedures established by the district.

III. Definitions

For purposes of this policy, the definitions included in this section apply. All other terms and phrases will be defined in accordance with applicable state and federal law or ordinary customary usage.

- A. "Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.
- B. "Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).
- C. "Date of attendance," as referred to in directory information, means the period of time during which a student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the district.
- D. A "dependent student" is an individual who, during each of five (5) calendar months during the calendar year in which the taxable year of the parent begins, is a full-time student at an educational institution.
- E. "Directory information," under state and federal law, means information

contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. ~~It also includes the name and telephone number of the student's parent(s).~~

Directory information does not include:

1. a student's social security number;
 2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
 3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
 4. personally identifiable data which references religion, race, color, social position, or nationality; or
 5. data collected from non-public school students, other than those who receive shared time educational services, unless written consent is given by the student's parent.
- F. "District official" includes: (a) a person duly elected to the board; (b) a person employed by the board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the board as a temporary substitute in a professional position for the period of their performance as a substitute; and (d) a person employed by, or under contract to, the board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of their performance as an employee or contractor.
- G. "Education records" means those records which: (1) are directly related to a student; and (2) are maintained by the district or by a party acting for the district.

The term "education records" does not include:

1. Records of instructional personnel which:
 - (a) are in the sole possession of the maker of the record; and
 - (b) are not accessible or revealed to any other individual except a substitute teacher; and
 - (c) are applicable to be destroyed at the end of the school year.
2. Records of a law enforcement unit of the district, provided educational records maintained by the district are not disclosed to the unit, and the law enforcement records are:
 - (a) maintained separately from education records;
 - (b) maintained solely for law enforcement purposes; and
 - (c) disclosed only to law enforcement officials of the same jurisdiction.
3. Records relating to an individual, including a student, who is employed by the district which:
 - (a) are made and maintained in the normal course of business;
 - (b) relate exclusively to the individual in that individual's capacity as an employee; and
 - (c) are not available for use for any other purpose.

However, these provisions will not apply to records relating to an individual in attendance at the district who is employed as a result of their status as a student.

4. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity or assisting in that capacity;
 - (b) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (c) disclosed only to individuals providing the treatment, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the district.
5. Records that only contain information about an individual after they are no longer a student at the district.

H. "Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by the district or an entity under contract with the district designed to eliminate disparities and advance equities in educational achievement for students by

coordinating services available to students, regardless of their involvement with other government services. Education support services data does not include welfare data under state law. Unless otherwise provided by law, all education support services data are private data on individuals and will not be disclosed except according to state law or a court order.

- I. "Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.
- J. "Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.
- K. "Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:
 - 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
 - 2. Perform a supervisory or instructional task directly related to the student's education; or
 - 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
 - 4. Perform a task directly related to responding to a request for data.
- L. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation, or child custody, or a legally binding instrument which provides to the contrary.
- M. "Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) a list of personal characteristics that would make the student's identity easily traceable; or (f) other information that would make the student's identity easily traceable.
- N. "Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.
- O. "Responsible authority" means superintendent or designee.

- P. "Student" includes any individual who is or has been in attendance, enrolled, or registered at the district and regarding whom the district maintains education records. Student also includes applicants for enrollment or registration at the district, and individuals who receive shared time educational services from the district.
- Q. "Summary data" means 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 the individual is ascertainable.

IV. General Classification

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of the Family Educational Rights and Privacy Act (FERPA) and the regulations promulgated thereunder.

V. Statement of Rights

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state, or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of secondary students' names, addresses, and telephone number to military recruiting officers;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in the “Copies of Policy” section of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

C. Students with a Disability

The school district will follow regulations with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. Disclosure of Educational Records

A. Consent Required for Disclosure

1. The school district will obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein. Written consent will include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made; and
 - d. if appropriate, a termination date for the consent.
2. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the district will provide them with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.
3. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and

- b. indicates such person's approval of the information contained in the electronic consent.
4. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent will not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under state law, which will be ongoing during all terms of eligibility, for individualized education program health-related services provided by a district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student will thereafter only be accorded to and required of the eligible student, except as provided in the "Statement of Rights" section of this policy.

B. Prior Consent for Disclosure Not Required

The district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other district officials, including teachers, within the district whom the

district determines have a legitimate educational interest in such records;

2. To a contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the district would otherwise use employees;
 - b. is under the direct control of the district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools or school districts in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for the purposes related to the student's enrollment or transfer. The records will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See section XIX.), suspension and expulsion information pursuant to the federal Every Student Succeeds Act, and, if applicable, data regarding a student's history of violent behavior. Records regarding disciplinary action, suspension or expulsion, or a student's history of violent behavior will not be disclosed to institutions of post-secondary education where the student seeks to or intends to enroll, unless required by law. The records also will include a copy of any probable cause notice or any disposition or state court order unless the data are required to be destroyed under state law. On request, the district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the "Request to Amend Records; Procedures to Challenge Data" section of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or their representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or

d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the district will disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted. For purposes of this provision, the term “organizations” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the district to whom information is disclosed violates this provision, the district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a dependent student;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance

therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the order is issued in the context of the proceeding. In addition, if the district initiates legal action against a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the district, the district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the district to defend itself.

11. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health, including mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In addition, the district may include in the educational records of a student, appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the district community. This information may be disclosed to teachers and district officials within the district and/or teachers and district officials in other schools who have legitimate educational interests in the behavior of the student. A record of this disclosure will be maintained;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the district has designated as "directory information" pursuant to the "Release of Directory Information" section of this policy;
14. To military recruiting officers pursuant to the "Military Recruitment" section of this policy;
15. To the parent of a student who is not an eligible student or to the student themself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest

in the data and who are conducting activities and events sponsored by or endorsed by the district for students or former students; or

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student will be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Minnesota Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or administrator of a school who receives such a request will, to the extent permitted by federal law, notify the student's parent by certified mail of the request to disclose information. If the student's parent notifies the district official of an objection to the disclosure within ten (10) days of receiving certified notice, the district official will not disclose the information and instead will inform the requesting member of the juvenile justice system of the objection. If no objection from the parent is received within fourteen (14) days, the district official will respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, will be maintained in the student's file.

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under state law. The principal will notify the counselor immediately and will place the disposition order in the student's permanent education record. The principal also will immediately notify any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal will identify the

student, outline the offense, and describe any conditions of probation about which the district will provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent.

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under state law. The principal will place the information in the student's educational record. The principal will also notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal will identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information will not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal will delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program, or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that:

(a) any data collected will be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data will be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined under federal law who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under state law, whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under state law.

C. Non-Public School Students

The district may disclose personally identifiable information from the education records of a non-public school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. Release of Directory Information

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information will be designated pursuant to the provisions of state and federal law and regulations.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section or state law.
3. A parent's personal contact information will be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under this section or state law.
4. When requested, the district will share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student affirmatively opted out of the release of directory information in their last year of attendance, the district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of paragraph C of this section. In addition, under an explicit exclusion from the definition of an "education record," the district may release records that only contain information about an individual obtained after they are no longer a student at the district.

C. Current Students and Parents

The district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the district will give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The district will give public annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the district designate any or all of those types of information about the student and/or the parent as directory information; and

- c. the period of time in which a parent or eligible student has to notify the district in writing that they do not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the "Disclosure of Education Records" section of this policy.

D. Procedure for Obtaining Non-Disclosure of Directory Information

The parent's or eligible student's written notice will be directed to the responsible authority and will include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which will only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. Disclosure of Private Records

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in the "Disclosure of Education Records" section of this policy, without the prior written consent of the parent or the eligible student.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such a request the responsible authority will determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority will consider the following factors:

1. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
2. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
3. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
4. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
5. whether the data concerns medical, dental, or other health services provided pursuant to The Minors Consent to Health Services Act, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students will not be entitled to access private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a district updates its enrollment forms in the ordinary course of business, the district will include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. Disclosure of Confidential Records

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to state law, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child will be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data will be confidential and will not be made available to the parent or the subject individual by the district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of state law.

Regardless of whether a written report is made, as soon as practicable after a the district receives information regarding an incident that may constitute maltreatment of a child in a district facility, the district will inform the parent of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected non-public data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement they provided to the district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other district students, district employees, and/or attorney data as defined under state law.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not

public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record will be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the district, or by the chief attorney for the district, not to pursue the civil legal action. However, such investigation may subsequently become active if the district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and will be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. Disclosure of School Records Prior to Exclusion or Expulsion Hearing

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or representative will be given access to all district records pertaining to the student, including any tests or reports upon which the action proposed by the district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act.

XI. Disclosure of Data to Military Recruitment Officers

A. The school district will release the names, addresses, electronic mail address (which will be the electronic mail addresses provided by the district, if available, that may be released to military recruiting officers only), and telephone number of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to paragraph C below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail address, or telephone number to military recruiting officers. To refuse the release of the above information to military recruiting officers, a parent or eligible student must notify the building principal, as the responsible authority's designee, in writing, by September 15 of each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiters; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiters.
- D. Annually, the district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, electronic mail addresses, and phone numbers of secondary students without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the district's release of directory information to the rest of the public, which includes military recruiting officers. In order to make any directory information about a student private, the procedures contained in the "Release of Directory Information" section of this policy also must be followed. Accordingly, to the extent the district has designated the name, address, electronic mail addresses, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers.

XII. Limits on Disclosure

A. Redisclosure

Consistent with the requirements herein, the district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisdisclosure Not Prohibited

1. Subdivision A of this section does not preclude the district from disclosing personally identifiable information under the “Disclosure of Education Records” section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the district provided:
 - a. The disclosures meet the requirements of the “Disclosure of Education Records” section of this policy; and
 - b. The district has complied with the record-keeping requirements of the “Responsible Authority, Record Security, and Record-Keeping” section of this policy.
2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the district will provide the notification required in Section XII.D. of this policy if a redisdisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed will retain the same classification in the hands of the party receiving it as it had in the hands of the district.

D. Notification

Except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under the “Release of Directory Information” section of this policy, or disclosures to a parent or student, the district will inform the party to whom a disclosure is made of the requirements set forth in this section. In the event that the federal Student Privacy Policy Office determines that a third party improperly re-discloses personally identifiable information from education records, the district may not allow that third party access to personally identifiable information from education records

for at least five years.

XIII. Responsible Authority, Record Security, and Record-Keeping

A. Responsible Authority

The responsible authority is charged with the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority will be the records manager of the school and will have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The responsible authority or their designee will share with each building principal a written plan for securing students records by September 1 of each school year. The written plan will contain the following information:

1. A description of records to be maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location where student records will be maintained in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Record-Keeping

1. The principal will, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information;
2. In the event the district discloses personally identifiable information from an education record of a student pursuant to paragraph B of the "Limits on Disclosure" section of this policy, the record of disclosure required under this section will also include:

- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the district; and
 - b. the legitimate interests under the “Disclosure of the Education Records” section of this policy which each of the additional parties has in requesting or obtaining the information.
3. Paragraph (1) of Record-Keeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other district officials under paragraph B.1. of the “Disclosure of Educational Records section of this policy, to requests for disclosures of directory information under the “Release of Directory Information” section of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the district official or their assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the district.
5. The district will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the district disclosed the information.
6. The record of requests and disclosures will be maintained with the education records of the student as long as the district maintains the student’s education records.

XIV. Right to Inspect and Review Education Records

A. Parent of a Student, an Eligible Student, or the Parent of an Eligible Student Who Is Also a Dependent Student

The school district will permit the parent of a student, an eligible student, or the

parent of an eligible student who is also a dependent student who is or has been in attendance in the district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the "Disclosure of Private Records" section of this policy.

B. Response to Request for Access

The district will respond to any request pursuant to subdivision A of this section immediately, if possible, or within ten (10) working days of the date of the request.

C. Right to Inspect and Review

The right to inspect and review education records under subdivision A of this section includes:

1. The right to a response from the district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the district will provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy will be construed as limiting the frequency of inspection of the educational records of a student with a disability by the student's parent or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students will submit to the district a written request to inspect education records which identify as precisely as possible the record or records they wish to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the district will attempt to accommodate those wishes. The parent or eligible student will be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The district may presume that either parent of the student has authority to inspect or review the education records of a student unless the district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The district may charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the district will consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the ~~school~~ district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. The cost of providing copies will be borne by the parent or eligible student.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, would impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. Request to Amend Records; Procedures to Challenge Data

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request must be in writing, must identify the item the requester believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, must state the reason for this belief, and must specify the correction the requester wishes the district to make. The request must be signed and dated by the requester.
2. The district will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time after receiving the request.
3. If the district decides to refuse to amend the education records of the student in accordance with the request, it will inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under subdivision B of this section.

B. Right to a Hearing

If the district refuses to amend the education records of a student, the district, on request, will provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing will be conducted in accordance with subdivision C of this section.

1. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the district, or both.
3. Any statement placed in the education records of the student under subdivision B of this section will:
 - a. be maintained by the district as part of the education records of the student so long as the record or contested portion thereof is maintained by the district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the district to any party, the explanation will also be disclosed to that party.

C. Conduct of Hearing

1. The hearing will be held within a reasonable period of time after the district

has received the request, and the parent of the student or the eligible student will be given notice of the date, place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the district who does not have a direct interest in the outcome of the hearing. The school board attorney will be in attendance to present the board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student will be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under subdivisions A and B of this section and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The district will make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision will be based solely on evidence presented at the hearing and will include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of state law relating to contested cases.

XVI. Problems Accessing Data

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. "Data practices compliance official" means superintendent or designee.
- C. Any request by an individual with a disability for reasonable modifications of the district's policies or procedures for purposes of accessing records will be made to the data practices compliance official.

XVII. Complaints for Noncompliance

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, will be submitted in writing to the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. Waiver

A parent or eligible student may waive any of their rights provided herein pursuant to FERPA. A waiver will not be valid unless in writing and signed by the parent or eligible student. The district may not require such a waiver.

XIX. Annual Notification of Rights

A. Contents of Notice

The school district will give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the district to comply with the requirements of FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a district official and what constitutes a legitimate educational interest for purposes of disclosing education records to other district officials whom the district has determined to have legitimate educational interests; and
6. That the district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other

Than English

The district will provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who Are Disabled

The district will provide for the need to effectively notify parents or eligible students identified as disabled.

XX. Destruction and Retention of Records

Destruction and retention of records by the school district will be controlled by state and federal law and district policy.

XXI. Copies of Policy

Copies of this policy may be obtained by parents and eligible students on the school district's website or at the office of the superintendent.

Legal References:

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

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32, subd. 5 (Directory Information: [Data on Parents](#))

Minn. Stat. § 13.393 (Attorneys)

Minn. Stat. § 13.46 (Welfare Data)

Minn. Stat. Ch. 14 (Administrative Procedures Act)1a1

Minn. Stat. § 120A.22 (Compulsory Instruction)

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

Minn. Stat. § 121A.75 (Receipt of Records; Sharing)

Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)

Minn. Stat. § 144.341-144.347 (The Minors Consent to Health Services Act)

Minn. Stat. § 256B (Medical Assistance for Needy Persons)

Minn. Stat. § 256L (MinnesotaCare)

Minn. Stat. § 260B.171 (Records)

Minn. Stat. § 260E.06 (Maltreatment Reporting)

Minn. Stat. § 363A.42 (Public Records; Accessibility)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

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

20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)

20 U.S.C. § 7908 (Armed Forces Recruiter Access to Students and Student Recruiting Information)

20 U.S.C. § 7917 (Transfer of School Disciplinary Records)

25 U.S.C. § 5304, subd. (l) (Definitions – Tribal Organization)

26 U.S.C. § 152 (Dependent Defined)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

34 C.F.R. §§ 300.610-300.617 (Confidentiality of Information)

[34 C.F.R. § 300.622 \(Consent\)](#)

42 U.S.C. § 1711 et seq. (Child Nutrition Act)
42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)
42 U.S.C. § 14071 (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References:

Policy 506 (Student Conduct and Discipline)
Policy 519 (Interviews of Students by Outside Agencies)
Policy 520 (Student Surveys)
Policy 719 (Records Retention)

Policy	INDEPENDENT SCHOOL DISTRICT NO. 273
adopted: 01/22/08	Edina, Minnesota
revised: 09/22/14	
revised: 07/17/17	
revised: 03/04/24	
revised: 06/09/25	
revised: __/__/25 (statutory changes quick review)	

Appendix I to Policy 515

PUBLIC NOTICE

Edina Public Schools gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the district, of their rights regarding student records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the district. A parent or eligible student should submit to the district a written request to inspect education records which identify as precisely as possible the record or records they wish to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the district to amend a record that they believe is inaccurate or misleading. The request must be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, must state the reason for this belief, and must specify the correction the parent or eligible student wishes the district to make. The request must be signed by the parent or eligible student. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the district may disclose education records to other district officials within the district if the district has determined they have legitimate educational interests. For purposes of such disclosure, a "district official" is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a district official in the performance of their tasks. A district official has a "legitimate educational interest" if the individual needs to review an education record in order

to fulfill their professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data;

- e. That the district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, and data regarding a student's history of violent behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the district to comply with the requirements of the Family Educational Rights and Privacy Act, and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

- 2. Copies of the board policy and accompanying procedures and regulations are available to parents and students on the district website or upon written request to the superintendent.
- 3. Pursuant to applicable law, the district gives notice to parents of students currently in attendance in the district, and eligible students currently in attendance in the district, of their rights regarding "directory information."

"Directory information," under state and federal law, means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. ~~It also includes the name and telephone number of the student's parent(s).~~

- a. The information listed above will be public information which the district may disclose from the education records of a student ~~or information regarding a parent.~~
- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior

written consent except to district officials as provided under federal law.

4. Pursuant to applicable law, the district hereby gives notice to parents of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The district will release the names, addresses, electronic mail address (which will be the electronic mail addresses provided by the district, if available, that may be released to military recruiting officers only), and telephone number of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
 - a. Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.
 - b. In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the building principal by September 15 of each year. This written request must include the following information:
 - (1) Name of student and parent, as appropriate
 - (2) Home address
 - (3) Student's grade level
 - (4) School presently attended by student
 - (5) Parent's legal relationship to student, if applicable
 - (6) Specific category or categories of information which are not to be released to military recruiters without prior consent
 - (7) Specific category or categories of directory information which are not to be released to the public, including military recruiters

INDEPENDENT SCHOOL DISTRICT NO. 273
EDINA, MINNESOTA

Appendix
revised: 03/04/24
revised: 06/09/25
revised: __/__/25

Appendix II to Policy 515

JUVENILE JUSTICE SYSTEM REQUEST FOR INFORMATION

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, subs. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or principal of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student):

RESPONSE TO REQUEST (The district will indicate whether it has data on the student that document any activity or behavior marked by the requester):

Information requested (Mark all that apply):

Response provided (Yes/No):

_____	Use of a controlled substance, alcohol, or tobacco	_____
_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

CERTIFICATION: The undersigned certifies that they are a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that they understand that, by signing this request, they are subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

Appendix III to Policy 515

AUTHORIZATION FOR RELEASE OF INFORMATION ON STUDENT

To: Edina Public Schools
5701 Normandale Road
Edina, MN 55424

Re: Educational records of _____
(Student's Name)

(Date of Birth and/or Social Security Number)

This release permits the school district, pursuant to Minn. Stat. § 13.05, subd. 4 and Minn. Rules 1205.1400, subp. 4, to release the enumerated educational records and information to the specified party or individual(s).

Specification of records/information to be disclosed and extent of disclosure:

Exceptions to the above specification:

Purpose(s) of disclosure:

To whom the records and information should be disclosed:

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. Minnesota law requires automatic expiration of this authorization one year from the date of authorization (Minn. Stat. § 13.05, 2010). A photocopy of this authorization will be treated in the same manner as an original.

Dated: _____
(Signature of Authorized Signer)

Non-Instructional Operations and Business Services

Student Transportation

I. Purpose

This policy addresses the school district's obligations to its students, nonpublic students, and the provision of ~~extra-curricular~~ **extracurricular** transportation. It also provides guidance to students and their families regarding their obligations as safe riders of school transportation.

II. General Statement of Policy

- A. The school district will provide for the transportation of students in a manner that protects their health, welfare, and safety.
- B. The district recognizes that transportation is an essential part of the district services to eligible students and families while also recognizing that transportation is a privilege and not a right for these eligible students.
- C. The district recognizes the rights of nonpublic school students regarding transportation services and provides equal transportation as required by law.
- D. The district will determine whether to provide transportation to students, spectators, or participants for ~~extra-curricular~~ **extracurricular** activities.

III. Student School Bus Safety Training and Active Transportation Safety Training

A. Student Training

1. ~~¶~~ **By the end of the sixth week of school, the school district will** provides students **in kindergarten through grade 10** with age-appropriate school bus safety training and active transportation training of the following concepts:
 - a. Transportation by school bus is a privilege, not a right;
 - b. District policies for student conduct and school bus safety;
 - c. Appropriate conduct while on the bus;
 - d. Danger zones surrounding a school bus;
 - e. Procedures for safely boarding and leaving a school bus;
 - f. Procedures for safe vehicle lane crossing;
 - g. School bus evacuation and other emergency procedures;
 - h. Pedestrian training, including crossing roads safely; and
 - i. Bicycle safety, including traffic laws and use protective equipment and

safe biking techniques.

2. The district may provide active transportation safety training through distance learning. ~~Students in kindergarten through grade 6 who are (1) transported by school bus and (2) enrolled during the first or second week of school will receive the school bus safety training by the end of the third week of school.~~
3. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of students known to speak English as a second language and students with disabilities. ~~Students in grades 7 through 10 who have not previously received school bus training and are (1) transported by school bus and (2) enrolled during the first or second week of school will receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school.~~
4. ~~Students in kindergarten through grade 10 who (1) enroll in the district after the second week of school; (2) are transported by school bus, and (3) have not received training in their previous school district will undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.~~
45. Students in kindergarten through grade 3 will receive school bus safety training two times during the school year.
56. The district will conduct a school bus evacuation drill for all student riders at least once during the school year.

B. Parent and Guardian Responsibilities

1. Review the district's student bus rider responsibilities (Appendix II) with your child(ren);
2. Support safe bus riding and walking practices;
3. Recognize students are responsible for their actions;
3. Communicate safety concerns to building administrators;
4. Monitor bus stops, when possible;
5. Have your child(ren) to the bus stop five minutes before the bus arrives;
6. Have your child(ren) properly dressed for the weather; and
7. Have a plan in case the bus is late.

C. Student Conduct on Buses and Consequences for Misbehavior

1. Riding the school bus is a privilege, not a right.
2. The district's student behavior policies, guidelines, and rules are in effect for all students on school buses, including nonpublic school students.
3. Consequences for school bus or bus stop misbehavior will be imposed by the district in accordance with the discipline guidelines developed by the district.
4. Consequences for misbehavior may include suspension of bus privileges.

D. Procedures for Reporting Student Misbehavior

1. Parents/guardians or students should report concerns regarding student misbehavior to the building principal or the district transportation supervisor. The bus driver will report student misbehavior to the district's transportation office.
2. The district's transportation office will report the student misbehavior to the appropriate building administrator.
3. Misbehavior may be reported to local law enforcement in accordance with the district's discipline guidelines and as required by state and federal law.
4. Records of school bus or bus stop misbehavior will be forwarded to the individual school building and will be retained in the same manner as other student discipline records.

- E. Bus drivers perform post-trip inspections to check for any children or items left behind.

IV. Emergency Procedures

- A. When possible, a bus driver or their supervisor will call "911" or the local emergency phone number in the event of a serious emergency.
- B. A bus driver's main responsibility is the safety and well-being of their students. See also Appendix IV.
- C. A bus driver will adhere to the standards set forth in the *Minnesota School Bus Driver's Handbook: A Guide to Safe School Bus Transportation in Minnesota* and transportation department policies regarding emergency situations.
- D. All bus drivers will be trained in basic first-aid procedures.
- E. Bus drivers assigned to routes serving students with disabilities are trained on the proper methods for assisting students with a disability including, but not limited to, assisting disabled students on and off the bus when necessary for their safe ingress and egress from the bus and ensuring that protective safety

devices are in use and fastened properly.

F. Emergency health information is maintained on the school bus for students requiring special transportation services because of their disability. The information includes:

1. Student's name and address;
2. Nature of the student's disabilities;
3. Emergency health care information; and
4. Names and telephone numbers of the student's physician, parents, or guardians.

V. Provision of Transportation

A. The school district will provide transportation to students in accordance with state and federal laws. When transportation is provided, the scheduling of routes, location of bus stops, the manner and method of transportation, control, and discipline of the transported students, if fees are assessed, and all other transportation-related matters are in the sole discretion, control, and management of the district. (See Appendix I.)

B. Upon the request of a parent or guardian, the district will provide transportation to and from school for all resident students living in a transportation zone as noted in the district's Transportation Routes and Services (Appendix I), except for those students whose transportation privileges have been suspended.

C. The parent or guardian may designate a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

D. Only students assigned to the school bus by the district are transported by the district. The number of students or other authorized passengers transported in a school bus will not be more than the legal capacity for the bus.

E. Upon the request of a parent or guardian and depending on bus capacity, the district will provide transportation to a non-resident student within the district borders at the same level of services as the district provides to its resident students.

F. The district will reasonably accommodate the transportation needs of a student with a disability in accordance with applicable state and federal laws.

G. The district will provide homeless students with transportation services in

accordance with applicable state and federal laws.

- H. The district may charge fees for transportation of students to and from school when authorized by state law. If the district charges fees for transportation, the district will develop guidelines to ensure no student is denied transportation due to inability to pay.
- I. The district may charge reasonable fees for transportation to and from postsecondary institutions for students enrolled under the postsecondary enrollment options program.

VI. Nonpublic School Students

- A. The school district will provide equal transportation within the school district for all students to any school when the district deems transportation is necessary because of distance or traffic conditions and as provided in state law.
- B. The district will transport a district-resident, nonpublic-school student to the district boundary where the distance from the nonpublic school student's residence to the district boundary is the same or less than the distance the district transports its students within the district.
- C. When transportation is provided; the scheduling of routes, the manner and method of transportation, control and discipline of the transported students, and all other transportation-related matters are in the sole discretion, control, and management of the district.

VII. ~~Extra-Curricular~~ Extracurricular Transportation

A. Arrangement of Transportation

School district administration determines whether to provide transportation for only district-sponsored ~~extra-curricular~~ extracurricular activities. This determination includes:

1. The decision to provide transportation;
 2. The type, method, and manner of transportation;
 3. The scheduling and coordination of transportation;
 4. All other transportation arrangements and decisions; and
 5. Informing employees involved with ~~extra-curricular~~ extracurricular activities of the arrangements and decisions.
- B. The district may charge fees for transportation of students to and from ~~extra-curricular~~ extracurricular activities conducted at locations other than school when attendance is optional.

- C. An employee, who is not an administrator, will not arrange, schedule, or coordinate transportation for ~~extra-curricular~~ **extracurricular** activities, unless specifically directed to and approved by an administrator.
- D. If the district makes no arrangements for ~~extra-curricular~~ **extracurricular** transportation, participating students must arrange for their own transportation.

VIII. Employee Use of Personal Vehicles

- A. An employee must not use a personal vehicle to transport a student, however, an employee may make appropriate transportation arrangements when emergency situations arise. If an emergency situation arises, the relevant facts and circumstances must be reported to school district administration as soon as possible.
- B. Any personal vehicle used to transport students must be properly registered and insured.

IX. Operating Rules and Procedures

- A. School buses are operated in accordance with state and federal laws, procedures contained in the *Minnesota School Bus Driver's Handbook: A Guide to Safe School Bus Transportation in Minnesota*, and transportation department policies.
- B. Diesel Exhaust Fumes
 1. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
 2. To the extent practical, the school district will designate school bus loading and unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
- C. Use of Cell Phones or Other Mobile Devices
 1. An employee may not operate a district vehicle while using a cellular phone or other mobile device when the vehicle is in motion or students are located on the vehicle, except in the event of a serious emergency.
 2. In the event of a serious emergency, the employee must stop the vehicle to operate the cellular phone or other mobile device, unless the serious emergency prevents stopping the vehicle.

X. Qualified Driver of Type III Vehicle (see also Appendix V)

1. A qualified driver of a Type III vehicle must be an employee or agent of the school district who possesses a Class A, B, C, or D license. If the driver does not have a school bus endorsement, the driver must:
 - a. Be an employee or contracted agent of the district;
 - b. Complete annual training and certification; and
 - c. Have a background check that satisfies state requirements.
2. If the qualified driver is not employed by the district solely for providing transportation services to students, the employee is exempt from the following requirements of other district vehicle drivers:
 - a. Physical examination; and
 - b. Pre-employment drug and alcohol testing.

XI. Vehicle Inspection and Maintenance

- A. School district vehicles will be maintained in safe operating condition through a systematic, preventive maintenance and inspection program.
- B. All district vehicles are inspected in accordance with state and federal laws.
- C. A copy of the current daily pre-trip inspection report is carried on the bus by the bus driver. Daily pre-trip inspections are maintained in accordance with the district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Bus drivers perform daily post-trip inspections to check for vandalism.

XII. Bus Driver Duties and Responsibilities

- A. All school district bus drivers receive departmental training and must demonstrate the skills and knowledge to transport students in a safe and legal manner. Bus drivers have the following duties and responsibilities:
 1. Safely operate the school bus;
 2. Understand student behavior, including issues related to students with disabilities;
 3. Ensure orderly conduct of students of the bus and handle incidents of misconduct appropriately;
 4. Know and understand relevant laws, rules of the road, and district policies;
 5. Handle emergency situations;

6. Safely load and unload students; and
7. Perform required inspections.

XIII. Transportation Supervisor Duties and Responsibilities

The transportation supervisor coordinates school district transportation and has the day-to-day responsibility for student safety. The transportation supervisor duties include, but are not limited to:

- A. Implementing district transportation policies, appendices, and procedures;
- B. Ensuring district policy and appendices conform with state and federal law;
- C. Reviewing the bus safety training program of each school site to determine that the programs comply with district policy and state law;
- D. Communicating student misbehavior to building administrators;
- E. Reporting misbehavior occurring on the bus or near loading/unloading areas and causing an immediate and substantial danger to the student or surrounding persons or property to local law enforcement;
- F. Certifying, as required by law, that each bus driver employed by the district has received the required training and that each bus driver has been evaluated and meets the required bus driver training competencies; and
- G. Determine that district school buses meet the standards and equipment requirements of state law.

Any questions regarding student transportation or this policy may be addressed to the district's transportation supervisor.

XIV. Student Transportation Safety Committee

The school district may establish a student transportation safety committee. If established, the chairperson of the student transportation safety committee will be the school district's transportation supervisor. Membership in the committee may include parents/guardians, district administrators, school bus drivers, local law enforcement officials, other district employees, or representatives from other units of local government.

Legal References:

Minn. Stat. § 123B.88 (Independent School Districts; Transportation)

Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)

Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 169.011, subd. 71(d) (Definition of School Bus)
Minn. Stat. § 169.454, subd. 13 (Type III Vehicle Standards-Exemption)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
42 U.S.C. § 11432
49 C.F.R. § 571 (Federal Motor Vehicle Safety Standards)

Policy		INDEPENDENT SCHOOL DISTRICT NO. 273
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Appendix I to Policy 713

TRANSPORTATION ROUTES AND SERVICES

The State of Minnesota currently requires transportation services for students who reside more than 2 miles from school. Edina Public Schools provides transportation to elementary students (K-5) who live more than 0.7 mile from school, and middle and high school students who live more than 1 mile from the school at no charge. The school district may provide transportation to students not eligible for regular to and from school transportation in accordance with Minnesota Statute 123B.36, which authorizes charging a fee for service.

- A. Students attending their assigned school, living in a non-transportation zone (grades K-5) residing less than .7 miles from school or students (grades 6-12) residing less than 1.0 miles from school may be eligible for a "Pay-To-Ride" service. Students that attend a school other than their assigned school because of an inter-district transfer, or are open enrolled, are not eligible for transportation regardless of the distance to the school.
- B. Students living in the City of Edina between Hwy. 169 and Blake Road on the east and west, and Parkwood Road and Spruce Road on the north and south (Parkwood Knolls area) attending South View or Valley View Middle school, Edina High School, Countryside or Highlands Elementary school, are in a designated Pay-To-Ride zone.
- C. "Pay-To-Ride" services are student transportation services to and from school being provided by the district for a fee. Determination on providing "Pay-To-Ride" service will be made by transportation administration based on time, space, and equipment considerations. Services will be contracted annually at a rate established by the district. See Appendix VI, Pay-To-Ride Transportation Form. No student will be denied services because of an inability to pay.
- D. The determination of available space will be those non-obligated seats aboard buses servicing the immediate area, not exceeding the following limits per bus:
 - Grades K-5: 65 to 70 students
 - Grades 6-8: 60 to 65 students
 - Grades 9-12: 45 to 55 students
- E. Issuance of seating for Pay-To-Ride students will be determined on a first come, first serve basis. All applications will be stamped with the date and time received.
- F. Applicants must submit the fee with the completed contract to be considered for the Pay-To-Ride service. Services are to be paid in advance on an annual basis. The

Pay-To-Ride rate will be \$350 per student with a family cap of \$525 with services beginning the first day of school.

- G. Cancellation of the service may be effected by the district upon five (5) days written notice if the student limit per bus is exceeded. The Pay-To-Ride service will be canceled (last assigned, first off) until such time that space is again determined to be available. Service will also be canceled due to NSF (non-sufficient funds).
- H. If the district cancels services due to lack of space, it will prorate reimbursement based on the number of days the contract has been in effect. The district will not reimburse the parent/guardian for those days the student is absent, suspended from transportation services, or for emergency school closings, etc.
- I. Pay-To-Ride notices will be sent out by the second week of June for the coming school year with the enrollment period beginning on July 1 and ending on July 31. The Pay-To-Ride form will also be posted on the Transportation web page. After the deadline, no new applications will be accepted until two weeks after school starts.
- J. Transportation may be provided to students normally not eligible for transportation when the walk path within a school's attendance area exhibits an extraordinary "hazard area" as determined by the Transportation Supervisor.
- K. District policy for distance to a stop from home can be up to 0.3 mile for elementary students (K-5) and up to 0.5 mile for secondary students (6-12).
- L. A written request must be submitted to transportation services for approval each time a student is to take a bus other than their regularly assigned bus.
- M. Activity bus routes are authorized at all secondary schools. The buses will run on days that schools are in session and will serve students (1) who participate in school-sponsored activities and (2) who live farther than one mile from the secondary school.
- N. Bus Stop Review. A family in the transportation zone desiring to change or modify their student's assigned bus stop must contact the transportation supervisor. The supervisor will review the request and make a determination based on current district practices.

Appendix

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Appendix II to Policy 713

STUDENT BUS RIDER RESPONSIBILITIES

Edina Public Schools is committed to providing a safe and enjoyable riding experience for its bus riders. The school district's transportation department is responsible for the safety of its riders while they are on the school bus.

Parents or guardians are responsible for the safety of their student(s) until they are on the school bus. The district's student bus rider responsibilities guidelines have been established by the district. Please review this information and discuss it with your child(ren). This information is being provided so that your child(ren) will clearly understand bus behavior expectations. Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the rules for bus riders.

Bus Schedules: Bus schedules are provided by mid-August. In the event there is a question about the bus route, please contact the transportation department at 952-848-4979 between the hours of 7:00 am and 4:30 pm; calls before or after these times will be referred to voicemail for further instructions. In the event a route change is requested that may impact other riders, you will be asked to complete a bus route request form. The transportation department reviews all requests to make appropriate changes. These forms are available by calling your school office.

Student Safety Training: All students [in kindergarten through grade 10](#) will receive school bus safety training [and testing within the first six weeks of school](#). ~~in the fall. This training and testing is in compliance with state law. The training and testing will be completed within the first three weeks of school for grades K-3, and within the first six weeks for students in grades 4-10. In addition, many schools complete a number of ongoing bus safety education sessions throughout the school year.~~

Reserved Seating – Grades K-8: During the first two weeks of school, students will have the opportunity to choose where and with whom they would like to sit. After the first two weeks, a seating chart will be recorded. Students are to sit in the same seat every day, both to and from school. Changes can be made by the driver due to discipline or safety issues. If at any time a student is no longer comfortable with their seat assignment, they can talk to the driver. Any other concerns may be addressed by calling the transportation department.

Rider Transfers – Grades K-12: State law mandates that ridership on a bus cannot exceed its capacity. Due to the high ridership on most buses, the transportation department will continue the policy of not allowing rider transfers – students who are not regularly scheduled to ride that bus. The district endorses this policy for the safety of each student and to ensure that each student has a seat on the bus. Students will not be permitted to ride another bus unless it is necessary for purposes that have been pre-approved by the supervisor of transportation and building principal (e.g., childcare needs, regularly scheduled lessons). Our goal is to provide a safe and effective transportation service, not to complicate transportation situations for parents/guardians and students.

Student Bus Rider Responsibilities

The district's goal is to provide safe and enjoyable transportation for our students. This occurs when we work in cooperation with students, parents/guardians, teachers, and drivers. For the safety of all riders, please review the following rider responsibilities with your child(ren) before the school year begins.

A. Going to the Bus Stop

1. Use sidewalks where provided.
2. If there are no sidewalks, walk single file on the left shoulder of the street facing traffic.
3. Cross streets only at corners.
4. Use a direct route, but avoid crossing yards or empty lots.
5. Arrive at your bus stop no more than five minutes before the scheduled stop. The bus driver cannot wait for late students.
6. Be aware of suspicious individuals on foot or in motor vehicles. Report these persons to your bus driver or school principal. Even if you have missed the bus, do not accept rides from strangers.

B. Waiting at the Bus Stop

1. Wait away from the traffic. Stay at least five feet off the road or street.
2. Respect the property of others while waiting at the bus stop. Do not pick flowers, disturb shrubs, throw stones or snowballs, litter, etc.
3. Use appropriate language at all times.
4. Respect other students by not pushing, shoving, or fighting.
5. Stay back from the street until the bus is actually stopped. A push at the middle or end of the line can send the front person into the bus or under its wheels.
6. Students who must cross the road should cross at least ten feet in front of the bus, after being signaled by the driver that it is safe to do so. A long, steady blast of the horn will be used as a warning to students that it is not safe to cross.
7. Older students should be helpful to younger ones.
8. The district's student behavior policies, guidelines, and rules are enforceable while a student waits at the bus stop.

C. Boarding the Bus

1. Wait until the bus has stopped and the door is opened before starting to board.
2. Board the bus single file.
3. Continue to show respect for others by not pushing or shoving.
4. Use the handrail to keep from slipping, falling, or tripping.
5. Greet the bus driver.
6. Move directly to your seat and sit down.
7. Put large items (e.g., musical instruments, packages) in the seat area or under the seat, but not in the aisle.

D. Riding on the Bus

1. Follow all district policies and school rules.
2. Follow the bus driver's instructions.
3. Remain in your seat until the bus arrives at your stop.
4. Speak in a quiet voice. Your voice should not be heard above others.
5. Keep hands, feet, and objects inside the bus.
6. Do not throw objects inside the bus or out the window.
7. Do not use profanity, including words or gestures.
8. Do not tease or harass others.
9. Do not eat, drink, chew gum, or spit.
10. Do not vandalize the bus.
11. Use the proper door for entering and exiting. Non-emergency use of the emergency door is not tolerated.

E. Getting Off the Bus

1. Wait for the bus to be completely stopped and the door to be opened before standing up.
2. Stay respectful of others – no shoving or pushing.
3. Students should walk away from the bus and not go toward the rear of the bus.
4. Students who must cross the road should move out at least ten feet in front of the bus, make eye contact with the driver, and wait for the driver to signal that it is safe to cross. A long steady blast of the horn will be used as a warning to students that it is not safe to cross.
5. Do not go in back of or underneath the bus for any reason.

F. Student Consequences for Misbehavior

1. Riding on a school bus is a privilege, not a right.
2. The district's student behavior policies, guidelines, and rules are in effect for all students on school buses and while at bus stops.
3. If misbehavior occurs, the bus driver will give the student an assertive warning.
4. If misbehavior continues, the bus driver will complete a bus incident report (Appendix III) for students and report the conduct to the transportation supervisor. The transportation supervisor will report the conduct to the building administrator. The building administrator will contact the parent/guardian. Consequences will be administered in accordance with the district's discipline policy.

Appendix

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Appendix III to Policy 713

BUS INCIDENT REPORT

Your child has been given the following consequences for their behavior. Consequences will be administered in accordance with the district's discipline policy.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus or bus stop misconduct in accordance with the district's discipline policy.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense, at the discretion of the district.

Kindergarten through Grade 5:

_____ First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents/guardians.

Your child has been assigned an alternate seat: (*select one*) Yes or No

_____ Second Offense: One-day bus suspension.

_____ Third Offense: Three-day bus suspension; conference with student, parent/guardian, school, driver, and transportation.

_____ Fourth Offense: Five-day bus suspension.

_____ Fifth Offense: Loss of bus riding privileges for the remainder of the school year.

Grade 6 through Grade 12:

_____ First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents/guardians.

Your child has been assigned an alternate seat: (*select one*) Yes or No

_____ Second Offense: One to three-day bus suspension; conference with student, parent/guardian, school, driver and transportation.

_____ Third Offense: Five to ten-day bus suspension.

_____ Fourth Offense: Loss of bus riding privileges for the remainder of the school year.

Appendix IV to Policy 713

BUS DRIVER QUALIFICATIONS, RESPONSIBILITIES, AND TRAINING

I. Qualifications

- A. School bus drivers must have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a Type III vehicle set forth by this policy and its appendices.
- B. The school district will conduct mandatory drug and alcohol testing of all bus drivers and bus driver applicants in accordance with state and federal law.

II. Bus Driver Responsibilities

A. General Operating Rules

- 1. School buses must be operated in accordance with state traffic and school bus safety laws; the procedures contained in the *Minnesota School Bus Driver's Handbook: A Guide to Safe School Bus Transportation in Minnesota*; and transportation department policies.
- 2. A bus driver's main responsibility is the safety and well-being of their students.
- 3. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
- 4. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone or personal mobile device for personal reasons, whether hand-held or hands-free, when the vehicle is in motion.

For purposes of this paragraph, "school bus" has the meaning defined by state statute. In addition, "school bus" also includes Type III vehicles when driven by employees or agents of the school district.

"Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Other Responsibilities

- 1. Daily pre-trip and post-trip inspections are performed by the bus driver. Bus drivers must perform post-trip inspections to check for any riders or items

left behind after each route or trip.

2. The bus driver will ensure no bus rider is allowed to stand when the bus is in motion.
3. The bus driver will ensure no bus rider is in the aisle or on the loading doorstep while the bus is in motion.
4. The bus driver must wear a seat belt at all times whenever the bus is in motion, regardless of whether riders are on board.
5. The bus driver must follow all railroad crossing procedures in accordance with state and federal law.
6. The bus driver will adjust the speed of the bus as conditions warrant. These conditions may include traffic, road conditions, and/or weather.
7. The bus driver will never move a bus with the loading door open.
8. The bus driver must ensure that the emergency door and aisle are free from objects.
9. The bus driver will follow district loading and unloading procedures. When loading or unloading students at school, the driver will pull up to the bus in front as close as possible to ensure that students do not walk between buses. Bus drivers must give greater priority to the loading and unloading procedure than to distractions inside the bus.

a. Loading Procedures

- i. Activate the amber eight-way lights 300 feet prior to stopping, if over 35 mph, and 100 feet, if under 35 mph, before stopping to warn other vehicles that the bus is going to stop in the lane of traffic. Slow gradually and stop in the roadway. If students start to move towards the bus, stop moving. Check the rearview mirror.
- ii. Put the gear shift in neutral. Open the service door a crack to turn on the alternately flashing red lights and activate the stop arm. Make sure traffic is stopped.
- iii. Open the loading door, greet students, and motion them to board the bus. Count the students as you pull up and make sure that the same number board the bus.
- iv. Students who must cross the road should cross at least ten feet in front of the bus, after being signaled by the driver that it is safe to do so. A long, steady blast of the horn will be used as a warning to students that it is not safe to cross.

- v. When all students are loaded, check the rearview mirror to make sure everyone is seated. Start the bus in motion only after all students are properly seated.

b. Unloading Procedures

- i. Activate the amber eight-way lights 300 feet prior to stopping, if over 35 mph, and 100 feet, if under 35 mph. Stop in the traffic lane away from the curb and 10 feet before an intersection. Check the rearview mirror.
 - ii. Put the gear shift in neutral. Check to make sure that all traffic is coming to a stop. Make sure all students remain seated until the bus has stopped completely.
 - iii. Open the service door a crack to turn on the alternately flashing red lights and activate the stop arm. Make sure traffic is stopped.
 - iv. Make another visual and mirror check to make sure that all traffic has come to a stop, then open the door and allow the students to exit the bus.
 - v. Count all students as they exit the bus. If you have a large number of students exiting at a stop, look to see what the last student going down the steps is wearing, and watch that student. When that student is safely away from the bus, the remaining students should be also. Students should walk away from the bus and not go toward the rear of the bus. Students who must cross the road should move out ten feet in front of the bus, make eye contact with the driver, and wait for the driver to signal that it is safe to cross. A long steady blast of the horn will be used as a warning to students that it is not safe to cross.
 - vi. Visually check the location of all students outside the bus again before setting the bus into motion. Before accelerating, check the crossover mirror one last time.
 - vii. Close the loading door and allow traffic to proceed. Slowly pull away from the stop. Keep checking the mirrors until out of the danger zone. Once out of the danger zone, a bus driver can accelerate to a normal speed and continue on to the next stop.
10. When coming to a stop behind other vehicles, the bus driver will stay back far enough to visually see the rear tires of the vehicle in front of the bus.
11. When a stoplight turns green, the bus driver will wait two seconds, look left and then right to ensure traffic is stopped before accelerating the bus through the intersections.
12. All bus drivers must submit prompt reports of defects that need to be corrected.

C. Emergency Situations

1. Handling Accidents

A bus driver must take the following actions after an accident:

- a. Call emergency services and the transportation department office immediately.
- b. Report the following information:
 - i. Bus number;
 - ii. Location (Specific streets and cross streets);
 - iii. Who is involved and what kind of assistance is needed (e.g., police, fire, ambulance). Police will be called to every accident; and
 - iv. Number of students on board, from which school, if there are any injuries.
- c. Procedure to following after reporting the accident:
 - i. Turn off the engine. Leave ignition on so two-way radio can be used.
 - ii. Activate four-way hazard lights. Turn off the eight-way master switch. Set the parking brake.
 - iii. Check each passenger again for injuries. Check for injuries outside of the bus. Update base as to any new information.
 - iv. Keep all passengers inside the bus unless there is an obvious danger of fire, such as a fuel spill or a traffic hazard, which might contribute to a second accident. If evacuation is necessary, take passengers at least 100 feet away from the bus to safety and keep them in a group.
 - v. Place triangles to warn other traffic. Place one triangle in front, 100 feet from the bus. Place two triangles in back, one 50 feet from the left tire and parallel to the side of the bus, and the other 50 feet behind the first one.
 - vi. Take names and telephone numbers of all riders who were inside the bus at the time of the accident.
 - vii. If an accident happens on a field trip after 4:15 p.m. when the transportation department is closed, follow all the same procedures and, as soon as possible, notify someone from the transportation department of the accident using the emergency numbers provided.
 - viii. Do not move the bus unless a law enforcement officer advises otherwise. If there is something mechanically wrong, do not move the bus until the mechanic arrives.
 - ix. Get the name, address, telephone number, and insurance information of the other driver involved.
 - x. Complete all accident reports required by the transportation department and state law, if necessary.

2. Severe Weather or Tornadoes

It will be the driver's responsibility in severe weather to see that the students on the bus get off at their regular stops, if safe. If the bus stop is far from home, the driver should be sure the child will be able to walk home safely.

If the civil defense siren is sounding and the bus is at or close to the school, the driver should return to school and the students should use the school as a place of shelter. If the bus is on the road and the civil defense siren is sounded, the driver should immediately pull the bus over in a safe spot. If a tornado is spotted, the bus driver must guide the students in exiting the bus and seeking cover immediately in a nearby building or low area.

3. Fire

In the event of a fire, the first priority is to evacuate the bus. Bus drivers will make certain that riders are safe before attempting to put out the fire.

4. Injuries/Medical Emergencies

Bus drivers will be familiar with first aid procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, the driver will record the student's name and the name of the hospital where the student is taken.

5. Cold Weather Stop

If a bus driver is stuck in snow or stalled in cold weather, the driver should call for assistance and wait for help. The bus driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check riders frequently for headaches or drowsiness.

6. Dangerous Weapon

If a bus driver observes or learns that a rider may have a dangerous weapon on the bus, they should remain calm and call for assistance using the predetermined code. The driver should give the location of the bus to the dispatcher, continue the route, and wait for assistance. The driver should not inform the passenger suspected of having the weapon that they know of the weapon.

D. Traffic Violations or Criminal Offenses

1. A school bus driver who has a commercial driver's license and who is convicted of (1) a criminal offense; (2) a serious traffic violation, or (3) violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, will notify the Minnesota Division of Driver and Vehicle Services of the conviction within 30 days of the conviction and notify the district within five days of the conviction.

For purposes of the above paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

- a. Excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 - b. Reckless driving;
 - c. Improper or erratic traffic lane changes;
 - d. Following the vehicle ahead too closely;
 - e. A violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident; or
 - f. Driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
2. A school bus driver who (1) has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction; and (2) loses the right to operate or is disqualified from operating a commercial vehicle for any period will notify the district of the suspension, revocation, cancellation, lost privilege, or disqualification. The driver will notify the district before the end of the business day following the day the driver received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification to the district must be provided to the transportation supervisor in writing.
 3. An employee who operates a Type III vehicle and who sustains a conviction as described in Section II.D.1. must report the conviction to the person's employer within five days of the date of the conviction. The notification to the district must be provided to the transportation supervisor in writing. This provision does not apply to a district employee whose normal duties do not include operating a Type III vehicle.
 4. A bus driver or an employee who operates a vehicle must report to the transportation supervisor all traffic violation tickets received from a police officer within five days of receipt.

III. School Bus Driver Training and Evaluation

A. Orientation

All new school bus drivers are provided with pre-service training, including in vehicle (actual driving) instruction, before transporting students and will meet the competency testing specified in state law and policy.

B. Annual In-Service Training

All school bus drivers will receive in-service training annually. The district will retain on file a record of this training. All bus drivers operating a Type III vehicle will be provided with annual training and certification as set forth in state law and policy.

Annual training and certification include, but are not limited to:

1. Safe operation of district vehicles;
2. Understanding student behavior, including issues relating to serving students with disabilities;
3. Encouraging orderly conduct of students on the bus;
4. Handling incidents of student misconduct;
5. Knowing and understanding relevant laws, rules of the road, and district policies;
6. Handling emergency situations;
7. Proper use of seat belts and child safety restraints; and
8. Performance of pre-trip inspections.

Bus drivers will be trained in accordance with the transportation department's plan (see the district's bus driver manual). The bus driver manual defines the requirements, duties, and procedures to be followed by all bus drivers employed by the district. Each driver will receive a copy of the manual, and a copy will be available in each school, the district office, and the transportation office.

C. Other Required Training

All school bus drivers are required to successfully complete the following annual training:

Rules and procedures	8.0 hours
OSHA (Bloodborne pathogens)	1.0 hours

All drivers will also be required to successfully complete an annual driver's evaluation to determine that the driver meets the requirements of state law.

D. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation will include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the *Model School Bus Driver Training Manual*.

Appendix

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Appendix V to Policy 713

TYPE III VEHICLES

I. Type III Vehicle Requirements

- A. Type III vehicles are restricted to passenger cars, SUVs, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, will have been originally manufactured to comply with the passenger safety standards.
- B. Type III vehicles will be painted a color other than national school bus yellow.
- C. Type III vehicles will be state inspected in accordance with legal requirements.
- D. Vehicles model year 2007 or older will not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standards.
- E. If a Type III vehicle is school district owned, the district name will be clearly marked on the side of the vehicle. The Type III vehicle will not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
- F. A Type III vehicle will not be outwardly equipped and identified as a type A, B, C, or D bus.
- G. Eight-lamp warning systems and stop arms will not be installed or used on Type III vehicles.
- H. Type III vehicles will be equipped with mirrors as required by law.
- I. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students will not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant will escort a student across the road. If the driver escorts the student across the road, then the motor will be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
- J. Any Type III vehicle used to transport students will carry emergency equipment including:

1. Fire extinguisher. A minimum of one 10BC rated dry chemical-type fire extinguisher is required. The extinguisher will be mounted in a bracket located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and will be easily read without removing the extinguisher from its mounted position.
2. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They will be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and will be marked to indicate their identity and location.
3. A Type III vehicle will contain at least three red reflectorized triangle road warning devices. Liquid burning "pot-type" flares are not allowed.
4. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
5. The Type III vehicle will bear a current certificate of inspection issued under state law.

II. Type III Vehicle Driven by Employees with a Class D Driver's License

- A. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
- B. The holder of a Class D driver's license, without a school bus endorsement, may operate a Type III vehicle, described above, under the following conditions:
 1. The operator is an employee of the district.
 2. The district has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - a. safe operation of a Type III vehicle;
 - b. understanding student behavior, including issues relating to students with disabilities;
 - c. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - d. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - e. handling emergency situations;
 - f. proper use of seat belts and child safety restraints;
 - g. performance of pre-trip vehicle inspections; and
 - h. safe loading and unloading of students, including, but not limited to:
 - i. utilizing a safe location for loading and unloading students at the curb, on the non-traffic side of the roadway, or at off-street loading areas,

- driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - ii. refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - iii. avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - iv. placing the Type III vehicle in “park” during loading and unloading.
 - i. A background check has been conducted in accordance with district policy.
 - j. The Type III driver will submit to a physical examination as required by state law.
 - k. The district has adopted and implemented a policy that provides for mandatory drug and alcohol testing of applicants for Type III driver positions and current drivers, in accordance with state and federal law.
 - l. The Type III driver’s license is verified annually by the district.
3. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of or has their driver’s license revoked under a similar statute or ordinance of another state, is precluded from operating a Type III vehicle for five years from the date of conviction.
4. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a Type III vehicle.
5. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a Type III vehicle for one year from the date of the last conviction.
6. Students riding the Type III vehicle will have training required under state law.
7. Documentation of meeting the requirements listed in this section will be maintained under a separate file for each Type III vehicle operator. The district is responsible for maintaining these files for inspection.
- B. A Type III driver employed by the district, whose normal duties do not include operating a Type III vehicle, who holds a Class D driver’s license without a school bus endorsement, may operate a Type III vehicle and is exempt from the (1) physical examination requirement; (2) drug and alcohol testing requirement; and (3) the

annual license verification requirement. All other requirements are in full force and effect.

Appendix

established: 04/11/11

revised: 07/16/18

revised: 11/13/23

Appendix VI to Policy 713

Pay-To-Ride Transportation Form

Parent or Guardian Name _____

Address _____

Phone Number _____

Student Name _____
(if you have more than one student, please fill out a separate form for each)

Name of School _____

Grade _____

Transportation being requested AM PM Both
(*Fee of \$350 per student is the same whether just AM or PM is selected.)

Transportation to School

List address if different from above

Transportation from School

List address if different from above

Parent/Guardian Signature _____ Date _____

Amount Paid _____
(see "Pay-To Ride Fee Schedule" below)

Approval _____ Date _____
(Supervisor of Transportation)

Pay-to-Ride Fee Schedule:

A family with 1 student rider	\$350.00
A family with multiple student riders	\$525.00

Buildings and Sites

Disposition of Obsolete Equipment and Material

I. Purpose

This policy provides guidelines, via Appendix I, for district administration to dispose of obsolete equipment and material.

II. General Statement of Policy

State law [generally](#) does not allow staff to remove, give away, or donate any school district property. The superintendent or designee is authorized to dispose of obsolete equipment and materials by selling them at a fair price consistent with the procedures. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent or designee is authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

III. Sales to Employees

- A. No officer or employee of the school district will sell or procure for sale, or possess or control for sale, to any other officer or employee of the district any property or materials owned by the district unless the property and materials are not needed for public purposes and are sold to a district employee after reasonable public notice, at a public auction, or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice includes at least one week's published or posted notice.
- B. A district employee may purchase no more than one motor vehicle from the district in any one auction. This section does not apply to the sale of property or materials acquired or produced by the district for sale to the general public in the ordinary course of business. Nothing in this section prohibits an employee from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

Legal References:

Minn. Stat. § 13.591 (Business Data)

Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)

Minn. Stat. § 16B.2975 (Surplus Property Acquisition, Distribution, and Disposal)

Minn. Stat. § 123B.29 (Sale at Auction)

Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Policy
adopted: 06/21/10
revised: 11/18/13
revised: 03/20/17
revised: 06/10/24
revised: __/__/25 (statutory changes quick review)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 802

PROCEDURE FOR DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. Asset Disposal

A. Assets With Estimated Fair Market Value Greater Than \$175,000

1. If the value of the assets is estimated to exceed \$175,000 per unit, sealed bids will be solicited by two weeks' published notice in the official newspaper. This notice will state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the superintendent or their designee deems necessary.
2. The sale will be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record is kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid is rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained are kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions is void.
6. Data submitted by a business to the school district in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the district has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the

dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

B. Assets With Estimated Fair Market Value Less Than \$175,000

If the fair market value of the assets is estimated to less than \$175,000, the assets will be made available for purchase utilizing processes compliant with current state laws and regulations.

II. Surplus [Computers and Books](#)

A. School Computers

The [school](#) district may bypass the requirements for competitive bidding and is not subject to any other laws relating to district contracts if it is disposing of surplus district computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. any school system, college, or university in Minnesota; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

B. School Books

[The district may dispose of library books, textbooks and accompanying materials, and other books by donating them to a family of a student residing in the district or a charitable organization under section 501\(c\)\(3\) of the Internal Revenue Code.](#)

[IV. Notice of Quotation](#)

Notice of procedures to receive quotations is given by publication or other means as appropriate to provide reasonable notice to the public.

~~##~~ [V. Employees](#)

State law does not allow staff to remove, give away, or donate any school district property. Staff violating this statute will be disciplined.

Appendix

revised: 03/20/17

revised: 06/10/24

revised: __/__/25 (statutory changes quick review)

VIII. **Leadership and Committee Updates**

IX. **Superintendent Updates**

X. **Adjournment**

XI. **Information**

XI.A. Investment Summary - August 2025



Board Meeting Date: 9/8/2025

Title: Investment Summary – August 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 August 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 – August 2025

FOR THE MONTH ENDED AUGUST 31, 2025



Investment Summary

General Operating Funds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	\$ 4,212,693.61	4.14%
MSDLAF+ Max	Money Market	N/A	NOW	592,283.42	4.24%
MSDLAF CD Program	Fieldpoint Private Bank & Trust, CT	8/31/2025	1/22/2026	249,052.00	5.10%
PMA/MN Trust	Money Market	8/31/2025	NOW	15,249,570.73	4.20%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	8/31/2025	NOW	4,529,409.91	4.27%
SDA Account	NexBank, TX	8/31/2025	NOW	2,196,060.27	4.27%
US Treasury Bonds & Notes	MNTrust TERM SERIES II	5/29/2025	9/24/2025	2,000,000.00	4.27%
Certificate of Deposit	Bank of Crockett, TN	11/1/2023	11/3/2025	226,100.00	5.24%
Certificate of Deposit	Schertz Bank & Trust, TX	11/7/2023	11/10/2025	226,450.00	5.14%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	11/8/2023	11/10/2025	243,531.49	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	11/10/2023	11/10/2025	243,342.00	5.16%
US Treasury Bonds & Notes	MN TRUST TERM SERIES	5/17/2024	11/18/2025	5,000,000.00	4.92%
Certificate of Deposit	Solera National Bank, CO	1/28/2025	1/26/2026	239,900.00	4.13%
Certificate of Deposit	Western Alliance Bank, CA	1/28/2025	1/26/2026	239,900.00	4.18%
Certificate of Deposit	Oakwood Bank, WI	1/28/2025	1/26/2026	240,100.00	4.12%
Certificate of Deposit	NexBank, TX	1/28/2025	1/26/2026	240,000.00	4.14%
US Treasury Bonds & Notes	MNTrust TERM SERIES	1/30/2025	1/26/2026	1,500,000.00	4.10%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CGR6	3/19/2024	3/15/2026	1,251,414.43	4.57%
Certificate of Deposit	Consumers Credit Union, IL	3/19/2025	3/18/2026	239,900.00	4.18%
Certificate of Deposit	T Bank, National Association, TX	3/19/2025	3/18/2026	240,000.00	4.11%
US Treasury Bonds & Notes	MNTrust TERM SERIES II	5/29/2025	6/24/2026	3,000,000.00	4.23%
Certificate of Deposit	ServisFirst Bank, FL	8/22/2024	7/27/2026	230,700.00	4.32%
Certificate of Deposit	First Capital Bank, SC	8/22/2024	7/27/2026	232,000.00	3.99%
Certificate of Deposit	Customers Bank, NY	8/22/2024	7/27/2026	231,800.00	3.99%
Certificate of Deposit	First Internet Bank of Indiana, IN	8/22/2024	7/27/2026	229,800.00	4.47%
Certificate of Deposit	Financial Federal Bank, TN	8/22/2024	7/27/2026	231,000.00	4.25%
Certificate of Deposit	American Plus Bank, N.A., CA	8/22/2024	7/27/2026	232,400.00	3.90%
Certificate of Deposit	GBank, NV	3/19/2025	9/14/2026	235,800.00	4.01%
Certificate of Deposit	Prime Alliance Bank, UT	3/19/2025	9/14/2026	235,900.00	3.97%
Certificate of Deposit	First National Bank, AR	11/1/2023	11/2/2026	217,600.00	4.94%
Certificate of Deposit	NUMERICA CREDIT UNION, 67054NBN2	11/10/2023	11/10/2026	252,709.92	5.41%
US Treasury Bonds & Notes	STRIPS, 912833PB0	11/13/2024	11/15/2026	2,600,728.03	4.22%
Certificate of Deposit	OPTUM BANK INC, 68405VBK4	11/15/2023	11/16/2026	246,382.03	4.96%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CJT9	1/29/2025	1/15/2027	3,008,020.42	4.07%
Certificate of Deposit	Freedom Northwest Credit Union, ID	1/28/2025	1/25/2027	230,900.00	4.10%
Certificate of Deposit	Bank Hapoalim B.M., NY	1/28/2025	1/25/2027	231,100.00	4.09%
US Treasury Bonds & Notes	MNTrust TERM SERIES	3/21/2025	1/25/2027	1,500,000.00	3.93%
Certificate of Deposit	First Bank of Ohio, OH	4/30/2025	1/25/2027	234,400.00	3.74%
Certificate of Deposit	Truxton Trust Company, TN	4/30/2025	1/25/2027	234,500.00	3.71%
Certificate of Deposit	American Commercial Bank & Trust, National Association, I	4/30/2025	1/25/2027	234,700.00	3.70%
US Treasury Bonds & Notes	MNTrust TERM SERIES	5/6/2025	1/25/2027	2,000,000.00	3.68%
Certificate of Deposit	COMMUNITY WEST BANK, 20415WBT2	5/7/2025	2/8/2027	249,016.38	3.75%
Certificate of Deposit	Luana Savings Bank, IA	5/29/2025	6/1/2027	231,700.00	3.90%
Certificate of Deposit	UBS BANK USA, 90355GWT9	6/4/2025	6/4/2027	249,952.75	3.95%
Certificate of Deposit	TOYOTA FINANCIAL SGS BK, 89235MSM4	6/5/2025	6/7/2027	245,126.89	4.01%
US Treasury Bonds & Notes	STRIPS, 912833QB9	11/13/2024	11/15/2027	2,615,839.70	4.23%
Total General Operating Funds:				\$ 58,601,784	

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	\$ 2,720.80	4.20%
PMA/MN Trust	Money Market	N/A	NOW	960,506.29	2.85%
Total 2021B General Obligation School Building Bonds:				\$ 963,227	

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	8/31/2025	NOW	\$ 676,138.42	4.20%
PMA/MN Trust	Money Market	8/31/2025	NOW	6,195,758.99	4.17%
Total 2023A GO Capital Notes & FM Bonds:				\$ 6,871,897	

Total Portfolio Value: \$ 66,436,908