

Regular Meeting

Monday, October 13, 2025 7:00 PM

ECC 349 and Virtual, 5701 Normandale Road, Edina, MN 55424

I. Determination of Quorum and Call to Order

II. Approval of Agenda



**School Board Regular Meeting
Monday, October 13, 2026; 7:00 PM
ECC Room 349 and Virtual***

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Excellence in Action**
- IV. **Hearing from Members of the Public**
- V. **Presentation**
 - A. Edina Education Fund
Presenter(s): Kathy Rendleman, Executive Director
- VI. **Consent Agenda**
 - A. Minutes: *September 2 special meeting; September 8 work session and regular meeting; September 16 work session; September 23 special meeting*
 - B. Personnel Recommendations
 - C. Check Register - September 2025
 - D. Electronic Fund Transfers - September 2025
 - E. Gifts and Bequests - September 2025
 - F. Minnesota School Boards Association Executive Search Agreement Contract
 - G. International Student Travel Request_Bolivia 2026
 - H. Edina Education Fund
- VII. **Discussion**
 - A. Policy Review (602, 606.5, 624, 903)
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
- VIII. **Action**
 - A. Language Access Plan
Description: The District Language Access Plan (LAP) is our commitment to ensuring effective, equitable communication for all students and families across the 70+ languages spoken in our schools. Legally mandated by Minnesota Statute §

NOTE: School Board members may participate by interactive technology
as permitted by Minnesota Statute 13D.02

123B.32 and Title VI of the Civil Rights Act, the LAP provides specific resources and tools to eliminate language barriers. These resources include professional in-person, telephone, and video interpretation, as well as professional translation for all vital documents (proactively in Spanish and Somali). A core operational protocol requires the exclusive use of qualified interpreters and translators for critical communications.

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

Recommendation: Approve the Language Access Plan.

B. Policy Review (208, 516, 516.5, 524, 713)

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

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

IX. Leadership and Committee Updates

X. Superintendent Updates

XI. Adjournment

XII. Information

A. Investment Summary - September 2025

B. Expenditure Summary - September 2025

* One board member will participate virtually.

III. **Excellence in Action**

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

V. **Presentation**

V.A. Edina Education Fund

Speaker(s): Kathy
Rendleman, Executive
Director



Edina
Education
Fund

Enhancing Opportunities. Every School. Every Student.

Our Vision

*To ensure educational excellence in
Edina Public Schools
for all students and staff.*



Our Mission



*As an independent, mission-aligned partner of the Edina Public Schools, the Edina Education Fund secures incremental funding for district-wide programs and services that strengthen academic learning and support the **whole person** on their educational journey.*

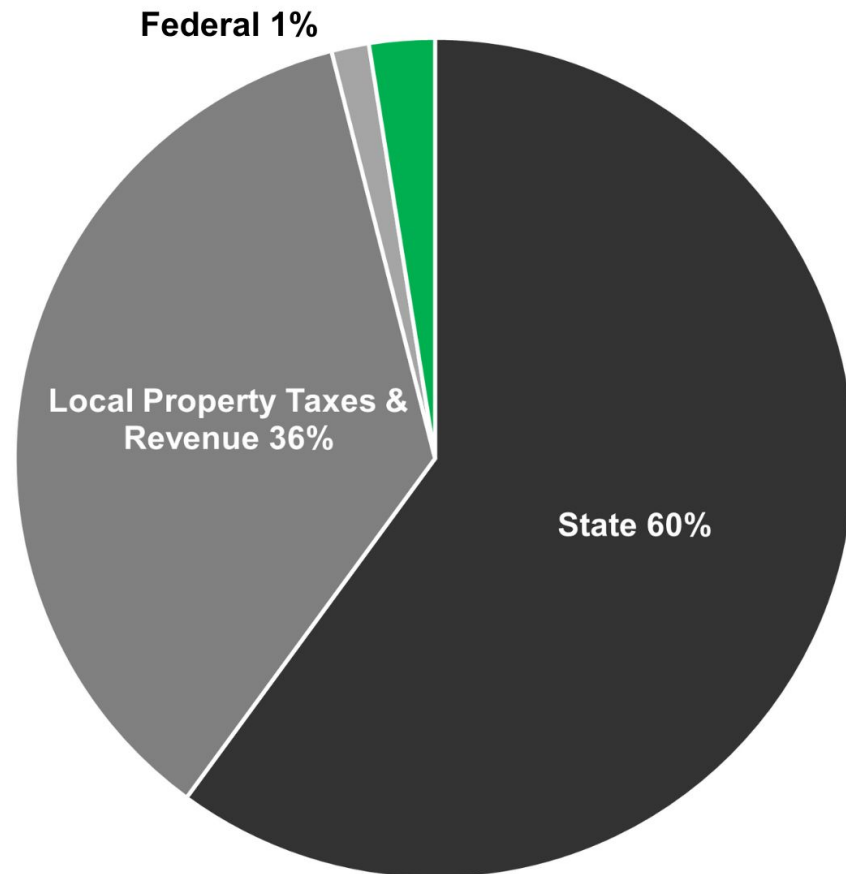
Who we serve

*All Edina Public Schools
students and staff.*



Edina
Education
Fund

Why the Ed Fund - Funding the Gap



Federal and State Government
Legislative Action Committee work

District Role
Budget changes/distributions
Budget reductions

Fundraising Efforts

Edina Education Fund - History

Since 1995, the Ed Fund has contributed over **\$8,900,000** in grants to the Edina Public Schools, enriching the lives of **each and every student.**

Fiscal Year 2024-2025

Funding Area	Grants
Literacy	\$195,936
Mental Health and Wellness	\$43,622
Edina Rotary Global Scholars	\$40,335
STEAM	\$4,137
Edina High School Senior Scholarships	\$65,781
Edina Friends of Forensics	\$5,250
EHS Special Education Edina Unified	\$2,225
Edina Alumni Association	\$1,630
Other Restricted Gifts	\$25,595
Total	\$384,511

Our Programs

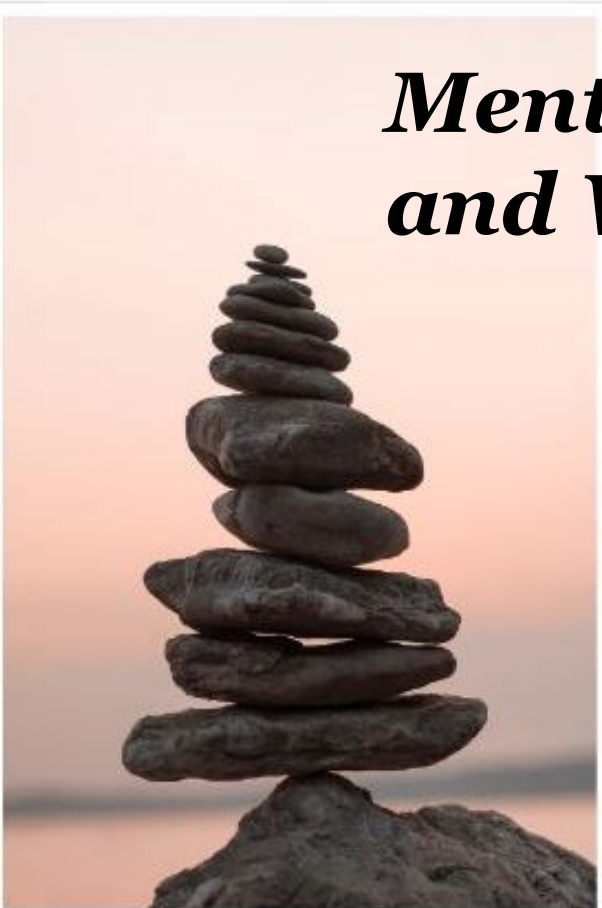
Literacy



STEAM



***Mental Health
and Wellness***



Literacy

2025-2026 GOAL: \$108,000



The Science of Reading (LETRS, CORE and Aspire) Materials and Teacher Support

STEAM

2025-2026 GOAL: \$67,500



STEM and Arts Programming

Mental Health and Wellness

2025-2026 GOAL: \$171,000



EPS Staff Wellness Support: \$30,000

Benevolence Funding for Uninsured and Underinsured Students: \$80,000

- 12 sessions at \$154/session (\$1,848)
- “time” to connect families to resources for continuity of care

Mental Health Discretionary Fund:
\$21,000

Social Emotional Learning: \$40,000

2024-2025 Carry-over Funding: \$26,067

Ed Fund Services

Fiscal Sponsorships and PTO Partnerships

- Continuing our work with all EHS activities and student-led clubs in our Fiscal Sponsorship agreements
- Proud to partner with numerous other EPS community groups such as Edina Unified, EAAA, elementary school robotics teams and more.



Ed Fund Services

EHS Senior Scholarships and Edina Alumni Association

- Anticipate around 58 EHS senior scholarships this spring
- Preparing to work with our Edina reunion classes for the summer of 2026
 - This past summer/fall, we welcomed Edina classes of 1980, 1985, 1990, 2000, 2005 and Edina West 1975 this past summer and fall.
 - Worked with Edina class of 2005 and class of 1985 for online ticketing.



Thank you for your partnership



***Thank you for supporting the students
and staff of Edina Public Schools!
www.edinaedfund.org***



VI. Consent

VI.A. Minutes: *September 2 special meeting;*
September 8 work session and regular meeting;
September 16 work session; September 23 special
meeting

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 2, 2025

SPECIAL MEETING
7:00 PM

Edina Community Center
ECC 349

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

7:00 PM - 8:22 PM

ADMINISTRATIVE STAFF PRESENT:

Sonya Sailer, Director of Human Resources
Nate Swenson, Assistant Superintendent

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
SEPTEMBER 2, 2025

7:00 PM Chair Gabler called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Sailer, Swenson.

APPROVAL OF AGENDA

DISCUSSION

- A. Superintendent Search - Tentative Calendar
- B. Superintendent Search Firms Discussion
- C. Policies 516, 516.5, and 308

LEADERSHIP AND COMMITTEE UPDATES

ADJOURNMENT

The meeting was adjourned at 8:22 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
SEPTEMBER 2, 2025 SPECIAL MEETING

7:00 PM Chair Gabler called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Sailer, Swenson.

APPROVAL OF AGENDA

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

DISCUSSION

Superintendent Search - Tentative Calendar: Board members discussed the tentative timeline for the superintendent search.

Superintendent Search Firms Discussion: Board members discussed search firms.

Policies 516, 516.5, and 308: Board members discussed policies.

LEADERSHIP AND COMMITTEE UPDATES

Chair Gabler reminded board members to complete the board self-evaluation; she shared that there would be a special meeting to interview search firms at the end of September; and she reminded board members to come early on September 8 for updated photos.

ADJOURNMENT

At 8:22 PM, Member Mann moved and Member Huwe seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF SEPTEMBER 8, 2025

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Karen Gabler

5:00 PM - 6:50 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
Mert Woodard, Director of Finance and Operations

Lisa Barnholdt, Principal of Countryside Elementary
Kim Isley, Assistant Director of Early Learning
Laura Phongsavath, Early Learning Manager
Erin Plasch, Concord Talent Development Teacher
Deb Richards, Talent Development Coordinator
Jessa Veneman, Creek Valley Talent Development Teacher

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
SEPTEMBER 8, 2025

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Woodard; Barnholdt, Isley, Phongsavath, Plasch, Richards, Veneman.

APPROVAL OF AGENDA

DISCUSSION

- A. Area of Emphasis: Early Learning & Family Center Action Plan
- B. Area of Emphasis: Elementary Acceleration Plan
- C. Area of Emphasis: Spanish Dual Language Program Assessment Proposal

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:50 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Karen Gabler, Chair

Ms. Cheryl Barry, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
SEPTEMBER 8, 2025 WORK SESSION

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Woodard; Barnholdt, Isley, Phongsavath, Plasch, Richards, Veneman.

APPROVAL OF AGENDA

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

DISCUSSION

Area of Emphasis: Early Learning & Family Center (ELFC) Action Plan: Dr. Leland presented information about the next phase of the ELFC assessment.

Area of Emphasis: Elementary Acceleration Plan: Director De St. Hubert and staff presented an overview of elementary talent development and the review process for the acceleration plan.

Area of Emphasis: Spanish Dual Language Program Assessment Proposal: Dr. Becquer and Principal Lisa Barnholdt presented information about the Spanish Dual Language program and plans for an assessment of the program.

ADJOURNMENT

At 6:50 PM, Member Arom 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 SEPTEMBER 8, 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

7:03 PM - 8:58 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

Ross Bintner, Engineering Services Manager, City of Edina
Dr. Cheryl Gunness, Community Engagement & Purpose Learning Supervisor

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 SEPTEMBER 8, 2025

7:03 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; Bintner, Gunness.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- 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

DISCUSSION

- A. Concord Flood Risk Reduction Infrastructure Project
- B. Preliminary Certification of Property Taxes Payable in 2026
- C. 2025 Summer Programming - Community Education & Strategic Partnerships Department
- D. Policy Review (208, 516.5, 524, 713 - moved from Rapid Review)

ACTION

- A. Policy Review - Rapid (418, 501, 515, 516, 802)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Expenditure Summary - August 2025

ADJOURNMENT

The meeting adjourned at 9:54 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
SEPTEMBER 8, 2025 REGULAR MEETING

7:03 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; Bintner, Gunness.

APPROVAL OF AGENDA WITH CHANGE

Member Mann moved and Member Allenburg seconded to approve the agenda with the following change: move Policy 713 from Rapid Review for Action to Discussion. All members voted Aye. The motion passed unanimously.

Dr. Bittman introduced Francisca Stand Strong, new American Indian education coordinator.

EXCELLENCE IN ACTION

In honor of School Board Recognition Month, Dr. Bittman presented certificates to board members in appreciation for their work on behalf of the district.

Cabinet members each shared highlights from their department's back-to-school work.

HEARING FROM MEMBERS OF THE PUBLIC

One Edina community member spoke about tax increment financing (TIF) and the impact on school funding.

CONSENT

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

The resolutions were:

- 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

DISCUSSION

Concord Flood Risk Reduction Infrastructure Project: Director Woodard and Mr. Bintner, engineering services manager for the City of Edina, presented information about the Concord flood risk reduction infrastructure project.

Preliminary Certification of Property Taxes Payable in 2026: Director Woodard shared information about the proposed tax levy payable in 2026.

2025 Summer Programming - Community Education & Strategic Partnerships Department: Dr. Leland and Dr. Gunness shared an overview of 2025 summer programming.

Policy Review (208, 516, 516.5, 524, 713): Policy Committee members presented the following policies for discussion.

- Policy 208 Development, Adoption, and Implementation of Policies
- Policy 516 Student Medication
- Policy 516.5 Overdose Medication
- Policy 524 Electronic Technologies Acceptable Use
- Policy 713 Student Transportation - *moved from Rapid Review*

ACTION

Policy Review - Rapid (418, 501, 515, 802): Member Mann moved and Member Allenburg seconded to approve the motion. All members voted Aye. The motion passed unanimously.

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

LEADERSHIP AND COMMITTEE UPDATES

Member Arom shared that the Legislative Action Committee (LAC) had its first meeting of the year and welcomed new members. They are working on platform development and legislative outreach.

SUPERINTENDENT UPDATES

Dr. Bittman thanked board members Arom and Birmand for their work with the LAC, and shared that the committee is looking forward to a number of guest speakers including representatives from AMSD, MSBA, MNASA, and AASA. He also thanked board members again for their work.

ADJOURNMENT

At 8:58 PM, Member Mann 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 WORK SESSION OF SEPTEMBER 16, 2025

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Karen Gabler

5:00 PM - 7:21 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Daniel Bittman, Superintendent

Gail Gilman, M.Ed., CFCS & Professor Emeritus, University of Minnesota, Director of Strategic Planning and Board Leadership

Heather Starks, MSBA Associate Director of Strategic Planning

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
SEPTEMBER 9, 2025

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman; Gilman, Starks.

APPROVAL OF AGENDA

MSBA - SCHOOL BOARD SELF-EVALUATION

A. School Board Self-Evaluation

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 7:21 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
SEPTEMBER 9, 2025 WORK SESSION

5:00 PM Chair Gabler called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman; Gilman, Starks.

APPROVAL OF AGENDA

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

DISCUSSION

MSBA - School Board Self-Evaluation: Gail Gilman and Heather Starks, from the Minnesota School Boards Association (MSBA) provided training related to the five standards of Board Leadership.

ADJOURNMENT

At 7:21 PM, Member Mann 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 SPECIAL MEETING OF SEPTEMBER 23, 2025

WORK SESSION
4:00 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

4:00 PM - 8:19 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Daniel Bittman, Superintendent
Nate Swenson, Assistant Superintendent
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 SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
SEPTEMBER 23, 2025

4:00 PM Chair Gabler called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Sailer, Woodard.

APPROVAL OF AGENDA

ACTION

Preliminary Levy Certification - Property Taxes Payable in 2026

DISCUSSION

Superintendent Search Firm Interviews

ACTION

Superintendent Search Firm Selection

LEADERSHIP AND COMMITTEE UPDATES

ADJOURNMENT

The meeting was adjourned at 8:19 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
SEPTEMBER 23, 2025 SPECIAL MEETING

4:00 PM Chair Gabler called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Bittman, Swenson, Sailer, Woodard.

APPROVAL OF AGENDA

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

ACTION

Preliminary Levy Certification - Property Taxes Payable in 2026: Member Huwe moved and Member Allenburg seconded to approve the motion. All members voted Aye. The motion passed unanimously.

DISCUSSION

Superintendent Search Firm Interviews: Three firms presented proposals for the superintendent search.

ACTION

Superintendent Search Firm Selection: Member Birdman moved and Member Mann seconded to approve the motion to select MSBA to conduct the superintendent search. All members voted Aye. The motion passed unanimously.

ADJOURNMENT

At 8:19 PM, Member Barry moved, and Member Birdman seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

VI.B. Personnel Recommendations



Meeting Date: October 13, 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>
DAVIS, GRACIE	CS	GRADE 5 TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	10/20/2025-02/27/2026
FREDD, BRIAN	EHS	MATHEMATICS TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	10/07/2025-01/16/2026
GRISWOLD, DONNA	NP	SPECIAL EDUCATION TEACHER (LONG-TERM SUBSTITUTE; RETIREE RATE)	\$637.50/DAY	10/02/2025-12/19/2025
HOWARD, JOSHUA	EHS	MATHEMATICS TEACHER (LONG-TERM SUBSTITUTE)	\$265.81/DAY	11/19/2025-12/19/2025
WILLIAMS, ELLA	EHS	THEATER FOR ALL TEACHER, 0.12 FTE	\$6,191.16	08/18/2025

B. 2025-26 ADDITIONAL DUTY DAY ASSIGNMENTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Number of Days</u>
BRAUCHLA, WHITNEY	DW	SPECIAL EDUCATION FACILITATOR	\$7,508.80	15
KLAPHAKE, AMBER	DW	SPECIAL EDUCATION FACILITATOR	\$8,352.39	15
ORMISTON, ANNIE	DW	SPECIAL EDUCATION FACILITATOR	\$7,508.80	15
SENN, KAITLIN	DW	SPECIAL EDUCATION FACILITATOR	\$6,668.72	15

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

D. CHANGE OF EMPLOYMENT STATUS

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

E. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
BALCER, GAYLE	DW	SPED TEACHER	09/29/2025 - 10/27/2025
DENEUI, KELLIE	CS	ART TEACHER	10/08/2025 - 10/29/2025
MOEHRLE, BROOKE	DW	DISTRICT BEHAVIORAL SPECIALIST	09/22/2025 - 10/15/2025
SWENSON, SARA	EHS	MEDIA SPECIALIST	10/13/2025 - 11/10/2025

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ABUKAR, SHUKRI	VV	EA SPED PARA	\$23.70/HOUR	09/18/2025
COLES, BRUCE	EHS	TECHNOLOGY SUPPORT SPECIALIST	\$31.68/ HOUR	09/22/2025
CROW, ABBY	CC	EA SPED PARA	\$23.70/HOUR	09/15/2025
GARNAAS, STEVEN	TC	BUS DRIVER	\$26.92/HOUR	10/06/2025
GROSS, ERICA	CS	EA SPED PARA	\$23.30/HOUR	09/29/2025
HOSEA, DAVY	EHS	SECURITY MONITOR	\$23.00/HOUR	09/15/2025
LAMPERT, DANA	CV	INSTRUCTIONAL ASSISTANT	\$21.50/HOUR	09/15/2025
LEON, JUDITH	ND	EA PARA	\$23.00/HOUR	09/23/2025
MESSER, MAXWELL	ECC	CUSTODIAN	\$24.26/HOUR	09/17/2025
MISFELDT, EILEY	DW	STUDENT BEHAVIOR & CULTURE COORDINATOR	\$89,547	09/11/2025
NEFF, KAYLA	CC	EA SPED PARA	\$24.90/HOUR	09/15/2025
OSMAN, ABDALLA	DW	TECHNOLOGY ASSISTANT	\$25.30/HOUR	10/01/2025
PICHARDO, KATE	ECC	WELCOME CENTER SPECIALIST	\$26.53/HOUR	10/02/2025
POLSFUSS, STEPEHN	TC	BUS DRIVER	\$26.92/HOUR	10/06/2025
SKAVANK, JENNIFER	SV	DUE PROCESS SPECIALIST	\$25.43/HOUR	09/22/2025
SAVIANO, ERICA	VV	EA SPED PARA	\$24.90/HOUR	09/15/2025
WALKER, LANEESHA	SV	EA SPED PARA	\$23.50/HOUR	10/15/2025
WARREN, ROBERT	CV	EA SPED PARA	\$24.90/HOUR	09/16/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
BARNETT, JAMES	VV	EA SPED PARA	05/30/2025
COOLEY, NICHOLAS	VV	EA SPED PARA	05/30/2025
DECKER, DEBRA	CV	OFFICE ASSISTANT E	11/25/2025
LARSON, CARMEL	CN	EA SPED PARA	09/10/2025

LEE, ANNE	SV	HEALTH SERVICES ASSOCIATE	09/05/2025
PETERSON, LISA	EHS	OFFICE ASSISTANT E	05/29/2026
SAVIANO, ERICA	VV	EA SPED PARA	09/18/2025
SIMPSON, NICK	CS	EA SPED PARA	08/19/2025
TEIEN, CHARLES	EHS	EA SPED PARA	09/05/2025

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</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>
KELLYS, LOURDES	EHS	EA SPED PARA	08/29/2025 - 12/05/2025
NEWELL, SUZANNA	VV	DUE PROCESS SPECIALIST	09/23/2025 - 11/04/2025

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ABDI, NASRUDIIN	CS	KIDS' CLUB LEAD	\$18.39/HOUR	10/01/2025
ALEXANDER, TAPIA	ND	KIDS' CLUB LEAD	\$16.97/HOUR	09/08/2025
BAGLEY, BRIDGET	CC	KIDS' CLUB LEAD	\$16.97/HOUR	09/08/2025
BOURASSA, MADISON	CS	KIDS' CLUB LEAD	\$18.39/HOUR	09/08/2025
BRIETZKE, CATLIN	ELC	PROGRAM SPECIALIST	\$31.99/HOUR	09/22/2025
BROWN, JACOB	DW	WOOD SHOP LEAD	\$25.10/HOUR	09/06/2025
CANAKES, COREY	ND	KIDS' CLUB LEAD	\$18.39/HOUR	09/15/2025
CUSTER, VIVIAN	CS	KIDS' CLUB LEAD	\$16.97/HOUR	09/15/2025
DRAKE, MARGARET	ND	KIDS' CLUB LEAD	\$16.97/HOUR	09/23/2025
FOGE, HENNAA	CS	KIDS' CLUB LEAD	\$18.39/HOUR	09/22/2025
HERBEK, EMMA	CS	KIDS' CLUB LEAD	\$18.39/HOUR	09/09/2025
JACOX, AKIA	CC	KIDS' CLUB LEAD	\$18.39/HOUR	09/15/2025

KANCHERLA, RITHWIK	CC	KIDS' CLUB LEAD	\$16.97/HOUR	09/08/2025
KARCZEWSKI, HANNAH	CN	KIDS' CLUB LEAD	\$18.39/HOUR	09/10/2025
KHALIF, ABDULLAHI	CC	KIDS' CLUB LEAD	\$19.91/HOUR	09/10/2025
KILLION, ZARIAH	CV	KIDS' CLUB LEAD	\$18.39/HOUR	09/15/2025
PLATT, JACKSON	ND	KIDS' CLUB LEAD	\$16.97/HOUR	09/18/2025
REARDON, MOLLY	CC	KIDS' CLUB LEAD	\$16.97/HOUR	09/08/2025
ROMERO, AMELIA	CS	KIDS' CLUB LEAD	\$16.97/HOUR	10/06/2025

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
CIMON, ERIC	CN	KIDS' CLUB LEAD	09/30/2025
GERARD, VIDDY	ELC	CHILDCARE ASSISTANT	09/02/2025
HAUGGARD, TIA	CS	KIDS' CLUB LEAD	10/07/2025
KHALIF, ABDULLAHI	CC	KIDS' CLUB LEAD	09/11/2025
LECHEVIN, CLEMENCE	ELC	CHILDCARE ASSISTANT	09/18/2025
YOCHUM, TANNER	ND	KIDS' CLUB LEAD	09/23/2025

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.			

VI.C. Check Register - September 2025



Board Meeting Date: 10/13/2025

Title: Check Register – September 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 September 2025:

<u>Fund</u>	<u>Amount</u>
General	\$ 3,346,866.13
Food Service	258,665.35
Community Service	219,586.59
Building-Construction	171,868.81
Total	\$ 3,996,986.88

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

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

Attachments:

1. Check Register – September 2025

Check Register

FOR THE MONTH ENDED SEPTEMBER 30, 2025



DEFINING EXCELLENCE

Check No.	Vendor	Description	Date	Amount
405726	BLUE CROSS BLUE SHI	CURRENT EMPLOYEES	09/10/25	\$ 448,295.85
405978	BRENNAN CONSTRUCTIO	CN TOILET RENO	09/24/25	326,997.21
405978	BRENNAN CONSTRUCTIO	CN TOILET RENO	09/24/25	292,924.39
405861	CHARTWELLS DINING S	AUG25 FOOD SERVICE	09/17/25	250,787.34
405859	CDW GOVERNMENT	E-RATE ITEMS 25/26	09/17/25	165,037.91
405900	KRAUS-ANDERSON CONS	PRE-CONSTRUCTION SE	09/17/25	118,507.00
405722	BENCHMARK EDUCATION	BENCHMARK - CS	09/10/25	116,050.12
405722	BENCHMARK EDUCATION	BENCHMARK - CC	09/10/25	107,699.04
405722	BENCHMARK EDUCATION	BENCHMARK - CN	09/10/25	90,782.53
405722	BENCHMARK EDUCATION	BENCHMARK - CV	09/10/25	89,043.52
405722	BENCHMARK EDUCATION	BENCHMARK - ND	09/10/25	80,473.53
405760	H2I GROUP INC	EHS SAND & FINISH G	09/10/25	78,840.00
405722	BENCHMARK EDUCATION	BENCHMARK - HL	09/10/25	76,634.27
405816	SAVVAS LEARNING COM	ENVMTH 6-8	09/10/25	63,936.00
405975	BENILDE ST MARGARET	NON PUB REIMBURSEME	09/24/25	53,346.75
405815	SAFEWAY DRIVING SCH	DRIVER'S ED	09/10/25	53,200.00
406048	SFM MUTUAL INSURANC	INSTLLMNT #03 - WOR	09/24/25	43,720.00
405964	XCEL ENERGY	EHS 7/24-8/24/25 US	09/17/25	42,162.13
406054	TWIN CITY TRANSPORT	SPED TRANSPORTATION	09/24/25	36,961.04
405955	THOUGHTEXCHANGE	THOUGHT EXCHANGE SO	09/17/25	33,000.00
405859	CDW GOVERNMENT	E-RATE ITEMS	09/17/25	30,071.48
405900	KRAUS-ANDERSON CONS	CONSTRUCTION MGMT S	09/17/25	29,295.00
405905	LITHOGRAPHIC COMMUN	CESP FALL CATALOG	09/17/25	27,542.57
405686	MWP RECREATION	ECC/ND TURF RESURFA	09/03/25	27,520.57
405764	HEARTLAND BUSINESS	UPS UNITS-E-RATE	09/10/25	27,448.87
405663	EMPIREHOUSE, INC	EHS GLASS REPLACEME	09/03/25	27,330.00
405964	XCEL ENERGY	ECC 7/24-8/24/25 US	09/17/25	24,547.32
405726	BLUE CROSS BLUE SHI	COBRA/RETIREEES	09/10/25	22,503.62
406015	KATH FUEL OIL SERVI	DIESEL	09/24/25	21,721.71
406054	TWIN CITY TRANSPORT	SPED TRANSPORTATION	09/24/25	20,654.30
405743	ELECTRONIC DESIGN C	VV FITNESS ROOM UPG	09/10/25	20,456.96
405773	INTERMEDIATE DISTRI	STUDENT SUPP MAR-JU	09/10/25	20,000.00
405836	WOLD ARCHITECTS & E	HL PARKING LOT	09/10/25	19,758.56
405656	CURRICULUM ASSOCIAT	TITLE III - SOFTWAR	09/03/25	18,924.27
405900	KRAUS-ANDERSON CONS	GENERAL CONDITIONS	09/17/25	17,397.05
405964	XCEL ENERGY	VV 7/24/8/24/25 USE	09/17/25	16,768.01
405956	TRAFERA, LLC	STAFF CB'S	09/17/25	16,525.00
405964	XCEL ENERGY	SV 7/24-8/24/25 USE	09/17/25	16,072.95
405686	MWP RECREATION	ECC/ND TURF RESURFA	09/03/25	15,165.37
405723	BILL CARROLL PAINTI	ELC PRIMING/PAINTIN	09/10/25	14,875.00
405752	GAMEFACE TRAINING &	25-26 WT ROOM SUPER	09/10/25	14,500.00
405782	LANDSCAPE STRUCTURE	CN PLAYGROUND	09/10/25	14,200.98
405803	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	09/10/25	14,184.17
405661	ELECTRONIC DESIGN C	VV MUSIC ROOM UPGRA	09/03/25	14,122.47

Check No.	Vendor	Description	Date	Amount
405715	ABRAKADOODLE	ART CLASSES	09/10/25	13,800.00
405803	NATIONAL INSURANCE	LTD DISTRICT W/H	09/10/25	13,188.91
405836	WOLD ARCHITECTS & E	VV LIGHTING REPLACE	09/10/25	12,247.18
405739	EDINA GIRLS SOCCER	EHS GIRLS SOCCER CA	09/10/25	11,889.50
406054	TWIN CITY TRANSPORT	SPED TRANSPORTATION	09/24/25	11,762.65
405740	EDINA GIVE & GO	AUG SPORT SAMPLER	09/10/25	11,092.50
405765	HORIZON COMMERCIAL	REPLACE CONTROL PAN	09/10/25	10,518.60
405973	APPLE INC	IPADS FOR SPED	09/24/25	10,378.00
405722	BENCHMARK EDUCATION	BENCHMARK DIGITAL S	09/10/25	10,264.80
405932	PLANSOURCE	SERVICES FOR AUG25	09/17/25	10,222.84
406017	KELLY SERVICES, INC	EHS - SUBSTITUTES	09/24/25	10,036.22
405964	XCEL ENERGY	CC 7/24/8/24/25 USE	09/17/25	9,630.10
405912	MAVO SYSTEMS INC	CN ASBESTOS REMOVAL	09/17/25	9,462.00
406017	KELLY SERVICES, INC	EHS - SUBSTITUTES	09/24/25	9,362.18
405833	VANDER VELDEN SPORT	HORNET CAMP BASKETB	09/10/25	9,009.00
406012	JOHNSON CONTROLS IN	CHILLER CONTRACT EH	09/24/25	8,954.00
405964	XCEL ENERGY	HL 7/24-8/24/25 USE	09/17/25	8,800.55
406049	SOURCEWELL	ONGOING ADVANTEAGE	09/24/25	8,584.20
405794	METRO ELEVATOR	EHS ELEVATOR REPAIR	09/10/25	8,479.00
405794	METRO ELEVATOR	EHS ELEVATOR REPAIR	09/10/25	8,479.00
405769	INGINA LLC	"MINCFT, ROBOT, COD	09/10/25	8,337.00
405983	CHARMTECH LABS LLC	CAPTI READBASIX AND	09/24/25	8,000.00
405964	XCEL ENERGY	CS 7/24/8/24/25 USE	09/17/25	7,669.63
406017	KELLY SERVICES, INC	SVMS - SUBSTITUTES	09/24/25	7,314.31
406017	KELLY SERVICES, INC	VVMS - SUBSTITUTES	09/24/25	7,224.01
405669	GROTH MUSIC COMPANY	CS INSTRUMENTS	09/03/25	7,174.97
405836	WOLD ARCHITECTS & E	2025 FACILITIES ASS	09/10/25	7,019.07
406017	KELLY SERVICES, INC	EHS - SUBSTITUTES	09/24/25	6,933.75
405964	XCEL ENERGY	ND 7/24-8/24/25 USE	09/17/25	6,923.60
405781	KW SPECIALTY SERVIC	EHS SCAFFOLDING	09/10/25	6,669.76
405836	WOLD ARCHITECTS & E	EHS 2025-2026 RENOV	09/10/25	6,622.33
406042	REGENTS OF THE UNIV	PATHWAY GRANT-A MAD	09/24/25	6,494.00
405964	XCEL ENERGY	CN 7/24/8/24/25 USE	09/17/25	6,463.93
405956	TRAFERA, LLC	MONITORS	09/17/25	6,375.00
406017	KELLY SERVICES, INC	ND - SUBSTITUTES	09/24/25	6,327.47
406012	JOHNSON CONTROLS IN	CHILLER CONTRACT EL	09/24/25	6,235.00
405743	ELECTRONIC DESIGN C	ECC GYM FINAL	09/10/25	6,202.65
406012	JOHNSON CONTROLS IN	CHILLER CONTRACT MS	09/24/25	6,094.50
405842	ARVIG	PHONES AUGUST 2025	09/17/25	6,065.58
406006	INSPEC INC	EHS 2026 REROOFING	09/24/25	6,000.00
405964	XCEL ENERGY	CV 7/24/8/24/25 USE	09/17/25	5,923.36
406017	KELLY SERVICES, INC	HL - SUBSTITUTES	09/24/25	5,921.12
406017	KELLY SERVICES, INC	CN - SUBSTITUTES	09/24/25	5,734.06
406017	KELLY SERVICES, INC	VVMS - SUBSTITUTES	09/24/25	5,727.60
405647	ADVANCED IMAGING SO	LEASE 08.08 0728562	09/03/25	5,702.40
405992	DUNHAM ASSOCIATES I	EHS 2025 RENO	09/24/25	5,550.00
405771	INSPEC INC	CN WALLS	09/10/25	5,500.00
405713	ABBE BLACKER	MAHJONG	09/10/25	5,481.00
406017	KELLY SERVICES, INC	SVMS - SUBSTITUTES	09/24/25	5,418.00
405856	CAROLINE BROOKS WIL	6TH GRADE RETREAT	09/17/25	5,266.80
405727	BUSINESS ESSENTIALS	01 8.5X11 BWT QTY 9	09/10/25	5,200.00
405647	ADVANCED IMAGING SO	LEASE 09.08 0728562	09/03/25	5,184.00
405672	INFINITE HEALTH COL	ATHLETIC TRAINING C	09/03/25	5,000.00
405934	PREMIER SPORT PSYCH	SPORT PSYCH & MENTA	09/17/25	5,000.00
406032	NATIONAL SAM INNOVA	SAM PROCESS PROFESS	09/24/25	4,995.00
406017	KELLY SERVICES, INC	CC - SUBSTITUTE	09/24/25	4,914.92
406050	SQUIRES, WALDSPURGE	LEGAL SERV - MISC	09/24/25	4,895.50
406012	JOHNSON CONTROLS IN	CHILLER CONTRACT EC	09/24/25	4,885.00

Check No.	Vendor	Description	Date	Amount
406017	KELLY SERVICES, INC	CS - SUBSTITUTES	09/24/25	4,863.32
405804	NOMAD IT SERVICES L	CONSULTING FEES	09/10/25	4,771.25
406017	KELLY SERVICES, INC	CC - SUBSTITUTES	09/24/25	4,718.20
406017	KELLY SERVICES, INC	ND - SUBSTITUTES	09/24/25	4,702.06
406007	INSTITUTE FOR ENVIR	ECC 2025 RENO INSPE	09/24/25	4,671.91
405722	BENCHMARK EDUCATION	BENCHMARK - T&L	09/10/25	4,664.07
405712	93 SKIP LLC	CN AUGUST PRODUCTIO	09/10/25	4,600.35
406040	PROVIDENCE ACADEMY	NON PUB REIMBURSEME	09/24/25	4,578.11
406017	KELLY SERVICES, INC	CV - SUBSTITUTES	09/24/25	4,485.98
405809	PINNACLE PATHWAYS L	ARCH & DUNGEON MAST	09/10/25	4,462.50
405776	JOHNSON CONTROLS IN	CHILLER REPAIR	09/10/25	4,314.41
405854	CARDA'S BLEACHER RE	BAND BLEACHER RENTA	09/17/25	4,234.88
405803	NATIONAL INSURANCE	COBRA/RETIREE	09/10/25	4,041.14
406041	RADAR CONSULTING LL	CESP RECRUITING & A	09/24/25	4,000.00
406017	KELLY SERVICES, INC	CS - SUBSTITUTES	09/24/25	3,986.11
405865	CODY AUDIO	SOUND EQUIP FOR TAC	09/17/25	3,977.19
405688	NORTHERN LIGHTS	DJ FOR HOMECOMING D	09/03/25	3,950.00
405803	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	09/10/25	3,843.42
405676	KINECT ENERGY, INC	SV 6/30-7/31 USE	09/03/25	3,842.41
405899	KJ BRANDING	ELFC AND WC BRANDIN	09/17/25	3,835.00
406047	SCHOLASTIC INC	"K,2,4,5 SUBSCRIPTI	09/24/25	3,814.30
405721	BAYCOM INC	RADIO RESPONDER COV	09/10/25	3,795.00
405912	MAVO SYSTEMS INC	CN ASBESTOS REMOVAL	09/17/25	3,773.00
406017	KELLY SERVICES, INC	SVMS - SUBSTITUTES	09/24/25	3,741.00
405829	TRIMARK MARLINN LLC	FILTERS & DESCALER	09/10/25	3,721.72
406017	KELLY SERVICES, INC	CN - SUBSTITUTES	09/24/25	3,663.60
406017	KELLY SERVICES, INC	CV - SUBSTITUTES	09/24/25	3,612.00
405889	IWS - INNOVATIONAL	MONTHLY SERVICE AUG	09/17/25	3,525.22
405851	BSN SPORTS, LLC	FOOTBALL	09/17/25	3,360.00
406017	KELLY SERVICES, INC	CC - SUBSTITUTES	09/24/25	3,354.00
405767	INESE KRIEVANS	SUNBEAMS	09/10/25	3,330.00
405799	MINNESOTA CLAY CO U	ART SUPPLIES	09/10/25	3,228.93
406017	KELLY SERVICES, INC	CV - SUBSTITUTES	09/24/25	3,218.55
405676	KINECT ENERGY, INC	VV 6/30-7/31 USE	09/03/25	3,135.57
405843	BENCHMARK EDUCATION	BENCHMARK DIGITAL T	09/17/25	3,100.00
406017	KELLY SERVICES, INC	HL - SUBSTITUTES	09/24/25	3,089.57
405925	NOMAD IT SERVICES L	CONSULTING FEES	09/17/25	3,025.00
405853	BUSINESS ESSENTIALS	BOISE WHT 8.5X11 QT	09/17/25	3,022.50
405755	GILBERT MECHANICAL	REPLACE SIEMENS MET	09/10/25	3,000.00
405791	MCGRAW-HILL SCHOOL	LIT ONLINE	09/10/25	3,000.00
405958	ULINE	LADDERS-EHS	09/17/25	2,958.30
405903	LANGUAGE LINE SERVI	OTHER	09/17/25	2,945.73
405778	KAETHE BIRKNER	BALLET & PILATES	09/10/25	2,916.54
405836	WOLD ARCHITECTS & E	CN TOILET RENO	09/10/25	2,904.18
405772	INTELEXIA USA LLC	RELIGION MATERIALS	09/10/25	2,876.26
405844	BENEFIT EXTRAS, INC	SEP25 HRA ADMIN	09/17/25	2,860.55
405809	PINNACLE PATHWAYS L	D&D	09/10/25	2,800.00
406025	MASE	MASE FALL CONF REGI	09/24/25	2,793.00
405909	LVC COMPANIES INC	ANNUAL FIRE ALARM I	09/17/25	2,756.92
405711	93 HOP LLC	TRAN. AUGUST PRODUC	09/10/25	2,720.95
405699	SCHOOL SERVICE EMPL	DUES WITHHOLDING	09/03/25	2,685.82
405809	PINNACLE PATHWAYS L	ARCHERY	09/10/25	2,677.50
405887	HOUGHTON MIFFLIN HA	ND-MATH IN FOCUS	09/17/25	2,665.05
405853	BUSINESS ESSENTIALS	BOISE WHT 8.5X11 QT	09/17/25	2,600.00
405653	BRAUN INTERTEC CORP	ECC TENNIS COURT RE	09/03/25	2,568.00
405923	NAC MECHANICAL & EL	REPAIR	09/17/25	2,558.05
405923	NAC MECHANICAL & EL	CHILLER REPAIR	09/17/25	2,558.05
405903	LANGUAGE LINE SERVI	PHONE INTERPRETATIO	09/17/25	2,556.70

Check No.	Vendor	Description	Date	Amount
405668	FLINN SCIENTIFIC IN	SCIENCE SUPPLIES	09/03/25	2,554.68
406021	LEXIA LEARNING SYST	C5 RDG STUD SUBSC R	09/24/25	2,530.00
406044	RIVERSIDE INSIGHTS	WJC SUBTEST ANNUAL	09/24/25	2,500.00
405727	BUSINESS ESSENTIALS	03 8.5X11 YLW QTY 4	09/10/25	2,496.00
405842	ARVIG	INTERNET AUGUST 202	09/17/25	2,407.90
405791	MCGRAW-HILL SCHOOL	ACHIEVE 3000 BOOST	09/10/25	2,400.00
406015	KATH FUEL OIL SERVI	UNLEADED	09/24/25	2,389.63
406055	ULINE	FURNITURE FOR EPAC	09/24/25	2,382.18
405802	NAC MECHANICAL & EL	CHILLER START UP AT	09/10/25	2,375.00
405802	NAC MECHANICAL & EL	CHILLER START-UP	09/10/25	2,375.00
406059	WHOBODIES LLC	UNIFIED TSHIRTS	09/24/25	2,311.15
405874	FRANKLINCOVEY CLIEN	LEADER IN ME MEMBER	09/17/25	2,300.00
405874	FRANKLINCOVEY CLIEN	LEADER IN ME MEMBER	09/17/25	2,300.00
405676	KINECT ENERGY, INC	HL 6/30-7/31 USE	09/03/25	2,221.31
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	2,172.00
406015	KATH FUEL OIL SERVI	UNLEADED	09/24/25	2,149.41
405835	WHOBODIES LLC	UNIFIED SHIRTS	09/10/25	2,108.65
405809	PINNACLE PATHWAYS L	BUILDERS & GAME SHO	09/10/25	2,100.00
406017	KELLY SERVICES, INC	VVMS - SUBSTITUTES	09/24/25	2,064.00
405818	SCHOOL SPECIALTY, L	ART SUPPLIES	09/10/25	2,041.72
406015	KATH FUEL OIL SERVI	UNLEADED	09/24/25	2,041.61
405692	PAUL DAVID	AUGUST VIDEO PRODUC	09/03/25	2,000.00
405931	PINK GIRAFFE MX	TRAINING SEMINAR FE	09/17/25	2,000.00
405953	THE INFORMED SLP LL	PEDIATRIC SUBSCRIPT	09/17/25	1,968.00
405886	HORIZON COMMERCIAL	CHEMICALS	09/17/25	1,958.96
405730	CHILDREN'S THEATRE	3RD GRADE FIELD TRI	09/10/25	1,880.00
405908	LULO LIBROS, INC	CS SDL CLASS LIBRAR	09/17/25	1,869.48
405737	DUNHAM ASSOCIATES I	EHS 2025 RENO	09/10/25	1,850.00
405985	CITY OF EDINA	EHS USE 5/8-9/2/25	09/24/25	1,844.69
405862	CITY OF EDINA - POL	9/5 FOOTBALL SECURI	09/17/25	1,840.00
406007	INSTITUTE FOR ENVIR	CN 2025 ASBESTOS RE	09/24/25	1,810.50
405788	MACKIN EDUCATIONAL	BOOKS FOR CC	09/10/25	1,810.07
406044	RIVERSIDE INSIGHTS	WJV SUBTEST SUBSCRI	09/24/25	1,772.67
405995	FREESTYLE PHOTOGRAP	ART SUPPLIES	09/24/25	1,764.40
405971	AGAPE CHRISTI ACADE	NON PUBLIC REIMBURS	09/24/25	1,762.28
405867	CUSTOM EDUCATION SO	CS SDL CLASS LIBRAR	09/17/25	1,706.45
405676	KINECT ENERGY, INC	EHS 6/30-7/31 USE	09/03/25	1,691.30
405728	CARLSON PRINTING CO	ECFE BROCHURES	09/10/25	1,677.00
405758	GRAND SLAM SPORTS	CC KC	09/10/25	1,674.75
405676	KINECT ENERGY, INC	CC 6/30-7/31 USE	09/03/25	1,666.20
406017	KELLY SERVICES, INC	ELC - SUBSTITUTES	09/24/25	1,654.44
405985	CITY OF EDINA	CV USE 6-3-9/8/25	09/24/25	1,639.87
405976	BOWLERO - EDEN PRAI	5TH GRADE YEAR END	09/24/25	1,632.64
405844	BENEFIT EXTRAS, INC	SEP25 HSA ADMIN	09/17/25	1,605.45
406007	INSTITUTE FOR ENVIR	23-26 HEALTH & SAFE	09/24/25	1,604.68
405797	MIDWEST SOUND AND S	TACOS & TUNES STAGE	09/10/25	1,600.00
405691	OWENS COMPANIES INC	CHILLER REPAIR	09/03/25	1,580.63
405741	EGAN COMPANY	HID KEY CARDS	09/10/25	1,575.00
405853	BUSINESS ESSENTIALS	XEROX BLUE 8.5X11 Q	09/17/25	1,560.00
405853	BUSINESS ESSENTIALS	XEROX YELL 8.5X11 Q	09/17/25	1,560.00
406017	KELLY SERVICES, INC	CS - SUBSTITUTES	09/24/25	1,548.00
406017	KELLY SERVICES, INC	HL - SUBSTITUTES	09/24/25	1,548.00
405771	INSPEC INC	SV PAVEMENT REHAB	09/10/25	1,500.00
405801	THE MUSIC MART	BAND SUPPLIES	09/10/25	1,500.00
405801	THE MUSIC MART	BAND SUPPLIES	09/10/25	1,500.00
405823	STUDIES WEEKLY	STUDIES WEEK WEB	09/10/25	1,500.00
405866	CROSSTOWN MECHANICA	WALK-IN FREEZER REP	09/17/25	1,491.66
405648	ALL STRINGS ATTACHE	ORCHESTRA REPAIR	09/03/25	1,488.00

Check No.	Vendor	Description	Date	Amount
405648	ALL STRINGS ATTACHE	ORCHESTRA REPAIR	09/03/25	1,488.00
405816	SAVVAS LEARNING COM	GRADE 2	09/10/25	1,485.40
V21401	MARY B MANDERFELD	MEDICARE REIMBURSEM	09/17/25	1,437.25
405887	HOUGHTON MIFFLIN HA	ND-MATH IN FOCUS	09/17/25	1,431.91
405987	CRETIN-DERHAM HALL	NON PUB REIMBURSEME	09/24/25	1,420.59
405859	CDW GOVERNMENT	CHROMEGOPHER 25/26	09/17/25	1,417.50
405851	BSN SPORTS, LLC	GIRLS' SOCCER	09/17/25	1,407.90
405823	STUDIES WEEKLY	ONW - CC	09/10/25	1,393.00
405681	METRO VOLLEYBALL OF	2025 GVB OFFICIALS	09/03/25	1,350.00
406015	KATH FUEL OIL SERVI	UNLEADED	09/24/25	1,345.05
405676	KINECT ENERGY, INC	CS 6/30-7/31 USE	09/03/25	1,334.05
405710	ZOHO CORPORATION	MANAGE ENGINE RENEW	09/03/25	1,318.00
405727	BUSINESS ESSENTIALS	8.5X11 WHT QTY 40CT	09/10/25	1,300.00
405853	BUSINESS ESSENTIALS	BOISE WHT 8.5X11 QT	09/17/25	1,300.00
405853	BUSINESS ESSENTIALS	BOISE WHT 8.5X11 QT	09/17/25	1,300.00
405853	BUSINESS ESSENTIALS	BOISE X9 8.5X11 WHT	09/17/25	1,300.00
406033	OCCUPATIONAL MEDICI	DRIVER DOT EXAMS	09/24/25	1,300.00
405727	BUSINESS ESSENTIALS	04 8.5X11 BL QTY 24	09/10/25	1,248.00
405727	BUSINESS ESSENTIALS	05 8.5X11 GR QTY24	09/10/25	1,248.00
405727	BUSINESS ESSENTIALS	06 8.5X11 PK QTY 24	09/10/25	1,248.00
405727	BUSINESS ESSENTIALS	07 8.5X11 GLD QTY 2	09/10/25	1,248.00
405783	LEARNING A-Z	RAZKIDS 5 LICENSES	09/10/25	1,240.00
405802	NAC MECHANICAL & EL	CHILLER START UP 20	09/10/25	1,225.00
405802	NAC MECHANICAL & EL	CHILLER SPRING STAR	09/10/25	1,225.00
405923	NAC MECHANICAL & EL	SPRING CHILLER STAR	09/17/25	1,225.00
405690	OFFICESUPPLY.COM	CHAIRS FOR OFFICE	09/03/25	1,208.97
406034	ODP BUSINESS SOLUTI	OFFICE SUP. P026022	09/24/25	1,203.52
405693	PHIL SNYDER	MARCHING BAND	09/03/25	1,200.00
V21429	SHAWNEE L KRUEGER	TECH ALLOWANCE - IP	09/24/25	1,200.00
405731	CHUX SCREEN PRINTIN	ND CHOIR T-SHIRTS	09/10/25	1,193.25
405673	INNOVATIVE OFFICE S	FILTERS	09/03/25	1,172.30
405886	HORIZON COMMERCIAL	TILE WORK	09/17/25	1,150.00
405890	IXL LEARNING	IXL SITE LICENSES F	09/17/25	1,143.75
405676	KINECT ENERGY, INC	ECC 6/30-7/31 USE	09/03/25	1,130.63
405823	STUDIES WEEKLY	US STUDIES - CV	09/10/25	1,114.40
405766	HOUGHTON MIFFLIN HA	CS SPANISH-MATH IN	09/10/25	1,110.10
405836	WOLD ARCHITECTS & E	EPAC ROOF REINFORCI	09/10/25	1,108.23
406037	OVERHEAD DOOR CO OF	PLTW GARAGE DOOR RE	09/24/25	1,095.00
405776	JOHNSON CONTROLS IN	RTU#5 REPAIR	09/10/25	1,086.00
405759	GROTH MUSIC COMPANY	FULLSICLE HARP	09/10/25	1,075.00
405705	TITAN MACHINERY - S	LOADER PARTS	09/03/25	1,073.90
405828	TOBIE MEYER	CHEER T-SHIRTS	09/10/25	1,071.85
406017	KELLY SERVICES, INC	ELC - SUBSTITUTES	09/24/25	1,064.25
405798	MIKKONEN MUSIC LLC	AFTER SCHOOL MUSIC	09/10/25	1,057.50
405727	BUSINESS ESSENTIALS	01 8.5X11 WHT QTY 3	09/10/25	1,040.00
405853	BUSINESS ESSENTIALS	XEROX GREEN 8.5X11	09/17/25	1,040.00
405853	BUSINESS ESSENTIALS	XEROX PINK 8.5X11 Q	09/17/25	1,040.00
405669	GROTH MUSIC COMPANY	CS INSTRUMENTS	09/03/25	1,028.88
405700	SCHWICKERT'S TECTA	MIXING VALVE REBUIL	09/03/25	1,001.93
405823	STUDIES WEEKLY	WSW HIGHLANDS	09/10/25	995.00
405691	OWENS COMPANIES INC	CHILLER REPAIR	09/03/25	975.19
406028	MIDWEST BUS PARTS I	STOP ARM	09/24/25	972.67
405719	ARCON SOLUTIONS INC	ELFC OPEN HOUSE PRO	09/10/25	969.27
405791	MCGRAW-HILL SCHOOL	4. ALEKS 6-12 STUDE	09/10/25	964.40
406027	MESPA	MEMBERSHIP RENEWAL	09/24/25	962.00
405834	LEXIA VOYAGER SOPRI	L! SET C STUDENT SE	09/10/25	950.00
405930	PAUL GULSVIG	CHOIR	09/17/25	950.00
405921	MINNESOTA ZOO	5TH GRADE FIELD TRI	09/17/25	945.00

Check No.	Vendor	Description	Date	Amount
405834	LEXIA VOYAGER SOPRI	L! TEACHER SET BK C	09/10/25	938.00
405962	WEST 44TH STREET GR	EXPERIENCE NEWSLETT	09/17/25	935.00
406028	MIDWEST BUS PARTS I	LIGHTS	09/24/25	932.99
406027	MESPA	MEMBERSHIP-E FINN	09/24/25	922.00
405779	KINECT ENERGY, INC	SEPTEMBER MONTHY US	09/10/25	920.00
405974	ARROWHEAD FORENSICS	SCIENCE SUPPLIES	09/24/25	914.81
406004	HOGLUND BUS COMPANY	FUEL PUMP	09/24/25	894.67
405911	MASSP -MN ASSOC OF	MEMBERSHIP-EL	09/17/25	885.00
405911	MASSP -MN ASSOC OF	MEMBERSHIP-PB	09/17/25	885.00
405928	ORKIN COMMERCIAL SE	JULY SERVICES	09/17/25	880.00
406036	ORKIN COMMERCIAL SE	AUGUST SERVICE	09/24/25	880.00
405759	GROTH MUSIC COMPANY	BAND SUPPLIES	09/10/25	864.00
405982	CDW GOVERNMENT	INDOOR CAMERA	09/24/25	863.68
405969	1ST AYD CORPORATION	SHOP SUPPLIES	09/24/25	851.61
405956	TRAFERA, LLC	WARRANTY FOR CB'S	09/17/25	850.00
405948	STAGES THEATRE COMP	STAGES-2ND GRADE FT	09/17/25	847.00
405839	ALL STRINGS ATTACHE	ORCHESTRA REPAIR	09/17/25	832.00
405704	STAGES THEATRE COMP	3RD GR FIELD TRIP-S	09/03/25	831.00
405948	STAGES THEATRE COMP	STAGES-1ST GR FIELD	09/17/25	831.00
406015	KATH FUEL OIL SERVI	DEF	09/24/25	830.80
405903	LANGUAGE LINE SERVI	VIDEO INTERPRETATIO	09/17/25	822.45
406050	SQUIRES, WALDSPURGE	LEGAL SERV - HR	09/24/25	817.80
V21386	CARA RIECKENBERG	GARDEN BEDS FOR K P	09/10/25	809.88
405886	HORIZON COMMERCIAL	CHEMICALS	09/17/25	787.46
406017	KELLY SERVICES, INC	ELC - SUBSTITUTES	09/24/25	786.90
405903	LANGUAGE LINE SERVI	FORWARD BALANCE	09/17/25	783.00
405655	CROSTOWN MECHANICA	REPAIR LEAK	09/03/25	777.70
406058	WEST 44TH STREET GR	KINDERGARTEN BROCHU	09/24/25	765.00
405652	BIO-RAD LABORATORIE	SCIENCE SUPPLIES	09/03/25	763.19
405834	LEXIA VOYAGER SOPRI	L! SET A STUDENT SE	09/10/25	760.00
405795	MICHAEL NELSON	PODCAST	09/10/25	750.00
405823	STUDIES WEEKLY	USW - COUNTRYSIDE	09/10/25	746.25
406019	LAKESHORE LEARNING	ALL PURPOSE CLASSRO	09/24/25	740.05
405852	BUILDING CONTROLS &	2 DRIVE MOTORS	09/17/25	736.57
405662	EMBI TEC	SCIENCE SUPPLIES	09/03/25	733.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	732.00
405832	UNIVERSITY LANGUAGE	INTERPRETER-9667434	09/10/25	731.48
405832	UNIVERSITY LANGUAGE	INTERPRETER-9667348	09/10/25	724.63
405832	UNIVERSITY LANGUAGE	INTERPRETER-9667366	09/10/25	720.00
405838	95 PERCENT GROUP LL	READING - STUDENT L	09/17/25	720.00
405841	AMAZON CAPITAL SERV	GRAPH PAPER NTBK 1	09/17/25	718.80
405823	STUDIES WEEKLY	SHIPPING	09/10/25	715.95
406027	MESPA	MESPA MEMBERSHIP-JH	09/24/25	713.00
V21370	YATESH N SINGH	UNIVERSITY OF KENTU	09/03/25	710.00
405901	KULLY SUPPLY INC	SLOAN REPAIR KITS	09/17/25	709.31
405747	EXPLORELEARNING LLC	GIZMOS FOR EVP	09/10/25	705.00
405770	INNOVATIVE OFFICE S	CV COMPOST BAGS	09/10/25	703.38
405770	INNOVATIVE OFFICE S	VV COMPOST BAGS	09/10/25	703.38
406022	LRS PORTABLES LLC	KUHLMAN PORTABLES	09/24/25	700.00
405790	MATH ADVANTAGE TUT	FALL ACT COMP	09/10/25	700.00
405753	GENERAL PARTS LLC	CASTERS FOR ROLLING	09/10/25	688.40
405805	ODP BUSINESS SOLUTI	3RD GRADE SUPPLIES	09/10/25	686.47
405872	EDINA AQUATIC CENTE	KC POOL TIME	09/17/25	684.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	684.00
405733	CONTINENTAL CLAY	SCIENCE SUPPLIES	09/10/25	681.46
405872	EDINA AQUATIC CENTE	KC POOL TIME	09/17/25	672.00
405836	WOLD ARCHITECTS & E	EDINA HS PHASE 3 RE	09/10/25	666.64
405846	BIRCHBARK BOOKS AND	AIPAC BOOKS	09/17/25	665.73

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405846	BIRCHBARK BOOKS AND	AIPAC BOOKS	09/17/25	665.72
405838	95 PERCENT GROUP LL	READING - STUDENT L	09/17/25	660.00
405789	MASSP -MN ASSOC OF	NEW ADMIN LAUNCH PR	09/10/25	650.00
405845	BEYOND THE NOTES MU	ORCHESTRA FESTIVAL	09/17/25	650.00
405657	DAZZLING DAVE YO-YO	YO-YO PERFORMANCE C	09/03/25	650.00
405921	MINNESOTA ZOO	FIELD TRIP - GRADE	09/17/25	648.00
405910	MASE	JOANNE K RENEWAL	09/17/25	644.00
405910	MASE	JENN F RENEWAL	09/17/25	644.00
V21447	YATESH N SINGH	MIDAMERICA CUP REG	09/24/25	635.00
405670	HOGLUND BUS COMPANY	SEAL KIT	09/03/25	627.55
405791	MCGRAW-HILL SCHOOL	EVERYDAY MATH SKILL	09/10/25	625.38
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	624.00
405680	METRO ELEVATOR	"LIGHTS, BELL BATTE	09/03/25	623.00
405671	IDENTISYS INC	ON SITE SERVICE ID	09/03/25	621.00
405725	BLICK ART MATERIALS	CV ART PAPER	09/10/25	617.86
406004	HOGLUND BUS COMPANY	BREATHER KIT	09/24/25	617.30
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	612.00
405716	ADVANCED IMAGING SO	ECC/DO 07/25	09/10/25	611.66
V21434	GIOVANNA V MARGALLI	BENCHMARK BOOKS	09/24/25	610.75
405989	DAVID WEBB -- HOMER	EXEC COACHING	09/24/25	600.00
405744	ELIZABETH MACRUNNEL	ASHTANGA YOGA	09/10/25	598.50
405841	AMAZON CAPITAL SERV	POST-IT CHART PAPER	09/17/25	595.35
405770	INNOVATIVE OFFICE S	HL COMPOST BAGS	09/10/25	586.15
405665	FACTORY MOTOR PARTS	BATTERIES	09/03/25	567.00
405775	JOHN A DALVIN & SON	OPEN LAP-ROOF REPAI	09/10/25	560.30
406039	PERFORMANCE TOURS	CHICAGO TRIP CHAPER	09/24/25	560.00
405790	MATH ADVANTAGE TUT	SUMMER GEOMETRY	09/10/25	560.00
405651	BAYADA HOME HEALTH	RN C.OSIEMO	09/03/25	558.00
405823	STUDIES WEEKLY	COMMUNITY STUDIES -	09/10/25	557.20
405720	ASSURED SECURITY IN	FIXED A COUPLE DOOR	09/10/25	552.00
405718	AMAZON CAPITAL SERV	ONETOUCH DIAB TEST	09/10/25	549.89
406004	HOGLUND BUS COMPANY	PARKING BRAKE	09/24/25	541.57
405990	DEPARTMENT OF HUMAN	SFY 2025 IEP ADMIN	09/24/25	541.00
405651	BAYADA HOME HEALTH	RN E. HYATT	09/03/25	540.00
405651	BAYADA HOME HEALTH	RN E.HYATT	09/03/25	540.00
405841	AMAZON CAPITAL SERV	GRAPH PAPER NTBK 1C	09/17/25	539.10
405818	SCHOOL SPECIALTY, L	ART ROOM SUPPLIES	09/10/25	536.39
405676	KINECT ENERGY, INC	CN 6/30-7/31 USE	09/03/25	534.80
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	528.00
405667	FLEET PRIDE	STARTER	09/03/25	525.73
405651	BAYADA HOME HEALTH	RN C. OSIEMO	09/03/25	522.00
405979	BSN SPORTS, LLC	CHAIN SET DOWN MARK	09/24/25	519.99
405748	FLINN SCIENTIFIC IN	SCIENCE SUPPLIES	09/10/25	514.80
405763	HAPPY NUMBERS INC	MEMBERSHIP FOR HL	09/10/25	507.50
405651	BAYADA HOME HEALTH	RN C. OSIEMO	09/03/25	504.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	504.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	504.00
405999	GRAYBAR ELECTRIC CO	LIGHT SWITCHES	09/24/25	502.51
406010	JILL DEITERING	INTL TRAVEL REFUND	09/24/25	500.00
406005	IDMAN JAMA	LUNCH ACCT REFUND	09/24/25	500.00
406023	MAJOR MECHANICAL LL	REPLACED ACTUATOR	09/24/25	498.00
405823	STUDIES WEEKLY	COMUNIDADES - CS	09/10/25	497.50
405651	BAYADA HOME HEALTH	RN K. KARSKY	09/03/25	486.00
405651	BAYADA HOME HEALTH	ELISE B. -RN C.OSIE	09/03/25	486.00
405677	LTF CLUB OPERATIONS	BOYS TENNIS COURT T	09/03/25	483.00
405651	BAYADA HOME HEALTH	LPN Z. CONRAD	09/03/25	480.50
405651	BAYADA HOME HEALTH	LPN Z.CONRAD	09/03/25	480.50
405651	BAYADA HOME HEALTH	LPN Z. CONRAD	09/03/25	480.50

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405651	BAYADA HOME HEALTH	LPN Z. CONRAD	09/03/25	480.50
405787	LVC COMPANIES INC	SA KIT HOOD INSP. E	09/10/25	480.00
406011	JOHN W MCKONE -- BE	CHOIR REPAIR	09/24/25	480.00
405872	EDINA AQUATIC CENTE	KC POOL TIME	09/17/25	480.00
405834	LEXIA VOYAGER SOPRI	L! SET E STUDENT SE	09/10/25	475.00
V21451	EMILY J VOELKER	UNCLAIMED PROPERTY	09/24/25	473.42
405673	INNOVATIVE OFFICE S	COMPOST BAGS	09/03/25	468.92
405770	INNOVATIVE OFFICE S	CN COMPOST BAGS	09/10/25	468.92
405770	INNOVATIVE OFFICE S	CS COMPOST BAGS	09/10/25	468.92
405651	BAYADA HOME HEALTH	RN C.OSIEMO	09/03/25	468.00
405883	GRAPHIC SOURCE	BANNERS	09/17/25	466.00
405651	BAYADA HOME HEALTH	LPN Z. CONRAD	09/03/25	465.00
405651	BAYADA HOME HEALTH	LPN Z. CONRAD	09/03/25	465.00
405734	CORNER BALLOON SHOP	CORONATION BALLOON	09/10/25	465.00
405697	ROBERT B HILL CO	SALT	09/03/25	462.92
405792	MENARDS - EDEN PRAI	SUPPLIES FOR OUTSID	09/10/25	458.40
405685	THE MUSIC MART	BAND REPAIR	09/03/25	455.25
406013	JULIE LOVAAS	PARKING PASS REFUND	09/24/25	450.00
405651	BAYADA HOME HEALTH	LPN Z.CONRAD	09/03/25	449.50
405830	ULINE	PALLET JACK	09/10/25	445.51
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	444.00
405777	JW PEPPER & SON INC	CHOIR SUPPLIES	09/10/25	441.50
405750	FORTE	NEWLINE SIGNAGE PRO	09/10/25	437.50
406003	HILLYARD/MINNEAPOLI	BLOWER FAN	09/24/25	435.81
405651	BAYADA HOME HEALTH	RN C.OSIEMO	09/03/25	432.00
405970	95 PERCENT GROUP LL	RAP 95 - TOZER	09/24/25	432.00
405669	GROTH MUSIC COMPANY	BAND SUPPLIES	09/03/25	421.00
405998	GOPHER / PLAY WITH	SPALDING BASKETBALL	09/24/25	420.00
405714	ABBAY DICKHUDT	BOWL TURNING	09/10/25	420.00
405872	EDINA AQUATIC CENTE	KC POOL TIME	09/17/25	408.00
405729	CENTURYLINK	333527415 VV	09/10/25	400.20
V21453	MERT T WOODARD	TECHNOLOGY ALLOWANC	09/24/25	400.00
405649	AMAZON CAPITAL SERV	ART SUPPLIES	09/03/25	397.41
405676	KINECT ENERGY, INC	TRAN. 6/30-7/31 USE	09/03/25	389.95
405659	DISPLAY SALES CO	(4) U.S. FLAGS	09/03/25	388.00
405832	UNIVERSITY LANGUAGE	INTERPRETER-9667352	09/10/25	386.99
405732	COGNITIVEFMA, LLC	WOMEN'S SELF DEFENS	09/10/25	382.20
406004	HOGLUND BUS COMPANY	STARTER MOTOR	09/24/25	380.26
405670	HOGLUND BUS COMPANY	PULLER	09/03/25	378.69
405993	EDINA WOODCRAFTERS	WOODSHOP ORIENTATIO	09/24/25	375.00
405676	KINECT ENERGY, INC	CV 6/30-7/31 USE	09/03/25	372.52
405832	UNIVERSITY LANGUAGE	INTERPRETER-9672852	09/10/25	372.18
405651	BAYADA HOME HEALTH	ELISE B. -LPN Z.CON	09/03/25	372.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	372.00
405926	NORTHLAND MECHANICA	WATER HEATER TROUBL	09/17/25	367.50
405881	GRAINGER	REPAIR	09/17/25	366.39
406050	SQUIRES, WALDSPURGE	LEGAL SERV - SSS	09/24/25	364.00
V21383	KIM M MISMASH	KINDERGARTEN CLASSR	09/10/25	362.91
405651	BAYADA HOME HEALTH	RN E. HYATT	09/03/25	360.00
405674	JERRY'S PRINTING	ADMIN/COACH PACKETS	09/03/25	359.50
405959	UNITED RENTALS INC	LIFT ANNUAL INSPECT	09/17/25	358.80
405959	UNITED RENTALS INC	ANNUAL INSPECTION	09/17/25	358.80
405959	UNITED RENTALS INC	LIFT INSPECTION	09/17/25	358.80
406000	GRETCHEN JAYAWARDEN	UNCLAIMED PROPERTY	09/24/25	358.43
405749	FOLLETT SOFTWARE LL	DEEP DIVE TRAININGS	09/10/25	358.00
405785	LITERACY RESOURCES,	GREEN BOOK SPANISH	09/10/25	356.00
405851	BSN SPORTS, LLC	FOOTBALL	09/17/25	349.80
405825	THE MASTER TEACHER	PARA ONLINE TRAININ	09/10/25	345.00

Check No.	Vendor	Description	Date	Amount
405651	BAYADA HOME HEALTH	LPN Z.CONRAD	09/03/25	341.00
405651	BAYADA HOME HEALTH	LPN Z.CONRAD	09/03/25	341.00
405844	BENEFIT EXTRAS, INC	SEP25 FLEX ADMIN	09/17/25	337.55
405946	SNAKE DISCOVERY LLC	REPTILE PRPGRAM	09/17/25	333.00
405712	93 SKIP LLC	TRAN. AUGUST PRODUC	09/10/25	332.83
405959	UNITED RENTALS INC	LIFT INSPECTION	09/17/25	332.80
405980	BUILDING CONTROLS &	REPAIR	09/24/25	329.56
405810	PITNEY BOWES EASYPE	ECFE MAILER POSTAGE	09/10/25	328.73
405787	LVC COMPANIES INC	SA KIT HOOD INSP. S	09/10/25	326.00
405727	BUSINESS ESSENTIALS	08 8.5X11 CARD QTY	09/10/25	324.80
405894	JERRY'S PRINTING	SOUTH VIEW 9X12 ENV	09/17/25	322.00
405830	ULINE	OFFICE & HALWY SUPP	09/10/25	321.99
405729	CENTURYLINK	333527415 HS	09/10/25	320.16
405676	KINECT ENERGY, INC	ECC 6/31-7/31 USE	09/03/25	318.89
V21400	JEAN-LUC R KONICEK	UNCLAIMED PROPERTY	09/17/25	314.45
405834	LEXIA VOYAGER SOPRI	SHIPPING	09/10/25	312.30
405669	GROTH MUSIC COMPANY	BAND SUPPLIES	09/03/25	312.00
405658	DEMOULIN BROS & CO	BAND	09/03/25	311.16
405968	MARIANNE CAILLEAU	ND FRENCH INTERN PA	09/19/25	310.00
V21411	LOCHLANN BERTRAND-N	ND FRENCH INTERN PA	09/24/25	310.00
V21412	LILLOU BONNET	ND FRENCH INTERN PA	09/24/25	310.00
V21413	YOHAN CARRE	ND FRENCH INTERN PA	09/24/25	310.00
V21414	IZALINE CHARTRON	ND FRENCH INTERN PA	09/24/25	310.00
V21415	TEA CHIMITS	VV FRENCH INTERN PA	09/24/25	310.00
V21416	VALENTINE DARNICHE	EHS FRENCH INTERN P	09/24/25	310.00
V21417	EMMA DESROCHES	ND FRENCH INTERN PA	09/24/25	310.00
V21419	LISA DUFOUR	ND FRENCH INTERN PA	09/24/25	310.00
V21420	NINA DUFOUR-FALCOZ	VV FRENCH INTERN PA	09/24/25	310.00
V21421	LEA FREI	ND FRENCH INTERN PA	09/24/25	310.00
V21423	AMBRE GENOUD	ND FRENCH INTERN PA	09/24/25	310.00
V21424	LOUKA GOMES	ND FRENCH INTERN PA	09/24/25	310.00
V21426	TESS GUYOT	ND FRENCH INTERN PA	09/24/25	310.00
V21430	THEOTIME LANGEVIN	ND FRENCH INTERN PA	09/24/25	310.00
V21431	MAEVA LE ROY DE BON	EHS FRENCH INTERN P	09/24/25	310.00
V21433	THOMAS LITZLER	ND FRENCH INTERN PA	09/24/25	310.00
V21435	THEO MARTY	VV FRENCH INTERN PA	09/24/25	310.00
V21436	CHARLOTTE MICHAUD	ND FRENCH INTERN PA	09/24/25	310.00
V21437	EURYDICE MOYAUX	ND FRENCH INTERN PA	09/24/25	310.00
V21440	JULIE PERRIER	ND FRENCH INTERN PA	09/24/25	310.00
V21441	CLARA PIRES	EHS FRENCH INTERN P	09/24/25	310.00
V21442	NOEMIE RIAUX	ND FRENCH INTERN PA	09/24/25	310.00
V21444	CLARA ROMANOS	ND FRENCH INTERN PA	09/24/25	310.00
V21445	GABIN SAMZUN	ND FRENCH INTERN PA	09/24/25	310.00
V21446	LEA SIMON	ND FRENCH INTERN PA	09/24/25	310.00
V21450	LOIS THIERRY	ND FRENCH INTERN PA	09/24/25	310.00
V21454	ALEYNA YILDIRGAN	ND FRENCH INTERN PA	09/24/25	310.00
405875	FRASER CHILD AND FA	PSYCHOTHERAPY-EB	09/17/25	308.00
405875	FRASER CHILD AND FA	PSYCHOTHERAPY-B.GUN	09/17/25	308.00
405858	CATALYST SOURCING S	ON DEMAND/TRANSPORT	09/17/25	306.70
405683	MSEA -- MN SCHOOL E	DUES WITHHOLDING	09/03/25	306.58
405759	GROTH MUSIC COMPANY	BAND SUPPLIES	09/10/25	304.00
405687	NEW HAVOC DIGITAL P	KICK-OFF PHOTOS	09/03/25	300.00
406038	PEDIATRIC HOME SERV	M. BORG 9-5-25	09/24/25	300.00
406053	TWIN CITIES TRANSPO	TOWING BUS 91	09/24/25	300.00
V21362	SERINA L KOPPINGER	ACDA SUMMER DIALOGU	09/03/25	300.00
405841	AMAZON CAPITAL SERV	GRAPH PAPER NOTEBOO	09/17/25	299.50
405682	MIDWEST BAND INSTRU	INSTRUMENT REPAIR	09/03/25	290.00
405791	MCGRAW-HILL SCHOOL	LIT SITE SET UP	09/10/25	290.00

Check No.	Vendor	Description	Date	Amount
V21386	CARA RIECKENBERG	FOOD FOR PD DAY WIT	09/10/25	289.83
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	288.00
405772	INTELEXIA USA LLC	SHIPPING AND HANDLI	09/10/25	287.62
405977	BRANDABILITY MINNES	EPS LANYARDS	09/24/25	285.00
405938	RACHEL TREADWAY	SWIMMING AND DIVING	09/17/25	276.00
405951	STEVEN HUDOBA	SWIMMING AND DIVING	09/17/25	276.00
405984	CHESTERTON ACADEMY	NON PUB REIMBURSEME	09/24/25	275.29
405997	GERTENS GREENHOUSES	TWO REPLACEMENT TRE	09/24/25	274.49
406046	SAMARITAN TIRE COMP	TIRE INSTALL	09/24/25	272.00
405684	MTI DISTRIBUTING IN	VENTRAC PARTS	09/03/25	267.56
405784	LINEN EFFECTS LLC	HOMECOMING COURT LI	09/10/25	266.90
406020	LAMINATING AND BIND	MISC NON-INSTR.	09/24/25	265.22
405820	SHIFFLER EQUIPMENT	CAFETERIA SEAT REPA	09/10/25	263.73
405910	MASE	AMBER K MEMBERSHIP	09/17/25	263.00
405910	MASE	ANNIE O MEMBERSHIP	09/17/25	263.00
405910	MASE	KAITLIN S MEMBERSHI	09/17/25	263.00
405910	MASE	WHITNEY B MEMBERSHI	09/17/25	263.00
405675	JW PEPPER & SON INC	ORCHESTRA SUPPLIES	09/03/25	259.90
405768	INGCO INTERNATIONAL	TRANSLATE PARENT WE	09/10/25	258.98
405985	CITY OF EDINA	CC USE 5/28-9/02/25	09/24/25	257.13
405787	LVC COMPANIES INC	SA KIT HOOD INSP. E	09/10/25	256.00
405651	BAYADA HOME HEALTH	ELISE B. -RN C.OSIE	09/03/25	252.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	252.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	252.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	252.00
405872	EDINA AQUATIC CENTE	KC ADMISSION	09/17/25	252.00
405901	KULLY SUPPLY INC	SLOAN CARTRIDGES	09/17/25	250.98
405695	RACHEL MOELLER	PROGRAM FOR MMEA	09/03/25	250.00
405998	GOPHER / PLAY WITH	SOFT SOCCER BALLS	09/24/25	250.00
406052	TRI-STATE BOBCAT IN	BATTER	09/24/25	250.00
406053	TWIN CITIES TRANSP	TOWING BUS 91 BACK	09/24/25	250.00
406053	TWIN CITIES TRANSP	TOWING BUS 49	09/24/25	250.00
V21449	SARA SWENSON	CONFERENCE REGISTRA	09/24/25	250.00
405858	CATALYST SOURCING S	SUUPP TRACK MON SUB	09/17/25	249.99
406026	MENARDS - EDEN PRAI	SUPPLIES FOR CN	09/24/25	249.24
405927	ODP BUSINESS SOLUTI	5TH GRADE SUPPLIES	09/17/25	248.73
406022	LRS PORTABLES LLC	EHS PORTABLES	09/24/25	245.00
406004	HOGLUND BUS COMPANY	TUBE	09/24/25	244.40
406038	PEDIATRIC HOME SERV	M.BORG 9-10-25	09/24/25	243.75
406038	PEDIATRIC HOME SERV	M.BORG 9-11-25	09/24/25	243.75
406038	PEDIATRIC HOME SERV	M.BORG 9-12-25	09/24/25	243.75
405897	JW PEPPER & SON INC	BAND MUSIC	09/17/25	243.10
405787	LVC COMPANIES INC	SA KIT HOOD INSP. V	09/10/25	241.00
405787	LVC COMPANIES INC	SA KIT HOOD INSP. C	09/10/25	241.00
405787	LVC COMPANIES INC	SA KIT HOOD INSP. C	09/10/25	241.00
405787	LVC COMPANIES INC	SA KIT HOOD INSP. C	09/10/25	241.00
405787	LVC COMPANIES INC	SA KIT HOOD INSP. H	09/10/25	241.00
405787	LVC COMPANIES INC	SA KIT HOOD INSP. C	09/10/25	241.00
405762	HAMMER SPORTS LLC	9TH VB OFFICIALS 9/	09/10/25	240.00
V21362	SERINA L KOPPINGER	LODGING FOR ACDA SU	09/03/25	240.00
405959	UNITED RENTALS INC	LIFT WORK	09/17/25	239.38
405877	GENERAL PARTS LLC	WIC DOOR CLOSER	09/17/25	239.17
405708	VERNIER SCIENCE EDU	SCIENCE SUPPLIES	09/03/25	236.50
405792	MENARDS - EDEN PRAI	FLOOR BUMPER/TAPE	09/10/25	233.06
V21393	EMILY KRISTINE WAAG	"SCHOOL SUPPLY, PRI	09/10/25	227.60
V21388	GINA S SCHROEPFER	SCHOOL SUPPLIES CLA	09/10/25	226.16
405960	UNIVERSITY LANGUAGE	INTERPRETER-9719094	09/17/25	225.08
405956	TRAFERA, LLC	SUPPORT HOURS	09/17/25	225.00

Check No.	Vendor	Description	Date	Amount
406038	PEDIATRIC HOME SERV	M.BORG 9-9-25	09/24/25	225.00
405685	THE MUSIC MART	BAND SUPPLIES	09/03/25	219.60
405998	GOPHER / PLAY WITH	PICKEL BALL BALLS 6	09/24/25	219.50
406031	NASCO EDUCATION LLC	ART SUPPLIES	09/24/25	218.61
405885	HOGLUND BUS COMPANY	P.S. HOSES	09/17/25	218.00
405841	AMAZON CAPITAL SERV	GYMNASTICS MAT	09/17/25	216.02
405832	UNIVERSITY LANGUAGE	INTERPRETER-9646900	09/10/25	215.25
405918	MIDWEST BAND INSTRU	INSTRUMENT REPAIR	09/17/25	215.00
405960	UNIVERSITY LANGUAGE	INTERPRETER-9775318	09/17/25	214.36
405709	ZAHOUREK SYSTEMS IN	SCIENCE SUPPLIES	09/03/25	214.17
V21377	HEATHER A EDAM	CLASSROOM SUPPLIES	09/10/25	213.42
405801	THE MUSIC MART	BAND REPAIR	09/10/25	212.50
405886	HORIZON COMMERCIAL	FILTERS	09/17/25	210.32
405780	KULLY SUPPLY INC	SINK PARTS PLUMBING	09/10/25	210.18
406038	PEDIATRIC HOME SERV	M. BORG 9-8-25	09/24/25	206.25
405807	PATRICIA OLSON	WALK IN THE PARK	09/10/25	205.80
V21386	CARA RIECKENBERG	FOOD FOR LEADERSHIP	09/10/25	202.88
405707	UNIVERSITY LANGUAGE	INTERPRETER-9652512	09/03/25	202.57
405651	BAYADA HOME HEALTH	LPN Z.CONRAD	09/03/25	201.50
405816	SAVVAS LEARNING COM	GRADE 1	09/10/25	201.15
405816	SAVVAS LEARNING COM	GRADE 5	09/10/25	201.15
405675	JW PEPPER & SON INC	ORCHESTRA SUPPLIES	09/03/25	200.00
405929	PACER CENTER	PACER MEMBERSHIP RE	09/17/25	200.00
406060	XEROX IT SOLUTIONS,	SCREEN DEDUCTIBLES	09/24/25	200.00
405832	UNIVERSITY LANGUAGE	INTERPRETER-9673736	09/10/25	199.92
405960	UNIVERSITY LANGUAGE	INTERPRETER-9769127	09/17/25	198.42
405841	AMAZON CAPITAL SERV	DRY ERASE BOARD	09/17/25	195.90
405707	UNIVERSITY LANGUAGE	INTERPRETER-9656458	09/03/25	195.27
405870	DISPLAY SALES CO	FLAGS	09/17/25	194.00
405698	SCHOLASTIC INC	MAGAZINE SUBSCRIP	09/03/25	192.50
405960	UNIVERSITY LANGUAGE	INTERPRETER-9739964	09/17/25	192.29
405761	HACH COMPANY	SCIENCE SUPPLIES	09/10/25	192.00
405886	HORIZON COMMERCIAL	INJECTORS VALVES	09/17/25	190.59
405707	UNIVERSITY LANGUAGE	TRANSLATIONS	09/03/25	190.36
405707	UNIVERSITY LANGUAGE	INTERPRETER-9633585	09/03/25	188.88
405832	UNIVERSITY LANGUAGE	INTERPRETER-9667340	09/10/25	186.88
405707	UNIVERSITY LANGUAGE	INTERPRETER-9670485	09/03/25	186.23
405883	GRAPHIC SOURCE	BANNERS	09/17/25	184.00
405867	CUSTOM EDUCATION SO	CS SDL CLASS LIBRAR	09/17/25	183.72
405832	UNIVERSITY LANGUAGE	INTERPRETER-9710181	09/10/25	183.44
406051	TERMINAL SUPPLY CO	NUTS/WASHERS/CABLE	09/24/25	183.20
405876	FRESHPOINT BIX PROD	KC CN SNACKS	09/17/25	181.47
405751	FRESHPOINT BIX PROD	CV KC SNACKS	09/10/25	181.33
405746	ESCREEN, INC.	DRIVER DOT TESTS	09/10/25	181.25
405716	ADVANCED IMAGING SO	HIGHLANDS 07/25	09/10/25	180.53
405832	UNIVERSITY LANGUAGE	INTERPRETER-9710174	09/10/25	180.00
405832	UNIVERSITY LANGUAGE	INTERPRETER- 971019	09/10/25	180.00
405960	UNIVERSITY LANGUAGE	INTERPRETER-9754424	09/17/25	180.00
405960	UNIVERSITY LANGUAGE	INTERPRETER-9780059	09/17/25	180.00
V21422	MATTHEW E GABRIELSO	CLASSROOM SUBSCRIPT	09/24/25	180.00
V21452	MARK WALLACE	KAHOOT SUBSCRIPTION	09/24/25	179.88
V21387	SANDRA L SCHMIDT	FOOD FOR A STAFF EV	09/10/25	178.37
405785	LITERACY RESOURCES,	RED BOOK SPANISH	09/10/25	178.00
405664	EPS OPERATIONS LLC	OVERDUE BILL-WORDLY	09/03/25	177.66
405766	HOUGHTON MIFFLIN HA	SHIPPING	09/10/25	177.62
405841	AMAZON CAPITAL SERV	OFFICE SUPPLIES	09/17/25	176.88
406022	LRS PORTABLES LLC	CV PORTABLES	09/24/25	175.00
405841	AMAZON CAPITAL SERV	MEAD PRIMARY JOURNA	09/17/25	174.90

Check No.	Vendor	Description	Date	Amount
405995	FREESTYLE PHOTOGRAP	SHIPPING	09/24/25	174.69
405924	NATHAN ENGMAN	SOCCER	09/17/25	174.00
405937	PYRMONT ADVISORS LL	SOCCER	09/17/25	174.00
405965	YIFU CHEN	SOCCER	09/17/25	174.00
V21361	CASEY A JERGENS	INSTRUCTIONAL SUPPL	09/03/25	173.88
405685	THE MUSIC MART	BAND SUPPLIES	09/03/25	173.69
405814	REGENTS OF THE UNIV	SYMBOLGY LABELS	09/10/25	173.41
406004	HOGLUND BUS COMPANY	SENSOR	09/24/25	171.89
405927	ODP BUSINESS SOLUTI	OFFICE SUPPLIES	09/17/25	168.61
405917	MIDAMERICA ADMIN &R	HRA ADMIN FEE 2Q25	09/17/25	168.00
405841	AMAZON CAPITAL SERV	VIZ-PRO DRYERASE B0	09/17/25	167.90
405947	SPS COMPANIES INC	2-P-TRAP1-1/2 2-PT	09/17/25	165.07
405902	LAMINATING AND BIND	LAMINATING ROLLS	09/17/25	164.86
405716	ADVANCED IMAGING SO	COUNTRYSIDE 07/25	09/10/25	163.23
405819	SCIENCE INTERACTIVE	SCIENCE SUPPLIES	09/10/25	162.96
405757	GRAINGER	KITCHEN OVEN WHEELS	09/10/25	161.84
V21368	CHERYL A PILCHER	SCHOOL SUPPLIES	09/03/25	161.49
405884	GREATAMERICA FINANC	SV SEP25 POSTAGE MT	09/17/25	159.95
405806	OPENTEXT INC	AUGUST SERVICES	09/10/25	159.93
405718	AMAZON CAPITAL SERV	GRANOLA BARS	09/10/25	159.90
405669	GROTH MUSIC COMPANY	BAND REPAIR	09/03/25	159.60
406035	OPENTEXT INC	FAX TO EMAIL JULY 2	09/24/25	157.91
V21428	SARAH A JARRETT	OPTIONS SUPPLIES	09/24/25	157.69
405756	GOPHER STATE ONE-CA	BILLABLE TICKETS AU	09/10/25	156.60
405886	HORIZON COMMERCIAL	CHEMICALS	09/17/25	156.38
405659	DISPLAY SALES CO	FLAGS	09/03/25	156.00
405853	BUSINESS ESSENTIALS	XEROX BLUE 8.5X11 Q	09/17/25	156.00
405853	BUSINESS ESSENTIALS	XEROX GREEN 8.5X11	09/17/25	156.00
405853	BUSINESS ESSENTIALS	XEROX BLUE 8.5X11 Q	09/17/25	156.00
405853	BUSINESS ESSENTIALS	XEROX GOLD 8.5X11 Q	09/17/25	156.00
405853	BUSINESS ESSENTIALS	XEROX PINK 8.5X11 Q	09/17/25	156.00
V21386	CARA RIECKENBERG	BREAKFAST DURING WO	09/10/25	155.59
405718	AMAZON CAPITAL SERV	ML SUPPLIES	09/10/25	155.39
405685	THE MUSIC MART	BAND SUPPLIES	09/03/25	155.07
405875	FRASER CHILD AND FA	PSYCHOTHERAPY M. FO	09/17/25	154.00
405961	LEXIA VOYAGER SOPRI	LANGUAGE STUDENT SE	09/17/25	154.00
405877	GENERAL PARTS LLC	WALK-IN DOOR SWEEPS	09/17/25	153.57
405858	CATALYST SOURCING S	ON DEMAND/FACILITIE	09/17/25	153.35
405796	MIDWEST MUSICAL IMP	BAND SUPPLIES	09/10/25	152.00
406029	MINNESOTA ELITE ASS	GSOCCER ASSIGNOR FE	09/24/25	152.00
405838	95 PERCENT GROUP LL	SHIPPING & HANDLING	09/17/25	152.00
405933	POPP BINDING & LAMI	LAMINATION FILM	09/17/25	151.44
406043	RICHFIELD MINNOCO /	FUEL	09/24/25	151.37
V21366	MARY K O'KEEFE	SCHOOL SUPPLIES - M	09/03/25	150.51
V21406	MEGAN B SCHNEIDER	JULY AND AUGUST 202	09/17/25	150.15
405742	EHS WHIGREAN	YEARBOOKS FOR EHS	09/10/25	150.00
405873	EDINA COFFEE ROASTE	BREWER/FILTRATION I	09/17/25	150.00
V21370	YATESH N SINGH	UNIVERSITY OF KENTU	09/03/25	150.00
405898	KAMI	KAMI SUBSCRIPTION	09/17/25	149.00
406043	RICHFIELD MINNOCO /	FUEL	09/24/25	148.86
405678	LUPIENT CHEVROLET O	MODULE	09/03/25	148.64
405998	GOPHER / PLAY WITH	SHIPPING AND HANDLI	09/24/25	148.04
405885	HOGLUND BUS COMPANY	BEARING KIT	09/17/25	146.52
V21372	ERIN ST. ORES	PART C MILEAGE JULY	09/03/25	146.51
406004	HOGLUND BUS COMPANY	HOSE	09/24/25	146.29
405860	CHAD NYBERG	LUNCH ACCT REFUND	09/17/25	143.95
405952	SUSAN SANDA	DONUTS FOR COURT RE	09/17/25	143.04
405879	GERALD A BOEKE	SOCCER	09/17/25	140.00

Check No.	Vendor	Description	Date	Amount
405916	MICHAEL LAKE	SOCCER	09/17/25	140.00
405941	ROBERT BAKER	SOCCER	09/17/25	140.00
405998	GOPHER / PLAY WITH	PRO STOPWATCH	09/24/25	139.00
405738	ECM PUBLISHERS INC	JULY 14 REG MINUTES	09/10/25	137.50
405817	SCHMITT MUSIC COMPA	BAND REPAIR	09/10/25	136.00
405920	MINNESOTA ELITE ASS	BOYS OFF SEP	09/17/25	136.00
405994	FACTORY MOTOR PARTS	OIL	09/24/25	135.88
405751	FRESHPOINT BIX PROD	KC HL SNACKS	09/10/25	134.80
V21396	NINA EHRMENTRAUT CA	STUDENT SUPPLIES PU	09/17/25	134.70
405822	STIX SPORTSWEAR & S	STAFF SVMS T SHIRTS	09/10/25	134.00
405848	BRANDON TAYLOR	BASKETBALL	09/17/25	134.00
406014	JW PEPPER & SON INC	BAND MUSIC	09/24/25	133.99
405649	AMAZON CAPITAL SERV	K SUPPLIES	09/03/25	131.89
V21359	DAVID C HIGLEY	STUDENT SUPPLIES	09/03/25	131.84
V21382	DERRICK J LIDSTONE	7/22-8/5 - MILEAGE	09/10/25	131.74
405848	BRANDON TAYLOR	FOOTBALL	09/17/25	130.00
405863	CLINT HOBERG	FOOTBALL	09/17/25	130.00
405891	JAMES SCHRANK	FOOTBALL	09/17/25	130.00
405950	STEVEN HEIMER	FOOTBALL	09/17/25	130.00
405745	ELIZABETH POCH	PIANO LESSONS 1	09/10/25	130.00
405974	ARROWHEAD FORENSICS	ART SUPPLIES	09/24/25	129.83
405913	MENARDS - EDEN PRAI	SUPPLIES	09/17/25	129.32
405703	SIGNUM SIGNS AND GR	CAPACITY SIGNS FOR	09/03/25	128.00
405841	AMAZON CAPITAL SERV	GBC LAMINATING FILM	09/17/25	126.26
V21408	NICOLE R SWOBODA	JULY AND AUG MILEAG	09/17/25	125.23
405936	PRO-ED INC	FCP FILLABLE FORMS	09/17/25	124.30
406001	HACH COMPANY	SCIENCE SUPPLIES	09/24/25	123.63
405981	BUSINESS ESSENTIALS	MISC NON-INSTR	09/24/25	123.34
406026	MENARDS - EDEN PRAI	BROOMS	09/24/25	121.94
405853	BUSINESS ESSENTIALS	CARD STK WHT 8.5X11	09/17/25	121.80
V21371	KORY M SMITH	8/29 MILEAGE	09/03/25	121.80
405796	MIDWEST MUSICAL IMP	BAND REPAIR	09/10/25	121.25
V21380	KELLY H JANSEN	STUDENT SUPPLIES	09/10/25	120.59
405762	HAMMER SPORTS LLC	8/26 LOWER VB OFFIC	09/10/25	120.00
405981	BUSINESS ESSENTIALS	NS-DT 8.5X11 GREY Q	09/24/25	120.00
406024	MASBO	CERTIFICATION COURS	09/24/25	120.00
405906	LITTLE BEE SPEECH C	SPEECH SUBSCRIPTION	09/17/25	119.99
405885	HOGLUND BUS COMPANY	COMPUTER PROGRAMMIN	09/17/25	117.70
405885	HOGLUND BUS COMPANY	COMPUTER PROGRAMMIN	09/17/25	117.70
406024	MASBO	MEMBERSHIP - MONTGO	09/24/25	115.00
405986	COLLEEN JOHNSON	UNCLAIMED PROPERTY	09/24/25	114.64
405944	SCHOOL SPECIALTY, L	ART ROOM SUP.	09/17/25	113.74
V21367	PATRICIA M PETTIS	7/22-7/25 HOTEL	09/03/25	112.98
405716	ADVANCED IMAGING SO	NORMANDALE 07/25	09/10/25	111.67
405716	ADVANCED IMAGING SO	CREEK VALLEY 07/25	09/10/25	111.64
406057	LEXIA VOYAGER SOPRI	ONLINE ACCESS LANGU	09/24/25	110.00
405841	AMAZON CAPITAL SERV	CORDLESS VACUUM	09/17/25	109.99
406045	SAFEGUARD BUSINESS	BANK DEPOSIT SLIPS	09/24/25	108.97
405939	RIDDELL / ALL AMERI	FOOTBALL VISORS	09/17/25	108.95
405893	JERRY'S FOODS EDINA	PRINCIPAL FOR THE D	09/17/25	108.66
405868	DAVID NELSON	SWIMMING AND DIVING	09/17/25	108.00
405954	THOMAS BOSE	SWIMMING AND DIVING	09/17/25	108.00
V21427	CRISTIANA P HAWTHOR	COSTUMES FOR FALL M	09/24/25	104.89
405853	BUSINESS ESSENTIALS	XEROX PINK 8.5X11 Q	09/17/25	104.00
405853	BUSINESS ESSENTIALS	XEROX YELLOW 8.5X11	09/17/25	104.00
405716	ADVANCED IMAGING SO	CONCORD 07/25	09/10/25	103.83
405895	JESSEN PRESS INC	9X12 ENVELOPES	09/17/25	102.50
405895	JESSEN PRESS INC	9X12 ENVELOPES	09/17/25	102.50

Check No.	Vendor	Description	Date	Amount
V21357	AMY E FAIRWEATHER	JULY-AUG24 MILEAGE	09/03/25	102.20
405685	THE MUSIC MART	BAND REPAIR	09/03/25	100.50
V21448	MICHAEL S SMITH	CLASSROOM SUPPLIES	09/24/25	100.46
V21380	KELLY H JANSEN	AMAZON STUDENT POU	09/10/25	99.99
405718	AMAZON CAPITAL SERV	GENERAL OFFICE SUPP	09/10/25	99.93
V21374	LYNNEA K WEST	TRANSPORT BOOKS FRO	09/03/25	99.93
V21394	LYNNEA K WEST	LUGGAGE FEE FROM AI	09/10/25	99.93
406021	LEXIA LEARNING SYST	COURSE EXT-A CONVER	09/24/25	99.00
405800	MRI SOFTWARE LLC	AUG25 BKGD CHK: MIS	09/10/25	98.00
405915	METRO SALES INC	SEPT25 ATHL COPIER	09/17/25	98.00
405882	GRAINGER	CONDENSATE PUMP	09/17/25	97.37
405649	AMAZON CAPITAL SERV	3RD GRADE SUPPLIES	09/03/25	95.90
405786	LOCAL LLC	DIGITAL ADS	09/10/25	95.00
405812	RAINDROP IRRIGATION	IRRIGATION REPAIR	09/10/25	95.00
405888	INGCO INTERNATIONAL	TRANSLATION-ML SERV	09/17/25	95.00
405718	AMAZON CAPITAL SERV	TI CALCULATORS	09/10/25	94.80
405751	FRESHPOINT BIX PROD	KC CN SNACKS	09/10/25	94.39
V21393	EMILY KRISTINE WAAG	"SCHOOL SUPPLY, GLU	09/10/25	93.92
405808	PEDIATRIC HOME SERV	"RN SERV. -MILLARD,	09/10/25	93.75
405805	ODP BUSINESS SOLUTI	LABELS	09/10/25	92.64
405869	DESTINY SCOTT	FOOTBALL	09/17/25	92.00
405871	DONALD BRATTON	FOOTBALL	09/17/25	92.00
405880	GERALD WITHERS	FOOTBALL	09/17/25	92.00
405919	MIKE KARNAS	FOOTBALL	09/17/25	92.00
405942	ROBERT RIES	FOOTBALL	09/17/25	92.00
405963	WILLIAM BEAN	FOOTBALL	09/17/25	92.00
405855	CAROLINA BIOLOGICAL	SCIENCE SUPPLIES (D	09/17/25	91.80
V21403	KYLEE L MUEHLBERG	STUDENT SCHOOL SUPP	09/17/25	91.26
405821	STAR TRIBUNE MEDIA	NEWSPAPER FOR EHS	09/10/25	90.77
405754	GENERAL SECURITY SE	CV PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	ECC PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	EHS PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	SV PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	VV PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	TRAN PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	CC PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	CN PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	HL PATROL STANDBY	09/10/25	90.00
405754	GENERAL SECURITY SE	CS PATROL STNADBY	09/10/25	90.00
405922	MYRA - MN YOUNG REA	MYRA MEMBERSHIP 202	09/17/25	90.00
405850	BRYAN L DYE	SOCCER	09/17/25	87.00
405857	CARTER RONKEN	SOCCER	09/17/25	87.00
405864	CLINTON LA BEAU	SOCCER	09/17/25	87.00
405896	JOHN DAVID KRILL	SOCCER	09/17/25	87.00
405904	LILY FREDERICKSON	SOCCER	09/17/25	87.00
405966	ZACHARY JOHNSON	SOCCER	09/17/25	87.00
406009	JASON STOKES	SOCCER	09/24/25	87.00
405701	SHRED RIGHT	SHREDDING	09/03/25	86.78
405988	CUSTOM HOSE TECH IN	ADAPTER	09/24/25	85.41
405841	AMAZON CAPITAL SERV	POST-IT CART PAPER	09/17/25	85.05
V21427	CRISTIANA P HAWTHOR	ORGANIZATION FOR TH	09/24/25	83.94
V21438	KYLEE L MUEHLBERG	MATERIALS FOR EXCIT	09/24/25	82.88
V21404	SHAUN P PAKENHAM	BARNES & NOBLE - BO	09/17/25	81.86
405853	BUSINESS ESSENTIALS	NEENAH CS 8.5X11 QT	09/17/25	81.20
405679	MENARDS - EDEN PRAI	PAINT SUPPL/WAND/BI	09/03/25	80.50
405827	T-MOBILE	ECC MAINT	09/10/25	80.26
406029	MINNESOTA ELITE ASS	BSOCCER ASSIGNOR FE	09/24/25	80.00
405666	SHRED-IT USA	SHREDDING	09/03/25	79.91

Check No.	Vendor	Description	Date	Amount
405824	SUPER DUPER PUBLICA	MAGNETALK GAME BOAR	09/10/25	79.90
405841	AMAZON CAPITAL SERV	KETONE TEST STRIPS	09/17/25	79.70
405719	ARCON SOLUTIONS INC	KC SWIM SHIRT RE-OR	09/10/25	79.59
V21375	JULIE K BAKER	CRAYONS AND SCISSOR	09/10/25	79.23
405792	MENARDS - EDEN PRAI	BUILDING REPAIR HAR	09/10/25	78.58
406018	KULLY SUPPLY INC	AERATOR 2.2 GPM	09/24/25	78.56
405745	ELIZABETH POCH	PIANO LESSONS 2	09/10/25	78.00
405777	JW PEPPER & SON INC	CHOIR SUPPLIES	09/10/25	77.95
V21399	JESSICA L HEIDELBER	JULY AND AUGUST 202	09/17/25	77.07
405718	AMAZON CAPITAL SERV	WEIGHT RACK	09/10/25	75.89
V21398	ALEXANDER J HATTSTR	8/12-9/12 MILEAGE	09/17/25	75.81
405972	AMAZON CAPITAL SERV	FOLDING SLANT BOARD	09/24/25	75.80
405945	SHRED RIGHT	WO 0091100 SPED	09/17/25	75.40
405991	DIAMOND VOGEL/OLD M	CABLE	09/24/25	75.25
405716	ADVANCED IMAGING SO	SOUTH VIEW 07/25	09/10/25	75.16
405718	AMAZON CAPITAL SERV	GLUCO CHEWS	09/10/25	74.85
405940	R.M. COTTON, LLC	REPAIR	09/17/25	74.80
405736	DELEGARD TOOL COMPA	TOOLS	09/10/25	72.81
405920	MINNESOTA ELITE ASS	GIRLS OFF SEP	09/17/25	72.00
405817	SCHMITT MUSIC COMPA	BAND REPAIR	09/10/25	71.00
405668	FLINN SCIENTIFIC IN	SCIENCE SUPPLIES	09/03/25	70.62
405849	BRET MORSE	SOCCER	09/17/25	70.00
405878	GENERAL SECURITY SE	EHS PATROL RESPONSE	09/17/25	70.00
405879	GERALD A BOEKE	SOCCER	09/17/25	70.00
405949	STARFALL EDUCATION	STARFALL SUBSCRIPTI	09/17/25	70.00
405949	STARFALL EDUCATION	STARFALL SUBSCRIPT-	09/17/25	70.00
406009	JASON STOKES	SOCCER	09/24/25	70.00
405838	95 PERCENT GROUP LL	TEACHER LESSON BOOK	09/17/25	70.00
405838	95 PERCENT GROUP LL	READING - TEACHER L	09/17/25	70.00
V21391	LYNN L SOSNOWSKI	MSHSL MEMBERSHIP	09/10/25	69.75
405841	AMAZON CAPITAL SERV	MOBILE FLOOR STAND	09/17/25	69.37
V21365	MARIT OBERLE	UBER FROM HOTEL TO	09/03/25	69.13
V21404	SHAUN P PAKENHAM	TARGET - SCHOOL SUP	09/17/25	69.01
405738	ECM PUBLISHERS INC	JULY 22 WS MINUTES	09/10/25	68.75
405895	JESSEN PRESS INC	#10 ENVELOPES	09/17/25	67.50
405895	JESSEN PRESS INC	#10 ENVELOPES	09/17/25	67.50
405901	KULLY SUPPLY INC	VACUUM BREAKER KIT	09/17/25	67.32
V21356	DANIEL T BITTMAN	COLLABORATION BREAK	09/03/25	66.56
405967	ZEKER LABS, LLC, DB	PREPARING TO SELL A	09/17/25	66.50
405792	MENARDS - EDEN PRAI	ALUMINUM	09/10/25	65.07
405675	JW PEPPER & SON INC	ORCHESTRA SUPPLIES	09/03/25	64.20
405785	LITERACY RESOURCES,	SHIPPING	09/10/25	64.08
405669	GROTH MUSIC COMPANY	BAND REPAIR	09/03/25	63.69
V21390	EMMA K SHOPE	CLASSROOM SUPPLIES	09/10/25	62.95
405876	FRESHPOINT BIX PROD	ND KC SNACKS	09/17/25	62.20
V21407	YATESH N SINGH	PRINTING FOR ACTIVI	09/17/25	62.10
V21365	MARIT OBERLE	UBER FROM AIRPORT T	09/03/25	61.60
V21390	EMMA K SHOPE	CLASSROOM SUPPLIES	09/10/25	60.97
405892	JERRY'S FOODS EDINA	OFFICE FOOD	09/17/25	60.92
405972	AMAZON CAPITAL SERV	LENS WIPES	09/24/25	60.30
405724	BJOREM SPEECH PUBLI	SPEECH SOUND CUES	09/10/25	60.00
405895	JESSEN PRESS INC	BZ CARDS - B MONTGO	09/17/25	60.00
405696	REALLY GOOD STUFF L	1ST GR SUPPLIES	09/03/25	59.32
405696	REALLY GOOD STUFF L	1ST GRADE SUPPLIES	09/03/25	59.32
405914	MENARDS - RICHFIELD	1-DRILL B S 2-XTRA	09/17/25	59.25
405751	FRESHPOINT BIX PROD	CC KC SNACKS	09/10/25	57.95
V21375	JULIE K BAKER	SCHOOL SUPPLIES - F	09/10/25	57.75
V21418	BLANCA E DIAZ DE LE	SNACKS FOR LATINO C	09/24/25	57.70

Check No.	Vendor	Description	Date	Amount
405792	MENARDS - EDEN PRAI	MAINT. SUPPLIES	09/10/25	57.46
405882	GRAINGER	MOUNTING FLANGE	09/17/25	57.42
405817	SCHMITT MUSIC COMPA	INST. REPAIR SUPPLI	09/10/25	57.00
405718	AMAZON CAPITAL SERV	SENSORY FLOOR TILES	09/10/25	56.99
405694	PREMIUM WATERS INC	WATER FOR DMTS	09/03/25	56.49
405935	PREMIUM WATERS INC	WATER FOR DMTS	09/17/25	56.49
405817	SCHMITT MUSIC COMPA	BAND REPAIR	09/10/25	55.00
405907	LUCA ALDO BENEDETTO	VOLLEYBALL	09/17/25	55.00
405718	AMAZON CAPITAL SERV	3 STEP LADDER	09/10/25	54.99
405841	AMAZON CAPITAL SERV	DIABETIC TEST STRIP	09/17/25	54.99
405718	AMAZON CAPITAL SERV	WORDS THEIR WAY-LET	09/10/25	54.35
405908	LULO LIBROS, INC	CS SDL CLASS BOOKS	09/17/25	53.97
V21438	KYLEE L MUEHLBERG	MATERIALS FOR EXCIT	09/24/25	53.50
V21394	LYNNEA K WEST	BOOKS	09/10/25	53.47
405853	BUSINESS ESSENTIALS	XEROX YELLOW 8.5X11	09/17/25	52.00
405853	BUSINESS ESSENTIALS	XEROX BLUE 8.5X11 Q	09/17/25	52.00
405853	BUSINESS ESSENTIALS	XEROX GREEN 8.5X11	09/17/25	52.00
405853	BUSINESS ESSENTIALS	XEROX GOLD 8.5X11 Q	09/17/25	52.00
405882	GRAINGER	COPPERWELL INSERTIO	09/17/25	51.98
405652	BIO-RAD LABORATORIE	FREIGHT	09/03/25	51.23
405851	BSN SPORTS, LLC	GIRLS' SOCCER	09/17/25	51.20
406030	MN DEPT OF LABOR AN	BOILER/PRESSURE VES	09/24/25	50.00
V21410	LYNNEA K WEST	APP SUBSCRIPTION -	09/17/25	49.99
405827	T-MOBILE	CN MAINT	09/10/25	49.81
405660	EDINA GIVE & GO	EDINA GIVE & GO DON	09/03/25	48.00
V21448	MICHAEL S SMITH	CLASSROOM SUPPLIES	09/24/25	47.98
V21402	KENDAL C MASICA	CLASSROOM SUPPLIES	09/17/25	46.14
405759	GROTH MUSIC COMPANY	BAND SUPPLIES	09/10/25	45.75
405774	IWS - INNOVATIONAL	GLYCOL	09/10/25	45.00
V21404	SHAUN P PAKENHAM	ONCE UPON A CHILD -	09/17/25	45.00
405972	AMAZON CAPITAL SERV	PLAY SAND	09/24/25	44.99
V21448	MICHAEL S SMITH	CLASSROOM SUPPLIES	09/24/25	44.77
405727	BUSINESS ESSENTIALS	02 11X17 BWT QTY 1	09/10/25	44.15
405853	BUSINESS ESSENTIALS	BOISE WHT 11X17 QTY	09/17/25	44.15
405841	AMAZON CAPITAL SERV	OFFICE SUPPLIES	09/17/25	43.78
V21432	CARMINE LEVOIR	SV LEADERS SNACK FO	09/24/25	43.24
405805	ODP BUSINESS SOLUTI	STAPLER	09/10/25	42.95
405813	REALLY GOOD STUFF L	1ST GRADE SUPPLIES	09/10/25	42.93
406043	RICHFIELD MINNOCO /	FUEL	09/24/25	42.50
V21390	EMMA K SHOPE	CLASSROOM SUPPLIES	09/10/25	42.46
V21389	LINNEA SHAW	CLASSROOM BINS	09/10/25	41.93
405827	T-MOBILE	HS ATHLETICS	09/10/25	41.44
405754	GENERAL SECURITY SE	CV INTRUSION MONITO	09/10/25	40.08
405754	GENERAL SECURITY SE	ECC INTRUSION MONIT	09/10/25	40.08
405754	GENERAL SECURITY SE	EHS INTRUSION MONIT	09/10/25	40.08
405754	GENERAL SECURITY SE	SV INTRUSION MONITO	09/10/25	40.08
405754	GENERAL SECURITY SE	VV INTRUSION MONITO	09/10/25	40.08
405754	GENERAL SECURITY SE	CC INTRUSION MONITO	09/10/25	40.08
405754	GENERAL SECURITY SE	CN INTRUSION MONITO	09/10/25	40.08
405754	GENERAL SECURITY SE	HL INTRUSTION MONIT	09/10/25	40.08
405841	AMAZON CAPITAL SERV	JOLLY RANCHERS	09/17/25	39.98
V21387	SANDRA L SCHMIDT	FOOD FOR A STAFF EV	09/10/25	39.96
405841	AMAZON CAPITAL SERV	VANILLA CAKE MIX	09/17/25	39.44
405841	AMAZON CAPITAL SERV	(6) BLUE PAW PRINT	09/17/25	38.94
406004	HOGLUND BUS COMPANY	SEAL	09/24/25	38.06
405718	AMAZON CAPITAL SERV	BEAN BAG CHAIR	09/10/25	37.99
405718	AMAZON CAPITAL SERV	M&MS	09/10/25	37.60
405841	AMAZON CAPITAL SERV	LAMINATING SHEETS	09/17/25	37.04

Check No.	Vendor	Description	Date	Amount
405841	AMAZON CAPITAL SERV	PHONICS MAGNET LETT	09/17/25	37.02
405827	T-MOBILE	CC MAINT	09/10/25	36.55
405827	T-MOBILE	CS MAINT	09/10/25	36.55
405827	T-MOBILE	CV MAINT	09/10/25	36.55
V21369	AMY J REED	LEADERSHIP BOOKS	09/03/25	36.00
405827	T-MOBILE	ECSE	09/10/25	35.76
405827	T-MOBILE	DMTS	09/10/25	35.73
405706	TRI-STATE BOBCAT IN	PARTS	09/03/25	35.12
405777	JW PEPPER & SON INC	CHOIR MUSIC	09/10/25	35.00
405878	GENERAL SECURITY SE	TRAN. PATROL RESPON	09/17/25	35.00
405878	GENERAL SECURITY SE	VV PATROL RESPONSE	09/17/25	35.00
405878	GENERAL SECURITY SE	CV PATROL RESPONSE	09/17/25	35.00
405878	GENERAL SECURITY SE	ECC PATROL RESPONSE	09/17/25	35.00
V21409	MARY K TAYLOR-HAUG	FOLDERS FOR SUBS	09/17/25	35.00
V21439	SAMUEL T PAULISON	SPECIAL EDUCATION P	09/24/25	34.95
405972	AMAZON CAPITAL SERV	EXPANDABLE FOLDERS	09/24/25	34.84
405945	SHRED RIGHT	SHREDDING	09/17/25	34.43
405649	AMAZON CAPITAL SERV	K SUPPLIES	09/03/25	34.18
V21363	NATHANIEL M LINDLEY	8/5-8/26 MILEAGE	09/03/25	33.95
405718	AMAZON CAPITAL SERV	FRUIT SNACKS	09/10/25	33.25
V21389	LINNEA SHAW	CLASSROOM SUPPLIES	09/10/25	33.06
405945	SHRED RIGHT	SHREDDING BINS	09/17/25	32.87
405841	AMAZON CAPITAL SERV	OXICLEAN LAUNDRY	09/17/25	31.26
405841	AMAZON CAPITAL SERV	COUNTDOWN TIMER	09/17/25	30.98
405855	CAROLINA BIOLOGICAL	SHIPPING CHARGES	09/17/25	30.95
405716	ADVANCED IMAGING SO	HIGH SCHOOL 07/25	09/10/25	30.85
V21373	BETHANY VAN OSDEL	TREATS FOR MAY PD	09/03/25	30.68
405901	KULLY SUPPLY INC	SLOAN HANDLE KIT	09/17/25	30.51
405718	AMAZON CAPITAL SERV	LARGE DRY ERASE CAL	09/10/25	30.37
405718	AMAZON CAPITAL SERV	WORDS THEIR WAY-SYL	09/10/25	30.00
V21365	MARIT OBERLE	7/25 LUNCH	09/03/25	30.00
405679	MENARDS - EDEN PRAI	TOAST OVEN	09/03/25	29.99
405718	AMAZON CAPITAL SERV	KARAOKE MACHINE	09/10/25	29.99
405943	SAMARITAN TIRE COMP	TIRE REPLACEMENT	09/17/25	29.00
406014	JW PEPPER & SON INC	CHOIR MUSIC	09/24/25	29.00
405718	AMAZON CAPITAL SERV	HEADPHONES	09/10/25	28.99
405998	GOPHER / PLAY WITH	STOPWATCH	09/24/25	28.95
405957	TRI-STATE BOBCAT IN	MOWER BLADE	09/17/25	28.59
405972	AMAZON CAPITAL SERV	BINGO DAUBERS	09/24/25	28.29
405972	AMAZON CAPITAL SERV	COFFEE CREAMER-FR V	09/24/25	28.18
V21403	KYLEE L MUEHLBERG	STUDENT SCHOOL SUPP	09/17/25	27.72
405972	AMAZON CAPITAL SERV	VELCRO DOTS	09/24/25	27.08
405702	SIGN PRO	REPLACE BUS NUMB	09/03/25	27.00
405897	JW PEPPER & SON INC	CHOIR MUSIC	09/17/25	26.50
V21403	KYLEE L MUEHLBERG	STUDENT SCHOOL SUPP	09/17/25	26.50
V21361	CASEY A JERGENS	SUPPLIES	09/03/25	26.48
405718	AMAZON CAPITAL SERV	GEN. OFFICE SUPPLIE	09/10/25	26.11
V21405	SAMUEL T PAULISON	SPECIAL ED PIPELINE	09/17/25	26.08
405800	MRI SOFTWARE LLC	AUG25 BKDG CHK: AME	09/10/25	26.00
405841	AMAZON CAPITAL SERV	FIDGET TOY SET	09/17/25	25.99
405841	AMAZON CAPITAL SERV	FIDGET TOY SET	09/17/25	25.99
405718	AMAZON CAPITAL SERV	LOCKER SHELF	09/10/25	25.98
405718	AMAZON CAPITAL SERV	STEP STOOL	09/10/25	25.98
405847	KAYLA L BRADLEY	UNCLAIMED PROPERTY	09/17/25	25.67
405718	AMAZON CAPITAL SERV	STUFFED ANIMALS	09/10/25	25.64
405892	JERRY'S FOODS EDINA	FACS FOOD	09/17/25	25.37
405841	AMAZON CAPITAL SERV	BEAR CLAW PENCILS	09/17/25	25.12
V21365	MARIT OBERLE	7/22 DINNER	09/03/25	25.00

Check No.	Vendor	Description	Date	Amount
V21367	PATRICIA M PETTIS	7/22 DINNER	09/03/25	25.00
405718	AMAZON CAPITAL SERV	CHILD'S PLAY CANDY	09/10/25	24.99
V21365	MARIT OBERLE	7/24 DINNER	09/03/25	24.77
V21355	ALISON KAGOL ANDERS	LAB SUPPLIES	09/03/25	24.70
V21448	MICHAEL S SMITH	CLASSROOM SUPPLIES	09/24/25	24.70
V21382	DERRICK J LIDSTONE	7/25 -8/21 MILEAGE	09/10/25	24.64
405972	AMAZON CAPITAL SERV	LOOP SCISSORS	09/24/25	24.56
405972	AMAZON CAPITAL SERV	COFFEE CREAMER-ITAL	09/24/25	24.41
405827	T-MOBILE	ND KIDS CLUB	09/10/25	24.25
405827	T-MOBILE	CV KIDS CLUB	09/10/25	24.25
405827	T-MOBILE	COMMUNITY ED	09/10/25	24.25
405827	T-MOBILE	HL KIDS CLUB	09/10/25	24.25
405827	T-MOBILE	COMM ED KIDS CLUB	09/10/25	24.25
405827	T-MOBILE	CC KIDS CLUB	09/10/25	24.25
405827	T-MOBILE	CN KIDS CLUB	09/10/25	24.25
405827	T-MOBILE	CS KIDS CLUB	09/10/25	24.25
405827	T-MOBILE	HL KIDS CLUB	09/10/25	24.25
405718	AMAZON CAPITAL SERV	LEGO DUPLO	09/10/25	23.99
405793	MENARDS - RICHFIELD	SUPPLIES	09/10/25	23.96
V21379	ALAN K HENDRICKSON	APRIL MILEAGE	09/10/25	23.52
V21438	KYLEE L MUEHLBERG	MATERIALS FOR EXCIT	09/24/25	22.98
V21449	SARA SWENSON	NEW TEACHER MEETING	09/24/25	22.44
V21425	CHERYL B GUNNESS	PARKING FOR MEETING	09/24/25	22.00
405718	AMAZON CAPITAL SERV	NYLON BOOK POUCH	09/10/25	21.99
V21390	EMMA K SHOPE	STEAM SUPPLIES	09/10/25	21.99
405972	AMAZON CAPITAL SERV	DOT MARKERS	09/24/25	21.98
V21360	ANGELA K HRUBY	8/18-8/29 MILEAGE	09/03/25	21.56
405827	T-MOBILE	PHONES B&G	09/10/25	21.28
405841	AMAZON CAPITAL SERV	(3) BLACK PAW PRINT	09/17/25	21.06
405718	AMAZON CAPITAL SERV	BUDDY READERS	09/10/25	20.99
406026	MENARDS - EDEN PRAI	SUPPLIES	09/24/25	20.96
V21404	SHAUN P PAKENHAM	GOODWILL - BOOKS AN	09/17/25	20.92
405841	AMAZON CAPITAL SERV	10 FEETX1/2 MAG TAP	09/17/25	20.76
405827	T-MOBILE	SV MAINT	09/10/25	20.32
405827	T-MOBILE	TRANSPORTATION	09/10/25	20.32
405827	T-MOBILE	VV MAINT	09/10/25	20.32
406026	MENARDS - EDEN PRAI	SUPPLIES	09/24/25	20.21
405718	AMAZON CAPITAL SERV	K STUDENT SUPPLIES	09/10/25	20.10
405977	BRANDABILITY MINNES	S&H	09/24/25	20.00
405792	MENARDS - EDEN PRAI	ICE MACHINE	09/10/25	19.99
405824	SUPER DUPER PUBLICA	CHEW NECKLACES	09/10/25	19.99
V21404	SHAUN P PAKENHAM	GOODWILL - BOOKS	09/17/25	19.91
V21418	BLANCA E DIAZ DE LE	SNACKS FOR LATINO C	09/24/25	19.89
405718	AMAZON CAPITAL SERV	GLOVE BOX HOLDER	09/10/25	19.79
V21367	PATRICIA M PETTIS	7/24 BREAKFAST	09/03/25	19.75
V21365	MARIT OBERLE	7/23 BREAKFAST	09/03/25	19.74
405841	AMAZON CAPITAL SERV	LABEL MAKER LABELS	09/17/25	19.65
V21365	MARIT OBERLE	7/23 LUNCH	09/03/25	19.62
V21377	HEATHER A EDAM	CLASSROOM SUPPLIES	09/10/25	19.61
405972	AMAZON CAPITAL SERV	POST ITS	09/24/25	19.49
V21367	PATRICIA M PETTIS	7/23 LUNCH	09/03/25	19.22
405718	AMAZON CAPITAL SERV	BIG BUBBLE WANDS	09/10/25	18.50
405718	AMAZON CAPITAL SERV	EXPO MARKERS FINE	09/10/25	18.49
V21443	TIMOTHY J RODEN	9/15 MILEAGE	09/24/25	18.20
405830	ULINE	ULINE RETURN LABEL	09/10/25	18.13
405718	AMAZON CAPITAL SERV	SHEET PROTECTORS	09/10/25	18.08
405754	GENERAL SECURITY SE	CS INTRUSION MONITO	09/10/25	17.95
405841	AMAZON CAPITAL SERV	LAMINATING SHEETS	09/17/25	17.78

Check No.	Vendor	Description	Date	Amount
405972	AMAZON CAPITAL SERV	WHITE SHARPIES	09/24/25	17.70
V21402	KENDAL C MASICA	CLASSROOM SUPPLIES	09/17/25	17.60
V21409	MARY K TAYLOR-HAUG	SHEET PROTECTORS	09/17/25	17.58
V21367	PATRICIA M PETTIS	7/24 DINNER	09/03/25	17.21
405718	AMAZON CAPITAL SERV	HANDI WRITER	09/10/25	17.10
405718	AMAZON CAPITAL SERV	BROOM/DUSTPAN	09/10/25	16.99
405972	AMAZON CAPITAL SERV	MAGNETIC TAPE SQUAR	09/24/25	16.98
V21438	KYLEE L MUEHLBERG	MATERIALS FOR EXCIT	09/24/25	16.97
405841	AMAZON CAPITAL SERV	VELCRO DOTS	09/17/25	16.74
V21365	MARIT OBERLE	7/24 BREAKFAST	09/03/25	16.50
405831	UNITED REFRIGERATIO	AC COIL	09/10/25	16.48
405841	AMAZON CAPITAL SERV	(2) GOLD PAW PRINTS	09/17/25	16.38
V21364	BETHANY A MOHS	8/18-8/29 MILEAGE	09/03/25	16.31
405716	ADVANCED IMAGING SO	BUS GARAGE 07/25	09/10/25	16.23
405800	MRI SOFTWARE LLC	AUG25 BKGD CHK: AME	09/10/25	16.00
405718	AMAZON CAPITAL SERV	CHEW NECKLACES	09/10/25	15.99
405972	AMAZON CAPITAL SERV	HEAVY DUTY STAPLER	09/24/25	15.99
V21402	KENDAL C MASICA	CLASSROOM SUPPLIES	09/17/25	15.99
405718	AMAZON CAPITAL SERV	THERAPY PUTTY	09/10/25	15.59
V21438	KYLEE L MUEHLBERG	MATERIALS FOR EXCIT	09/24/25	15.56
405882	GRAINGER	NEW BLADE FOR THE E	09/17/25	15.44
V21397	BENJAMIN J FLEMING	8/28 -9/15 MILEAGE	09/17/25	15.40
405841	AMAZON CAPITAL SERV	LABEL TAPE	09/17/25	15.29
405718	AMAZON CAPITAL SERV	CHISEL MARKERS	09/10/25	15.23
405650	ASTLEFORD INTERNATI	0-RING	09/03/25	15.19
405841	AMAZON CAPITAL SERV	THERMOMETER	09/17/25	15.19
V21365	MARIT OBERLE	7/22 LUNCH	09/03/25	15.00
V21365	MARIT OBERLE	7/25 BREAKFAST	09/03/25	15.00
V21365	MARIT OBERLE	7/25 DINNER	09/03/25	15.00
V21367	PATRICIA M PETTIS	7/22 LUNCH	09/03/25	15.00
V21367	PATRICIA M PETTIS	7/25 BREAKFAST	09/03/25	15.00
405718	AMAZON CAPITAL SERV	FIRST LITTLE COMICS	09/10/25	14.99
405841	AMAZON CAPITAL SERV	LAMINATING POUCHES	09/17/25	14.64
405718	AMAZON CAPITAL SERV	CANOLA OIL	09/10/25	14.62
V21403	KYLEE L MUEHLBERG	STUDENT SCHOOL SUPP	09/17/25	14.50
V21404	SHAUN P PAKENHAM	LEGACY THRIFT - BOO	09/17/25	14.45
V21376	HANNAH CHRISTIANSON	AUG MILEAGE	09/10/25	14.42
405972	AMAZON CAPITAL SERV	GREEN FOLDERS	09/24/25	14.24
405718	AMAZON CAPITAL SERV	SQUISHY FIDGET TOYS	09/10/25	13.99
V21373	BETHANY VAN OSDEL	CONFERENCE MEAL	09/03/25	13.98
V21448	MICHAEL S SMITH	CLASSROOM SUPPLIES	09/24/25	13.97
405718	AMAZON CAPITAL SERV	KEYCHAIN PARTY FAVO	09/10/25	13.95
405718	AMAZON CAPITAL SERV	GUIDED SCIENCE	09/10/25	13.59
405689	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	09/03/25	13.45
405735	CULLIGAN BOTTLED WA	WATER (MISC NON-INS	09/10/25	13.35
405841	AMAZON CAPITAL SERV	DIGITAL TIMER	09/17/25	12.99
V21377	HEATHER A EDAM	CLASSROOM SUPPLIES	09/10/25	12.69
405841	AMAZON CAPITAL SERV	INVISIBLE TAPE	09/17/25	12.66
405718	AMAZON CAPITAL SERV	COLOR CHANGE PUTTY	09/10/25	12.55
V21402	KENDAL C MASICA	CLASSROOM SUPPLIES	09/17/25	12.45
405718	AMAZON CAPITAL SERV	LG DRY ERASE CALEND	09/10/25	12.33
405718	AMAZON CAPITAL SERV	LOOP SCISSORS	09/10/25	12.28
405718	AMAZON CAPITAL SERV	SILLY SENTENCES	09/10/25	12.08
405718	AMAZON CAPITAL SERV	WORDS THEIR WAY-SYL	09/10/25	12.00
405811	PREMIUM WATERS INC	COOLER RENTAL SEPT	09/10/25	12.00
405972	AMAZON CAPITAL SERV	STAPLER	09/24/25	11.50
405841	AMAZON CAPITAL SERV	SENTENCE STRIPS	09/17/25	11.49
V21378	TAMARA K FORBY	8/13-8/29 MILEAGE	09/10/25	11.48

Check No.	Vendor	Description	Date	Amount
405841	AMAZON CAPITAL SERV	VANILLA FROSTING	09/17/25	11.34
V21377	HEATHER A EDAM	CLASSROOM SUPPLIES	09/10/25	11.31
405716	ADVANCED IMAGING SO	VALLEY VIEW 07/25	09/10/25	11.17
V21427	CRISTIANA P HAWTHOR	THEATER COSTUME	09/24/25	10.99
405996	FUN AND FUNCTION LL	XXT GRABBER KIT	09/24/25	10.75
405654	CDW GOVERNMENT	WIN 10 LICENSES	09/03/25	10.00
406002	HAWKINS INC	CHLORINE TANK RENTA	09/24/25	10.00
405718	AMAZON CAPITAL SERV	KIDS SUNGLASSES	09/10/25	9.99
405972	AMAZON CAPITAL SERV	BLACK SHARPIES	09/24/25	9.98
405716	ADVANCED IMAGING SO	CORNELIA 07/25	09/10/25	9.94
V21385	KARI L OPATZ-KARWOS	CLASSROOM SUPPLIES	09/10/25	9.94
405718	AMAZON CAPITAL SERV	GORILLA MOUNTING PU	09/10/25	9.71
406026	MENARDS - EDEN PRAI	WALL ANGLE	09/24/25	9.67
405718	AMAZON CAPITAL SERV	RAINBOW SCRATCH PAP	09/10/25	9.49
405972	AMAZON CAPITAL SERV	SMALL LEGAL PADS	09/24/25	9.37
V21384	NATHANIEL H MURPHY	NOTEBOOKS	09/10/25	9.02
405724	BJOREM SPEECH PUBLI	SHIPPING	09/10/25	9.00
405718	AMAZON CAPITAL SERV	WORRY STONES	09/10/25	8.99
405718	AMAZON CAPITAL SERV	SQUISHY STRESS CUBE	09/10/25	8.99
405893	JERRY'S FOODS EDINA	STAFF MEETING GF	09/17/25	8.99
405718	AMAZON CAPITAL SERV	EXPO MARKERS CHISEL	09/10/25	8.97
405841	AMAZON CAPITAL SERV	POP-UP STICKY NOTES	09/17/25	8.95
405996	FUN AND FUNCTION LL	SHIPPING	09/24/25	8.95
405718	AMAZON CAPITAL SERV	CLOTH CHEW NECKLACE	09/10/25	8.89
405972	AMAZON CAPITAL SERV	QUART ZIPLOCS	09/24/25	8.48
405827	T-MOBILE	HS MAINT	09/10/25	8.02
405827	T-MOBILE	HL MAINT	09/10/25	8.02
406026	MENARDS - EDEN PRAI	17 GAL. TOTE	09/24/25	7.99
405718	AMAZON CAPITAL SERV	STICKERS	09/10/25	7.98
405972	AMAZON CAPITAL SERV	SILVER SHARPIES	09/24/25	7.81
406008	JAE SALASKI	UNCLAIMED PROPERTY	09/24/25	7.19
V21418	BLANCA E DIAZ DE LE	SNACKS FOR LATINO C	09/24/25	6.99
405841	AMAZON CAPITAL SERV	ADHESIVE HOOKS	09/17/25	6.98
405841	AMAZON CAPITAL SERV	SENSORY CHEW	09/17/25	6.95
V21367	PATRICIA M PETTIS	7/23 BREAKFAST	09/03/25	6.70
405972	AMAZON CAPITAL SERV	GALLON ZIPLOCS	09/24/25	6.38
V21395	CHANDREYEE BASU THA	8/19 AND 8/26 - MIL	09/17/25	6.16
405718	AMAZON CAPITAL SERV	PRETZELS	09/10/25	6.10
405885	HOGLUND BUS COMPANY	SHAFT SEAL	09/17/25	5.67
406056	UNITED REFRIGERATIO	CAPACITOR FOR FAN M	09/24/25	5.57
405972	AMAZON CAPITAL SERV	BOX CUTTER	09/24/25	5.21
V21367	PATRICIA M PETTIS	7/25 SNACK	09/03/25	4.58
V21381	SHAWNEE L KRUEGER	DUCT TAPE FOR 287 S	09/10/25	3.69
405972	AMAZON CAPITAL SERV	BLUE PENS	09/24/25	3.11
V21402	KENDAL C MASICA	CLASSROOM SUPPLIES	09/17/25	2.50
405841	AMAZON CAPITAL SERV	FROSTING REPLACEMEN	09/17/25	1.96
V21358	SIDNEY W FELLOWS	JUL MILEAGE	09/03/25	1.75
V21392	SHAUNA M TALLEY	8/28 - MILEAGE	09/10/25	1.75
V21392	SHAUNA M TALLEY	8/21 - MILEAGE	09/10/25	1.19
405841	AMAZON CAPITAL SERV	PROMO/DISC	09/17/25	(1.53)
405841	AMAZON CAPITAL SERV	FROSTING CREDIT-DAM	09/17/25	(1.89)
405885	HOGLUND BUS COMPANY	SHAFT SEAL	09/17/25	(5.67)
405936	PRO-ED INC	CREDIT MEMO-SHIP/HA	09/17/25	(11.30)
405972	AMAZON CAPITAL SERV	CR FOR INV 1CNR-664	09/24/25	(15.99)
405885	HOGLUND BUS COMPANY	COMPUTER PROGRAMMIN	09/17/25	(117.70)
405885	HOGLUND BUS COMPANY	COMPUTER PROGRAMMIN	09/17/25	(117.70)
405974	ARROWHEAD FORENSICS	ART SUPPLIES	09/24/25	(129.83)
405885	HOGLUND BUS COMPANY	BEARING KIT	09/17/25	(146.52)

Check No.	Vendor	Description	Date	Amount
405841	AMAZON CAPITAL SERV	CR MEMO-DRY ERASE B	09/17/25	(195.90)
405885	HOGLUND BUS COMPANY	P.S. HOSES	09/17/25	(218.00)
405349	EDINA AQUATIC CENTE	KC ADMISSION	08/13/25	(252.00)
405373	INTELEXIA USA LLC	SHIPPING AND HANDLI	08/13/25	(287.62)
405152	EDINA AQUATIC CENTE	KC ADMISSION	07/30/25	(288.00)
405964	XCEL ENERGY	TRAN. 7/23-8/21/25	09/17/25	(289.48)
405152	EDINA AQUATIC CENTE	KC POOL TIME	07/30/25	(408.00)
405152	EDINA AQUATIC CENTE	KC POOL TIME	07/30/25	(480.00)
405152	EDINA AQUATIC CENTE	KC ADMISSION	07/30/25	(504.00)
405349	EDINA AQUATIC CENTE	KC ADMISSION	08/13/25	(528.00)
405349	EDINA AQUATIC CENTE	KC ADMISSION	08/13/25	(612.00)
405152	EDINA AQUATIC CENTE	KC POOL TIME	07/30/25	(672.00)
405152	EDINA AQUATIC CENTE	KC POOL TIME	07/30/25	(684.00)
405152	EDINA AQUATIC CENTE	KC ADMISSION	07/30/25	(732.00)
405974	ARROWHEAD FORENSICS	SCIENCE SUPPLIES	09/24/25	(914.81)
405425	SPORTS UNLIMITED	ULTIMATE FRISBEE 80	08/13/25	(1,055.60)
405828	TOBIE MEYER	CHEER T-SHIRTS	09/10/25	(1,071.85)
405373	INTELEXIA USA LLC	RELIGION MATERIALS	08/13/25	(2,876.26)
405618	PEARSON EDUCATION I	CONT. HUMAN GEO BOO	08/27/25	(18,525.00)
405618	PEARSON EDUCATION I	CONT. HUMAN GEO DIG	08/27/25	(31,900.00)
Total Value of Checks Issued				\$ 3,996,986.88

VI.D. Electronic Fund Transfers - September
2025



Board Meeting Date: 10/13/2025

Title: Electronic Fund Transfers – September 2025

Type: Consent

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

Description: State law 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 September 2025, in the amount of \$10,718,364.

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

Attachments:

1. Electronic Fund Transfers – September 2025

Electronic Transfers

FOR THE MONTH ENDED SEPTEMBER 30, 2025



DEFINING EXCELLENCE

From	To	Description	Date	Amount
US Bank - Checking	Public Employers Retirement Association	Contributions	9/2/2025	\$ 124,447.23
US Bank - Checking	Various	Payroll Vendors	9/2/2025	257,528.91
US Bank - Checking	Delta Dental	Dental Claims	9/2/2025	19,680.38
US Bank - Checking	Delta Dental	Dental Claims	9/8/2025	14,520.00
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	9/9/2025	32,500.53
US Bank - Checking	Service Fees	Service Fees	9/10/2025	7,805.27
US Bank - Checking	Aviben	Retirement Contributions	9/10/2025	191,615.43
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	9/12/2025	38,425.53
US Bank - Checking	Benefit Extras	Flex & HSA	9/15/2025	38,488.57
US Bank - Checking	Public Employers Retirement Association	Contributions	9/15/2025	154,270.23
US Bank - Checking	Teachers Retirement Association	Contributions	9/15/2025	523,492.50
US Bank - Checking	US Bank - Payroll	District Payroll	9/15/2025	2,656,157.46
US Bank - Checking	Various	Payroll Vendors	9/15/2025	166,710.56
US Bank - Checking	Aviben	Retirement Contributions	9/15/2025	221,897.62
US Bank - Checking	Delta Dental	Dental Claims	9/15/2025	11,033.80
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	9/15/2025	939,196.62
US Bank - Checking	Bond Trust Services Company	Debt Service - G.O. Bonds, Series 2022A	9/15/2025	308,050.00
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax	9/18/2025	14,922.00
US Bank - Checking	Bond Trust Services Company	Debt Service - G.O. Bonds, Series 2011C	9/19/2025	4,712.12
US Bank - Checking	Delta Dental	Dental Claims	9/22/2025	14,692.03
US Bank - Checking	Delta Dental	Dental Claims	9/23/2025	4,443.75
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	9/26/2025	38,423.60
US Bank - Checking	US Bank	P-Card	9/29/2025	210,070.76
US Bank - Checking	Aviben	Retirement Contributions	9/29/2025	218,059.22
US Bank - Checking	Delta Dental	Dental Claims	9/29/2025	13,017.39
US Bank - Checking	Benefit Extras	Flex & HSA	9/30/2025	115,122.17
US Bank - Checking	Public Employers Retirement Association	Contributions	9/30/2025	180,323.87
US Bank - Checking	Teachers Retirement Association	Contributions	9/30/2025	513,976.32
US Bank - Checking	US Bank - Payroll	District Payroll	9/30/2025	2,733,833.27
US Bank - Checking	Various	Payroll Vendors	9/30/2025	837.71
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	9/30/2025	950,109.48
Total of Electronic Fund Transfers				\$ 10,718,364.33

VI.E. Gifts and Bequests - September 2025



Board Meeting Date: 10/13/2025

Title: Gifts and Bequests – September 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 September 2025.

Recommendation: Accept with appreciation gifts and bequests made to the District in the amount of \$83,811.21.

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

Attachments:

1. Gifts & Bequests – September 2025

Gifts & Bequests

FOR THE MONTH ENDED SEPTEMBER 30, 2025



DEFINING EXCELLENCE

Donated By	To	Purpose	Amount
Individuals	Edina High School	GGD - Visual Arts	\$ 80.00
Individuals	Highlands Elementary	Classroom Supplies	425.00
Individuals	Cornelia Elementary	Classroom Supplies	2,650.00
Individuals	Cornelia Elementary	Classroom Supplies	2,970.00
Individuals	Cornelia Elementary	Classroom Supplies	2,590.00
Individuals	Cornelia Elementary	Classroom Supplies	1,010.00
Individuals	Cornelia Elementary	Classroom Supplies	15.00
MN Institute of Art	South View Middle School	Bus Fee Reimbursement	250.00
Individuals	Concord Elementary	Classroom Supplies	465.75
Individuals	Cornelia Elementary	Classroom Supplies	3,310.00
Individuals	Highlands Elementary	Classroom Supplies	1,430.00
Edina Give & Go	Community Education	Youth Enrichment Enrollment	6,770.40
Individuals	Cornelia Elementary	Classroom Supplies	200.00
Individuals	Edina High School	Theatre for All	100.00
Countryside PTO	Countryside Elementary	Instructional Grant	10,950.00
Creek Valley PTO	Creek Valley	Leader in Me Membership	2,300.00
Individuals	Highlands Elementary	Classroom Supplies	1,920.00
Edina Football Boosters	EHS Athletics	Booster Coach	12,963.01
Infinite Health	Edina High School	General	5,000.00
Girls Soccer Booster	EHS Athletics	Coaches	2,742.18
Cheer Booster Coach	EHS Athletics	Coaches	3,946.42
Girls Tennis Booster	EHS Athletics	Coaches	2,513.67
Individuals	Concord Elementary	Classroom Supplies	724.00
Individuals	Edina High School Theater	L Stotts Memorial	342.00
Individuals	Highlands Elementary	Classroom Supplies	185.00
Individuals	Concord Elementary	Classroom supplies	237.00
Blackbaud	Normandale Elementary	Matching Donation	40.00
Individuals	Cornelia Elementary	Classroom Supplies	240.00
Individuals	South View Middle School	Field Trip Donation	20.00
Parents	Highlands Elementary	Classroom Supplies	435.00
Highlands PTO	Highlands Elementary	General	283.98
Individuals	Highlands Elementary	Classroom Supplies	350.00
Individuals	Highlands Elementary	Classroom Supplies	140.00
Edina Ed Fund	South View Middle School	Mental Health/Wellness	1,848.00
Edina Ed Fund	Edina High School	Mental Health/Wellness	1,848.00
Individuals	Cornelia Elementary	Classroom Supplies	80.00
Individuals	South View Middle School	General	100.00
Individuals	South View Middle School	Unified	990.00
MV Gymnastics	EHS Athletics	Gymnastics Program	10,000.00
Individuals	Highlands Elementary	Classroom Supplies	316.80
Individuals	Highlands Elementary	Classroom Supplies	1,030.00

Total Cash Donations \$ 83,811.21

Total In-Kind Donations \$ -

Total 2025-2026 School Year Gifts and Donations \$ 324,335.43

VI.F. Minnesota School Boards Association
Executive Search Agreement Contract



Board Meeting Date: 10/13/2025

Title: Minnesota School Boards Association Executive Search Agreement Contract

Type: Consent

Presenter(s): Governance Committee; and Executive Director of Human Resources, Sonya Sailer

Description: On September 23, 2025, the Edina School Board voted to approve entering into a contract with the Minnesota School Boards Association (MSBA) for superintendent search services. Attached is the MSBA Executive Search Services Agreement which has been reviewed by the Governance Committee and Edina Public Schools Executive Director of Human Resources, Sonya Sailer.

Recommendation: Approve the Executive Search Services Agreement with MSBA.

Attachment(s): [MSBA Executive Search Agreement](#)

Executive Search Service Agreement

This Executive Search Service Agreement (hereinafter “Agreement”) is a contract for services made and entered into effective as of October 7, 2025, and between the Minnesota School Boards Association, a Minnesota nonprofit corporation (hereinafter “MSBA”), and the School Board of Edina Public Schools, a Minnesota independent school district (hereinafter “School Board”).

I. MSBA

A. MSBA agrees to provide the services as indicated below.

- Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and stakeholder involvement, identify the district’s position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search.
- Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.
- Conduct focus groups and/or listening sessions with a cross-section of district stakeholders. Results will be summarized for the school board by MSBA.
- Host an online informational **Q&A with MSBA** session for all stakeholders regarding the superintendent search process and provide the recording for placement on the district’s website.
- Develop a color vacancy announcement and post on statewide job sites, in Revelus through the national NASS network, and on national job sites. Also share with the district for placement on its website.
- Directly contact Superintendents, Assistant/Associate Superintendents, Cabinet Members, Principals, and Assistant Principals across the state to inform them of the vacancy and application procedures.
- Directly contact potential candidates outside the state of Minnesota to recruit and inform them of the vacancy and application procedures.
- Develop all application procedures, handle applicants’ calls and correspondence, collect and review applicants’ files, and receive applicants’ credentials.
- Screen the applicant pool against the school board’s established hiring criteria and leadership profile.
- Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board’s hiring criteria and leadership profile as determined by MSBA’s screening team.
- Conduct a meeting with the school board for purposes of interview training, developing interview questions, and clarifying interview schedules.



- Conduct a meeting with the school board for purposes of presenting candidate recommendations so the school board can select finalists for interviews, and clarifying remaining steps of the search process.
- Coordinate with finalists and be present during the first and second rounds of interviews.
- Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
- Facilitate stakeholder involvement in the second round of interviews, if requested.
- Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.
- Assist in developing a transition plan for the new superintendent, if requested.
- Visit the new superintendent during their first year of employment.
- Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months after the new superintendent begins work in the school district.

B. Additional Services

1. Upon request, additional services may be included as enhancement to the search.
2. The School Board may independently contract, at its own expense, for testing or evaluation services in addition to the services provided by MSBA's search team under this Agreement. MSBA does not recommend or endorse the necessity of such services. MSBA will not collect, receive, maintain, consider, or interpret the results of any testing or evaluation services as a part of, or with respect to, the services provided under this Agreement. Any recommendation(s) provided by MSBA in accordance with this Agreement will be based solely upon the services provided by MSBA under this Agreement and not upon any additional services obtained independently by the School Board.

C. Satisfaction Guarantee

MSBA will conduct the Edina superintendent search from a strong school board perspective, and with impartiality and professionalism while focusing on the School Board's identified hiring criteria. If, at any time during the first year of the new superintendent's contract the School Board releases the superintendent, MSBA will conduct a second superintendent search for no additional fee. However, the School Board would be responsible for new direct expenses, if any, incurred by MSBA for the second search.

NOTE: this guarantee is contingent upon the School Board's participation in MSBA's Transition Workshop (which must be held within six months after the new superintendent begins work in the district), and that the candidate ultimately hired as superintendent was included in MSBA's recommended slate of applicants as presented to the School Board prior to their selection of finalists.



II. The School Board

- A. The School Board agrees to pay \$29,000 for the search services provided by MSBA according to this Agreement. The School Board will pay the full amount due upon completion of the search, within thirty (30) days after receipt of an MSBA invoice.
- B. The School Board agrees to follow MSBA's executive search process, as described in **Section I.A.** and **I.B.** above.
- C. The School Board agrees that the School Board alone will select finalists for interviews.
- D. To the extent permitted by Minnesota law, the School Board agrees to hold harmless MSBA, its officers, directors, employees, and agents for any damages caused by any service or advice rendered pursuant to this Agreement.
- E. The School Board agrees that it will be solely responsible for responding to any request for government data regarding the executive search process, including compliance with the Minnesota Government Data Practices Act and the Minnesota Open Meeting Law.

III. Term

If this Agreement is not terminated as provided in **Section IV.** below, it shall continue until the new superintendent's employment contract has been signed by the School Board.

IV. Termination

This Agreement shall terminate as follows:

- A. immediately, upon written agreement of MSBA and the School Board; or
- B. immediately, upon receipt of written request of the School Board;
- C. sixty (60) days after the signing of a contract between the School Board and a new superintendent or completion of the post-hiring workshop (if requested) dealing with goals and/or team-building if scheduled beyond the sixty (60) days by mutual agreement of the parties; or
- D. at the written election of the aggrieved party, upon the occurrence of a material breach of this Agreement, provided that (i) the aggrieved party gives the other party that is in breach written notice of such breach; (ii) the aggrieved party is not itself then in material breach of any obligation, undertaking, or agreement that it is required to observe or perform pursuant to the terms of this Agreement; and (iii) the party receiving such notice does not cure such breach to the reasonable satisfaction of the aggrieved party within thirty (30) days following receipt of such notice.



V. Effect of Expiration or Termination

In the event this Agreement is terminated as provided in **Section IV.** above, this Agreement shall be of no further force or effect as of the date on which the termination is effective, and MSBA and the School Board shall thereafter be relieved and discharged from their obligations hereunder, except that:

- A. the School Board shall remain liable for obligations, including, but not limited to, a proportional fee plus expenses incurred by MSBA or its agents or employees, arising while this Agreement is in effect; and
- B. each party shall retain the right to seek any redress available under law for any loss or injury caused by the other party as the result of such party's breach of its obligations under this Agreement; and
- C. the parties shall cooperate to resolve promptly any outstanding financial or administrative matters.

VI. Notices

All notices and other communications called for by this Agreement shall be in writing and shall be deemed to be duly received (i) on the date given if delivered personally or by confirmed fax copy or e-mail; or (ii) five (5) days following posting if mailed or shipped postage prepaid, return receipt requested, by certified mail or reputable overnight carrier to the parties at the following addresses:

If to MSBA: Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015

If to the School Board: Edina Public Schools
5701 Normandale Road
Edina, MN 55424

VII. Modification

This Agreement may be amended or modified only by a written instrument duly executed by both of the parties to this Agreement and may be waived only by a written instrument duly executed by the party waiving the right(s).

VIII. Independent Contractor

For all purposes under this Agreement, the relationship of MSBA to the School Board shall be that of an independent contractor. Nothing in this Agreement shall be deemed or construed to create an agency, an employer-employee relationship, or a partnership or joint venture relationship between the parties.



IX. Choice of Law

This Agreement is governed by the laws of the State of Minnesota. The parties agree that the courts of the State of Minnesota will be the sole forum in which any legal action concerning or relating to this Agreement will be brought.

X. Complete Agreement

This Agreement constitutes the entire agreement between MSBA and the School Board. No representations, alterations, variations, or oral understandings of the terms of this Agreement will be binding on either party.

IN WITNESS WHEREOF, the parties below have signed and entered into this Agreement.

Authorized Signer
Edina Public Schools

Printed Name

Date



Kirk Schneidawind, Executive Director
Minnesota School Boards Association

Kirk Schneidawind
Printed Name

10/7/25
Date



VI.G. International Student Travel
Request_Bolivia 2026



Date: October 13, 2025

Title: Bolivia 3/13/2026 - International Travel Request - Lindsey Smaka - Edina High School - Global Scholars

Type: Consent

Presenters: Jody De St. Hubert, Director of Teaching and Learning; Jenn Carter, Edina High School Assistant Principal; and Lindsey Smaka, EHS Science Teacher

Background: Since the 2025-2026 international experiences were approved in the fall of 2024, we have had a proposal for a change to the previously approved [Nepal](#) experience. The need for a change became clear when working with Real Himalaya to finalize the experience details. The original proposed dates occur during the monsoon season in Nepal and when collaborating to find another date, the only options that presented themselves were options during the school year. The school year options to Nepal would take the students and chaperones out of school longer than preferred. The proposed location change to Bolivia fits the same educational outcomes with less days out of school. There has also been intentional conversation with the Edina High School team to provide a variety of options for student experiences and not have the same group of students repeat a travel location.

In accordance with Policy 538, the following international student travel experience for up to 24 Edina High School students for fifteen days in July 2026 has received support from the school's administration. Participating students will miss two days of school for this travel experience. This experience is coordinated by Kagumu Adventures, a Latin America-based operator that creates custom trips focusing on sustainability and education.

Summary of Travel Experience: This travel experience will bring Edina Rotary Global Scholars students to Bolivia, focusing on service learning, cultural immersion, and international development. Students will expand their global competency by engaging with local Rotarians, Bolivian communities, and youth organizations while participating in service projects that preserve fragile ecosystems and cultural traditions, such as restoring water systems in Lake Uru Uru, supporting agroecology initiatives, and learning directly from climate-affected communities.

Students will also explore global issues using the Sustainable Development Goals (SDGs) and complete their Capstone project while on site, connecting their work back to Minnesota. We will focus on six SDGs. The first is “**Clean Water and Sanitation**”, highlighted through reed raft

building projects to protect Lake Uru Uru. The second is “**Life on Land**”, where students will hike in the Amazon rainforest and explore the biodiversity of Uyuni’s salt flats and lagoons, witnessing pink flamingos and llamas. The third is “**Zero Hunger**”, emphasized through agroecology projects that promote sustainable food systems and women’s economic participation. The fourth is “**Quality Education**”, fostered through cross-cultural exchanges with local youth groups and community learning. The fifth is “**Sustainable Cities and Communities**”, as students experience innovative transport in La Paz and explore traditional practices that preserve cultural heritage. Finally, the sixth is “**Partnerships for the Goals**”, demonstrated by collaboration between Edina Rotary, local Rotarians, and Bolivian communities. Through these experiences, spanning from the heights of La Paz to the cultural villages of Cochabamba and the Amazon Basin, students will engage deeply with the intersections of environment, culture, and development while building meaningful global connections.

Cost: The anticipated inclusive cost of this experience is approximately \$4,400 per student. This price includes all transportation, accommodations, travel & medical insurance, and meals. Students will be responsible for all costs. There will be need-based scholarships and other scholarships offered. There will also be extensive fundraising opportunities as detailed in the attached [fundraising plan](#).

Transportation: All students and chaperones will travel as a group from Minneapolis to La Paz, Bolivia and return via a major U.S. international airline or partner.

Accommodations: Students and chaperones will be housed in hotels and hostels at the various locations.

Supervision: Staff members traveling with the group are Lindsey Smaka, EHS Global Scholars coordinator, and two additional licensed staff

Attachments:

1. Appendix III Board Policy 538 , [Extended Field Trip and Travel Application Preliminary Approval](#)
2. [Fundraising](#)
3. [Itinerary](#)
4. [Insurance](#)

VI.H. Edina Education Fund



Board Meeting Date: October 13, 2025

Title: Edina Education Fund

Type: Consent

Presenter(s): Edina Education Fund

Description: Fiscal year 7-1-2024 through 6-30-2025, gifts totaling \$384,510.94 were given by the Edina Education Fund to provide funds for the following areas:

- | | |
|----------------------------------|--------------|
| • Literacy | \$195,935.95 |
| • Mental Health & Wellness | \$43,621.54 |
| • Edina Rotary Scholar Program | \$40,334.98 |
| • Edina High School Scholarships | \$65,780.56 |
| • Other Restricted Gifts | \$38,837.91 |

Recommendation: Please accept with sincere appreciation gifts totaling \$384,510.94 from the Edina Education Fund to the Edina Public Schools

Desired Outcome(s) from the Board: Accept/Acknowledge gifts to Edina Public Schools from Edina Education Fund

Attachment(s): none

VII. Discussion

VII.A. Policy Review (602, 606.5, 624, 903)

Speaker (s): Policy
Committee



Board Meeting Date: 10/13/2025

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 602 Organization of the School Calendar and School Day
- Policy 606.5 Library Materials
- Policy 624 Online Learning Options
- Policy 903 Visitors to School District Buildings and Property

Recommendation: Review the suggested modifications for Policies 602, 606.5, 624, and 903.

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

Attachments:

1. Policy 602 Organization of the School Calendar and School Day
2. Policy 606.5 Library Materials
3. Policy 624 Online Learning Options
4. Policy 903 Visitors to School District Buildings and Property

Education Programs

Organization of School Calendar and School Day

I. Purpose

This policy provides for a timely determination of the school calendar and school day.

II. General Statement of Policy

The primary goal of the school calendar and schedule of the school day is to advance learning for students and professional learning for teachers, in compliance with required guidelines set by the Minnesota Department of Education.

III. School Calendar Development

A. The school calendar will be adopted by the school board at least twelve months prior to the start of a school year. It will meet all provisions of state attendance law. The school calendar will establish student days, workshop days for employees, and other information related to students, staff, and parents/guardians.

B. The board will approve a calendar development process which includes:

- Consideration of state statutes, school district work agreements, and district learning needs
- Input opportunities from staff and families
- A decision-making process which defines both the process for gathering input and the team developing the recommendations

IV. Student School Day Schedule

A. The superintendent will be responsible for developing a school day schedule for each building, subject to review by the school board. All requirements and provisions of state law will be met.

B. The superintendent will work in collaboration with building principals in developing the school day schedule for schools. The decision-making process will include:

- Input opportunities from staff and families
- Decision-making process which defines both the process for gathering input and the team developing the recommendations

C. In developing the student day schedule, consideration will be given to the following:

- learning priorities;
- district work agreements;
- school bus schedules;
- cooperative programs;
- differences in time requirements at various grade levels;
- effective utilization of facilities;
- cost effectiveness; and
- other concerns deserving of attention.

V. E-Learning Days

See the Edina Inclement Weather E-Learning Plan available on the school district website under Academics, Learning and Technology, E-Learning Days.

Legal References:

Minn. Stat. § 120A.40 (School Calendar)

Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)

Minn. Stat. § 120A.415 (Extended School Calendar)

Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)

Minn. Stat. § 122A.40, subs. 7 and 7a (Termination of Contract After Probationary Period; Additional Staff Development and Salary)

Minn. Stat. § 122A.41, subs. 4 and 4a (Period of Service After Probationary Period; Discharge or Demotion; Additional Staff Development and Salary)

Minn. Stat. § 127A.41, subd. 7 (Schedule Adjustments)

Cross Reference:

Policy 425 (Staff Development and Mentoring)

Policy

adopted: 06/22/09

amended: 07/23/12

revised: 07/20/15

updated: 01/13/20

revised: 03/04/24

reviewed: / /25

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Education Programs

Library Materials

I. Purpose

~~This~~ **The purpose of this** policy **is to provide** provides direction and delegates responsibility for selection and reconsideration of library materials.

II. General Statement of Purpose

Edina Public Schools school library media programs provide a wide range of library materials and resources with a diversity of appeal and the presentation of differing viewpoints for all learners. Library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The primary purpose of library materials and resources is to implement, enrich, and support the educational programs and strategic direction of the school district. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection will rest with professionally trained district staff, with recognition that the board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

III. Definitions

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

The term "library" also refers to the resource within any specific school building in the district.

~~A school district or charter~~ **Each** school library or school library media center provides equitable and free access to students, teachers, and

administrators and ~~that a school library or school library media center~~ must will have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
 2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
 3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
 4. has technology and Internet access; and
 5. is served by a licensed school library media specialist or licensed school librarian.
- B. “Library collection” consists of the library materials made available to students and staff.
- C. “Library materials” are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.
- D. “Library media specialist” is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. [A library media specialist is authorized under state law to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to collaborate and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.](#)
- IV. Responsibility for Selection of Library Materials
- A. The school board recognizes the expertise of the school district’s professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final

responsibility for selection of library materials will rest with the library media specialist, in consultation with the superintendent or designee.

V. Selection of Library Materials

~~A. School library media specialists will use their subject knowledge and expertise, combined with accepted standards to evaluate and select collection items. To build a collection, materials and resources are evaluated according to one or more of the following criteria. An item need not meet all of the criteria in order to be added to the collection.~~

B A. ~~Selection Criteria:~~ The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials will support and be consistent with the general educational goals of the state and the school district and the aims and objectives of individual schools and specific courses;
2. Library materials will be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
3. Library materials will not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
4. Library materials will be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
5. Library materials will meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.

6. The selection of library materials will conform to the constraints of the district budget.

€.B. The library media specialist will consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

Đ. C. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.

E. D. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and are approved by the library media specialist, with oversight by the building administrator or the director of media and technology services. The district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit the district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

~~VI. Maintaining the Collection~~

~~It should be understood that maintaining the collection is an ongoing process that includes the removal of materials that no longer meet the selection criteria and the replacement of lost/worn materials still of educational value. Evaluation of materials included, but is not limited to:~~

- ~~A. Accuracy of information~~
- ~~B. Circulation statistics~~
- ~~C. Condition of the material~~
- ~~D. Connection to current curriculum~~
- ~~E. Publication date~~
- ~~F. Reconsideration of previously selected materials~~

VI. Individual Student Access to Specific Library Material

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school will take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VIII. Reconsideration of Specific Library Material

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- ~~B.~~ The director of district media and technology services will be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of library materials and resources.
- ~~E~~ B. A school district employee, a student [enrolled in the district](#), or a parent or guardian, ~~or resident of a district student~~ [enrolled in the district, or a resident of the district](#) may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question will not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

~~D~~ C Informal Request for Reconsideration of Specific Library Material

1. ~~While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials will rest with the library media specialist, in consultation with the superintendent or designee.~~ [Requests for reconsideration of specific library material will be directed to the library media specialist and the building principal. The building principal and the library media specialist will assume responsibility for processing the request on an informal basis.](#)
2. The building principal and/or the library media specialist will provide an explanation to the individual who submitted the request. The explanation will include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
3. If the request is not resolved informally, the principal will submit a report on the matter to the superintendent or the superintendent's designee. The requester will have an option to initiate a [Formal Request for R](#)reconsideration.

~~E~~ D Formal Request for Reconsideration of Specific Library Collection Material

1. A [Formal R](#)request for [R](#)reconsideration of specific library material is initiated upon submission of a completed [Request for Library Materials and Resources Reconsideration \(see Appendix F\)](#) Form

(see Appendix II). The form must be completed in its entirety for each work that is subject to a ~~request for r~~Reconsideration Request. The principal will notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed ~~Formal~~ Reconsideration Request form.

If specific library material is the subject of a ~~Formal Request for~~ Reconsideration Request and a final decision is made to retain the specific library material, then the specific library material will not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial ~~Formal~~ Reconsideration Request ~~for Reconsideration~~.

~~Formal requests will be handled consecutively, not concurrently.~~

2. ~~If needed, the superintendent or the superintendent's designee will appoint a Library Materials Review Committee (Review Committee). This ad hoc committee will include:~~

~~Annually, building principals will establish a Review Committee that consists of the following individuals:~~

- a. ~~1~~one licensed library media specialist (preference to the media specialist at the location where the book is being challenged)
- b. ~~Director of Media & Technology Services~~one member of the district administration
- c. ~~1~~one Building Principal (preference to the principal at the location where the book is being challenged)
- d. ~~2~~two teachers
- e. ~~2~~ two student representatives (as appropriate to the specific request)
- f. ~~2~~ two members of the district community with no direct connection to the request for consideration.

~~If any of the above parties are directly involved in the request for consideration, building principals will appoint alternate individuals to participate in the review process in question.~~

3. The Review Committee will establish a date on which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee

- a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. will examine the specific library material as a whole;
 - c. will examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. will submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee will inform the requester and the school board of the Review Committee's decision. The requester may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requester. The superintendent or the superintendent's designee will provide a written decision on a requester's appeal within a reasonable time period.
- ~~6. The requester will have the right to appeal the decision of the superintendent or the superintendent's designee to the board.~~

VIII. Challenge Report

Upon the completion of a Reconsideration Request process in accordance with this policy, the superintendent designee will submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;
- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- C. the result of the Reconsideration Request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

IX. Prohibition on Retaliation

The school district may not discriminate against or discipline an employee for complying with state law.

Legal References:

Minn. Stat. § 120A.22, subd. 9 (~~Knowledge and Skills~~) ([Compulsory Instruction](#))

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (~~Boards of Independent School Districts~~) ([School Board Responsibilities](#))

Minn. Stat. § 124D.904 [991](#) (Public School Libraries and Media Centers)

[Minn. Stat. § 134.51](#) ([Access to Library Materials and Rights Protected](#))

Minn. Rules Part 8710.4550 (Library Media Specialists)

Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)

Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References:

~~Policy 111 (Equity in Educational Achievement)~~

Policy 524 (Electronic Technologies Acceptable Use)

Policy 606 (Textbooks and Instructional Materials)

Policy
adopted: 02/12/24
revised: / /25

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 606.5

Request for Library Materials and Resources Reconsideration Form Instructions

School Board Policy 606.5 outlines the Reconsideration Request ~~P~~process.

The first step in this process is meeting with the building principal and library media specialist to discuss concerns and explore options. If that meeting does not resolve concerns, submission of this completed form to the building principal ~~services is~~ serves as the second step in the Reconsideration ~~Request P~~process.

Instructions:

1. Forms can only be completed by a school district employee, a parent or guardian of a currently enrolled student in the school district, a student in the district, or a resident of the district.
2. Prior to submission of the form, an applicant ~~should~~ must have an informal meeting with the building principal and library media specialist to gather clarity on the selection of the text for the school's library, discuss concerns, and explore options. If concerns still exist after the meeting, this form may be submitted. It is only after the informal meeting has occurred and failed to resolve the differences that this form may be accepted.
3. Before completing this form, the requester must read or view the disputed item in its entirety. Forms submitted without a complete examination of the disputed item will not be considered.
4. All form fields must be completed in a full and meaningful manner in the requester's own words. Incomplete, cursory, or duplicated responses will not be accepted.
5. A separate form must be completed for each disputed item/title. Forms containing multiple titles will not be considered.
6. Requests for library materials or resource reconsideration will be processed one at a time. Additional challenge requests cannot be submitted until the ~~Reconsideration~~ Review Committee acts on the initial request. Once a decision is

made to retain material it cannot be subject to additional requests for reconsideration for another three years following the date of the final resolution.

7. The requester may include additional pages to the completed form if needed.
8. The form asks the requester to frame their responses in the context of the following policies, statutes, and documents. Please review them:
 - School Board Policy 606.5 (Library Materials)
 - District Mission
 - District Goals
 - District Strategic Plan
 - First Amendment of the United States Constitution
 - American Library Association Library Bill of Rights
 - National Council of Teachers of English Students' Right to Read Statement
9. Submit this completed form to the building principal.
10. Within (20) school days of receipt, the superintendent designee will schedule a meeting with the challenger to review the ~~Reconsideration Process~~ [Request for Library Materials and Resources Reconsideration Form](#) and discuss next steps.
11. Please note, the challenged material will remain in use and will not be removed until the entire reconsideration process has been completed.

Appendix II to Policy 606.5

Request for Library Materials and Resources Reconsideration Form

Received by _____

Date Received _____

Initiated by _____ Date _____

Address _____ Phone _____

Email: _____

Please indicate your role:

_____ Parent/Guardian of a Current Edina Public School District Student

_____ Edina Public Schools Student

_____ [Edina School District employee](#)

_____ Resident of Edina

Do you represent: _____ Yourself _____ Group/Organization

Name of organization or group

Library Material or Resource Questioned:

Author/Creator _____

Title _____

Publisher/Producer _____

Copyright Date _____

Type of Library Material or Resource _____

(book, magazine, newspaper, electronic information/network, video, audio, pamphlet, etc.)

Location of Library Material or Resource (School) _____

Date of the informal discussion with the Principal and Library Media Specialist:

Please respond to the following questions. If sufficient space is not provided, please use additional pages.

1. Who/What brought this resource to your attention?

2. Have you seen, read, or listened to this resource in its entirety?

Yes _____ No _____

~~If No, please explain:~~

3. Explain the purpose and theme of this material as you understand it.

4. In your opinion what worthy qualities does this material contain?

5. Please describe your objection to this resource. Citing specific passages, pages, etc., would be helpful to the committee.

6. Which professional reviews have you read or considered?

Please indicate or summarize, including the text of the review and a citation for the review source (e.g., School Library Journal, Kirkus, Booklist, Library Journal, Horn Book).

7. In what ways does the material or resource fail to comply with the selection objectives and criteria specified in School Board Policy 606.5?

8. In what ways does the material or resource fail to support the district's mission, goals, and strategic plan?
9. In what ways does the material or resource fail to support the district's commitment to intellectual freedom as expressed in the American Library Association's Bill of Rights, the National Council of Teachers of English Students' Right to Read Statement, and the First Amendment of the United States Constitution? ([Links are in the instructions above](#))
10. How do you believe students would be affected by this material or resource? Please provide evidence for that belief and its citation.
11. What action do you ~~recommend~~ [request](#) that the ~~school~~ [district](#) take on this material or resource?
- Do not permit my student to access the material or resource
 - [Remove or restrict access to the material or resource](#)
 - ~~Request implementation of the review process (Appendix #)~~
 - Other, describe:
12. Do you have alternate materials or resources to recommend in place of this one that would address the topic? Please provide a title, author, publisher, and copyright date.
13. If you are requesting ~~Library Materials and Resources Review Process~~ [removal or restriction of the material or resource](#), why do you believe this resource should be restricted for all students, not only your own?

The purpose of the school library is to provide a wide range of library materials and resources, on all levels of difficulty, with a diversity of appeal, and the presentation of different points of view for all learners. Parents/guardians have the right to educate their own children about the materials and resources that may be best for their family.

(Signature)_____

(Date)_____

Please return this form to the building principal.

Note: Only after the informal conversation with the principal and library media specialist, can this form be requested for completion.

Form (02/24 [__/25](#))

[It is recommended that our Policy 624 be rescinded and restated in full to parallel MSBA's Model Policy 624. The MSBA Model Policy 624 as presented in this document is all new language. Changes made to the model policy are marked and are made to keep this policy consistent with our regular policy style conventions.]

Adopted: _____ MSBA/MASA Model Policy 624

Orig-

2023

Revised: _____ Rev. 2025



Policy 624

Education Programs

624—Online Instruction

[NOTE: In 2023, the Minnesota Legislature repealed the Online Learning Option Act (Minnesota Statutes, section 124D.095) and replaced it with the Online Instruction Act (Minnesota Statutes, section 124D.094). This policy fully replaces the old Model Policy 624].

I. Purpose

~~The purpose of t~~This policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. General Statement of Policy

- A. The school district ~~shall~~ will not prohibit an enrolled student from applying to enroll in online instruction.
- B. The ~~school~~ district ~~shall~~ will grant academic credit for completing the requirements of an online instruction course or program.

III. Definitions

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of

learning, and includes blended and online instruction.

- C. "Enrolling district" means the school district in which a student is enrolled under ~~Minnesota Statutes, section 120A.05, subdivision 8, or chapter 124E~~ [state law](#).
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate licensure under [state law](#) ~~Minnesota Rules, chapter 8710~~, and is trained to provide online instruction under paragraph (E).
- H. "Student" means a Minnesota resident enrolled in a school defined under ~~Minnesota Statutes, section 120A.22, subdivision 4~~ [state law](#), in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, a state-operated school, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. Digital Instruction

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students.

Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.

- B. When online instruction is provided, an online teacher ~~shall~~ **will** perform all duties of teacher of record under ~~state law Minnesota Rules, part 8710.0310~~. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction ~~shall~~ **will** not instruct more than 40 students in any one online learning course or section.
 - C. Students receiving online instruction full time ~~shall~~ **will** be reported as enrolled in an online instructional site.
 - D. Curriculum used for digital instruction ~~shall~~ **will** be aligned with Minnesota's current academic standards and benchmarks.
 - E. Digital instruction ~~shall~~ **will** be accessible to students under sections 504 and 508 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
 - F. An enrolling district providing digital instruction and a supplemental online course provider ~~shall~~ **will** assist an enrolled student whose family qualifies for the education tax credit under ~~Minnesota Statutes, section 290.0674~~ **state law** to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
 - G. ~~An enrolling district providing~~ **When providing** digital instruction, ~~the district shall~~ **will** establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under ~~Minnesota Statutes, section 120A.21~~ **state law**.
- V. Supplemental Online Courses
- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.
 - B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the

proposed supplemental online course or courses. A student may:

1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load;
3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit; and
4. enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

~~[NOTE: The 2024 Minnesota legislature added this provision.]~~

- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
 1. use an application form specified by MDE;
 2. notify the student, the student's [parent/guardian](#) if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 5. track student attendance and monitor academic progress and communicate with the student, the student's [parent/guardian](#) if they are age 17 or younger, and the enrolling district's designated online

learning liaison.

- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions ~~shall~~ **will** be final and binding for both the enrolling district and the supplemental online course provider.
- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. **The District as an** Enrolling District

- A. **The** ~~An enrolling~~ district **will** ~~may~~ not restrict or prevent a student from applying to take supplemental online courses.
- B. **The** ~~An enrolling~~ district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the ~~enrolling~~ district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the ~~enrolling~~ district **will** ~~must~~ notify the supplemental online course provider whether the student, the student's **parent/guardian**, and the ~~enrolling~~ district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the ~~enrolling~~ district. If the ~~enrolling~~ district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace ~~at the enrolling district~~, then:
 - 1. the ~~enrolling~~ district **will** ~~must~~ provide a written explanation of the district's decision to the student, the student's **parent/guardian**, and the supplemental online course provider; and
 - 2. the **supplemental** online provider must provide a response to the ~~enrolling~~ district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. **The** ~~An enrolling~~ district **will** ~~may~~ reduce the course schedule of a student

taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.

- E. ~~The An-enrolling~~ district ~~will~~ ~~must~~ appoint an online learning liaison who:
1. provides information to students and families about supplemental online courses;
 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. ~~The An-enrolling~~ district ~~will~~ ~~must~~ continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the ~~enrolling~~ district, that standard or requirement is met.
- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the ~~enrolling~~ district. The ~~enrolling~~ district ~~will~~ ~~must~~ apply the same graduation requirements to all students, including students taking supplemental online courses.
- I. ~~The An-enrolling~~ district ~~will~~ ~~must~~ provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. Reporting

Courses that include blended instruction and online instruction ~~must~~ ~~will~~ be reported in the manner determined by the Commissioner of MDE.

Legal References:

- Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 124D.03 (Enrollment Options Act)

Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)

Minn. Stat. § 124D.094 (Online Instruction Act)

Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

Cross References:

~~MSBA/MASA Model~~ Policy 613 (Graduation Requirements)

~~MSBA/MASA Model~~ Policy 620 ([Receiving Course](#) Credit for Learning)

Policy

adopted: 02/22/10

revised: 12/16/19

revised: 11/13/23

restated: __/__/25

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Community Relations

Visitors to School District Buildings and Property

I. Purpose

This policy provides guidance to parents, the community, and the general public regarding visitors to school district buildings and other district property.

II. General Statement of Policy

- A. The school district welcomes visits to district buildings and property by students' families and community members, provided the visits are consistent with the health, education, and safety of students and employees, and are conducted within the district's procedures and requirements.
- B. The district prioritizes maintaining a safe school environment for students and employees that is free of activity that may be disruptive to the student learning process or employee working environment.

III. Definitions

- A. A "visitor" is any person who enters a school district property who is not an employee, student, independent contractor providing services for the district, or district-approved volunteer.

IV. Visitor Procedures, During the School Day

- A. Visitors must register at the identified reporting location in a school district building during the student's students' school day.
- B. Upon reporting to the building's administrative office, all visitors must complete the district's registration process, including completing any check out process at the end of the visit.
- C. Parents/guardians who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom teacher or the building administrator. If a parent/guardian requests a visit with the students and custody of their child is an issue, the building administrator will abide by existing legal documents.
- E. If permission for a visit is granted, the visitor will be given a visitor's identification badge. All visitors must wear the issued visitor identification badge

in a conspicuous location at all times while in a district building during school hours.

- F. If a district employee sees a visitor in a ~~school~~-district building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
- H. At the discretion of the district or as required by law, registration procedures may not apply to members of the public who are in a limited part of the facility in order to attend an event that is open to the public, such as polling place activity, parent-teacher conferences, a school board meeting, or district event.
- I. Visitors are authorized to park vehicles on district property at specified times and locations or as otherwise authorized by administration (Appendix I). If the visitor has parked a vehicle on district ~~building's~~ property, that vehicle must be registered in accordance ~~to~~ with building procedures. When vehicles of visitors are parked in violation of this policy or its appendix, administration may:
 - 1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off district property; or
 - 2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to a location off district property.

V. Post-Secondary Enrollment Options Students

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. ~~Students enrolled in Post-Secondary Enrollment Options (PSEO) courses will be given reasonable access to school computers, internet, and other technology resources during the regular school day, so they can complete their college coursework. Access will follow the district's established procedures.~~ A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to the same level of computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

VI. Expectations of Visitors, During and Outside the School Day

- A. All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with directives given by a ~~school~~ district employee, including a directive to leave district property.

Visitors ~~must not do any of~~ who do any of the following during a visit may be subject to discipline and/or removal:

1. Violate any law or district policy;
2. Make any threat or engage in any threatening, hostile, or intimidating behavior;
3. Swear or use vulgar language;
4. Engage in rude conduct;
5. Engage in disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
6. Photograph, film, or otherwise record any students, employees, or volunteers of the district ~~outside of~~ except at an event that is open to the general public or at the direction of a ~~school~~ district employee;
7. Enter onto district property while impaired from the use of alcohol or any other chemical; or,
8. Create or participate in creating a disruption to the learning or working environment. Examples of a disruptive behavior include, but are not limited to, using a raised voice, shouting or yelling; talking with a teacher of a student while observing in a classroom; or engaging in other conduct that interrupts a lesson while observing in a classroom or an organized district activity.

V. Visitor Limitations

- A. A person may be denied permission to enter school district property or such permission may be revoked for any reason, including, but not limited to, noncompliance with district policies and school rules, or if the visit is not in the best interest of students, employees, or the district.
- B. A person who enters district property without complying with this policy and building procedures and requirements may be guilty of criminal trespass and subject to criminal penalty. This person may be detained by a building administrator or designee pending the arrival of a police officer.

Legal References:

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 124D.09 (~~Post-Secondary~~ Postsecondary Enrollment Options Program Act)

Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross Reference:

Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections,
and Searches)

Policy 810 ([Safety and Security of Students, Employees, Visitors, Buildings, and
Grounds](#))

Policy

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

[Adopted:](#) 07/19/10

Edina, Minnesota

[Revised:](#) 04/24/14

[Revised:](#) 05/21/18

[Revised:](#) 03/08/21

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

Appendix I to Policy 903

TRAFFIC AND PARKING REGULATIONS FOR MOTOR VEHICLES

1. Except as modified in this appendix, all relevant traffic and parking regulations of the City of Edina apply to motor vehicles on [school](#) district property.
2. The maximum speed of motor vehicles on district property will be no more than 10 miles per hour or the speed designated by district signage.
3. Two-way traffic is permitted on all district property except where restricted by signs.
4. No person will operate a snowmobile, go-cart, trail motorbike, [electric-assisted bicycle](#), or other recreational motor vehicle on district property without the prior written permission of administration.
5. Parking is prohibited on district property designated as a fire lane, loading zones, or as restricted by district signage. Unauthorized parking is also prohibited in handicapped parking areas. Parking is prohibited ~~during school hours~~ in areas adjacent to yellow curbs [at all times](#) and ~~as in areas~~ [designated for bus loading during school hours](#).
6. All visitors must park in designated visitor parking during school operational hours. More specifically, parking in designated parking lots at the high school campus during school hours is limited to those students who have been issued a [district parking permit for a lot on high school property](#). [Such permit must be clearly visible from outside the vehicle](#).
7. The district or school administration may order any motor vehicle parked on district property in violation of this policy to be towed and impounded. The cost of such towing and impoundment is the responsibility of the owner or operator of the motor vehicle.
8. All persons parking motor vehicles on district property do so at their own risk. The district is not liable in the event of loss of property or damage to vehicles incurred while parked on ~~school~~-district property or through the process of towing and impounding a motor vehicle.

[Appendix](#)

~~R~~reviewed: [05/21/18](#)

Rreviewed: [03/08/21](#)

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

VIII. **Action**

VIII.A. Language Access Plan



Board Meeting Date: 10/13/25

Title: Language Access Plan

Type: Action

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

Description: The District Language Access Plan (LAP) is our commitment to ensuring effective, equitable communication for all students and families across the 70+ languages spoken in our schools. Legally mandated by Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act, the LAP provides specific resources and tools to eliminate language barriers. These resources include professional in-person, telephone, and video interpretation, as well as professional translation for all vital documents (proactively in Spanish and Somali). A core operational protocol requires the exclusive use of qualified interpreters and translators for critical communications.

Recommendation: Read and approve the Language Access Plan.

Desired Outcome(s) from the Board: Approval of the Language Access Plan.

Attachments: [Language Access Plan](#)

Language Access Plan

To Ensure Effective Communication with
Multilingual Students and Families



Contents

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More than 70 languages are spoken in Edina Public Schools. Spanish and Somali are the most common after English.

This Language Access Plan follows Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, which require school districts to provide processes and procedures that effectively assist students and adults who communicate in a language other than English. This plan provides information about the language access tools, processes, and resources available for students, families, and staff in Edina Public Schools.

Federal Requirements

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 protects students and families from discrimination based on race, color, or national origin.

Equal Educational Opportunity Act (EEOA)

Equal Educational Opportunity Act (EEOA) requires our district to help students learning English overcome language barriers.

Individuals with Disabilities Education Act (IDEA)

Individuals with Disabilities Education Act (IDEA) For students with disabilities:

- Students are tested in their home language when needed
- Individual Educational Plans (IEPs) are written in the family's home language
- IEP meetings are conducted in the family's home language with a qualified interpreter

Minnesota State Requirements

Minnesota Statutes, Section 123B.32

Starting in 2025-2026, our school board must create a language access plan that:

- Uses trained interpreters for important conversations about your child's academic progress and special programs
- Informs families about their language access rights
- Is reviewed and updated every two years

Minnesota LEAPS Act of 2014

Minnesota LEAPS Act of 2014 Sets three goals for students learning English:

1. Academic English proficiency
2. Grade-level content knowledge
3. Multilingual skills development

Family Rights

Families have the right to:

- Receive information about your child's education in your home language
- Have an interpreter for important meetings about your child
- Participate fully in your child's educational experience

Definitions

Term	Definition
American Sign Language (ASL)	A visually perceived language based on a naturally evolved system of articulated hand gestures and their placement relative to the body, along with non-manual markers such as facial expressions, head movements, shoulder raises, mouth morphemes, and movements of the body.
Interpretation	The act of listening to a communication in one language (source language) and orally converting it to another language (target language).
Qualified interpreter	Trained professionals who follow the National Code of Ethics and Standards to facilitate communication between individuals who do not share a common language.

Simultaneous Interpretation Equipment	Equipment that allows a group of people to listen through headsets to information interpreted into their primary language. This method is most appropriate for large group settings and meetings where multiple languages are being interpreted simultaneously.
English Learner (EL)	A status assigned to students whose primary language is not English and require Language support.
Multilingual Learner	A broad category that includes students who were never identified for English Learner (EL) status, students currently receiving ELD instruction, and those who used to have EL status.
Preferred language	The language in which parents or guardians request services, resources, and communications from schools and the district.
Remote Interpreting	Interpreting that is provided via telephone or video call.
Translation	The restating of written text from one language (source language) into an equivalent written text in another language (target language).
Vital Document	Refers to materials essential to a family's ability to access Edina Schools services. Full definition as defined by the US departments of Justice and Education .

Language Identification Procedures

Edina Public Schools will determine parent/guardian language needs through the following procedures:



Enrollment Survey

Upon registration, parents/guardians will identify their preferred language and method of communication. This survey is translated into the following language(s), common in our community:

- Spanish
- Somali

Enrollment staff are trained in procedures for accessing qualified interpreters to help parents complete enrollment paperwork if needed.



Student Information System

The preferred language and method of communication of parents/guardians will be visible to all staff in Infinite Campus Edina Public Schools Student Information System.



Teacher Communication

Teachers are encouraged to inquire about communication preferences in their own communication with families.

Tools and Resources to Provide Language Access

School staff will use the following resources aimed at removing language barriers for families in our school community:

TransAct ParentNotices

TransACT provides written forms or notices required by ESSA, translated into Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen. All Minnesota districts and charter schools can utilize the TransACT website with free access. Individuals within the district can activate their free account at:

<https://minnesota-doe.parentnotices.com>

WHEN TO USE

- Required ESSA parent notifications

Professional Document Translation

Edina Public Schools proactively translates many vital documents into Spanish and Somali, including district policies, regulations, and procedures.

Vital documents [as defined by the US Department of Justice and Education.](#)

Website Translation: Families can view all district and school websites in their preferred language by selecting the "select language" option on the home page.

Digital Communication Translation: Edina Public Schools uses email and texting services that:

- Send information in families' preferred languages (via email and text).
- Allow families to choose their preferred language for viewing communications.
- Enables staff to send and receive text messages in the family's preferred language

WHEN TO USE

- Formal documents requiring a signature from parents
- Frequently circulated documents such as registration and enrollment forms, student code of conduct, report cards, etc.

IMPORTANT GUIDANCE

- Reliance on unapproved automated translation tools (such as Google Translate) is not recommended.
- When families cannot read written materials, oral interpretation may be necessary.

Professional Interpreter

Edina Public Schools contracts with several services to help staff with live interpreted communication with families. **Please contact the designated front office staff in your building to secure an in-person interpreter.** Teachers and other district staff should not directly contact vendors.

WHEN TO USE

- District-wide initiatives or meetings
- Parent/teacher conferences
- MTSS/Child Study/IEP Meetings

IMPORTANT GUIDANCE

Reliance on untrained students, siblings, friends, or staff to interpret is not acceptable. Students and untrained adults should not act as intermediaries in parent/guardian communication, as it may lead to misunderstandings.

Telephone and Video-Remote Interpretation Services

Edina Public Schools offers three options for interpretation: Over-the-phone interpreting (OPI), scheduled or on-demand video-remote interpreting (VRI), and in-person interpretation.

WHEN TO USE

- Phone calls home
- Parent/teacher conferences

IMPORTANT GUIDANCE

It is not recommended to use on-demand phone or video interpretation services for Individualized Education Program (IEP) or student behavior meetings. To ensure accuracy and clarity, in-person interpreters or scheduled video calls with interpreters from our approved interpretation providers should be used.

AI Translation Tools: Usage Guidelines

Appropriate Use Cases

AI translation tools should be limited to brief, non-vital translations only. These tools are suitable for:

- Quick understanding of simple sentences or short paragraphs
- Informal content, like newsletters or general information
- Non-critical communications where perfect accuracy is not essential
- Getting the general meaning of basic text

Critical Limitation

Never use AI translation tools for vital translations. Federal law requires schools to provide professional translation services for all vital information to Limited English Proficient (LEP) parents. Vital documents and communications include:



EDUCATIONAL RIGHTS AND SERVICES

- Enrollment and registration materials
- Special education evaluations, IEP meetings, and related services
- English learner program notifications and services
- Gifted and talented program information
- Report cards and academic progress reports

- Student discipline policies and procedures
- Parent-teacher conference communications



LEGAL AND ADMINISTRATIVE DOCUMENTS

- Grievance procedures and nondiscrimination notices
- Parent handbooks and school policies
- Permission forms for student activities
- Legal notices and official school communications
- Any document that affects a parent's ability to participate in their child's education

Why This Matters

AI translation applications have significant limitations:

- They translate primarily word-by-word rather than contextually
- Important nuances and cultural meanings are often lost
- Complex sentence structures may be misinterpreted
- Technical or specialized terminology may be incorrectly translated
- Context-dependent phrases may be translated literally rather than idiomatically

Legal Requirements for Schools

Under federal civil rights law, schools must:

- Provide effective language assistance to English Learner families
- Use appropriate and competent translators and interpreters
- Never rely on students, siblings, friends, or untrained school staff for translation
- Provide services that are free to parents
- Maintain confidentiality in all translated communications

Schools that use AI translation tools for vital communications may be violating federal law and parents' civil rights.

Staff Roles and Responsibilities

Edina Public Schools staff are responsible for ensuring meaningful and timely access to information in individuals' preferred languages. This includes principals, assistant principals, assistant directors, teachers, office staff, counselors, cultural liaisons, school nurses, district staff, and all other personnel.

Staff Training

Training to prepare staff to support multilingual families includes:

- In-person workshops
- Step-by-step guides
- New staff onboarding

Specialist Support

Edina Public Schools has designated roles to support multilingual families.

ENGLISH LANGUAGE DEVELOPMENT (ELD) PROFESSIONALS

Highly qualified, ELD licensed teachers provide multilingual learners additional instruction in English language development to ensure students can access grade-level content knowledge. Comprehensive support includes:

- **Specialized Instruction:** Teach targeted lessons to strengthen multilingual learners' English skills in listening, speaking, reading, and writing.
- **Progress Monitoring:** Monitor and report students' language development and academic growth, ensuring their progress receives support and recognition.
- **Family Support:** Help multilingual families navigate the school system by offering resources and guidance to reinforce learning at home.
- **Professional Learning:** Provide teachers and school staff with strategies and resources to understand and meet the needs of multilingual learners more effectively.

Cultural Liaisons*

Edina Public Schools employs Cultural Liaisons to support our diverse community, helping families feel included and empowered to engage in their children's education. Their work includes:

- **Facilitating Communication:** Acting as a vital link between families and school staff, cultural liaisons ensure important information is shared effectively in the family's preferred language.
- **Supporting Multilingual Families:** Cultural Liaisons partner with schools to support the needs of multilingual families. Cultural Liaisons foster a welcoming and inclusive environment where all families feel supported and connected.

- Promoting Cultural Understanding: By educating school staff about cultural backgrounds and unique experiences of multilingual families, Cultural liaisons help create a more inclusive and culturally responsive school community.

**Cultural Liaisons are not professional interpreters or translators. In emergencies, a multilingual liaison may provide limited language support; however, this does not replace the use of the district's interpretation and translation resources.*

Language Access Communication

Edina Public Schools actively shares the Language Access Plan to ensure families and staff are aware and have the training and resources to use it effectively.

Families

Language services are offered to families who indicate a preferred language other than English. Information about Language Services is shared with all families through newsletters, printed flyers, and the district website.

Staff

All staff receive training through professional development sessions, video tutorials, and detailed step-by-step guides.

Language Access Review

This policy will be reviewed annually by the department of educational equity and multilingual learner programming as part of the yearly Title III program evaluation process to ensure its effectiveness and alignment with evolving needs and best practices.

District Contact

If you have any questions about the Language Access Plan, please contact us via email at Frannie.Becquer@edinaschools.org.

For questions regarding the language needs of specific students or families, contact your school's ELD teacher/staff member or the school's main office.

VIII.B. Policy Review (208, 516, 516.5, 524, 713) **Speaker (s):** Policy
Committee



Board Meeting Date: 10/13/2025

Title: Policy Review

Type: Action

Presenter(s): Board Policy Committee

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

- Policy 208 Development, Adoption, and Implementation of Policies
- Policy 516 Student Medication
- Policy 516.5 Overdose Medication
- Policy 524 Electronic Technologies Acceptable Use
- Policy 713 Student Transportation

Recommendation: Approve the suggested modifications for Policies 208, 516, 516.5, 524, and 713.

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

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
5. Policy 713 Student Transportation

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.

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

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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.

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Appendix IV to Policy 524

GUIDELINES FOR CLASSROOM USE OF SOCIAL MEDIA TOOLS

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

A. District Online Social Media Tools

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

B. Non-District Social Media Tools

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

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Appendix V to Policy 524

GUIDELINES FOR SCHOOL OR DISTRICT USE OF SOCIAL MEDIA TOOLS

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

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

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

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

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

Appendix

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Appendix VI to Policy 524

GUIDELINES FOR DISTRICT SOCIAL MEDIA PAGES

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

Establishment of Page

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

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

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

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

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

Postings

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

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

Appendix

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Appendix VII to Policy 524

Personal Device Access

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

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

Appendix

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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 will 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)

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

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

established: 02/22/11

revised: 11/18/13

reviewed: 07/16/18

revised: 11/13/23

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

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

established: 04/11/11
revised: 11/18/13
reviewed: 07/16/18
revised: 11/13/23

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

IX. Leadership and Committee Updates

X. Superintendent Updates

XI. Adjournment

XII. Information

XII.A. Investment Summary - September 2025



Board Meeting Date: 10/13/2025

Title: Investment Summary – September 2025

Type: Consent

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

Description: The attached report provides detailed information regarding cash and investments belonging to the District as of September 30, 2025.

Recommendation: There is no recommended action.

Desired Outcomes from the Board: This information is provided for the benefit of the School Board and its stakeholders.

Attachments:

1. Investment Summary – September 2025

Investment Summary

FOR THE MONTH ENDED SEPTEMBER 30, 2025



DEFINING EXCELLENCE

General Operating Funds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	\$ 1,916,112.53	4.07%
MSDLAF+ Max	Money Market	N/A	NOW	594,326.02	4.16%
MSDLAF CD Program	Fieldpoint Private Bank & Trust, CT	9/30/2025	1/22/2026	249,052.00	5.10%
PMA/MN Trust	Money Market	9/30/2025	NOW	19,995,794.65	4.15%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	9/30/2025	NOW	4,545,306.31	4.27%
SDA Account	NexBank, TX	9/30/2025	NOW	2,203,608.75	4.08%
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	243,328.71	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	11/10/2023	11/10/2025	243,159.51	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	1,251,091.72	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	252,808.32	5.41%
US Treasury Bonds & Notes	STRIPS, 912833PB0	11/13/2024	11/15/2026	2,609,827.21	4.22%
Certificate of Deposit	OPTUM BANK INC, 68405VBK4	11/15/2023	11/16/2026	246,545.76	4.96%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CJT9	1/29/2025	1/15/2027	3,010,480.53	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, N.A.	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	249,571.33	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	250,650.05	3.95%
Certificate of Deposit	TOYOTA FINANCIAL SGS BK, 89235MSM4	6/5/2025	6/7/2027	245,775.73	4.01%
US Treasury Bonds & Notes	STRIPS, 912833QB9	11/13/2024	11/15/2027	2,620,939.57	4.23%
Total General Operating Funds:				\$ 59,095,029	

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	\$ 2,730.03	4.15%
PMA/MN Trust	Federated Institutional Tax-Free Cash Trust	N/A	NOW	962,554.72	2.97%
Total 2021B General Obligation School Building Bonds:				\$ 965,285	

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	Money Market	9/30/2025	NOW	\$ 678,443.13	4.15%
PMA/MN Trust	Prime Security Bank	9/30/2025	NOW	6,216,625.13	3.92%
Total 2023A GO Capital Notes & FM Bonds:				\$ 6,895,068	
Total Portfolio Value:				\$ 66,955,382	

XII.B. Expenditure Summary - September 2025



Board Meeting Date: 10/13/2025

Title: Expenditure Summary – September 2025

Type: Consent

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

Description: The attached report describes fiscal year-to-date expenditure activity within the District’s various funds through September 30, 2025.

Recommendation: There is no recommended action.

Desired Outcomes from the Board: This information is provided for the benefit of the School Board and its stakeholders.

Attachments:

1. Expenditure Summary – September 2025

Expenditure Summary

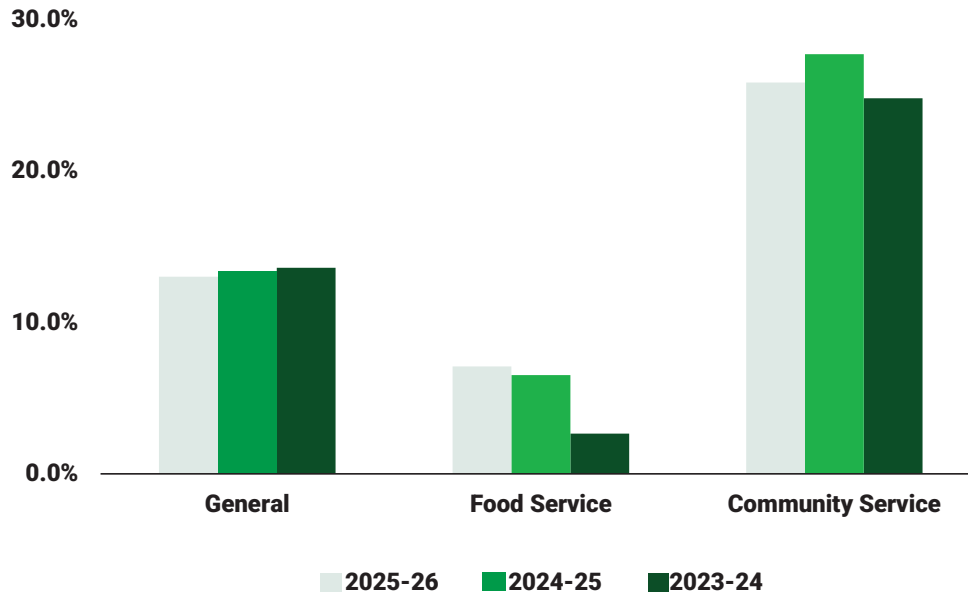
FOR THE MONTH ENDED SEPTEMBER 30, 2025



DEFINING EXCELLENCE

Fund	Fiscal Year-to-Date 2025-26		Fiscal Year-to-Date % of Budget		
	Budget	Actuals	2025-26	2024-25	2023-24
General Fund					
Salaries	\$ 97,156,704	\$ 12,012,302	12.4%	12.8%	13.3%
Benefits	32,823,787	3,537,124	10.8%	10.9%	10.9%
Purchased Services	11,010,132	2,556,765	23.2%	23.4%	24.6%
Supplies & Materials	4,665,431	881,517	18.9%	17.7%	18.8%
Other Expenditures	569,630	70,432	12.4%	7.9%	6.7%
Other Financing Uses	-	-	-	-	-
Total General Fund Expenditures	146,225,684	19,058,140	13.0%	13.4%	13.6%
Food Service	5,058,082	358,544	7.1%	6.5%	2.7%
Community Service	13,299,050	3,437,410	25.8%	27.7%	24.8%
Debt Service	17,636,304	4,327,054	24.5%	2.9%	23.2%
Capital	27,014,156	5,871,463	21.7%	15.3%	24.4%
Internal Service	910,000	-	0.0%	28.5%	27.4%
Total Expenditures All Funds	\$ 210,143,276	\$ 33,052,611	15.7%	10.2%	16.8%

Percent Comparison
Year-To-Date to Total Budget



Notes:
 1- Capital Expenditures, including those made under the building construction fund, operating capital, capital projects levy, and long-term facilities maintenance are presented in combination within the "Capital" category as they are non-linear in nature and can vary greatly from period to period and year to year. Significant variances are normal.

2 - Expenditure figures may be understated or overstated due disbursement timing fluctuations; the District operates under the cash basis of accounting during the year for non-salary expenditures.