



# Windom Area Schools

District Office:  
PO Box 177  
Windom MN 56101  
Phone: 507-831-6901  
Fax: 507-831-6919

An Equal Opportunity Employer  
Windom Area Elementary  
1200 17th Street  
PO box 177  
Windom MN 56101  
Phone: 507-831-6925

Windom Area  
Middle /High School  
1400 17th Street  
PO Box 177  
Windom MN 56101  
Phone: 507-831-6910

Windom Schools will create a safe, responsive, and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

WWW.WINDOM.K12.MN.US

## August 12, 2024 Regular Board Meeting

Windom City Council Chamber

444 9th Street

Windom, MN 56101

August 12, 2024

6:30 PM

Live at [Media SB22](#) on youtube

1. Call to order  
Angie Klassen
  2. The Pledge of Allegiance  
Angie Klassen
  3. Approval of the Agenda (revise as necessary)  
Angie Klassen
  4. Approval of Donations  
Angie Klassen
  5. Approval of Consent Agenda  
Angie Klassen
- Minutes-July 8th, 2024 and July 22, 2024**

### Bills and Wires Transfers

#### Treasurer Report

Approve resignation from Merlia Flores as paraprofessional effective July 23, 2024.

Approve resignation from Jackie Jurgens as Junior High Knowledge Bowl Assistant Coach effective July 11, 2024.

Approve resignation from Adam Farag as Head Football Coach effective July 17, 2024.

Approve resignation from Wyatt Minion as Assistant Football Coach effective July 17, 2024.

Approve resignation from Jayd Soderholm as Junior High Football Coach effective July 17, 2024.

Approve resignation from Paraprofessional Destiny Kelsheimer effective July 29, 2024.

Approve resignation of Morgan Wilder as High School English Teacher effective July 29, 2024.

Approve resignation from Rex Booth as 2nd Shift Custodian effective August 9, 2024.

Approve 1 year leave of absence for Amy Merrihew, Paraprofessional, beginning on August 12, 2024.

Approve hiring Amy Merrihew as Special Education Secretary effective August 12, 2024.

Approve hiring Jessica Ahlers as MSHS Special Education Teacher effective the 2024-2025 school year.

**Approve hiring Jamie Stenberg as 3.5 Lunchroom Manager effective August 26, 2024.**

**Approve hiring Ruth Nording as 3.0 Cafe Helper effective August 26, 2024.**

**Approve hiring Autumn Hauge as MS Special Education Teacher effective the 2024-2025 school year.**

**Approve hiring Lisa Rickert as 2.5 Cafeteria Helper effective August 26, 2024.**

**Approve hiring Julie Jelinek as Elementary Special Education Teacher effective the 2024-2025 school year.**

**Approve hiring Craig Taylor as Attendance Coordinator effective July 22, 2024.**

**Approve hiring Nancy Macgregor as 2.5 Cafeteria Helper effective August 26, 2024.**

**Approve hiring Jeniffer Rothstein as 7.25 MSHS Paraprofessional effective August 26, 2024.**

**Approve FMLA#25-5 beginning on December 2, 2024, and continuing through January 10, 2025, for a total of 6 weeks.**

6. Open Forum  
Angie Klassen
7. Administrative Report - Preschool/Elementary  
Corey Barfknecht
8. Administrative Report - Middle School Grades 5-8  
Dane Nielsen
9. Administrative Report High School - Grades 9-12  
Bryan Joyce
10. Superintendent Report  
Jamie Frank
11. Board of Education Report
12. Approve MSEA Paraprofessional Contract for 2024-2026 - Action  
Jamie Frank  
The MSEA Paraprofessional group and the district reached a tentative agreement for a total package increase of 7.98% over two years. Year 1 was 3.82% or \$69,486.29 and Year 2 was 4.01% or \$75,607.83. The MSEA Paraprofessional group ratified the contract on August 5, 2024. Enclosed is a copy of that contract showing the changes in language items as well as a copy of the final contract.
13. Approve Adult Meal Prices for the 2024-2025 school year - Action  
Peggy Pfeffer
14. Approve Executive Educational Leadership Services Contract - Action  
Jamie Frank  
This is the contract to continue superintendent mentoring services for a third and final year.
15. Approve 2024-2025 Activity Assignments - Action  
This is the list of coaches and advisors for the 2024-2025 school year, some positions are yet to be filled.
16. Approve E-Learning Plan - Action

17. Adjourn

Member           introduced the following resolution and moved its adoption:

WHEREAS, the following donations were received

          BE IT RESOLVED by the Board of Education to accept the donations on behalf of Independent School District No. 177 to be used for the benefit of the students of Windom School District.

Member           seconded the motion. Upon vote, the resolution passed unanimously.

\$55 from Bethany Lutheran Church for the Weekend Backpack Program

## Minutes- Regular Meeting July 8, 2024

The Windom Board of Education met in regular session on Monday, July 8, 2024, at 6:30 p.m. in the Windom City Council Chambers.

Members present: Bruce Mews, Joel Bordewyk, Angie Klassen, Brianne Miller, Barb Jones, and Joe LaCanne.

Absent: Dustin Stevens

Joel Bordewyk opened the meeting with the Pledge of Allegiance.

MSP Miller/Jones to approve the agenda as presented.

MSP LaCanne/Mews to approve acceptance of donations.

MSP Klassen/Jones approve Consent Agenda

No one for Open Forum.

Recognition of Retirees: Elaine Deutchman for 15 years of service as Food Service Director and Jackie Jurgens for 12 years of service as a Paraprofessional.

Corey Barfknecht, Elementary Principal was present to share his report. This was his first meeting as the new Elementary Principal. He was welcomed by the board. He reported that the summer lunch program is underway. Participation has been good. Serving about 30 meals a day between the 2 sites. The Elementary school is still in need of hiring a Special Education SLD teacher and an EL teacher. Staff have been doing a lot of training with Fast Bridge and Infinite Campus.

Dane Nielsen, Middle School Principal submitted a report. All teaching positions, including special education positions will be filled. We are still looking for a few more paraprofessionals. The IT department is working hard to get Infinite Campus up and running to make the Student Information System change seamless. The new Teacher Boot Camp will be held on July 24<sup>th</sup>, this day will be held to help new staff learn the Windom Way.

Bryan Joyce, High School Principal reported on several things. A couple events coming up are Tall Cop on July 23<sup>rd</sup>, and the new teacher boot camp on July 24<sup>th</sup>. All teaching positions for the upcoming year are looking to be filled with in-person teachers! As Mr. Nielsen stated still looking to hire a few paraprofessionals.

Superintendent Frank gave a report on several items. She was happy to inform the board and public that Windom Schools will be receiving VPK (Voluntary Preschool) Funding from the state for the upcoming year. The state awarded the district 62 seats, this is the amount she requested on the application. This will make preschool free for the 4-year-olds. Hiring within the district has been going well with just a few positions to fill. Mammoth will be coming to meet with several groups on July 24<sup>th</sup> to discuss the track and athletic and arts spaces. Head coaches, the school board and a community group will meet with the Mammoth team throughout the day. Infinite Campus, the new student reporting system is live. The staff is currently working on cross-checking all the data.

Barb Jones reported that there was progress made on the Paraprofessionals negotiations. Hoping to present that at the August 12<sup>th</sup> Meeting.

MSP Miller/Mews to approve the Part-Time Attendance Coordinator position. This position will be funded through the Attendance Project which was created during the 2024 Legislative session. Windom Schools was invited to participate in this three-year project to decrease absenteeism and will receive \$60,000 annually to fund the position.

MSP Mews/Klassen to approve Resolution 070824B for Establishing Dates for Filing Affidavits of Candidacy.

Principals Corey Barfknecht and Bryan Joyce presented the changes that are to be reviewed by the school board. The elementary had a couple. The high school has several changes to be reviewed and considered for approval at the next board meeting.

Superintendent Frank shared the School Facility Self-Assessment Checklist by the Minnesota School Safety Center. A team that consisted of Dana Wallace, Jacob Johnson, Doug Holtz, Ryan Christoffer, Cassie Muske and Kylie Nielsen evaluated 15 areas of the school using the rubric provided. These areas included: Emergency/Crisis Operations Plans, Training, Drills, School Climate, Access Control, Communication, Security/Monitoring, Building Exterior, Transportation/Parking/Busing, Delivery Areas, Recreational Areas, Building Interior, Kitchen, Gym, and After-Hours Building use.

Superintendent Frank reviewed the progress on the Districts Strategic Plan since completing the first year of the plan.

There being no other items for the board the meeting went into closed session to discuss the evaluation for Superintendent Jamie Frank and was adjourned at 8:20 p.m.

\_\_\_\_\_  
Clerk

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Vice-Chair

Minutes- Work Session July 22, 2024

The Windom Board of Education met on Monday, July 22, 2024, at 6:30 p.m. in the Windom City Council Chambers.

Members present: Mews, Stevens, Klassen, Miller, Jones and LaCanne

Absent: Bordewyk

Klassen opened the meeting with the Pledge of Allegiance.

MSP Jones/Miller to approve the agenda as presented.

MSP Stevens/Mews to approve Milk/Dairy quote from Prairie Farms for the 24/25 school year. They provided the services last year as well.

MSP LaCanne/Mews to approve 2024-2025 Substitute rate. All positions were increased by \$10 this year.

MSP Miller/Mews to approve the changes in the Elementary and Middle school/High School Handbooks.

MSP Stevens/Mews to approve the short-term solution to create home-field advantage for football and soccer athletes for this upcoming season by using the inside of the current track. Due to the flooding this summer at Island Park, home games for football and soccer are not able to be held at that location. There were several options explored. This is not a good long-term solution but is the best short-term solution for this fall. (A roll call vote took place-Mews, Stevens, Klassen, Miller, Jones and LaCanne all in favor. None opposed. Bordewyk absent.)

MSP Miller/Jones to approve Resolution 072224A relating to the Election of School Board members and Calling the School District General Election. (A roll call vote took place-Mews, Stevens, Klassen, Miller, Jones and LaCanne all in favor. None opposed. Bordewyk absent.)

MSP Stevens, Jones to approve Resolution 072224B for the FY 2026 Long-Term Facilities Maintenance (LTFM) Ten-Year application and Plan. There are 3 parts to this approval. 1. Statement of Assurance - will be signed by Superintendent Frank. 2. Ten-Year Expenditures Application. 3. Ten-Year Revenue Projection. Approval of the resolution approves all 3 parts of the LTFM process. (A roll call vote took place-Mews, Stevens, Klassen, Miller, Jones and LaCanne all in favor. None opposed. Bordewyk absent.)

Peggy Pfeffer presented information on the Estimated Cash Flow Report for 2024-2025-FY2025. This information is presented approximately 3 times a year but monitored monthly by the Business Manager. At this point in time, unless something major happens, our cash flow is adequate to meet all our obligations and there is no need to have any Aid of Anticipation Certificates (AAC). The last time an AAC was done was back in 2011. This shows good financial strength for our district.

There was a summary of the Superintendent evaluation given but Angie Klassen on behalf of the board. The board members had nothing but good things to say about Superintendent Frank's. They appreciate all the time and effort she devotes to all aspects of the school. From financials to the curriculum and day-to-day operations she has done a great job.

There being no other items for the board meeting was adjourned at 7:10 p.m.

\_\_\_\_\_  
Clerk

Attest: \_\_\_\_\_

Clerk

\_\_\_\_\_  
Vice-Chair

WINDOM AREA SCHOOLS				DETAIL REGISTER-ACTIVITY ACCOUNT							JULY-AUGUST 2024
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
21	8283	03813	BSN SPORTS	7/15/2024 0:00	\$199.99	102264	E	21	300	301	BSN Hammock VB Cart
21	8283	03813	BSN SPORTS	7/15/2024 0:00	\$229.99	102264	E	21	300	301	Oversized VB Cart
21	8283	03813	BSN SPORTS	7/15/2024 0:00	\$799.80	102264	E	21	300	301	SV5WSC VB Royal/Wh/Gold
21	8283	03813	BSN SPORTS	7/15/2024 0:00	\$1,199.98	102264	E	21	300	301	36" Competition Net Package
21	8283	03813	BSN SPORTS	7/15/2024 0:00	\$139.37	102264	E	21	300	301	Freight
21	8284	9307	Ramada by Wyndham Sioux Falls Airport-	7/15/2024 0:00	\$922.74	102263	E	21	300	301	2 Queen Beds, Non-Smoking Rooms
21	8285	01336	SCHOLASTIC MAGAZINES	7/15/2024 0:00	\$28.15	102265	E	21	100	301	408-8784 Scholastic News Let's Find Out Digital Only
21	8285	01336	SCHOLASTIC MAGAZINES	7/15/2024 0:00	\$56.30	102265	E	21	100	301	410-8788 Scholastic News Grade 1 Digital Only
21	8285	01336	SCHOLASTIC MAGAZINES	7/15/2024 0:00	\$56.30	102265	E	21	100	301	412-8797 Scholastic News Grade 2 Digital Only
21	8285	01336	SCHOLASTIC MAGAZINES	7/15/2024 0:00	\$56.30	102265	E	21	100	301	414-8792 Scholastic News Grade 3 Digital Only
21	8286	03019	GODFATHERS PIZZA	7/30/2024 0:00	\$308.00	102313	E	21	300	301	PIZZA FOR 4/1/2024
21	8287	00975	WINDOM PUBLIC SCHOOL	7/30/2024 0:00	\$7.37	102315	E	21	300	301	EAGLES NEST SALES TAX FY 2024
21	8287	00975	WINDOM PUBLIC SCHOOL	7/30/2024 0:00	\$157.28	102316	E	21	100	301	ELEMENTARY YEARBOOK SALES TAX FY 2024
21	8287	00975	WINDOM PUBLIC SCHOOL	7/30/2024 0:00	\$69.49	102317	E	21	300	301	MS YEARBOOK SALES TAX FY 2024
21	8287	00975	WINDOM PUBLIC SCHOOL	7/30/2024 0:00	\$17.18	102314	E	21	100	301	EAGLE DEPOT SALES TAX FY 2024
21	8288	00711	WINDOM QUICK PRINT	7/30/2024 0:00	\$400.00	102312	E	21	300	301	EA PROJECT - 10FTX15FT BANNER
21	8289	00975	WINDOM PUBLIC SCHOOL	7/31/2024 0:00	\$500.00	102390	E	21	300	301	Winterfest - Audio Works DJ
21	7052024	00948	BANK MIDWEST	7/5/2024 0:00	\$59.84	102160	E	21	300	301	Tachikara TV6 Nylon Volleyball Carry Bag
21	7052024	00948	BANK MIDWEST	7/5/2024 0:00	\$134.86	102161	E	21	300	301	Leather 3 Ring Padfolio
21	7052024	00948	BANK MIDWEST	7/5/2024 0:00	\$611.66	102159	E	21	300	301	Eagle Achievement - Little Free Library
				TOTAL:	\$5,954.60						
WINDOM AREA SCHOOLS				DETAIL REGISTER-TRANSFERS							JULY-AUGUST 2024
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
4	3989956	7386	MN LIQUID ASSET FUND	7/8/2024 0:00	\$199,000.00	102162	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX	
4	3989956	7386	MN LIQUID ASSET FUND	7/8/2024 0:00	\$1,000.00	102162	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT LIQUID	
4	3991726	7386	MN LIQUID ASSET FUND	7/10/2024 0:00	\$300,000.00	102168	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX CLASS	
4	7152024	7386	MN LIQUID ASSET FUND	7/15/2024 0:00	\$387,000.00	102253	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX	
4	7152024	7386	MN LIQUID ASSET FUND	7/15/2024 0:00	\$13,000.00	102253	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT LIQUID	
4	7182024	7386	MN LIQUID ASSET FUND	7/18/2024 0:00	\$300,000.00	102266	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX	
				TOTAL:	\$1,200,000.00						
WINDOM AREA SCHOOLS				DETAIL REGISTER-GENERAL JOURNAL							JULY-AUGUST 2024
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7		02574	PUBLIC EMPLOYEES RETIREMENT AS	7/18/2024 0:00	\$1,776.71	102175	B	01	215	PERA & PERA BOARD	
7		02574	PUBLIC EMPLOYEES RETIREMENT AS	7/18/2024 0:00	\$2,050.04	102176	B	01	215	PERA & PERA BOARD	
7		7334	PAYROLL ACCOUNT	7/18/2024 0:00	\$18,129.29	102181	B	01	101	Fund 01	
7		7334	PAYROLL ACCOUNT	7/18/2024 0:00	\$6,222.29	102181	B	02	101	Fund 02	
7		7334	PAYROLL ACCOUNT	7/18/2024 0:00	\$10,271.19	102181	B	04	101	Fund 04	
7		7335	TEACHERS RETIREMENT ASSOC	7/18/2024 0:00	\$1,023.70	102179	B	01	215	TRA & TRA BOARD	
7		7335	TEACHERS RETIREMENT ASSOC	7/18/2024 0:00	\$906.71	102178	B	01	215	TRA & TRA BOARD	
7		7336	MN DEPT OF REVENUE	7/18/2024 0:00	\$1,116.01	102177	B	01	215	STATE TAX	
7		7337	US FEDERAL TAXES	7/18/2024 0:00	\$2,663.90	102173	B	01	215	FICA	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION
7		7337	US FEDERAL TAXES	7/18/2024 0:00	\$622.96	102172	B	01	215	FICA
7		7337	US FEDERAL TAXES	7/18/2024 0:00	\$2,663.90	102174	B	01	215	FICA
7		7337	US FEDERAL TAXES	7/18/2024 0:00	\$622.96	102171	B	01	215	FICA
7		7337	US FEDERAL TAXES	7/18/2024 0:00	\$1,497.44	102180	B	01	215	FEDERAL TAX & EIC
7		02574	PUBLIC EMPLOYEES RETIREMENT AS	7/19/2024 0:00	\$6,751.72	102284	B	01	215	PERA & PERA BOARD
7		02574	PUBLIC EMPLOYEES RETIREMENT AS	7/19/2024 0:00	\$5,851.51	102280	B	01	215	PERA & PERA BOARD
7		02574	PUBLIC EMPLOYEES RETIREMENT AS	7/19/2024 0:00	\$90.76	102282	B	01	215	PERA & PERA BOARD
7		02574	PUBLIC EMPLOYEES RETIREMENT AS	7/19/2024 0:00	\$90.76	102281	B	01	215	PERA & PERA BOARD
7		03034	AFLAC	7/19/2024 0:00	\$183.00	102270	B	01	215	Payroll Deductions-AFLAC
7		7334	PAYROLL ACCOUNT	7/19/2024 0:00	\$82,469.78	102291	B	01	101	Fund 01
7		7334	PAYROLL ACCOUNT	7/19/2024 0:00	\$4,333.33	102291	B	02	101	Fund 02
7		7334	PAYROLL ACCOUNT	7/19/2024 0:00	\$1,435.42	102291	B	04	101	Fund 04
7		7335	TEACHERS RETIREMENT ASSOC	7/19/2024 0:00	\$3,552.29	102288	B	01	215	TRA & TRA BOARD
7		7335	TEACHERS RETIREMENT ASSOC	7/19/2024 0:00	\$3,146.30	102287	B	01	215	TRA & TRA BOARD
7		7336	MN DEPT OF REVENUE	7/19/2024 0:00	\$4,845.18	102285	B	01	215	STATE TAX
7		7337	US FEDERAL TAXES	7/19/2024 0:00	\$10,866.05	102289	B	01	215	FEDERAL TAX & EIC
7		7337	US FEDERAL TAXES	7/19/2024 0:00	\$1,855.10	102275	B	01	215	FICA
7		7337	US FEDERAL TAXES	7/19/2024 0:00	\$1,855.10	102276	B	01	215	FICA
7		7337	US FEDERAL TAXES	7/19/2024 0:00	\$7,819.65	102277	B	01	215	FICA
7		7337	US FEDERAL TAXES	7/19/2024 0:00	\$7,819.65	102278	B	01	215	FICA
7		7690	Great American Plan Admin.	7/19/2024 0:00	\$684.58	102279	B	01	215	TSA2
7		7690	Great American Plan Admin.	7/19/2024 0:00	\$117.92	102271	B	01	215	TSA2
7		7690	Great American Plan Admin.	7/19/2024 0:00	\$954.58	102286	B	01	215	TSA2
7		7690	Great American Plan Admin.	7/19/2024 0:00	\$627.40	102268	B	01	215	TSA2
7		7690	Great American Plan Admin.	7/19/2024 0:00	\$5,024.98	102269	B	01	215	TSA2
7		7690	Great American Plan Admin.	7/19/2024 0:00	\$766.66	102273	B	01	215	TSA2
7		8320	EYEMED Vision Insurnace	7/19/2024 0:00	\$58.20	102274	B	01	215	Payroll Deductions - Vision Insurance
7		8926	WEX	7/19/2024 0:00	\$3,501.78	102290	B	01	215	Payroll Deductions
7		8927	BPAS	7/19/2024 0:00	\$1,423.48	102272	B	01	215	Payroll Deductions
7	238686	00915	A & B BUSINESS EQUIPMENT	7/11/2024 0:00	\$322.05	102213	E	01	005 302	CONTRACT USAGE CHARGE FOR 6.5.24-7.4.24
7	238686	00915	A & B BUSINESS EQUIPMENT	7/11/2024 0:00	\$2,108.42	102214	E	01	005 302	CONTRACT USAGE CHARGE FOR 7.5.24-8.4.24
7	238687	05164	AT & T MOBILITY	7/11/2024 0:00	\$140.50	102196	E	01	005 000	JUNE 2024 SERVICES
7	238688	04912	AVID CENTER	7/11/2024 0:00	\$0.00	102226	E	01	005 308	QUOTE #Q-87976
7	238688	04912	AVID CENTER	7/11/2024 0:00	\$0.00	102226	E	01	005 308	BEGINS 7/1/2024 - INVOICE AFTER 7/1/2024
7	238688	04912	AVID CENTER	7/11/2024 0:00	\$3,750.00	102226	E	01	005 308	AVID DISTRICT LEADERSHIP YEAR W
7	238688	04912	AVID CENTER	7/11/2024 0:00	\$5,224.00	102226	E	01	005 307	MSHS AVID MEMBERSHIP FEES COMBO SITES
7	238688	04912	AVID CENTER	7/11/2024 0:00	\$0.00	102226	E	01	005 307	AVID WEEKLY ELEMENTARY
7	238688	04912	AVID CENTER	7/11/2024 0:00	\$685.00	102226	E	01	005 307	AVID WEEKLY SECONDARY
7	238689	00140	CITIZEN PUBLISHING CO INC	7/11/2024 0:00	\$15.00	102206	E	01	005 000	DIGITAL AD UPLOAD
7	238689	00140	CITIZEN PUBLISHING CO INC	7/11/2024 0:00	\$561.75	102205	E	01	005 000	5.13.24 BOARD MINUTES
7	238689	00140	CITIZEN PUBLISHING CO INC	7/11/2024 0:00	\$252.00	102204	E	02	005 701	Cook Manager Job Posting
7	238689	00140	CITIZEN PUBLISHING CO INC	7/11/2024 0:00	\$157.50	102203	E	02	005 701	REQUEST FOR QUOTATIONS FOR DAIRY/MILK FOR 2024-25 SCHOOL YEAR
7	238690	00140	CITIZEN PUBLISHING CO INC	7/11/2024 0:00	\$55.00	102251	E	01	050 000	CITIZEN-WAMHS LIBRARY
7	238690	00140	CITIZEN PUBLISHING CO INC	7/11/2024 0:00	\$55.00	102251	E	01	330 000	CITIZEN-WINDOM ELEMENTARY LIBRARY

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$42.26	102211	E	01	005	000	ENVIRONMENTAL TRAIL ELECTRICITY
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$850.53	102211	E	01	050	000	MSHS WATER
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$11,090.44	102211	E	01	050	000	MSHS ELECTRICITY
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$692.17	102211	E	01	330	000	ELEMENTARY WATER
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$8,549.95	102211	E	01	330	000	ELEMENTARY ELECTRICITY
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$102.06	102211	E	01	030	000	WINFAIR WATER
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$1,488.40	102211	E	01	030	000	WINFAIR ELECTRICITY
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$107.70	102211	E	01	020	000	HIGHLAND WATER
7	238691	00973	CITY OF WINDOM	7/11/2024 0:00	\$887.60	102211	E	01	020	000	HIGHLAND ELECTRICTY
7	238692	00973	CITY OF WINDOM	7/11/2024 0:00	\$632.70	102212	E	01	005	000	COMMERCIAL VOICE
7	238692	00973	CITY OF WINDOM	7/11/2024 0:00	\$242.05	102212	E	01	005	363	H&S
7	238692	00973	CITY OF WINDOM	7/11/2024 0:00	\$0.15	102212	E	02	005	701	FOOD SERVICE
7	238692	00973	CITY OF WINDOM	7/11/2024 0:00	\$1.30	102212	E	04	005	321	COMMUNITY ED
7	238693	04786	cmERDC	7/11/2024 0:00	\$5,568.92	102220	E	01	005	308	VIEWPOINT PRICING PROPOSAL - VIEW POINT SUBSCRIPTION ANNUAL RENEWAL - 2024-2025 SCHOOL YEAR
7	238693	04786	cmERDC	7/11/2024 0:00	\$320.00	102220	E	01	005	308	SPED FORMS INTEGRATION- 2024-2025 SCHOOL YAER
7	238693	04786	cmERDC	7/11/2024 0:00	\$0.00	102220	E	01	005	308	INVOICE AFTER 07.01.2024
7	238694	04821	CONNECTING POINT COMPUTER CENT	7/11/2024 0:00	\$0.00	102225	E	01	005	000	FOR 2024-2025 SCHOOL YEAR. INVOICE AFTER 7.1.2024
7	238694	04821	CONNECTING POINT COMPUTER CENT	7/11/2024 0:00	\$0.00	102225	E	01	005	000	QUOTE #57957.01
7	238694	04821	CONNECTING POINT COMPUTER CENT	7/11/2024 0:00	\$14,500.00	102225	E	01	005	000	ACTIV PANEL LX65" PROMETHEAN BOARD- PENS AND CABLE PACK
7	238694	04821	CONNECTING POINT COMPUTER CENT	7/11/2024 0:00	\$1,000.00	102225	E	01	005	000	5 YEAR ON SITE SUPPORT FOR ACTIVPANEL
7	238694	04821	CONNECTING POINT COMPUTER CENT	7/11/2024 0:00	\$2,250.00	102225	E	01	005	000	PROMETHEAN OPS-A 8 GB
7	238694	04821	CONNECTING POINT COMPUTER CENT	7/11/2024 0:00	\$0.00	102225	E	01	005	000	FREIGHT
7	238695	04681	CRISISGO	7/11/2024 0:00	\$1,562.00	102243	E	01	005	342	SAFETY IRESPONSE ANNUAL RENEWAL 7.1.24-6.30.25
7	238696	03145	CRISIS PREVENTION INSTITUTE	7/11/2024 0:00	\$200.00	102245	E	01	005	000	MEMBERSHIP 8.11.24-8.10.25
7	238697	01878	DAILY GLOBE	7/11/2024 0:00	\$552.00	102198	E	01	005	000	ASST BUILDINGS AND GROUNDS AND SCHOOL NURSE AD - SHOPPER AND CITIZEN 2 WEEKS
7	238697	01878	DAILY GLOBE	7/11/2024 0:00	\$674.00	102199	E	02	005	701	Cook Manager Job Posting
7	238698	04670	DECKER EQUIPMENT	7/11/2024 0:00	\$42.50	102189	E	01	005	369	REPUBLIC STEEL FRAME HOOK
7	238698	04670	DECKER EQUIPMENT	7/11/2024 0:00	\$123.75	102189	E	01	005	369	REPUBLIC BLACK PLASTIC HANDLE
7	238698	04670	DECKER EQUIPMENT	7/11/2024 0:00	\$36.25	102189	E	01	005	369	LOCK BAR GUIDE
7	238698	04670	DECKER EQUIPMENT	7/11/2024 0:00	\$16.45	102189	E	01	005	369	SHIPPING
7	238699	03068	DEPT OF LABOR	7/11/2024 0:00	\$100.00	102219	E	01	005	000	ELEVATOR ANNUAL OPER-ELEMENTARY
7	238700	01564	DICKS WELDING MACH & MFG	7/11/2024 0:00	\$280.00	102190	E	01	005	000	WELD BOBCAT
7	238701	03659	ELITE MECHANICAL SYSTEMS, LLC.	7/11/2024 0:00	\$700.00	102195	E	01	050	000	1/2 HP SUMP PUMP
7	238701	03659	ELITE MECHANICAL SYSTEMS, LLC.	7/11/2024 0:00	\$13.80	102195	E	01	050	000	BRASS NIPPLE
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	YEAR 1 2024-2025 SCHOOL YEAR - PAID AFTER JULY 1, 2024
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$3,300.03	102222	E	01	005	000	APPLICANT TRACKING - UNLIMITED USAGE
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$7,478.59	102222	E	01	005	000	ABSENCE & SUBSTITUTE MANAGEMENT - UNLIMITED USAGE
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$1,771.48	102222	E	01	005	335	EMPLOYEE EVALUATION MANAGEMENT - WITH EVALUATION FRAMEWORKS WITH DANIELSON
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	YEAR 2 2025-2026 SCHOOL YEAR SUBSCRIPTION - PAID AFTER JULY 1, 2025
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	APPLICANT TRACKING - UNLIMITED USAGE \$3,481.53
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	ABSENCE & SUBSTITUTE MANAGEMENT - UNLIMITED USAGE \$7,889.91
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	EMPLOYEE EVALUATION MANAGEMENT - WITH EVALUATION FRAMEWORKS WITH DANIELSON \$3,737.82
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	YEAR 3 2026-2027 SCHOOL YEAR SUBSCRIPTION - PAID AFTER JULY 1, 2026
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	APPLICANT TRACKING - UNLIMITED USAGE \$3,673.01

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	ABSENCE & SUBSTITUTE MANAGEMENT - UNLIMITED USAGE \$8,323.86
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$0.00	102222	E	01	005	000	EMPLOYEE EVALUATION MANAGEMENT - WITH EVALUATION FRAMEWORKS WITH DANIELSON \$3,943.40
7	238702	03425	FRONTLINE TECHNOLOGIES INC/AESC	7/11/2024 0:00	\$1,771.48	102222	E	01	005	308	EMPLOYEE EVALUATION MANAGEMENT - WITH EVALUATION FRAMEWORKS WITH DANIELSON
7	238703	8369	GENERATION GENIUS	7/11/2024 0:00	\$0.00	102221	E	01	330	000	FOR 2024-2025 SCHOOL YEAR
7	238703	8369	GENERATION GENIUS	7/11/2024 0:00	\$0.00	102221	E	01	330	000	INVOICE AFTER 7/1/2024
7	238703	8369	GENERATION GENIUS	7/11/2024 0:00	\$1,795.00	102221	E	01	330	000	1 SCHOOL SCIENCE AND MATH LICENSE
7	238704	8840	GREATER MINNESOTA FAMILY SERVIC	7/11/2024 0:00	\$5,150.00	102236	E	01	005	000	CONTRACTED SERVICES-MENTAL HEALTH
7	238705	04824	GV PRO SCORING TABLES	7/11/2024 0:00	\$195.00	102231	E	01	050	000	ZGD20015 REPLACEMENT PODIUM PANEL
7	238705	04824	GV PRO SCORING TABLES	7/11/2024 0:00	\$25.00	102231	E	01	050	000	SHIPPING
7	238706	06051	HONEYWELL INC.	7/11/2024 0:00	\$11,205.01	102229	E	01	005	380	AUTOMATION SERVICES CONTRACT RENEWAL FOR THE 2024-2025 SCHOOL YEAR
7	238706	06051	HONEYWELL INC.	7/11/2024 0:00	\$0.00	102229	E	01	005	380	AGREEMENT #40099547
7	238707	7782	INTEGRATED SYSTEMS CORPORATION	7/11/2024 0:00	\$243.00	102248	E	01	005	000	SKYWARD HOSTING JULY 2024
7	238707	7782	INTEGRATED SYSTEMS CORPORATION	7/11/2024 0:00	\$243.00	102249	E	01	005	000	SKYWARD HOSTING SERVICES AUGUST 2024
7	238708	03382	IXL LEARNING	7/11/2024 0:00	\$3,829.50	102250	E	01	330	000	UPGRADE IXL SITE LICENSE 2ND YEAR OF 3
7	238708	03382	IXL LEARNING	7/11/2024 0:00	\$3,829.50	102250	E	01	050	000	UPGRADE IXL SITE LICENSE 2ND YEAR OF 3
7	238709	04509	JJ & ZAK	7/11/2024 0:00	\$0.00	102227	E	01	005	308	FOR 2024-2025 SCHOOL YEAR - INVOICE AFTER 7-1-2024
7	238709	04509	JJ & ZAK	7/11/2024 0:00	\$1,199.00	102227	E	01	005	308	ICU DATABASE RENEWAL
7	238709	04509	JJ & ZAK	7/11/2024 0:00	\$200.00	102227	E	01	005	308	STUDENT EMAIL FIELD/NOTIFICATIONS
7	238709	04509	JJ & ZAK	7/11/2024 0:00	\$0.00	102227	E	01	005	308	SPANISH NOTIFICATIONS (\$400 ONE TIME FEE PAID JULY 2023
7	238710	04076	JOHNSON CONTROLS, INC.	7/11/2024 0:00	\$1,117.00	102237	E	01	005	363	WINDOM ELEMENTARY ROC 2024- YR 2 OF 3
7	238710	04076	JOHNSON CONTROLS, INC.	7/11/2024 0:00	\$7,850.00	102238	E	01	005	363	PLANNED SERVICE AGREEMENT 7.1.24-6.30.25
7	238711	03821	LEARNING A-Z	7/11/2024 0:00	\$0.00	102228	E	01	330	000	QUOTE #10617427
7	238711	03821	LEARNING A-Z	7/11/2024 0:00	\$0.00	102228	E	01	330	000	FOR 2024-2025 SCHOOL YEAR - INVOICE AFTER 7-1-2024
7	238711	03821	LEARNING A-Z	7/11/2024 0:00	\$1,056.00	102228	E	01	330	000	READING A-Z 8 CLASSROOMS GRADES 1/2
7	238711	03821	LEARNING A-Z	7/11/2024 0:00	\$1,056.00	102228	E	01	330	000	RAZ KIDS 8 CLASSROOMS GRADES 1/2
7	238711	03821	LEARNING A-Z	7/11/2024 0:00	\$968.00	102228	E	01	330	000	VOCABULARY A-Z 8 CLASSROOMS GRADES 1/4
7	238712	8876	MADISON NATIONAL LIFE INS CO, INC	7/11/2024 0:00	\$1,920.69	102217	E	01	005	000	LONG TERM DISABILITY
7	238712	8876	MADISON NATIONAL LIFE INS CO, INC	7/11/2024 0:00	\$914.28	102217	E	01	005	000	TERM LIFE INSURANCE
7	238713	03339	MARSH & MCLENNAN AGENCY - RJF M	7/11/2024 0:00	\$399.00	102235	E	01	005	000	WINDOM 24-25 VOLUNTEER ACCIDENT INVOICE 7.1.24-7.1.25
7	238714	05077	MASA/MASE	7/11/2024 0:00	\$860.00	102239	E	01	005	000	MASA ACTIVE
7	238714	05077	MASA/MASE	7/11/2024 0:00	\$485.00	102239	E	01	005	000	AASA ADMINISTRATOR
7	238715	05077	MASA/MASE	7/11/2024 0:00	\$209.00	102240	E	01	005	308	PARTICIPANT REGISTRATION 64095-JAMIE FRANK
7	238716	00144	MASBO	7/11/2024 0:00	\$110.00	102244	E	01	005	308	ACTIVE MEMBERSHIP- PEGGY P.
7	238717	01638	MASSP	7/11/2024 0:00	\$615.00	102215	E	01	050	000	MASSP DUES
7	238717	01638	MASSP	7/11/2024 0:00	\$250.00	102215	E	01	050	000	NASSP DUES
7	238717	01638	MASSP	7/11/2024 0:00	\$30.00	102215	E	01	050	000	MASSP DIVISION DUES-SOUTHWEST
7	238717	01638	MASSP	7/11/2024 0:00	\$615.00	102216	E	01	060	000	MASSP DUES
7	238717	01638	MASSP	7/11/2024 0:00	\$250.00	102216	E	01	060	000	NASSP DUES
7	238717	01638	MASSP	7/11/2024 0:00	\$30.00	102216	E	01	060	000	MASSP DIVISION SOUTHWEST
7	238718	8584	MASTER ELECTRIC COMPANY INC	7/11/2024 0:00	\$1,404.00	102185	E	01	005	342	REPAIR MSHS PAGING SYSTEM
7	238718	8584	MASTER ELECTRIC COMPANY INC	7/11/2024 0:00	\$35.00	102185	E	01	005	342	TRUCK CHARGE
7	238719	9306	MILLER, DUSTIN	7/11/2024 0:00	\$1,919.50	102234	E	04	005	321	WML YOUTH FB GEAR RIDDELL
7	238719	9306	MILLER, DUSTIN	7/11/2024 0:00	\$3,580.96	102234	E	04	005	321	WML YOUTH FB GEAR RIDDELL
7	238719	9306	MILLER, DUSTIN	7/11/2024 0:00	\$1,879.93	102234	E	04	005	321	WML YOUTH FB GEAR RIDDELL

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238719	9306	MILLER, DUSTIN	7/11/2024 0:00	\$565.34	102234	E	04	005	321	WML YOUTH FB GEAR BSN
7	238720	00141	MINNESOTA RURAL EDUCATION ASSN	7/11/2024 0:00	\$1,100.00	102252	E	01	005	000	BASE FEE
7	238720	00141	MINNESOTA RURAL EDUCATION ASSN	7/11/2024 0:00	\$1,269.00	102252	E	01	005	000	LEGISLATIVE FEE
7	238721	00559	MINNESOTA SCHOOL BOARD ASSOC	7/11/2024 0:00	\$2,700.00	102247	E	01	005	000	BOARBOOK SUBSCRIPTION
7	238721	00559	MINNESOTA SCHOOL BOARD ASSOC	7/11/2024 0:00	\$750.00	102247	E	01	005	000	POLICY SERVICES SUBSCRIPTION
7	238721	00559	MINNESOTA SCHOOL BOARD ASSOC	7/11/2024 0:00	\$5,130.00	102247	E	01	005	000	ISD MEMBERSHIP
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$279.24	102197	E	01	005	723	ELC ESY AM ROUTE
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$279.24	102197	E	01	005	723	ELC ESY PM ROUTE
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$465.40	102197	E	01	005	723	ESY ROUTE ROUTE 6.10, 2X16/17 2X 20TH
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$279.24	102197	E	01	005	723	ESY ROUTE W/ WHEEL CHAIR 6.10, 17, 18
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$963.96	102197	E	01	005	723	ESY ROUTE 6.11, 12, 8
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$886.86	102197	E	01	005	733	VAN MILES
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$0.61	102197	E	01	005	723	DIESEL SHARE SPED
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$65.43	102197	E	01	005	733	DIESEL SHARE REGULAR
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$4.29	102197	E	01	005	723	GAS SHARE SPED
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$19.12	102197	E	01	005	733	GAS SHARE REGULAR
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$769.07	102197	E	01	005	733	X-CURRICULAR BUS HOURS
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	\$1,239.68	102197	E	01	005	733	X-CURRICULAR PER MILE
7	238722	04475	PALMER BUS SERVICE	7/11/2024 0:00	-\$1,300.00	102197	E	01	005	733	JUNE TERMINAL RENT
7	238723	03504	PERFORMANCE FOODSERVICE- MARS	7/11/2024 0:00	\$614.50	102186	E	02	005	709	SUMMER FOOD
7	238723	03504	PERFORMANCE FOODSERVICE- MARS	7/11/2024 0:00	\$59.50	102186	E	02	005	709	SUMMER SUPPLIES
7	238723	03504	PERFORMANCE FOODSERVICE- MARS	7/11/2024 0:00	\$577.40	102187	E	02	005	709	SUMMER FOOD
7	238723	03504	PERFORMANCE FOODSERVICE- MARS	7/11/2024 0:00	\$76.50	102187	E	02	005	709	SUMMER SUPPLIES
7	238723	03504	PERFORMANCE FOODSERVICE- MARS	7/11/2024 0:00	\$502.43	102188	E	02	005	709	SUMMER FOOD
7	238724	04319	POWERSCHOOL GROUP LLC	7/11/2024 0:00	\$7,434.00	102242	E	01	005	000	SCHOOLGY LMS SUBSCRIPTION 8.1.24-7.31.25
7	238725	03236	REGION 1	7/11/2024 0:00	\$997.00	102246	E	01	330	000	FY25LIBRARY MANAGER SUPPORT 3 SITES
7	238725	03236	REGION 1	7/11/2024 0:00	\$997.00	102246	E	01	050	000	FY25LIBRARY MANAGER SUPPORT 3 SITES
7	238725	03236	REGION 1	7/11/2024 0:00	\$518.56	102246	E	01	330	000	FY 25 HOSTING LIBRARY MANAGER
7	238725	03236	REGION 1	7/11/2024 0:00	\$518.56	102246	E	01	330	000	FY 25 HOSTING LIBRARY MANAGER
7	238726	02720	RENAISSANCE LEARNING	7/11/2024 0:00	\$0.00	102230	E	01	005	312	QUOTE #3103584
7	238726	02720	RENAISSANCE LEARNING	7/11/2024 0:00	\$4,491.00	102230	E	01	005	312	FASTBRIDGE SUBSCRIPTION FOR 2024-2025 SCHOOL YEAR
7	238726	02720	RENAISSANCE LEARNING	7/11/2024 0:00	\$500.00	102230	E	01	005	312	KNOWLEDGE TRANSFER WORKSHOP
7	238726	02720	RENAISSANCE LEARNING	7/11/2024 0:00	\$500.00	102230	E	01	005	312	SYSTEM MANAGMENT WORKSHOP
7	238726	02720	RENAISSANCE LEARNING	7/11/2024 0:00	\$2,000.00	102230	E	01	005	312	VIRTUAL TRAINING
7	238726	02720	RENAISSANCE LEARNING	7/11/2024 0:00	\$495.00	102230	E	01	005	312	VIRTUAL CONSULTATIONS
7	238726	02720	RENAISSANCE LEARNING	7/11/2024 0:00	\$0.00	102230	E	01	005	312	INVOICE AFTER 7-1-2024
7	238727	9135	RICHARD ERICKSON	7/11/2024 0:00	\$5,000.00	102233	E	04	005	325	TEDDY BEAR BAND
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$405.00	102232	E	01	050	000	FB HELMET SPDFX SPEED FLEX WHITE-SMALL
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$1,215.00	102232	E	01	050	000	FB HELMET SPDFX SPEED FLEX WHITE-MEDIUM
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$810.00	102232	E	01	050	000	FB HELMET SPDFX SPEED FLEX WHITE-LARGE
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$85.50	102232	E	01	050	000	PAINT
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$175.25	102232	E	01	050	000	HELMET SPD CSPEED CLASSIC YOUTH SMALL
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$350.50	102232	E	01	050	000	HELMET SPD CSPEED CLASSIC YOUTH MEDIUM
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$175.25	102232	E	01	050	000	HELMET SPD CSPEED CLASSIC YOUTH LARGE

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$47.00	102232	E	01	050	000	PAINT
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$330.00	102232	E	01	050	000	SMOKE SK SHOULDER PAD MEDIUM
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$165.00	102232	E	01	050	000	SMOKE SK SHOULDER PAD LARGE
7	238728	00719	RIDDELL- ALL AMERICAN SPORTS COF	7/11/2024 0:00	\$158.95	102232	E	01	050	000	SHIPPING
7	238729	7317	RON'S ELECTRIC	7/11/2024 0:00	\$3.90	102191	E	01	005	349	1/2" SEALTITE
7	238729	7317	RON'S ELECTRIC	7/11/2024 0:00	\$2.32	102191	E	01	005	349	12 SOLID THHN=THWN COPPER
7	238729	7317	RON'S ELECTRIC	7/11/2024 0:00	\$7.50	102191	E	01	005	349	MISC SUPPLIES
7	238729	7317	RON'S ELECTRIC	7/11/2024 0:00	\$150.00	102191	E	01	005	349	LABOR
7	238730	00716	RUNNINGS	7/11/2024 0:00	\$159.99	102209	E	01	050	000	PUMP ROLLER
7	238730	00716	RUNNINGS	7/11/2024 0:00	\$19.99	102209	E	01	050	000	HUB L095
7	238730	00716	RUNNINGS	7/11/2024 0:00	\$17.34	102208	E	01	005	000	ENGINE OIL
7	238730	00716	RUNNINGS	7/11/2024 0:00	\$98.89	102207	E	01	005	000	SUPPLIES FOR RIVERFEST PARADE
7	238730	00716	RUNNINGS	7/11/2024 0:00	\$37.47	102210	E	01	050	000	DISCHARGE KIT
7	238731	8407	SCHUMACHER ELEVATOR CO	7/11/2024 0:00	\$1,916.29	102241	E	01	005	347	ELEVATOR MAINTENANCE ELEMENTAARY
7	238732	00780	SCHWALBACH HDWE	7/11/2024 0:00	\$169.98	102202	E	01	050	000	PLASTIC FOR SANDBAGS
7	238732	00780	SCHWALBACH HDWE	7/11/2024 0:00	\$367.04	102202	E	01	050	000	GENERAL MAINTENANCE SUPPLIES
7	238733	02165	SCHWICKERT'S TECTA AMERICA	7/11/2024 0:00	\$4,711.59	102194	E	01	005	368	REPAIRED 100 LF OF GRAVEL STOP FLASHING
7	238734	04802	SEESAW LEARNING INC. LOCKBOX	7/11/2024 0:00	\$0.00	102223	E	01	330	401	SEESAW THREE YEAR SUBSCRIPTION BEGINNING 24-25 THROUGH 26-27
7	238734	04802	SEESAW LEARNING INC. LOCKBOX	7/11/2024 0:00	\$3,025.00	102223	E	01	330	401	SEESAW SUBSCRIPTION YEAR ONE 24-25 TO BE BILLED AFTER 7.1.24
7	238734	04802	SEESAW LEARNING INC. LOCKBOX	7/11/2024 0:00	\$0.00	102223	E	01	330	401	SEESAW SUBSCRIPTION YEAR TWO (\$3,025) 25-26 TO BE BILLED AFTER 7.1.25
7	238734	04802	SEESAW LEARNING INC. LOCKBOX	7/11/2024 0:00	\$0.00	102223	E	01	330	401	SEESAW SUBSCRIPTION YEAR THREE (\$3,025) 26-27 TO BE BILLED AFTER 7.1.26
7	238735	03973	SFM	7/11/2024 0:00	\$95,547.00	102218	E	01	005	000	WORK COMP MN INSTALLMENT
7	238735	03973	SFM	7/11/2024 0:00	\$3,498.00	102218	E	01	005	000	MN SPECIAL COMP FUND ASSESSMENT
7	238736	03716	STATE OF MN - FIRE MARSHAL	7/11/2024 0:00	\$392.00	102193	E	01	005	363	FIRE INSPECTION HIGHLAND
7	238736	03716	STATE OF MN - FIRE MARSHAL	7/11/2024 0:00	\$1,035.20	102193	E	01	005	363	FIRE INSPECTION WINDOM ELEMENTARY
7	238736	03716	STATE OF MN - FIRE MARSHAL	7/11/2024 0:00	\$3,122.41	102193	E	01	005	363	FIRE INSECTION WINDOM MSHS
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,391.57	102200	E	01	998	000	ALC-W
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,480.00	102200	E	01	998	000	STARRS OL
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$596.44	102200	E	01	998	000	ALC-W
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$795.50	102200	E	01	998	000	ALC-W
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$795.50	102200	E	01	998	000	ALC-W
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,480.00	102200	E	01	998	000	STARRS-OL
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,354.08	102200	E	01	998	000	ALC-W
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,680.00	102200	E	01	998	000	STARRS-OL
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,806.00	102200	E	01	998	000	ALC-W
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,806.00	102200	E	01	998	000	ALC-W
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$4,197.27	102201	E	01	005	740	JF BEHAVIOR ANALYST-SALARY
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,427.07	102201	E	01	005	740	JF BEHAVIOR ANALYST-BENEFITS
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$1,735.66	102201	E	01	005	740	JF BEHAVIOR ANALYST-OTHER
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$21,996.75	102201	E	01	005	000	RCR MENTAL HEALTH SERVICES-GEN ED
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$2,532.00	102201	E	01	005	308	PT MENTAL HEALTH SERVICES-GEN ED
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$17,069.25	102201	E	01	005	740	AV OT SERVICES
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$4,089.25	102201	E	01	060	740	WH-ORIENTATION & MOBILITY
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$12,428.50	102201	E	01	060	740	AL SPEECH/LANGUAGE PATHOLOGIST

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$14,500.00	102201	E	01	330	740	HW SPEECH/LANGUAGE PATHOLOGIST
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$2.00	102201	E	01	330	740	HW SPEECH/LANGUAGE PATHOLOGIST
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	-\$3,529.50	102201	E	01	005	740	KGN TEACHER OF DEAF/HOH
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	-\$5,294.00	102201	E	01	005	740	DW TEACHER OF DEAF/HOH
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	\$8,453.75	102201	E	01	060	740	WH TEACHER OF VISUALLY IMPAIRED
7	238737	00412	SW/WC SERVICE COOPERATIVE	7/11/2024 0:00	-\$1,513.00	102201	E	01	060	740	KO TEACHER OF VISUALLY IMPAIRED
7	238738	8739	TWENTY4SEVEN FIRE AND SECURITY	7/11/2024 0:00	\$960.00	102184	E	01	005	363	LABOR FOR FAILING DEVICE REPLACED WITH NEW
7	238738	8739	TWENTY4SEVEN FIRE AND SECURITY	7/11/2024 0:00	\$95.00	102184	E	01	005	363	TRUCK CHARGE
7	238738	8739	TWENTY4SEVEN FIRE AND SECURITY	7/11/2024 0:00	\$115.00	102184	E	01	005	363	WALL MOUNT AUTOCALL SPEAKER STROBE
7	238739	00744	WINDOM AREA HEALTH	7/11/2024 0:00	\$9.38	102183	E	01	005	740	PT MILEAGE
7	238739	00744	WINDOM AREA HEALTH	7/11/2024 0:00	\$260.00	102183	E	01	005	740	PT SERVICES
7	238740	01497	WINDOM FARM SERVICE	7/11/2024 0:00	\$735.31	102192	E	01	005	000	LAWN EQUIPMENT REPAIRS-TORO DIESEL
7	238741	7338	240201-NCBERS MINNESOTA	7/19/2024 0:00	\$64.00	102283	B	01	215		PERA LIFE INSURANCE
7	238742	05110	BARGEN INC	7/19/2024 0:00	\$9,547.50	102295	E	01	005	384	CRACK REPAIR - APPROXIMATE 3500 FEET
7	238743	04424	BIG SOUTH CONFERENCE	7/19/2024 0:00	\$3,000.00	102304	E	01	050	000	MEMBERSHIP DUES FOR 2024-25
7	238744	8341	Cottonwood County Agricultural Society %	7/19/2024 0:00	\$85.00	102297	E	04	005	325	FAIR BOOTH ECFE
7	238745	01878	DAILY GLOBE	7/19/2024 0:00	\$151.09	102299	E	01	050	000	MSHS LIBRARY 1 YEAR SUBSCRIPTION
7	238746	8867	HEALTH-E PRO	7/19/2024 0:00	\$1,900.00	102296	E	02	005	701	MENU PLANNING SOFTWARE
7	238746	8867	HEALTH-E PRO	7/19/2024 0:00	\$380.00	102296	E	02	005	701	MENU PLANNING PER SITE
7	238746	8867	HEALTH-E PRO	7/19/2024 0:00	\$200.00	102296	E	02	005	701	PRODUCTION MANULE
7	238746	8867	HEALTH-E PRO	7/19/2024 0:00	\$380.00	102296	E	02	005	701	PRODUCTION MODULE PER SITE
7	238746	8867	HEALTH-E PRO	7/19/2024 0:00	\$200.00	102296	E	02	005	701	ONLINE MENUS MODULE
7	238746	8867	HEALTH-E PRO	7/19/2024 0:00	\$196.00	102296	E	02	005	701	ONLINE MENUS MODULE PER SITE
7	238746	8867	HEALTH-E PRO	7/19/2024 0:00	-\$162.80	102296	E	02	005	701	5% ANNUAL DISCOUNT W/ 3 YEAR AGREEMENT
7	238747	05191	JAMF SOFTWARE	7/19/2024 0:00	\$0.00	102300	E	01	005	000	QUOTE #Q-856096
7	238747	05191	JAMF SOFTWARE	7/19/2024 0:00	\$0.00	102300	E	01	005	000	ONE YEAR SUBSCRIPTION FOR THE 24-25 SCHOOL YEAR FROM 7-1-2024 TO 06-30-2025
7	238747	05191	JAMF SOFTWARE	7/19/2024 0:00	\$2,502.00	102300	E	01	005	000	EDU-RC JAMF PRO MACOS
7	238747	05191	JAMF SOFTWARE	7/19/2024 0:00	\$3,173.50	102300	E	01	005	000	JAMF SCHOOL SUBSCRIPTION RENEWAL
7	238747	05191	JAMF SOFTWARE	7/19/2024 0:00	\$1,107.00	102300	E	01	005	000	EDU-NC JAMF PRO IOS
7	238747	05191	JAMF SOFTWARE	7/19/2024 0:00	\$153.00	102300	E	01	005	000	EDU-NC JAMP PRO TVOS
7	238747	05191	JAMF SOFTWARE	7/19/2024 0:00	\$126.50	102300	E	01	005	000	JAMF SCHOOL SUBSCRIPTION
7	238748	01775	LAKESHORE CURRICULUM MAT CO	7/19/2024 0:00	\$22.78	102301	E	01	330	000	TA2611 Red Baseline Ruled Newsprint - Gr. 1
7	238748	01775	LAKESHORE CURRICULUM MAT CO	7/19/2024 0:00	\$22.78	102301	E	01	330	000	TA2612 Red Baseline Ruled Newsprint - Gr. 2
7	238748	01775	LAKESHORE CURRICULUM MAT CO	7/19/2024 0:00	\$22.78	102301	E	01	330	000	TA2610 Red Baseline Ruled Newsprint - Pre K-Kindergarten
7	238748	01775	LAKESHORE CURRICULUM MAT CO	7/19/2024 0:00	\$22.78	102301	E	01	330	000	TA2633 Red Baseline Ruled Newsprint - Gr. 3
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$7.10	102257	R	01	050	000	LUMBER 2X4X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$119.10	102262	E	01	050	830	2X4X12 PREMIUM
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$153.70	102262	E	01	050	830	23/32X4X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$189.80	102262	E	01	050	830	15/32X4X08 4 PLY ACX
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$109.62	102261	E	01	050	830	SOFFET
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$119.75	102261	E	01	050	830	FACIA
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$112.64	102261	E	01	050	830	PLYWOOD
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$70.70	102261	E	01	050	830	1X4 8'
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$10.70	102261	E	01	050	830	ROOFING NAILS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$22.32	102258	R	01	050	000	LUMBER FOR PICNIC TABLES 2X8X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$6.61	102258	R	01	050	000	LUMBE 2X6X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$61.20	102255	R	01	050	000	LUMBER 4X4X12
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$18.80	102255	R	01	050	000	LUBMER 2X6X18
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$2.72	102260	R	01	050	000	FINANCE CHARGE
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$49.08	102256	R	01	050	000	PINE 1X6X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$13.22	102256	R	01	050	000	LUMBER 2X6X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$11.16	102256	R	01	050	000	LUMBER 2X8X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$19.47	102256	R	01	050	000	LUMBER 4X4X8
7	238749	00455	LAMPERT LUMBER	7/19/2024 0:00	\$11.82	102259	R	01	050	000	GREEN TREATED LUMBER 1X6X8
7	238750	01638	MASSP	7/19/2024 0:00	\$175.00	102305	E	01	005	308	BJ MASSP SCHOOL LAW SEMINAR
7	238750	01638	MASSP	7/19/2024 0:00	\$175.00	102306	E	01	005	308	DN MASSP SCHOOL LAW SEMINAR
7	238752	03504	PERFORMANCE FOODSERVICE- MARS	7/19/2024 0:00	\$495.08	102298	E	02	005	709	SUMMER FOOD
7	238752	03504	PERFORMANCE FOODSERVICE- MARS	7/19/2024 0:00	\$49.35	102298	E	02	005	709	SUMMER SUPPLIES
7	238752	03504	PERFORMANCE FOODSERVICE- MARS	7/19/2024 0:00	\$173.68	102298	E	02	005	709	ADVENTURE CLUB
7	238753	02165	SCHWICKERT'S TECTA AMERICA	7/19/2024 0:00	\$1,533.80	102303	E	01	005	383	INVESTIGATE AND REPAIR ROOF LEAK
7	238754	03948	WILLIAMS, LAURA	7/19/2024 0:00	\$100.00	102307	R	04	005	321	CE TRIP REFUND
7	238755	01249	WINDOM FIRE & SAFETY, LLC	7/19/2024 0:00	\$107.95	102294	E	01	005	363	WINFAIR
7	238755	01249	WINDOM FIRE & SAFETY, LLC	7/19/2024 0:00	\$180.00	102294	E	01	005	363	HIGHLAND
7	238755	01249	WINDOM FIRE & SAFETY, LLC	7/19/2024 0:00	\$140.00	102294	E	01	005	363	ELEMENTARY
7	238755	01249	WINDOM FIRE & SAFETY, LLC	7/19/2024 0:00	\$1,023.60	102294	E	01	005	363	HIGHSCHOOL
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	QUOTE#BCONN-05232024032457-001 ACCOUNT #291836
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	FOR 2024-2025 SCHOOL YEAR - DO NOT INVOICE OR SHIP UNTIL AFTER JULY 1, 2024
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$8,290.80	102309	E	01	060	302	INSPIRE SCIENCE EARTH AND SPACE PRINT AND DIGITAL STUDENT BUNDLE 6 YEAR SUBSCRIPTION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$9,881.25	102309	E	01	060	302	INSPIRE SCIENCE EARTH AND SPACE HC DIGITAL STUDENT BUNDLE 6 YEAR SUBSCRIPTION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	INSPIRE SCIENCE EARTH HC TEACHER EDITION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	INSPIRE SCIENCE EARTH TEACHER ONLINE 6 YEAR SUBSCRIPTION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$3,098.64	102309	E	01	060	302	INSPIRE SCIENCE EARTH AND SPACE COLLABORATION KIT UNITS 1-4 BUNDLE 10 BOXES
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$8,290.80	102309	E	01	060	302	INSPIRE SIENCE LIFE STRUCTURE AND FUNCTION PRINT AND DIGITAL STUDENT BUNDLE 6 YEAR SUBSCRIPTION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$9,881.25	102309	E	01	060	302	INSPIRE SCIENCE LIFE STRUCTRE AND FUNCTION DIGITAL STUDENT BUNDLE 6 YEAR SUBSCRITPION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	INSPIRE SCIENCE LIFE STRUCTURE AND FUNCTION TEACHER EDITION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	INSPIRE SCIENCE LIFE STRUCTURE AND FUNCTION TEACHER ONLINE 6 YEAR SUBSCRIPTION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$2,072.58	102309	E	01	060	302	INSPIRE SCIENCE LIFE STURCUTRE AND FUNCTION COLLABOARTION KIT UNITS 1-4 BUNDLE 4 BOXES
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$8,290.80	102309	E	01	060	302	INSPIRE SCIENCE PHYSICAL PRINT AND DIGITAL STUDENT BUNDLE 6 YEAR SUBSCRIPTION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$9,881.25	102309	E	01	060	302	INSPIRE SCIENCE PHYSCIAL HC DIGITAL STUDENT BUNDLE 6 YEAR SUBSCRIPTOIN
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	INSPIRE SCIENCE PHYSICAL HC TEACHER EDITIAON
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	INSPIRE SCIENCE PHYCIAL ONLINE TEACHER 6 YEAR SUBSCRIPTION
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$5,409.96	102309	E	01	060	302	INSPIRE SCIENCE PHYSICAL COLLABORATION KIT UNITS 1-4 BUNDLE 7 BOXES
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	SCIENCE STAFF DEVELOPMENT
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$0.00	102309	E	01	060	302	PROFESSIONAL LEARNING HALF DAY ONLINE TRAINING 2 HOUR SECSSION GRADES 6-12
7	238756	01562	MCGRAW HILL LLC	7/22/2024 0:00	\$2,471.34	102309	E	01	060	302	SHIPPING
7	238757	01582	APPLE COMPUTER INC	8/1/2024 0:00	\$999.00	102397	E	01	005	000	13 INCH MAC BOOK AIR
7	238757	01582	APPLE COMPUTER INC	8/1/2024 0:00	\$0.00	102397	E	01	005	000	QUOTE 2212919164
7	238758	05110	BARGEN INC	8/1/2024 0:00	\$8,575.00	102398	E	01	005	384	INFARED PATCHING PER HEAT

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238759	04566	BENCHMARK EDUCATION COMPANY	8/1/2024 0:00	\$5,595.00	102399	E	01	330	000	SCHOOL WIDE BENCHMARK LITERACY
7	238759	04566	BENCHMARK EDUCATION COMPANY	8/1/2024 0:00	\$1,640.00	102399	E	01	330	000	BENCHMARK WORKSHOP GRADE 4 RENEWAL SUBSCRIPTION
7	238759	04566	BENCHMARK EDUCATION COMPANY	8/1/2024 0:00	\$564.00	102399	E	01	330	000	SHIPPING
7	238760	04273	BIMBO FOODS INC/EARTHGRAINS BAK	8/1/2024 0:00	\$52.08	102400	E	02	005	709	BREAD
7	238761	00973	CITY OF WINDOM	8/1/2024 0:00	\$613.29	102403	E	01	005	342	STIPEND 2023-2024 SRO APRIL, MAY AND JUNE
7	238761	00973	CITY OF WINDOM	8/1/2024 0:00	\$2,500.00	102402	E	01	050	000	2024 PARK FEE
7	238761	00973	CITY OF WINDOM	8/1/2024 0:00	\$21,093.39	102404	E	01	005	000	SRO REGULAR APRIL MAY AND JUNE
7	238762	00132	COTTONWOOD COUNTY SOLID WASTE	8/1/2024 0:00	\$15.00	102401	E	01	005	000	GARBAGE REMOVAL
7	238763	9131	Dell Inc.	8/1/2024 0:00	\$0.00	102405	E	01	005	302	FOR 2024-2025 SCHOOL YEAR. INVOICE AFTER 7-1-2024
7	238763	9131	Dell Inc.	8/1/2024 0:00	\$0.00	102405	E	01	005	302	QUOTE #3000177683037.1
7	238763	9131	Dell Inc.	8/1/2024 0:00	\$29,974.88	102405	E	01	005	302	OPTIPLEX ALL IN ONE PLUS 7420
7	238763	9131	Dell Inc.	8/1/2024 0:00	\$0.00	102405	E	01	005	302	SEE QUOTE FOR COMPLETE DESCRIPTION
7	238764	00356	EAST SIDE JERSEY DAIRY INC	8/1/2024 0:00	\$1,219.05	102407	E	02	005	709	WINDOM WINFAIR ELEMENTARY
7	238764	00356	EAST SIDE JERSEY DAIRY INC	8/1/2024 0:00	\$784.84	102406	E	02	005	709	WINDOM EARLY CHILDHOOD
7	238765	7782	INTEGRATED SYSTEMS CORPORATION	8/1/2024 0:00	\$243.00	102408	E	01	005	000	ISCORP HOSTING FOR SKYWARD STUDENT
7	238766	05105	J.H. LARSON ELECTRICAL CO.	8/1/2024 0:00	\$585.29	102409	E	01	005	000	FLUORESCENT LAMP (QTY 240)
7	238767	02350	KINECT ENERGY INC	8/1/2024 0:00	\$547.00	102396	E	01	005	000	ENERGY MGMT FEE- AUGUST 2024
7	238768	02350	KINECT ENERGY INC	8/1/2024 0:00	\$64.48	102391	E	01	020	000	HIGHLAND NATURAL GAS
7	238768	02350	KINECT ENERGY INC	8/1/2024 0:00	\$696.55	102391	E	01	330	000	ELEMENTARY NATURAL GAS
7	238768	02350	KINECT ENERGY INC	8/1/2024 0:00	-\$316.11	102391	E	01	030	000	WINFAIR NATURAL GAS
7	238768	02350	KINECT ENERGY INC	8/1/2024 0:00	\$1,518.28	102391	E	01	050	000	MSHS NATURAL GAS
7	238768	02350	KINECT ENERGY INC	8/1/2024 0:00	\$45.00	102391	E	01	005	000	STORAGE SHED NATURAL GAS
7	238769	9267	MAMMOTH SPORTS CONSTRUCTION L	8/1/2024 0:00	\$4,000.00	102410	E	01	005	000	CONSULTATION-20% COMPLETE
7	238769	9267	MAMMOTH SPORTS CONSTRUCTION L	8/1/2024 0:00	\$304.54	102410	E	01	005	000	REIMBURSABLE EXPENSES
7	238770	8517	PREMIER F&E	8/1/2024 0:00	\$1,962.32	102392	E	01	005	000	ELEVATE PLYMOUTH II DESK
7	238770	8517	PREMIER F&E	8/1/2024 0:00	\$675.00	102392	E	01	005	000	INSTALL
7	238771	00496	MTI DISTRIBUTING, INC.	8/1/2024 0:00	\$43.92	102411	E	01	005	000	BLEED CAP ASSY
7	238771	00496	MTI DISTRIBUTING, INC.	8/1/2024 0:00	\$16.38	102411	E	01	005	000	SHIPPING
7	238771	00496	MTI DISTRIBUTING, INC.	8/1/2024 0:00	\$37.08	102412	E	01	005	000	METERING ROD
7	238771	00496	MTI DISTRIBUTING, INC.	8/1/2024 0:00	\$16.38	102412	E	01	005	000	SHIPPING
7	238771	00496	MTI DISTRIBUTING, INC.	8/1/2024 0:00	\$176.00	102413	E	01	050	000	1" RISER EXTENSION
7	238771	00496	MTI DISTRIBUTING, INC.	8/1/2024 0:00	\$968.58	102413	E	01	050	000	640 SERIES ROTOR
7	238771	00496	MTI DISTRIBUTING, INC.	8/1/2024 0:00	\$22.37	102413	E	01	050	000	SHIPPING
7	238772	03504	PERFORMANCE FOODSERVICE- MARS	8/1/2024 0:00	\$115.36	102414	E	02	005	709	SUMMER SUPPLIES
7	238772	03504	PERFORMANCE FOODSERVICE- MARS	8/1/2024 0:00	\$401.69	102414	E	02	005	709	SUMMER FOOD
7	238772	03504	PERFORMANCE FOODSERVICE- MARS	8/1/2024 0:00	\$150.02	102414	E	02	005	709	HIGH SCHOOL SUPPLY
7	238772	03504	PERFORMANCE FOODSERVICE- MARS	8/1/2024 0:00	\$208.07	102415	E	02	005	709	SUMMER SUPPLY
7	238772	03504	PERFORMANCE FOODSERVICE- MARS	8/1/2024 0:00	\$584.12	102415	E	02	005	709	SUMMER FOOD
7	238773	01446	REALLY GOOD STUFF	8/1/2024 0:00	\$44.64	102416	E	01	330	000	172769 Really Good Stuff Large Basket Boho 6 Pack
7	238773	01446	REALLY GOOD STUFF	8/1/2024 0:00	\$85.49	102416	E	01	330	000	164806 Large Rectangle Book Baskets 12 Pack Rainbow
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$6,750.00	102417	E	01	050	302	EXPERIENCE CHEMISTRY HARDOVER STUDENT EDITION AND DIGITAL COURSEWARE 6 YEAR LICENSE GRADE 9-12
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$4,702.50	102417	E	01	050	302	EXPERIENCE CHEMISTRY DIGITAL COURSEWARE 6 YEAR LICENSE GRADE 9-12
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$0.00	102417	E	01	050	302	EXPERIENCE CHEMISTRY TEACHER GUIDE PACKAGE GRADE 9-12
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$7,569.00	102417	E	01	050	302	EXPERIENCE CHEMISTRY NATIONAL ESSENTIALS MATERIAL KIT GRADE 9-12

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$3,780.00	102417	E	01	050	302	EXPERIENCE PHYSICS STUDENT EDITION AND WORKBOOK AND DIGITAL COURSEWARE 6 YEAR LICENSE GRADE 9-12
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$28.00	102417	E	01	050	302	EXPERIENCE PHYSICS WORKBOOK GRADE 9-12
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$0.00	102417	E	01	050	302	EXPERIENCE PHYSICS TEACHER GUIDE GRADE 9-12
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$4,421.00	102417	E	01	050	302	EXPERIENCE PHYSICS ESSENTIALS MATERIAL KIT GRADE 9-12
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$1,879.44	102417	E	01	050	302	SHIPPING AND HANDLING
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$0.00	102417	E	01	050	302	QUOTE #254738-2
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$0.00	102417	E	01	050	302	FOR THE 2024-2025 SCHOOL YEAR
7	238774	8494	SAVVAS LEARNING COMPANY	8/1/2024 0:00	\$0.00	102417	E	01	050	302	DO NOT INVOICE OR SHIP UNTIL AFTER JULY 1, 2024
7	238775	8533	SCHOOL DATEBOOKS	8/1/2024 0:00	\$0.00	102418	E	01	330	000	FOR THE 2024-2025 SCHOOL YEAR
7	238775	8533	SCHOOL DATEBOOKS	8/1/2024 0:00	\$0.00	102418	E	01	330	000	DO NOT SHIP OR INVOICE UNTIL AFTER 7-1-2024
7	238775	8533	SCHOOL DATEBOOKS	8/1/2024 0:00	\$306.90	102418	E	01	330	000	CLASSIC ELEMENTARY MATRIX PLANNERS
7	238775	8533	SCHOOL DATEBOOKS	8/1/2024 0:00	\$46.04	102418	E	01	330	000	SHIPPING
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$15.56	102419	E	01	330	000	003466 School Smart Safety Pin, No 2, 1-1/2 Inches, Steel, Nickel Plated, Pack of 144 Item Number 003466
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$59.25	102419	E	01	330	000	079486 Paper Mate Flair Felt Tip Pens, Medium Point, 0.7 mm, Black, Pack of 12 Item Number 079486
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$39.50	102419	E	01	330	000	079487 Paper Mate Flair Felt Tip Pens, Medium Point, 0.7 mm, Red, Pack of 12 Item Number 079487
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$4.44	102419	E	01	330	000	1354264 School Smart Non-Toxic Permanent Markers, Broad Chisel Tip, Purple, Pack of 12 Item Number 1354264
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$11.24	102419	E	01	330	000	036981 School Smart Loose Leaf Rings, 2 Inches, Nickel Plated Steel, Pack of 50 Item Number 036981
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$24.94	102419	E	01	330	000	1500602 School Smart Non-Skid Paper Clips, Standard, 1-1/4 Inches, Steel, 10 Packs with 100 Clips Each, 1000 Total Item Number 1500602
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$194.20	102419	E	01	330	000	1277261 School Smart Laminating Film Roll, 25 Inches x 500 Feet, 1.5 Mil Thick, 1 Inch Core, High Gloss Item Number 1277261
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$84.45	102419	E	01	330	000	070314 School Smart Hanging File Folders, Letter Size, 1/3 Cut Tabs, Green, Pack of 25 Item Number 070314
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$20.78	102419	E	01	330	000	1482509 Highland 5910 Transparent Tape, 0.50 Inch x 36 Yards, Pack of 12 Item Number 1482509
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$38.58	102419	E	01	330	000	1301559 Neenah Bright White Cardstock, 8-1/2 x 11 Inches, 65 lb, Pack of 250 Item Number 1301559
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$22.48	102419	E	01	330	000	2103309 Astrobrights Colored Cardstock, 8-1/2 x 11 Inches, 65 lb, Punchy Pastel 5-Color Assortment, 100 Sheets Item Number 2103309
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$25.15	102419	E	01	330	000	077432 Astrobrights Colored Cardstock, 8-1/2 x 11 Inches, Assorted Happy Colors, Pack of 250 Item Number 077432
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$46.77	102419	E	01	330	000	2095590 LetterMark Multi-Purpose Paper, 20 lb, 8-1/2 x 11 Inches, Orchid, Pack of 500 Item Number 2095590
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$27.90	102419	E	01	330	000	054012 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Royal Blue, 50 Sheets Item Number 054012
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$41.85	102419	E	01	330	000	1006764 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, White, 50 Sheets Item Number 1006764
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$27.90	102419	E	01	330	000	216775 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Holiday Red, 50 Sheets Item Number 216775
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$27.90	102419	E	01	330	000	053970 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Yellow, 50 Sheets Item Number 053970
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$13.95	102419	E	01	330	000	054009 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Sky Blue, 50 Sheets Item Number 054009
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$27.90	102419	E	01	330	000	053979 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Turquoise, 50 Sheets Item Number 053979
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$27.90	102419	E	01	330	000	054000 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Shocking Pink, 50 Sheets Item Number 054000
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$27.90	102419	E	01	330	000	1006763 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Black, 50 Sheets Item Number 1006763
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$13.95	102419	E	01	330	000	054411 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Purple, 50 Sheets Item Number 054411
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$24.65	102419	E	01	330	000	054084 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Brilliant Lime, 50 Sheets Item Number 054084
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$24.65	102419	E	01	330	000	054150 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Black, 50 Sheets Item Number 054150
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$24.65	102419	E	01	330	000	054141 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, White, 50 Sheets Item Number 054141
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$49.30	102419	E	01	330	000	054111 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Royal Blue, 50 Sheets Item Number 054111
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$24.65	102419	E	01	330	000	054414 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Purple, 50 Sheets Item Number 054414
7	238776	8588	SCHOOL SPECIALTY LLC.	8/1/2024 0:00	\$64.99	102419	E	01	330	000	027288 Rainbow Kraft Duo-Finish Kraft Paper Roll, 40 lb, 36 Inches x 1000 Feet, White Item Number 027288
7	238777	00780	SCHWALBACH HDWE	8/1/2024 0:00	\$520.35	102395	E	01	005	000	GENERAL MAIN. ITEMS
7	238777	00780	SCHWALBACH HDWE	8/1/2024 0:00	\$329.90	102394	E	01	005	000	ROAD RESCUE
7	238777	00780	SCHWALBACH HDWE	8/1/2024 0:00	\$9.99	102394	E	01	005	000	GAUGE PRESSURE
7	238778	9319	SHS	8/1/2024 0:00	\$595.00	102422	E	02	030	701	HOOD AND VENT CLEANED

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
7	238778	9319	SHS	8/1/2024 0:00	\$225.00	102422	E	02	030	701	HOOD AND VENT POLISHED
7	238778	9319	SHS	8/1/2024 0:00	\$795.00	102423	E	02	330	701	HOOD AND VENT CLEANED
7	238778	9319	SHS	8/1/2024 0:00	\$225.00	102423	E	02	330	701	HOOD AND VENT POLISHED
7	238778	9319	SHS	8/1/2024 0:00	\$795.00	102421	E	02	005	701	HOOD AND VENT CLEANING MSHS KITCHEN CLEANED
7	238778	9319	SHS	8/1/2024 0:00	\$225.00	102421	E	02	005	701	HOOD AND VENT CLEANING MSHS KITCHEN POLISHED
7	238779	03428	SQUIRES, WALDSPURGER & MACE PA	8/1/2024 0:00	\$1,787.50	102393	E	01	005	000	SERVICES THROUGH 6.30.24
7	238780	00723	STAPLES OIL CO INC/EXPRESSWAY W	8/1/2024 0:00	\$285.66	102420	E	01	005	720	VAN GAS
7	238780	00723	STAPLES OIL CO INC/EXPRESSWAY W	8/1/2024 0:00	\$1,058.77	102420	E	01	005	000	MAIN. GAS
7	238781	9308	WESTED	8/1/2024 0:00	\$300.00	102424	E	04	005	344	DRDP PRESCHOOL ONLINE ASSESSMENT
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$9.45	102167	E	04	005	377	GROUP 6 BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$18.40	102167	E	04	005	377	GROUP 5 BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$27.50	102167	E	04	005	377	GROUP 4 BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$15.40	102167	E	04	005	377	GROUP 3 BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$16.50	102167	E	04	005	377	GROUP 2 BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$1.40	102167	E	04	005	377	GROUP 1 BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$5.55	102167	E	04	005	377	WELCOME BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$3.50	102167	E	04	005	377	GRADUATION BOOKS
7	712024	03762	DOLLYWOOD FOUNDATION	7/12/2024 0:00	\$59.76	102167	E	04	005	377	MAIL/SHIPPING
7	7052024	8187	BMO Credit Card	7/5/2024 0:00	\$13,688.24	102137	B	01	206		BMO Credit Card General June 2024 fund 01
7	7052024	8187	BMO Credit Card	7/5/2024 0:00	\$585.00	102137	B	02	206		BMO Credit Card General June 2024 fund 02
7	7052024	8187	BMO Credit Card	7/5/2024 0:00	\$2,440.56	102137	B	04	206		BMO Credit Card General June 2024 fund 04
7	7082024	7337	US FEDERAL TAXES	7/8/2024 0:00	\$882.00	102158	E	01	005	000	PCORI TAX FY2024
7	7092024	7336	MN DEPT OF REVENUE	7/9/2024 0:00	\$827.00	102166	B	01	212		SALES AND USE TAX CY2024 2ND QUARTER
7	7102024	7740	REVTRAK, INC	7/10/2024 0:00	\$251.47	102163	E	04	005	321	JUNE 2024 CE ONLINE FEES
7	8052024	8187	BMO Credit Card	8/5/2024 0:00	\$42,303.55	102386	B	01	206		BMO Credit Card General July 2024 fund 01
7	8052024	8187	BMO Credit Card	8/5/2024 0:00	\$640.00	102386	B	02	206		BMO Credit Card General July 2024 fund 02
7	8052024	8187	BMO Credit Card	8/5/2024 0:00	\$142.13	102386	B	04	206		BMO Credit Card General July 2024 fund 04
7	705202402	8187	BMO Credit Card	7/5/2024 0:00	\$3.59	102141	E	01	005	000	AMAZON PRIME PERSONAL PURCHASE
7	705202402	8187	BMO Credit Card	7/5/2024 0:00	\$158.18	102140	E	04	005	322	PIZZA FOR EOY CLASSROOM
7	710202402	7740	REVTRAK, INC	7/10/2024 0:00	\$27.77	102165	E	02	005	701	JUNE 2024 FOOD SERVICE
7	710202402	7740	REVTRAK, INC	7/10/2024 0:00	\$1.14	102165	E	01	050	000	JUNE 2024 WOODS/AG FEES
7	805202402	8187	BMO Credit Card	8/5/2024 0:00	\$200.00	102388	E	01	005	308	MSHSL - JOHNOSN - HEAD COACHES COURSE - MINION
7	805202402	8187	BMO Credit Card	8/5/2024 0:00	\$125.28	102389	E	01	330	000	WALMART - HUSKA - INSTRUCTIONAL SUPPLIES FOR CLASSROOM
7	805202402	8187	BMO Credit Card	8/5/2024 0:00	\$9.99	102387	E	01	330	000	TEACHERS PAY TEACHERS - L FAST EROSION SCIENCE UNIT
				TOTAL:	\$876,699.82						
				TOTAL BY FUND							
				FUND 1	\$823,502.47						
				FUND 2	\$24,908.91						
				FUND 4	\$28,288.44						
				FUND 7	\$0.00						
				TOTAL:	\$876,699.82						

WINDOM AREA SCHOOLS

DETAIL REGISTER-P CARD REGISTER

JULY-AUGUST 2024

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION	
BMOC		00112	HILLYARD/SIOUX FALLS	7/5/2024 0:00	\$2,323.20	102120	E	01	005	000	RECON WOOD FLR RESTORER
BMOC		00112	HILLYARD/SIOUX FALLS	7/5/2024 0:00	\$407.34	102120	E	01	005	000	SEAL
BMOC		00112	HILLYARD/SIOUX FALLS	7/5/2024 0:00	\$114.80	102120	E	01	005	000	BAG FILTER APPER VERSAMTIC
BMOC		00373	LINDE GAS AND EQUIPTMENT INC.	7/5/2024 0:00	\$31.67	102117	E	01	050	000	GAS
BMOC		00373	LINDE GAS AND EQUIPTMENT INC.	7/5/2024 0:00	\$95.01	102117	E	01	050	830	GAS
BMOC		00595	MASTER TEACHER	7/5/2024 0:00	\$44.95	102131	E	01	005	000	CRIMSON AND GOLD APPLE DISH DEUTCHAMN
BMOC		00595	MASTER TEACHER	7/5/2024 0:00	\$44.95	102131	E	01	005	000	CRIMSON AND GOLD APPLE DISH JURGENS
BMOC		00595	MASTER TEACHER	7/5/2024 0:00	\$16.00	102131	E	01	005	000	PERSONALIZATION
BMOC		00595	MASTER TEACHER	7/5/2024 0:00	\$15.00	102131	E	01	005	000	SHIPPING
BMOC		00729	WM OF WI-MN	7/5/2024 0:00	\$434.96	102116	E	01	005	000	ELEMENTARY
BMOC		00729	WM OF WI-MN	7/5/2024 0:00	\$307.58	102116	E	01	005	000	HIGHLAND
BMOC		00729	WM OF WI-MN	7/5/2024 0:00	\$263.52	102116	E	01	005	000	MSHS
BMOC		01933	WAL-MART	7/5/2024 0:00	\$2,048.05	102130	E	01	060	000	32 SLOT OPEN CHARGING CART
BMOC		01933	WAL-MART	7/5/2024 0:00	\$1,975.55	102130	E	01	060	000	32 SLOT OPEN CHARGING CART
BMOC		02162	MCDOWELL AGENCY	7/5/2024 0:00	\$62.70	102112	E	01	005	000	BACKGROUND VERIFICATION FEES
BMOC		02210	COLE PAPERS INC	7/5/2024 0:00	\$33.15	102111	E	01	005	000	NIAGARA NATURAL TAN HOGS HAIR PAD
BMOC		02210	COLE PAPERS INC	7/5/2024 0:00	\$209.88	102110	E	01	005	000	TRILOCK PAD DRIVER W/CP
BMOC		02210	COLE PAPERS INC	7/5/2024 0:00	\$1,101.46	102115	E	01	005	000	MISC CLEANING SUPPLIES
BMOC		02231	MESPA	7/5/2024 0:00	\$500.00	102128	E	01	005	308	COREY B. PRINCIPAL MENTORSHIP 2024-2025
BMOC		02231	MESPA	7/5/2024 0:00	\$15.00	102128	E	01	005	308	PAYMENT METHOD
BMOC		02341	CHANHASSEN DINNER THEATER	7/5/2024 0:00	\$2,306.57	102124	E	04	005	321	CE TRIP JUNE 26 - BEAUTIFUL
BMOC		04894	SURVEY MONKEY	7/5/2024 0:00	\$468.00	102126	E	01	005	000	ADVANTAGE ANNUAL- RENEWAL 2024-2025 WINDOM DATA PRIVATE
BMOC		05156	GRANDSTAY RESIDENTIAL STUIES ST	7/5/2024 0:00	\$243.92	102125	E	01	005	308	LEADERSHIP CONFERENCE JUNE 10-11, 2024
BMOC		0646	DOUBLE TREE GUEST SUITES	7/5/2024 0:00	\$478.98	102127	E	01	330	000	K. MARICLE 6.10.24-6.13.24 GIFTED AND TALENTED
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$81.95	102109	E	01	050	000	WILSON BASEBALLS
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$182.10	102132	E	01	005	000	BULB FOR LECTURE HALL SPOT LIGHT
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$39.58	102122	E	01	005	000	ASSORTED FILE FOLDERS
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$9.89	102122	E	01	005	000	COPY STAMPER
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$17.69	102118	E	04	005	321	TEACHING CLOCK
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$4.99	102118	E	04	005	321	YOGA BALL PLUGS
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$11.99	102118	E	04	005	321	ANKLE SKIP BALL PINK
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$15.99	102118	E	04	005	321	ANKLE SKIP BALL BLUE
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$13.99	102114	E	01	050	000	FLUESTON LCD WRITING TABLET
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$39.47	102114	E	01	050	000	AUTISM AND PROSPERITY KIDS TOYS
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$7.39	102114	E	01	050	000	CARSON DELLOSA STEM CHALLENGES
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$23.99	102114	E	01	050	000	JUNIOR LEARNING 6 CONFLICT
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$24.29	102114	E	01	050	000	VARBERTOS WOODEN MATCHING GAME
BMOC		1491	AMAZON.COM	7/5/2024 0:00	\$12.74	102114	E	01	050	000	HAND2MIND COLORS AND SHAPES
BMOC		8569	ULTIMATE SLP	7/5/2024 0:00	\$12.95	102123	E	01	330	740	JUNE SUBSCRIPTION-KOLANDER
BMOC		8611	SMARTCARE	7/5/2024 0:00	\$83.33	102133	E	04	005	321	JUNE 2024 MONTHLY SUBSCRIPTION FEE
BMOC		8953	A CREATIVE LIFE	7/5/2024 0:00	\$80.00	102135	E	01	050	000	SMALL SHIRT
BMOC		8953	A CREATIVE LIFE	7/5/2024 0:00	\$100.00	102135	E	01	330	000	MEDIUM SHIRT
BMOC		8953	A CREATIVE LIFE	7/5/2024 0:00	\$120.00	102135	E	01	060	000	LARGE SHIRT

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION
BMOC		8953	A CREATIVE LIFE	7/5/2024 0:00	\$60.00	102135	E 01	060	000	XL SHIRT
BMOC		8953	A CREATIVE LIFE	7/5/2024 0:00	\$22.00	102135	E 01	050	000	2XL SHIRT
BMOC		8953	A CREATIVE LIFE	7/5/2024 0:00	\$19.90	102135	E 01	060	000	SHIPPING
BMOC		8953	A CREATIVE LIFE	7/5/2024 0:00	-\$95.50	102135	E 01	060	000	DISCOUNT
BMOC		9128	SUPER 8- ROGERS	7/5/2024 0:00	\$306.84	102113	E 01	050	000	STATE TRACK 2024
BMOC		9161	ADOBE INC.	7/5/2024 0:00	\$15.99	102134	E 01	005	000	CREATIVE CLOUD SUBSCRIPTION JULY 2024
BMOC		9304	STAR AUTISM SUPPORT	7/5/2024 0:00	\$1,250.00	102129	E 01	330	000	STAR PROGRAM SECOND EDITION COMBINATION KIT LEVELS 1,2,3
BMOC		9304	STAR AUTISM SUPPORT	7/5/2024 0:00	\$125.00	102129	E 01	330	000	SHIPPING
BMOC		9305	FOOD SAFETY GUY	7/5/2024 0:00	\$195.00	102136	E 02	005	701	CFPM 8 HOUR CLASSROOM COURSES S KING
BMOC		9305	FOOD SAFETY GUY	7/5/2024 0:00	\$195.00	102136	E 02	005	701	CFPM 8 HOUR CLASSROOM COURSES J STENBERG
BMOC		9305	FOOD SAFETY GUY	7/5/2024 0:00	\$195.00	102136	E 02	005	701	CFPM 8 HOUR CLASSROOM COURSES R NORDIN
BMOC		00045	MADDENS ON GULL LAKE	8/5/2024 0:00	\$639.14	102377	E 01	005	308	MASA FALL CONFERENCE 2024
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	8/5/2024 0:00	\$32.72	102321	E 01	050	000	GAS
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	8/5/2024 0:00	\$98.19	102321	E 01	050	830	GAS
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2024 0:00	\$425.00	102382	E 01	005	308	AUGUST 19, 2024 REGIONAL DATA MINING TRAINING
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2024 0:00	\$400.00	102374	E 02	005	701	LECKIE, NORDIN, KING, MORET
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2024 0:00	\$150.00	102324	E 01	005	307	TWO DAY START INITIAL WORKSHOP-MJ
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2024 0:00	\$150.00	102324	E 01	005	308	TWO DAY START INITIAL WORKSHOP-RHS
BMOC		00412	SW/WC SERVICE COOPERATIVE	8/5/2024 0:00	\$25.00	102381	E 01	005	308	SWWC CUSTODIAL DAYS TRAINING
BMOC		00729	WM OF WI-MN	8/5/2024 0:00	\$346.23	102336	E 01	330	000	ELEMENTARY
BMOC		00729	WM OF WI-MN	8/5/2024 0:00	\$306.88	102336	E 01	005	000	HIGH SCHOOL
BMOC		01775	LAKESHORE CURRICULUM MAT CO	8/5/2024 0:00	\$59.98	102358	E 01	330	000	DESIGN AND PLAY STEAM CARS KIT
BMOC		01775	LAKESHORE CURRICULUM MAT CO	8/5/2024 0:00	\$43.98	102358	E 01	330	000	DESIGN AND PLAY STEAM BOATS KIT
BMOC		01775	LAKESHORE CURRICULUM MAT CO	8/5/2024 0:00	\$15.60	102358	E 01	330	000	SHIPPING
BMOC		02210	COLE PAPERS INC	8/5/2024 0:00	\$859.05	102361	E 01	005	000	STEAM CARPET CLEANER
BMOC		02210	COLE PAPERS INC	8/5/2024 0:00	\$1,000.79	102361	E 01	005	000	FLOOR FINISH, BOOST STRIPPING PAD, SHINE APPLICATOR PAD
BMOC		02231	MESPA	8/5/2024 0:00	\$728.00	102326	E 01	330	000	MEMBERSHIP TO MESPA
BMOC		02306	GRAINGER	8/5/2024 0:00	\$3,569.30	102372	E 01	005	000	GOOSENECK CHROME FAUCETS
BMOC		02306	GRAINGER	8/5/2024 0:00	\$99.44	102319	E 01	005	000	PRE-RINSE SPRAY VALVE BRASS
BMOC		02306	GRAINGER	8/5/2024 0:00	\$1,252.68	102320	E 01	005	369	LEVER LOCKSET MECHANICAL ENTRANCE
BMOC		02306	GRAINGER	8/5/2024 0:00	\$205.41	102373	E 01	005	380	MOTOR 1/4 HP
BMOC		02306	GRAINGER	8/5/2024 0:00	\$183.58	102318	E 01	005	000	NON-THREADED PVC UNION
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	QUOTE/PROFORMA #243736
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	BEGIN AND INVOICE AFTER JULY 1, 2024
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$4,250.00	102345	E 01	005	740	DAL SCHOOLS COMPLETE FOR SMALL DISTRICTS
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$675.00	102345	E 01	005	740	DAL SCHOOLS PLUS FOR SMALL DISTRICTS
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$130.00	102345	E 01	005	740	DAL SCHOOLS MHS EDUCATION FOR SMALL DISTRICTS
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	QG DAL SCHOOLS SLP OT PT PORTFOLIO
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	QG DAL SCHOOLS ABILITY PORTOFOLIO
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	QG DAL SCHOOLS ACADEMIC PORTOFOLIO
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	DALS QGLOBAL DEVELOPMENTAL PORTOFOLIO
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	QG DAL SCHOOLS PSYCH PORTFOLIO
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	QG AL SCHOOL SCREENER PORTOLIO
BMOC		03681	PEARSON CLINICAL ASSMTS	8/5/2024 0:00	\$0.00	102345	E 01	005	740	QG DAL SCHOOLS MENTAL HEALTH PORTOFOLIO

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION
BMOC		04323	LEGO EDUCATION	8/5/2024 0:00	\$2,559.60	102359	E 01	330	000	LEGO ED SPIKE ESSENTIAL SET
BMOC		04323	LEGO EDUCATION	8/5/2024 0:00	\$1,199.60	102359	E 01	330	000	LEGO BRICQ MOTION ESSENTIAL SET
BMOC		04376	WEBSTAURANT STORE	8/5/2024 0:00	\$3,344.85	102378	E 01	050	000	BLACK MOBILE DESK CHAIR WITH TABLE
BMOC		04376	WEBSTAURANT STORE	8/5/2024 0:00	\$434.48	102378	E 01	050	000	SHIPPING
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$13.08	102329	E 01	330	000	MMMC38BK DISPENSER,TAPE,DESK,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$11.62	102329	E 01	330	000	UNV72220 CLIP,JUMBO,SMOOTH,1K/PK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$32.96	102329	E 01	330	000	AVE07888 MARKER,MARKSALOT,REG,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$17.82	102329	E 01	330	000	UNV07052 MARKER,PERM,CHSL,RG,RD
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$9.20	102329	E 01	330	000	UNV35668 NOTE,STICK-IT,3X3,YW,12PD
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$9.05	102329	E 01	330	000	DUCPTY2 ADHESIVE,MOUNTING,PUTTY
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$13.74	102329	E 01	330	000	UNV43653 MARKER,DRY,ERASE,CHSL,BE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$18.32	102329	E 01	330	000	UNV43654 MARKER,DRY,ERASE,CHSL,GN
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$28.04	102329	E 01	330	000	PFX23013 RACK,HANG FILE,W/FLDRS,BK
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$32.70	102329	E 01	330	000	MMM1426 TAPE,MLNG,2"X800",6/PK,CR
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$5.34	102329	E 01	330	000	MMM260018A TAPE,MASK,3/4"X60YDS
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$7.02	102329	E 01	330	000	MMM260024A TAPE,MASK,1"X60YDS
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$39.64	102329	E 01	330	000	HAM86704 PAPER,8.5X14,RCY,20#,WE
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$59.68	102329	E 01	330	000	UNV28110RM PAPER,COPY,20#,11X17,WH
BMOC		04666	INNOVATIVE OFFICE SOLUTIONS	8/5/2024 0:00	\$19.26	102329	E 01	330	000	UNV21127 PROTECTOR,SHEET,CLR
BMOC		04880	CROWNE PLAZA MINNEAPOLIS WEST	8/5/2024 0:00	\$761.08	102338	E 01	005	307	B. HARWOOD 7.7-24-7.11.24 SUMMER CONFERENCE
BMOC		04880	CROWNE PLAZA MINNEAPOLIS WEST	8/5/2024 0:00	\$463.11	102337	E 01	005	307	N. LOWE 7.8.24-7.11.24 SUMMER CONFERENCE
BMOC		04896	BRAINPOP	8/5/2024 0:00	\$4,095.00	102342	E 01	330	000	1540 BRAINPOP SCHOOL COMBO SUBSCRIPTION
BMOC		05096	DELTA AIRLINES	8/5/2024 0:00	\$486.96	102365	E 01	005	307	NCTE CONFERENCE FLIGHT TO BOSTON
BMOC		05096	DELTA AIRLINES	8/5/2024 0:00	\$486.96	102363	E 01	005	307	NCTE CONFERENCE IN NOVEMBER 24
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$70.88	102323	E 01	005	000	AMAZON BASICS FILE FOLDERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$15.98	102343	E 01	330	401	ERASERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$39.96	102343	E 01	330	401	CALM STICKER SEENSORY STRIP
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$32.26	102343	E 01	330	401	SPPIKY PENCIL GRIPS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$19.92	102343	E 01	330	401	PENCIL GRIP CLASSICS EXTREME
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$24.06	102343	E 01	330	401	TICONDEROGA GOLF WOOD PENCILS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	-\$5.44	102343	E 01	330	401	MISC DISCOUNTS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$13.29	102350	E 01	330	000	PAPERMATE FELT TIP MARKERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$7.60	102350	E 01	330	000	SHARPIE FLIP CAHRT MARKERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$9.98	102350	E 01	330	000	PAPERMATE INK JOY PENS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$11.30	102350	E 01	330	000	PAPER MATE BOLD TIP PENS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$15.59	102350	E 01	330	000	CLEAR THERMAL LAMINATING PLASTIC PAPER LAMINATOR SHEETS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$1,169.56	102331	E 01	050	302	ELEMENTARY STATISTICS PICTURING THE WORLD NEW
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$37.95	102331	E 01	050	302	ELEMENTARY STATISTICS PICTURING THE WORLD USED
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$9.90	102331	E 01	050	302	COLLEGE ALGEBR USE BOOK
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$282.32	102331	E 01	050	302	COLLEGE ALGEBR NEW BOOK
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$58.80	102379	E 04	005	321	FLOOR TAPE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$56.04	102385	E 01	330	000	TABLE WITH 3 DRAWERS, WHITE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$39.04	102348	E 01	330	000	ELMERS CRAYON PRO ELECTRIC CRAYON SHARPENER
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$50.30	102348	E 01	330	000	KEVA STRUCTURES

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$29.05	102348	E 01	330	000	MINDWARE KEVA BRAIN BUILDERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$49.95	102348	E 01	330	000	KANODLE 3D BRAIN TEASER
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$36.84	102348	E 01	330	000	CARDSTOCK
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$5.59	102348	E 01	330	000	NATURAL JUTE TWINE 600 FT
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$12.92	102348	E 01	330	000	JUTE TWINE 12 PACK
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$22.99	102348	E 01	330	000	ACRYLIC YARN MINI SKEINS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$25.06	102348	E 01	330	000	CRAFT GLITTER ASSORTED PACK OF 6
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$32.64	102348	E 01	330	000	CRA-ZART COLORED PENCILS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$42.57	102348	E 01	330	000	MR. SKETCH SSCENTEDD ATEERCOLOR MARKERRS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$15.89	102348	E 01	330	000	BEADS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$199.80	102348	E 01	330	000	LIGHTNING USB CAMERA ADAPTER
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$8.99	102348	E 01	330	000	NICK AND TESLA AND THE HIGH VOLTAGE BOOK
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$8.99	102348	E 01	330	000	ROSIE REVERE ENGINEER PICTURE BOOK
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$276.00	102369	E 01	050	000	VOICES OF FREEDOM DOCUMENTARY BOOK
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$45.92	102369	E 01	050	000	GIVE ME LIBERTY
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$39.50	102369	E 01	050	000	GIVE ME LIBERTY
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$39.85	102369	E 01	050	000	GIVE ME LIBERTY
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$35.00	102369	E 01	050	000	GIVE ME LIBERTY
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$35.00	102369	E 01	050	000	GIVE ME LIBERTY
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$28.00	102369	E 01	050	000	GIVE ME LIBERTY
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$27.59	102369	E 01	050	000	GIVE ME LIBERTY
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$15.96	102369	E 01	050	000	SHIPPING
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$6.99	102351	E 01	330	000	FOAM BALLS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$1.48	102351	E 01	330	000	PLASTIC SPOONS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$4.99	102351	E 01	330	000	CRAFT STICKS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$9.71	102351	E 01	330	000	SCOTH PACKAGING TAPE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$16.99	102353	E 01	330	000	PIPE CLEANERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$11.69	102370	E 01	330	000	LETTER FROM YOUR TEACHER
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$22.47	102371	E 01	330	740	SHORT FAT COLORED PENCILS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$30.51	102371	E 01	330	740	SHORT PENCILS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$19.99	102371	E 01	330	740	DOBBERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$19.98	102371	E 01	330	740	MAGNETIC FISHING SIGHT WORDS GAME
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$12.06	102371	E 01	330	740	CANDY LAND BOARD GAME
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$9.99	102371	E 01	330	740	BEAR PATTERN CARDS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$18.37	102371	E 01	330	740	MAGNETIC TENS FRAME
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$16.99	102371	E 01	330	740	BEAR COUNTERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$19.99	102371	E 01	330	740	BINGO NUMBERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$21.99	102371	E 01	330	740	SIGHT WORDS BINGO
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$3.49	102371	E 01	330	740	GO FISH
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$19.96	102371	E 01	330	740	CRAYOLA BROAD LINE MARKERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$17.88	102371	E 01	330	740	CRAYOLA CRAYONS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$14.75	102371	E 01	330	740	JOLLY X-BIG JUMBO COLORED PENCILS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$9.99	102354	E 01	330	000	FLOWER POTS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$24.95	102354	E 01	330	000	PIXY STIX

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$21.79	102354	E 01	330	000	POP ROCKS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$7.99	102354	E 01	330	000	FINGER LIGHTS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$49.47	102354	E 01	330	000	DESK DIVIDERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$13.26	102354	E 01	330	000	LAMINATING POUCHES
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$38.95	102354	E 01	330	000	CLIP BOARDS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$7.58	102354	E 01	330	000	LUGGAGE LOCKS WITH KEYS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$13.98	102327	E 01	330	000	COREY B. SIGNATURE STAMPER
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$8.89	102339	E 01	005	000	C. BARFKNECHT NAME PLATE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$4.94	102339	E 01	005	000	SHIPPING
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$9.98	102360	E 01	330	000	SMILE PATTERN CELLOPHANE TREAT BAGS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$7.99	102360	E 01	330	000	SPRING RAINBOW FIDGET STRESS COIL
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$14.59	102360	E 01	330	000	PUTTY SLIME
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$19.99	102360	E 01	330	000	LED LIGHT UP BUMPY RINGS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$13.79	102360	E 01	330	000	SMILE FACE SQUEEZE BALLS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$6.82	102360	E 01	330	000	SMILE MAZE PUZZLES
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$15.99	102360	E 01	330	000	GEMSTONES AND CRYSTALS SET
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$12.58	102360	E 01	330	000	CRAYOLA TAKE NOTE DRY ERASE MARKERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$10.49	102360	E 01	330	000	STAPLER
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$24.95	102360	E 01	330	000	GIANT PIXY STIX
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$11.79	102360	E 01	330	000	HAPPY BIRTHDAY PENCILS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$26.98	102360	E 01	330	000	COLOR VOICE RECORDING BUTTONS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$16.81	102340	E 01	005	000	12 PACK 2" SWIVEL CASTER WHEELS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$16.60	102325	E 01	330	000	RARLAN HIGHLIGHTERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$23.97	102325	E 01	330	000	BINDER RINGS 1 INCH
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$61.83	102325	E 01	330	000	BLUE SUMMIT SUPPLIES 10X13 CATALOG ENVELOPES SELF SEAL
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$61.65	102325	E 01	330	000	9.12 SELF SEAL GOLDEN BROWN KRAFT CATALOG ENVELOPES
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$29.30	102325	E 01	330	000	6X9 SELF SEAL GOLDEN BROWN KRAFT CATALOG ENVELOPES
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$11.58	102362	E 01	005	740	PEDAFLEX EXPANDING FILE POCKETS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$4.83	102362	E 01	005	740	BIC BLACK PENS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$6.51	102362	E 01	005	740	BIC BLUE PENS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$15.99	102362	E 01	005	740	WOOD PENCILS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$28.70	102362	E 01	005	740	POST IT NOTES
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$38.90	102362	E 01	005	740	EXPO DRY ERASE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$16.96	102362	E 01	005	740	PLASTIC FOLDER WITH POCKETS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$15.85	102362	E 01	005	740	AMAZON BASICS FILE FOLDERS
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$54.95	102328	E 01	330	000	PULLEY KIT
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$20.00	102328	E 01	330	000	PIPE INSULATION FOAM TUBE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$27.94	102328	E 01	330	000	PAINTERS TAPE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$12.53	102328	E 01	330	000	SCOTCH TAPE
BMOC		1491	AMAZON.COM	8/5/2024 0:00	\$10.17	102328	E 01	330	000	PLASTIC CUPS
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/5/2024 0:00	\$3.50	102355	E 01	330	000	ROSIE REVERE ENGINEER
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/5/2024 0:00	\$3.50	102355	E 01	330	000	THE WILD ROBOT STEM CHALLENGES
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/5/2024 0:00	\$35.00	102364	E 01	330	000	S. ROGOTZKE-BLUE WATERCOLOR CLASSROOM DECOR BUNDLE
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/5/2024 0:00	\$78.55	102375	E 01	050	000	ESTRADA SPANISH BELL RINGERS WARM UPS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	DESCRIPTION
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/5/2024 0:00	-\$5.05	102375	E 01	050	000	TAX CREDITED
BMOC		8512	QUAVERED, INC.	8/5/2024 0:00	\$0.00	102333	E 01	330	000	SUBSCRIPTION FOR THE 2024-2025 SCHOOL YEAR
BMOC		8512	QUAVERED, INC.	8/5/2024 0:00	\$0.00	102333	E 01	330	000	INVOICE AFTER JULY 1 2024
BMOC		8512	QUAVERED, INC.	8/5/2024 0:00	\$1,800.00	102333	E 01	330	000	QUAVER EDS GENERAL MUSIC CURRICIULUM - ELEMENTARY SCHOOL
BMOC		8519	ROCHESTER 100 INC	8/5/2024 0:00	\$1,550.00	102344	E 01	330	000	NICKY'S 8 POCKET FOLDER
BMOC		8519	ROCHESTER 100 INC	8/5/2024 0:00	\$0.00	102344	E 01	330	000	FOR THE 2024-25 SCHOOL YEAR. INVOICE AND SHIP AFTER 7-1-2024
BMOC		8569	ULTIMATE SLP	8/5/2024 0:00	\$12.95	102357	E 01	330	740	ULTIMATE SLP SUBSCRIPTION
BMOC		8611	SMARTCARE	8/5/2024 0:00	\$83.33	102384	E 04	005	321	MONTHLY SMARTCARE FEE JULY 2024
BMOC		8706	BAYMONT ALBANY	8/5/2024 0:00	\$16.07	102356	E 01	005	307	J. HARWOOD
BMOC		8706	BAYMONT ALBANY	8/5/2024 0:00	\$417.47	102341	E 01	005	307	J. HARWOOD SUMMER CONFERENCE 7.14-7.16.24
BMOC		9159	SHINE EARLY LEARNING	8/5/2024 0:00	\$39.95	102322	E 01	005	740	HELP ACTIVITY GUIDE
BMOC		9159	SHINE EARLY LEARNING	8/5/2024 0:00	\$24.75	102322	E 01	005	740	HELP 3-6 CHECKLIST
BMOC		9159	SHINE EARLY LEARNING	8/5/2024 0:00	\$10.00	102322	E 01	005	740	SHIPPING
BMOC		9161	ADOBE INC.	8/5/2024 0:00	\$15.99	102380	E 01	005	000	CREATIVE CLOUD SUBSCRIPTION JULY 2024
BMOC		9262	MYSTERY SCIENCE	8/5/2024 0:00	\$0.00	102332	E 01	330	000	FOR THE 2024-2025 SCHOOL YEAR
BMOC		9262	MYSTERY SCIENCE	8/5/2024 0:00	\$0.00	102332	E 01	330	000	INVOICE AFTER 7-1-2024
BMOC		9262	MYSTERY SCIENCE	8/5/2024 0:00	\$1,495.00	102332	E 01	330	000	SCHOOL MEMBERSHIP
BMOC		9309	ESSENTIAL ELEMENTS MUSIC CLASS	8/5/2024 0:00	\$299.00	102334	E 01	330	000	EEMS SUBSCRIPTION-1 YEAR
BMOC		9310	MSNA	8/5/2024 0:00	\$240.00	102335	E 02	005	701	2024 ANNUAL CONFERENCE REGISTRATION
BMOC		9311	INVENTABLE	8/5/2024 0:00	\$206.00	102346	E 01	330	000	INVENTABLE
BMOC		9311	INVENTABLE	8/5/2024 0:00	\$17.55	102346	E 01	330	000	SHIPPING
BMOC		9312	EDUPORIUM	8/5/2024 0:00	\$210.00	102347	E 01	330	000	MICRO BIT V2 CLUB
BMOC		9312	EDUPORIUM	8/5/2024 0:00	\$16.00	102347	E 01	330	000	SHIPPING
BMOC		9313	PLUS-PLUS USA	8/5/2024 0:00	\$199.99	102349	E 01	330	000	3600 PC MICED COLORS IN TUB W/ 12 BASEPLATES
BMOC		9314	MAKEBLOCK	8/5/2024 0:00	\$1,143.92	102352	E 01	330	000	MAKEBLOCK MBOT RANGER 3 IN 1 ROVOTICS KIT
BMOC		9315	ALLIANZ GLOBAL ASSISTANCE	8/5/2024 0:00	\$65.74	102366	E 01	005	307	NCTE NATIONAL CONFERENCE TRAVEL INSURANCE IN NOVEMBER 2024
BMOC		9316	NCTE	8/5/2024 0:00	\$350.00	102367	E 01	005	307	L. ALVSTAD NCTE CONFERENCE FEE
BMOC		9316	NCTE	8/5/2024 0:00	\$480.00	102368	E 01	005	307	L. LETCHER NCTE CONFERENCE FEE
BMOC		9317	TURNING THE TIDE READING INSTRUC	8/5/2024 0:00	\$150.00	102376	E 01	005	307	A. SCHMIT LIVE STREAM READING CONFERENCE
BMOC		9318	INDUSTRIAL AIR POWER	8/5/2024 0:00	\$155.94	102383	E 01	005	000	OIL QUIN-CIP 1 GAL FOR AIR COMPRESSOR
BMOC		9318	INDUSTRIAL AIR POWER	8/5/2024 0:00	\$28.99	102383	E 01	005	000	SHIPPING
				TOTAL	\$59,799.48					

**WINDOM AREA SCHOOLS, ISD 177  
WINDOM, MN  
TREASURER'S REPORT TO SCHOOL BOARD**

Date of report August 2, 2024

For the Month Ending July 31, 2024

FUNDS	Cash Balance Beginning of Month	Receipts	Interest	Payroll	Disbursements	Cash Balance End of Month	Adjustments	Cash Balance End of Month
General Fund (01)	7,078,412.11	843,318.65	30,608.91	280,242.44	770,778.85	6,901,318.38	49,398.42	6,950,716.80
Food Service Fund (02)	357,771.55	8,440.90		12,156.24	7,338.06	346,718.15	(29,455.12)	317,263.03
Community Service Fund (04)	204,755.95	27,021.04		13,956.67	16,714.70	201,105.62	32,296.72	233,402.34
<b>Sub-Total Funds 01/02/04</b>	<b>7,640,939.61</b>	<b>878,780.59</b>	<b>30,608.91</b>	<b>306,355.35</b>	<b>794,831.61</b>	<b>7,449,142.15</b>	<b>52,240.02</b>	<b>7,501,382.17</b>
Debt Service Fund (07)	1,047,380.44	156,116.46			455,381.25	748,115.65	45,876.47	793,992.12
Scholarship Fund (18)	8,285.43					8,285.43	680.35	8,965.78
Activity Account (21)	229,427.86	3,235.00	583.98		7,454.60	225,792.24		225,792.24
<b>Sub-Total Funds 07/08/21</b>	<b>1,285,093.73</b>	<b>159,351.46</b>	<b>0.00</b>	<b>0.00</b>	<b>462,835.85</b>	<b>982,193.32</b>	<b>46,556.82</b>	<b>1,028,750.14</b>
<b>TOTALS</b>	<b>\$ 8,926,033.34</b>	<b>\$ 1,038,132.05</b>	<b>\$ 30,608.91</b>	<b>\$ 306,355.35</b>	<b>\$1,257,667.46</b>	<b>\$ 8,431,335.47</b>	<b>\$ 98,796.84</b>	<b>\$ 8,530,132.31</b>

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANK(S)**

Description	Current Rate Of Interest (info. only)	Balance Per Bank Statement			Outstanding Checks & Wires	Deposits Not Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
BANK MIDWEST-GENERAL	1.83%	617,644.83			88,718.22	26.00	385.00	529,337.61
CASH ON HAND, games & concessions		75.00						75.00
CASH ON HAND, food service		130.00						130.00
MSDLAF+ LIQUID	5.14%	960.44						960.44
MSDLAF+ MAX	5.24%	3,773,837.02						3,773,837.02
MSDLAF+ TERM	5.32% - 5.34%	4,000,000.00						4,000,000.00
BANK MIDWEST-ACTIVITY ACCOUNT	3.05%	228,172.98			2,380.74			225,792.24
<b>Treasurer's Bal. Per Books</b>		<b>\$ 8,620,820.27</b>			<b>\$ 91,098.96</b>	<b>\$ 26.00</b>	<b>\$ 385.00</b>	<b>\$ 8,530,132.31</b>

Other Reconciling Items - ICS Sweep Adjustment



JUL 10 2024

Holly Anderson <handerson@isd177.com>

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## Resignation

1 message

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**Merlia Flores** <mflores@isd177.com>  
To: handerson@isd177.com

Tue, Jul 9, 2024 at 5:51 PM

Please accept this letter as my formal resignation from my position of Paraprofessional Special Education at Windom Area School effective two weeks from today date Tuesday July 9,2024.

I appreciate the opportunities for growth and development you have provided me during my tenure. Thank you for the support.

I wish you and the school the very best going forward.

Sincerely,

Merlia Flores



Holly Anderson <handerson@isd177.com>

JUL 12 2024

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**Fwd: Knowledgebowl**

1 message

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**Jacob Johnson** <jjohnson@isd177.com>  
To: Holly Anderson <handerson@isd177.com>

Thu, Jul 11, 2024 at 1:19 PM

----- Forwarded message -----

From: **Jackie Jurgens** <jjurgens@isd177.com>  
Date: Thu, Jul 11, 2024 at 12:20 PM  
Subject: Knowledgebowl  
To: Jacob Johnson <jjohnson@isd177.com>

Hi Jacob,  
I will not be coaching Jr. High Knowledgebowl any longer.  
Thanks.  
Jackie Jurgens

--  
Jacob Johnson  
Activities Director  
Ag/Industrial Technology Teacher  
Head Girls Basketball Coach  
Windom Area Schools  
PO 177  
Windom, MN 56101  
Work: 507-832-8744  
Cell: 507-221-0549

**Eagle Pride!**



JUL 17 2024

July 17, 2024

Mr. Johnson and Windom Schools,

I want to thank all of you for the opportunity to coach the Windom Football team for the past two years. It has been an honor coaching this program, and I have enjoyed every moment. I appreciate all of the support that we have received, and I look forward to seeing the program continue to succeed. With that being said, I will be resigning from this position effective July 17, 2024.

Adam Farag



JUL 17 2024

Holly Anderson <handerson@isd177.com>

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## Fwd: Coaching

1 message

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**Jacob Johnson** <jjohnson@isd177.com>  
To: Holly Anderson <handerson@isd177.com>

Wed, Jul 17, 2024 at 1:06 PM

----- Forwarded message -----

From: **Wyatt Minion** <wminion24@gmail.com>  
Date: Wed, Jul 17, 2024 at 1:01 PM  
Subject: Coaching  
To: Jacob Johnson <jjohnson@isd177.com>

Hey Jacob,

Informing that you that I am happy to resign as an Assistant FB coach and accept the Head Coach position!

Thank you!

Wyatt Minion

--

Jacob Johnson  
Activities Director  
Ag/Industrial Technology Teacher  
Head Girls Basketball Coach  
Windom Area Schools  
PO 177  
Windom, MN 56101  
Work: 507-832-8744  
Cell: 507-221-0549

**Eagle Pride!**





JUL 22 2024

Holly Anderson <handerson@isd177.com>

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## Fwd: 7-8 grade football

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Jacob Johnson <jjohnson@isd177.com>  
To: Holly Anderson <handerson@isd177.com>

Mon, Jul 22, 2024 at 8:00 AM

See Below:

----- Forwarded message -----

From: **Jayd Soderholm** <jaydhd@hotmail.com>  
Date: Wed, Jul 17, 2024 at 2:18 PM  
Subject: 7-8 grade football  
To: jjohnson@isd177.com <jjohnson@isd177.com>

Good afternoon,

I wanted to reach out to let you know that I will be unavailable to coach 7-8 grade football this fall. I wanted to let you know so that you could get a head start on recruiting some new coaches.

Thank you for all that you do,

Jayd Soderholm

--

Jacob Johnson  
Activities Director  
Ag/Industrial Technology Teacher  
Head Girls Basketball Coach  
Windom Area Schools  
PO 177  
Windom, MN 56101  
Work: 507-832-8744  
Cell: 507-221-0549

**Eagle Pride!**





JUL 29 2024

Jana Raverty &lt;jraverty@isd177.com&gt;

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**Resignation**

1 message

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**Destiny Kelsheimer** <dkelsheimer@isd177.com>

Sat, Jul 27, 2024 at 5:28 PM

To: Jana Raverty &lt;jraverty@isd177.com&gt;

Hello Jana! After some serious consideration I have decided to start a new career path. I will not be returning this fall as I have found a job that is better suited with my college degree and family needs. Please accept this as my formal letter of resignation as a Special Education Paraprofessional, Adventure Club Employee and Van Driver.

I have enjoyed the last 7 years working for Windom Area Schools and will greatly miss all of the wonderful students and staff. Thanks for giving me the opportunity to work for the school, the skills and experience I have gained and the relationships I have built.

Respectfully,  
Destiny Kelsheimer  
Windom Area Schools  
Paraprofessional



JUL 31 2024

Holly Anderson <handerson@isd177.com>

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## Fwd: Resignation

1 message

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**Doug Holtz** <dholtz@isd177.com>

Wed, Jul 31, 2024 at 9:11 AM

To: Jana Raverty <jraverty@isd177.com>, Holly Anderson <handerson@isd177.com>

----- Forwarded message -----

From: **Rex Booth** <rbooth@isd177.com>

Date: Tue, Jul 30, 2024 at 2:54 PM

Subject: Resignation

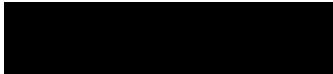
To: Doug Holtz <dholtz@isd177.com>

I am resigning my position as custodian effective August 9th.

Thanks

JUN 14 2024

Amy Merrihew



Dear Holly Anderson,

I submit this letter to express my interest in the Special Education Secretary position, although I am sad to see Alyson go, I am excited to see her in a new role, she will do amazing things.

I believe I am a great candidate for this position. I am a team player, fast learner, self-starter, work well with others, flexible, well organized and I pay attention to detail.

I have currently been working in the Special Education program with students for the past 2 school years. During these 2 years I have learned and/or improved my skills in teamwork, conflict management, compassion, and building relationships.

I also have 12 years of office experience. My office experience was with a large healthcare insurance provider in Michigan. I was a Network Development Coordinator, where I was responsible for 9 Counties. Our largest contract was with the State of Michigan serving the Medicaid population, working with the state it was imperative to follow all policies and procedures. One of my roles was to make sure we stayed compliant. I also resolved all State complaints that were issued in my territory. I serviced all Health Departments, Independent Physician offices, Hospitals, Mental Health providers, Chiropractors and Specialists in the 9 counties. I oversaw all new provider contracts, handled complex claims issues as well as claim issues that weren't getting resolved or weren't being processed to the providers satisfaction. I scheduled all meetings with provider offices and hospitals, provided education and training. I was accountable for making all provider demographic changes to the database. I also helped in the success of 2 system conversions.

Thank you for your time and consideration.

Sincerely,

Amy Merrihew

# JESSICA AHLERS

Site Coordinator

## PROFILE

Professional, forward-thinking, and motivated site coordinator with over 8 years of expertise in developing and overseeing programs for individuals with Autism Spectrum Disorder. Proven track record implementing evidence-based interventions, fostering inclusive environments, and leading multidisciplinary teams to achieve exceptional outcomes. Adept at building strong relationships with families, educators, and community partners to create comprehensive support networks. Passionate about advancing the opportunities for individuals with disabilities through innovative program development, advocacy, and personalized instructional strategies.

## CONTACT

## EDUCATION

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### South Dakota State University

2020-2024

- English as a Second Language Endorsement
- M. Ed Educational Administration

### Dakota State University

2010-2014

- Double Major in Elementary Education and Special Education
- Minors in Reading and Technology
- Endorsements in Self Contained K-4<sup>th</sup> and 5<sup>th</sup>-8<sup>th</sup>, Kindergarten, K-8 math, K-8 English Language Arts, K-8 Science, K-8 Social Studies, K-12 Special Education, amongst others.
- Graduated Magna Cum Laude

## WORK EXPERIENCE

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### SWWC Interim Site Coordinator

January 2024–Present

- Worked with students with varying levels of disabilities.
- Collaborated with educators on instructional needs, oversaw the implementation of instructional strategies.
- Conducted performance evaluations.
- Facilitate staff meetings and professional learning days.
- Hire, trained, and supervised staff.
- Presented high level of communication between administration and staff within the building.
- Completed administrative duties on a state level (PARS reports, DIRS, etc).
- Developed and managed school budget.
- Established rapport with students and staff.
- Attended IEP and transition meetings.
- Worked with Special Education Directors and Due Process Specialists to ensure compliance with state and federal education regulations.
- Developed and enforced school policies and procedures.
- Implemented school improvement plan.
- Responded and managed school crisis and safety concerns.
- Collected and analyze data to help identify areas of improvement.

### Freeman School District, Autism Program Director

July 2022–December, 2023

- Work directly with students with Autism Spectrum Disorder.
- Develop all IEP paperwork for students on current caseload, ensuring it is

done properly and within a timely manner.

- Oversaw out of district placements and coordinated with respective individuals on programing and paperwork.
- Assist with Functional Behavioral Assessments, managing behavior documentation, and implementing Behavior Intervention Plans.
- Responsible for curriculum selection and implementation.
- Manage staff, scheduling, and evaluations.
- Collaborated with business manager on program budgeting.
- Implemented Teacher Assistance Team within the district and trained staff on improving special education referral policy.
- Analyzed district data as the Data Coordinator and presented findings to administration.

**South Dakota Department of Education, Special Education Programs (SEP),  
Alternate Assessment Coordinator**

May 2020–July 2022

- Acted as the state Alternate Assessment Coordinator, ensuring the state stays below the federally mandated 1% population for students taking the alternate assessment.
- Developed and facilitated stakeholder groups to review data and set targets for the State Performance Plan.
- Worked closely with Cognia and the Multi-States Alternate Assessment (MSAA) Cooperative to develop test items for assessments.
- Performed Results Driven Accountability work- completed district special education reviews for compliance.
- Assisted in facilitating monthly special education director calls.
- Region 5 and Region 6 special education representative- answered questions from districts and parents based around ARSD's (state laws), and assisted with federal tasks (IDEA grants, etc.)
- Created and presented special education professional development.
- In charge of Indicator 3 (assessment data) and Indicator 8 (parent surveys) for the state as mandated by the IDEA.
- Completed extraordinary cost fund reviews, significant disproportionality reviews, and agency reviews

**Black Hills Special Services Cooperative, Education Specialist**

July 2019– May 2020

- Worked closely with districts on Results Driven Accountability data and implementing various strategies to assist them in meeting state mandates.
- Created and presented special education professional development to various districts around the state and in Louisiana.
- Contracted through the state to complete special education accountability reviews.
- Completed extraordinary cost fund reviews, significant disproportionality reviews, and agency reviews.
- Assisted the Cooperative in developing Standard Operating Procedures.
- My work with BHSSC led to a job offer with the SDDOE.

**Dell Rapids School District, Special Education Teacher**

August 2015– June 2019

- Served 3 years as the 5-8th special education teacher (students with moderate to severe disabilities), and 1 year as the district behavior teacher.
- 3 years as the district English Language Learner Coordinator.
- Created and implemented the district English as a Second Language Manual.
- Awarded Down Syndrome Teacher of the Year in the tri-state area.

**SKILLS**

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Team management • Program management • Curriculum Development •  
Data-driven program development • Strategic planning • Student-centered  
learning • Behavioral analysis



JUL 17 2024

Holly Anderson <handerson@isd177.com>

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## Open Position - 3.5 Hour/Day Lunchroom Manager

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**Mandie Borer** <mborer@isd177.com>  
To: Holly Anderson <handerson@isd177.com>

Tue, Jul 16, 2024 at 1:30 PM

----- Forwarded message -----

From: **Jamie Stenberg** <jstenberg@isd177.com>  
Date: Tue, Jul 16, 2024 at 1:26 PM  
Subject: Re: Open Position - 3.5 Hour/Day Lunchroom Manager  
To: Mandie Borer <mborer@isd177.com>

I am interested in this position.

On Tue, Jul 16, 2024, 11:58 AM Mandie Borer <mborer@isd177.com> wrote:

----- Forwarded message -----

From: **Mandie Borer** <mborer@isd177.com>  
Date: Tue, Jul 9, 2024 at 8:23 AM  
Subject: Fwd: Open Position - 3.5 Hour/Day Lunchroom Manager  
To: Deb King <dking@isd177.com>, Carla Moret <cmoret@isd177.com>, Susan Buss <sbuss@isd177.com>, Jessica Lensing <jlensing@isd177.com>, Princess Jennifer <pjennifer@isd177.com>, Bonnie Vande Hoef <bvandehoef@isd177.com>, LaVonne Leckie <lleckie@isd177.com>, Jamie Stenberg <jstenberg@isd177.com>, Sarah King <sking@isd177.com>, Brenda Pullar <bpullar@isd177.com>, Carol Kazemba <ckazemba@isd177.com>, Ruth Nordin <rnordin@isd177.com>

[Quoted text hidden]



Holly Anderson <handerson@isd177.com>

---

## Cafe helper 3hr

1 message

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**Ruth Nordin** <rnordin@isd177.com>

Wed, Jul 17, 2024 at 12:02 PM

To: Holly Anderson <handerson@isd177.com>

Cc: Mandie Borer <mborer@isd177.com>

Hey Holly, I am interested in the cafe helper 3 hour position in the elementary school.  
Thanks Ruth



## AUTUMN HAUGE

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### Education

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Minnesota State University - Mankato | Mankato, MN

**Bachelor of Science** in Political Science and Social Studies Education

*Graduated 05/2024*

### Skills

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- Agenda Planning
- Group Facilitation
- Detail-orientated
- Team Development
- Organized
- Program Leadership
- Performance Evaluation
- Schedule Oversight
- Rules and Regulations
- word doc, excel, and PowerPoint to best organize information

### Experience

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Windom Area Schools | Windom, MN

**Junior High Girls Basketball Coach**

*11/2023 – 02/2023*

- Developed and implemented practice plans, game strategies, and drills to improve team performance.
- Instructed players in proper techniques for shooting, dribbling, passing, rebounding, defense, and offense.
- Motivated players to reach their maximum potential through positive reinforcement techniques.
- Supervised team members during practice sessions and games to ensure safety of all participants.
- Effective and efficiently coached 18 girls

The Den Bar and Grill | Mountain Lake, MN

**Server/Bartender**

*08/2023 - Current*

- Provided excellent customer service to ensure satisfaction.
- Assisted in training new servers.
- Prepared drinks according to standard recipes.
- Took orders from customers accurately and in a timely manner.
- Responded efficiently to guest inquiries and complaints in a professional manner.

Windom Area Schools | Windom, MN

**Volleyball Coach - Volunteer Varsity**

*08/2023 - 11/2023*

- Created drills and exercises to develop agility, strength, coordination, and stamina in volleyball players.
- Coached teams during tournaments and monitored player's performances during matches.

- Provided feedback to players on technique, strategy, and skill development.
- Encouraged team spirit by motivating players with positive reinforcement techniques.
- Effectively and efficiently coached 24 girls

Windom Area Chamber of Commerce |  
Windom, MN  
**Youth Staff Director** 05/2021 - 12/2022

- Ensured staff adhered to company policies and procedures.
- Coordinated meetings, conferences, travel arrangements, and other special events.
- Scheduled appointments and maintained calendars for multiple staff members.
- Worked with city officials to find the best projects needed for the community and found ways to raise funds and educate the community on its importance.
- Organized fund raisers to receive fund that will help the Chamber to assist its members and provide them with a quality experience.

Windom Area Schools | Windom, MN  
**Volleyball Coach - 4th-6th Grade**  
**Volleyball Camp**  
11/2021 - 11/2021

- Planned and organized daily volleyball drills and activities.
- Assisted campers with improving their volleyball skills, such as passing, serving, setting, and hitting.
- Provided individualized instruction to campers of varying ages and skill levels.
- Ensured the safety of all participants by always enforcing rules and regulations.
- Maintained accurate records of camper attendance, progress reports, and evaluations.

## Training

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### 9/11 Museum Teacher Professional Development —

- Met with individuals that work at the 9/11 Memorial Museum in New York City
- Learned new teaching strategies on how to approach the 9/11 World Trade Center Attacks and how to implement them in the classroom



# JULIE JELINEK

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## Experience

**SPECIAL EDUCATION TEACHER** | 06/2021 to current

District 2907 - Round Lake-Brewster, MN

**SPECIAL EDUCATION TEACHER** | 08/2015 to 06/2021

District 518 - Worthington, MN

**PARAPROFESSIONAL** | 08/2013 to 05/2015

District 518 - Worthington, MN

**PARAPROFESSIONAL AT BLUE MOUND LEARNING CENTER** | 09/2012 to 05/2013

District 518 - Worthington, MN

**LONG-TERM SUBSTITUTE-EBD SPECIAL EDUCATION** | 10/2011 to 01/2012

Windom Schools - Windom, MN

**PARAPROFESSIONAL** | 09/2007 to 05/2011

JCC School District - Jackson/Lakefield , MN

**SUBSTITUTE TEACHER** | 09/2003 to 05/2011

JCC School District - Jackson, MN

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## Education and Training

**St. Mary's University - Worthington Cohort Group | Master of Arts**

Special Education; EBD K-12, 10/2015

**SMSU - Marshall | Autism Spectrum Disorders Certificate**

05/2011

**Southwest State University - Marshall | Bachelor of Science**

Elementary Education , 05/1992

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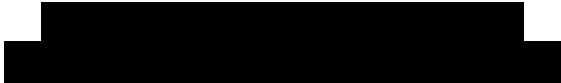
## Other Work Experience

Home Health Aide-- Valley View Assisted Living; Lakefield, MN; 2010-2013

Front Desk Supervisor-- AmericInn; Jackson, MN; 2005-2006

Waitress-- HiLo Club; Lakefield, MN; 2000-2003

**Craig A. Taylor**



Strong problem solver who works well under pressure in a fast-paced environment. A proven leader with the ability to build strong relationships with my counterparts and community members. Expertise in conflict resolution and de-escalation tactics. Detail oriented, self-starter, willing to do what it takes to get the job done.

**Cottonwood County Public Works**

**December 2023 - Current**

*Heavy Equipment Operator*

- Responsible for maintaining the integrity of the roads and infrastructure of Cottonwood County in an assigned area. Operate heavy equipment to complete daily duties.

**Palmer Bus Service**

**July 2023 - Current**

*Route Bus Driver*

- Responsible for safely transporting students to and from school and field trips.

**Minneapolis Police Department**

**September 1995 - February 2021**

*Police Officer*

- Responsible for citizen's safety concerns
- Senior SWAT team member focused on reducing violent crime and appending violent offenders in the safest manner possible.
- Coordinated and implemented training for all current and new officers. Developed curriculum and documentation system to track completed training courses.
- Member of the Community Response Team, working together with citizens and schools to create a safe environment.

**Worthington Police Department**

**January 1995-September 1995**

*Police Officer*

**Education**

Mankato State University (Minnesota State University), Mankato, MN - Bachelor of Science - Law Enforcement Track 1

Alexander Technical College, Alexandria, MN - Police Skills Program

References available upon request

# Windom School District 177 Online Application

Macgregor, Nancy - AppNo: 1238

Date Submitted: 6/2/2024

## Personal Data

**Name:** Nancy J Macgregor  
 (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

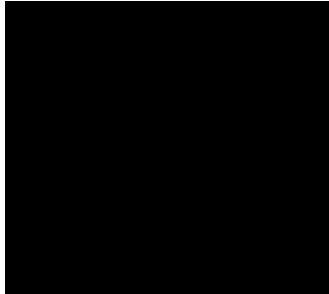
**Other:** Nancy J Macgregor  
 (First) (Middle Initial) (Last)

**Email Address:** [REDACTED]

## Postal Address

### Permanent Address

Number & Street:  
 Apt. Number:  
 City:  
 State/Province:  
 Zip/Postal Code:  
 Country:  
 Daytime Phone:  
 Home/Cell Phone:



### Present Address

Number & Street:  
 Apt. Number:  
 City:  
 State/Province:  
 Zip/Postal Code:  
 Country:  
 Phone Number:

## Employment Desired

<b>Open Vacancy Desired:</b>	<b>Date Last Submitted</b>	<b>Experience in Similar Positions</b>
JobID: 1812 <b>Food Service: 2.5 Hour/Day Caf Helper</b> at Windom Area Elementary	6/2/2024	0 years

<b>Position Desired:</b>	<b>Experience in Similar Positions</b>
<b>Food Service</b> 1. Cafeteria Helper	-

## Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Cottonwood County Chief Deputy Recorder		900 3rd Ave Windom, MN 56101 507-831-1458		Kathy Kretsch 507-831-1458	
<b>Date From - Date To:</b>	12/2006 - 01/2024	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	Retired				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	When the Recorder was gone I took over the responsibilities of all aspects of the office. Dealing with the public, Drivers License, Vital Records, Marriages, Real Estate Records, recording of documents etc.				

# Jeniffer Rothstein



Detail oriented, eager and quick learning professional with 10+ years management experience in a fast paced environment. Previous self-motivated assistant capable of multitasking and handling the flow of multiple products at one time with strict deadlines.

## Work Experience

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### **Tier 1 SMI Special Education Teacher**

Windom Area Schools-Windom, MN  
November 2023 to May 2024

Provide a safe environment for Severe Multiple Impairment (SMI) Special education students to learn and receive social and emotional skills. I was responsible for providing each student an adapted version of multiple subjects catered to their own learning needs, levels, and capabilities.

Along with educational goals I was also responsible for ensuring each student was working toward life skill goals they can utilize in their life after school.

I also provided educational services to homebound students incorporating as many senses as possible. As well as social and emotional pull out work.

The responsibilities also included keeping accurate, detail orientated data, ensuring paperwork is completed regularly and correctly.

### **Special Education Paraprofessional**

Windom Area Schools-Windom, MN  
September 2023 to November 2023

Assist Severe Multiple Impaired (SMI) Special Education students in achieving their individualized goals along with social, emotional, and general education class work. Duties included but are not limited to: Personal Care Assistant (PCA) services, class work completion, assist students in maneuvering to different classes, life skills practice, and behavior management amongst many more.

### **Supervisor's Assistant**

Ametek EMC-Jackson, MN  
November 2015 to July 2023

Assisting the Supervisor entails anything from setting up and closing paperwork for assemblies to ensuring employees are following safety guidelines and proper procedures to the demands of our customers. On an average day I would log labor, set up and close the paperwork for multiple jobs (attention to detail a must and there are proper paperwork procedures that must be followed per our policies and our customer's policies), train someone on a new process, retrieve replacement parts when needed, and assist employees with questions they have regarding their job, getting their paychecks and asking for time off. Training involved ensuring employees knew how to follow build instructions, processes in the building of medical cables/assemblies, how to run machines/tools to achieve their hourly goal and quality requirements, and proper documentation procedures.

## **Shift Supervisor**

Hardee's-Windom, MN

February 2009 to July 2015

Work along side staff to ensure orders are filled quickly and accurately. Also in charge of orientation of new employees and checking future schedules for accuracy. Daily duties included ensuring staff completed required tasks, balancing tills, and making bank runs for change or make deposits.

## **Customer Service Manager**

Walmart-Jefferson City, MO

2005 to September 2007

Responsibilities included, supervising cashiers and service desk associates in providing excellent customer service in a fast paced environment. Helping with questions and concerns of the customers, checking prices on items, replacing damaged items, and handling complaints along with delivering change, balancing two podiums and registers for cashiers and delegating register assignments according to customer flow and lunch breaks.

## Education

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### **Bachelor's degree in Criminal Justice**

Argosy University-Phoenix Online Division - Remote

2009 to 2013

## Skills

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- Employee Orientation
- Shift Management
- Supervising Experience
- Manufacturing
- Management
- Security
- Administrative Experience
- Conflict Management
- English
- Microsoft Excel
- Microsoft Word
- Assistant Manager Experience
- Microsoft Office
- Quality Assurance
- Cleaning Experience
- Computer Skills
- Leadership
- Typing
- Special Education

- Autism Experience
- Special Needs
- Math
- Organizational Skills
- Experience Working With Students
- Classroom Management

## Certifications and Licenses

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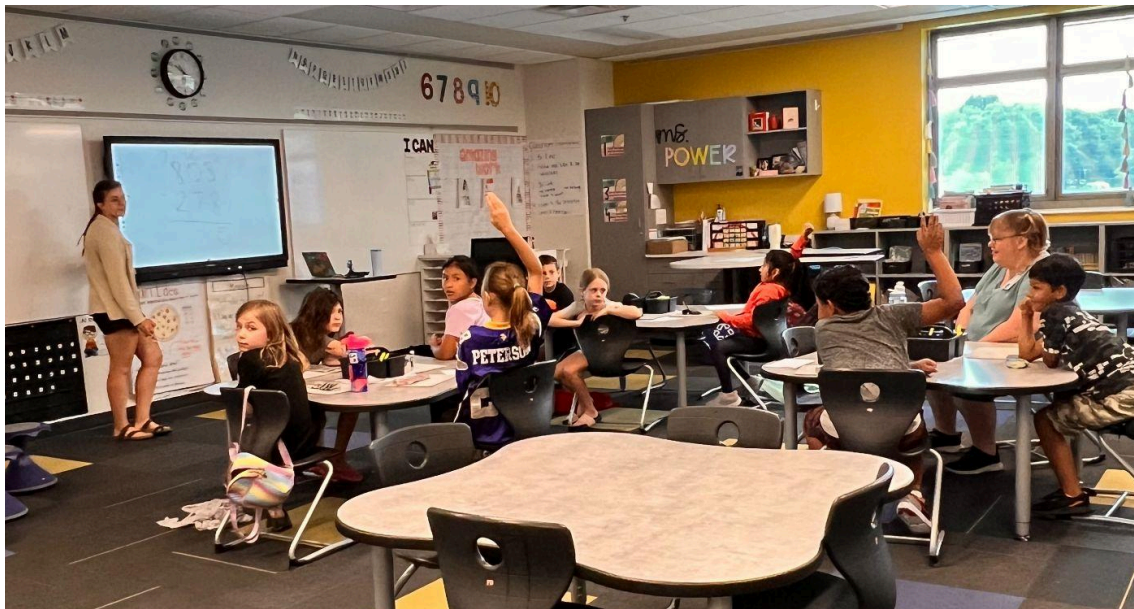
### **TABC Certification**



### **August 12, 2024**

- We have hired Julie Jelinek as an elementary SLD teacher.
- We continue to interview to find the right person for our teacher of English Language Learners.
- We have hired some paraprofessionals, and still have room for more. If you know of anyone looking for a fun, challenging job working with amazing kids, send them to any of the school buildings!
- There has been more training around FastBridge and Infinite Campus; Thank you to everyone who has been a part of these transitions.
- Entrance conferences and school photos are scheduled at the elementary for back to school on September 3 and 4, and I am excited to have staff and students back in the building.
- We held Summer STEM Camp July 29-Aug 1. Students worked on creativity, problem-solving, and cooperation by building Rube-Goldberg machines and incorporating computer science ideas into the machine.
- Summer Soaring Eagles is in its final week. Students who just completed K-4th grade have been working on reading and math skills to help curb the summer slide. Our teachers and paraprofessionals try to make it a fun, learning experience. Here are some pics of students in action! between Soaring Eagles and STEM camp, we have educationally served 64 students.





Respectfully Submitted,  
Corey Barfknecht

# **Windom Area Middle School Board Report** **2024-2025**



## **August 12, 2024**

Thank you for accepting and looking over the July middle school board report.

- We are extremely excited to kick off fall activities today.
- The new flooring that was put down in the “The Nest Foyer” is amazing.
- Hiring update in the middle school.
  - We are just looking to hire three paraprofessionals.
- August 19 - Data Mining in Adrian with our Assessment Team - MCA Data
- August 21-22 - New Teacher Workshop
- August 26 - 29 - Staff Workshop Week
- August 27 - 5th & 6th-grade Orientation 6 - 7 PM
- August 28 - 7th & 8th grade Orientation 6 - 7 PM
- September 3 - First Day of School for 5th - 12th grade
- CORE Learning’s Online Language & Literacy Academy
  - READ ACT - Required Evidence Based Training
  - 17 MS/HS Special Education and Reading Specialists will complete the course.
  - Asynchronous with 3 live training sessions (September - March).



8/12/2024 - From the Desk of High School Principal Bryan Joyce

**Vision: All students graduate with the knowledge and skills needed to be productive and engaged citizens**

**Purpose: All students learn the academic standards and we provide as much time and support as needed to help each student learn**

- Here is our [August Eagle Eye](#)
- Great to see fall activities get under way today
- Big thanks to all our community members who are supporting our relocated football field - playing on campus is going to create an awesome atmosphere for our football team!



- 
- Freshman Academy
  - Community mentors
  - School mentors
  - 9 Students
  - College visits throughout the year
  - Close monitoring/tracking - goal of no credit recovery and on-time graduation with a plan for future education
  - Made possible through generous support from the Remick

## Foundation

- We plan to attend the data mine in Adrian on Aug. 19 and learn about our MCA results from 2023-2024
- Cottonwood Jackson CEO orientation for our new class is Tuesday, Aug. 20 at the LaCanne Celebration of Life Center in Jackson
- We welcome our new teachers for 2 days of inservice Aug. 21-22, all staff Aug 26-27, all teachers Aug. 28-29
- HS orientation for 24-25 will be 7-8 PM Wed. Aug. 28
- The building looks awesome - thanks to our custodial staff
- We are excited to get going for the 24-25 school year - this is the best time of the year!



# School Board Report

## By Superintendent Jamie Frank

8/12/24

### **FEMA Meeting**

Peggy and I attended a FEMA meeting on Wednesday, July 31 regarding the flood and Island Park. A FEMA agent will be assigned to us and will contact us within the next three weeks.

### **Fall Sports - The Home Field Advantage Plan**

The temporary football/soccer field project is coming along nicely. Sod was put in place last week and we've identified a location north of the track to reinstall the long jump, triple jump, pole vault, and high jump.

During home games this fall, there will be 9 mobile lights used to illuminate the field. Concessions and restrooms will be located inside the school. The Booster Club purchased a scoreboard to be used for these games.

Time, materials, and equipment needed to complete this project were graciously donated by:

Staples Oil Co., Inc.  
Kulseth Lawn Landscaping and Concrete  
SVE LLC  
GDF Bobcat  
Ag Builders  
Negen Construction LLC  
Balzer Inc.  
Johnson Engineering Group, LLC  
Windom Eagle Booster Club  
Windom Fire Department  
Jacob Johnson, Windom Schools' Activities Director  
City of Windom  
Windom School Buildings and Grounds Crew

### **Long-Term Plan for Athletic Complex**

User group meetings for the long-term facility planning were hosted on July 24. Needs arose in the area of football, soccer, wrestling, baseball, gymnastics, and softball. The lack of functionality of the locker rooms came up often. The need for a performing arts center also came up frequently. Mammoth is preparing options and a recommendation for the board.



### **Nest Flooring**

Kinetix carpet squares were installed in the NEST Lobby. This gives the space a welcoming feel and looks really nice. The Booster Club has purchased a wrap for the concession stand area under the concession countertop.





**AGREEMENT**

**between**

**INDEPENDENT SCHOOL DISTRICT NO. 177  
WINDOM, MINNESOTA**

**and**

**THE MINNESOTA SCHOOL EMPLOYEES ASSOCIATION**

**representing**

**PARAPROFESSIONALS**

**~~Effective July 1, 2022 through June 30, 2024~~**

**Effective July 1, 2024 through June 30, 2026**

## TABLE OF CONTENTS

ARTICLE I	
Purpose.....	3
ARTICLE II	
Recognition of Exclusive Representative .....	3
ARTICLE III	
Definition .....	3
ARTICLE IV	
School Board Rights .....	4
ARTICLE V	
Employee Rights .....	5
ARTICLE VI	
Rates of Pay .....	5
ARTICLE VII	
Leaves of Absence .....	8
ARTICLE VIII	
Group Insurance .....	12
ARTICLE IX	
Hours of Service .....	15
ARTICLE X	
Holidays .....	16
ARTICLE XI	
Discipline, Discharge and Probationary Period .....	16
ARTICLE XII	
Seniority and Layoff .....	18
ARTICLE XIII	
Vacancies, Job Postings and Assignments .....	20
ARTICLE XIV	
Grievance Procedure .....	23
ARTICLE XV	
Public Obligation .....	25
ARTICLE XVI	
Duration .....	25
SCHEDULE A	
Wages.....	27

**MASTER AGREEMENT  
ARTICLE I  
PURPOSE**

**Section 1. Parties:** THIS AGREEMENT is entered into between Independent School District No. 177, Windom, Minnesota hereinafter referred to as the School District, and the Minnesota School Employees Association (MSEA), hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions and employment for paraprofessionals, excluding confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the District Office Staff, during the duration of this Agreement.

**ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**Section 1. Recognition:** In accordance with the P.E.L.R.A., the School District recognizes the MSEA as the exclusive representative for paraprofessionals, employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

**Section 2. Appropriate Unit:** The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services.

**ARTICLE III  
DEFINITIONS**

**Section 1. Terms and Conditions of Employment:** Shall mean the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

**Section 2. Description of Appropriate Unit:** For purposes of this Agreement the term paraprofessionals shall mean an employee within the appropriate unit employed by the School District in such classification excluding the following: confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of their normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the district office staff and such other employees excluded by law.

**Subd. 1. Normal Work Week Defined:** For the purposes of this Agreement, the normal workweek for paraprofessionals is thirty-four point one-five (34.15) hours. Thirty-five percent of the normal workweek is eleven point ninety-five (11.95) hours for paraprofessionals.

**Section 3. School District:** For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

**Section 4 Full-time Employees:** A regular workweek for full-time employees shall consist of 40 hours, exclusive of meal period. Employees working less than such regular workweek shall not be considered full-time.

**Section 5. Permanent Part-time Employees:** A permanent part-time employee is an employee who works a regular schedule of less than 8 hours per day 5 days per week.

**Section 6. Temporary/Casual Employees:** The School District reserves the right to employ such personnel as it deems desirable or necessary on a temporary or casual basis.

**Section 7. Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

#### **ARTICLE IV SCHOOL BOARD RIGHTS**

**Section 1. Inherent Managerial Rights:** The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and director and number of personnel.

**Section 2. Management Responsibility:** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

**Section 3. Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives, and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the rights, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 4. Reservations of Managerial Rights:** The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

## ARTICLE V EMPLOYEE RIGHTS

**Section 1. Rights to Views:** Nothing contained in this Agreement shall be construed to limit, impair or effect the right of any employee or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative, if there be one; nor shall it be construed to require any public employee to perform labor or services against his/her will.

**Section 2. Right to Join:** Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

**Section 3. Request for Dues Check Off:** ~~The exclusive representative shall be allowed dues check off for its members, provided that dues check off and proceeds thereof shall not be allowed to any exclusive representative that has lost its rights to dues check off. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee had agreed to pay to the employee organization in ten equal installments, beginning with the first pay period in September;~~

**Payroll Deductions.** Pursuant to Minn. Stat. 179A.06, the Employer will deduct from the regular payroll: Association dues for those employees in the bargaining unit who are members of the Association and who have requested in writing to have their regular Association dues paid by payroll deduction.

**Subd 1.** Employers must commence deductions within 30 days of notice of authorization from the exclusive representative and must remit the deductions to the exclusive representative within 30 days of the deduction. The failure of an employer to comply with the provisions of this paragraph shall be an unfair labor practice under section 179A.13, the relief for which shall be reimbursement by the employer of deductions that should have been made or remitted based on a valid authorization given by the employee or employees.

**Subd 2.** Remission of Withheld Funds. The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized statement to the Minnesota School Employees Association no later than thirty (30) days following the end of each payroll period.

**Subd 3.** Bargaining unit information. Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contact information to an exclusive representative in an Excel file format or other format agreed to by the exclusive representative: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

**Subd 4.** Every 120 calendar days, a public employer must provide to an exclusive representative in an Excel file or similar format agreed to by the exclusive representative the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

**Subd 5.** A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

**Section 4. Financial Information:** The School District shall provide, upon request of the exclusive representative, information pertaining to the School District's budget, both present fiscal year and proposed fiscal years revenues and other financial information. The exclusive representative shall indicate in writing which financial information it is requesting. All costs of duplication of the information shall be borne by the exclusive representative.

**Section 5. Personnel File:** No material shall be kept in the employee personnel file without a copy being provided to the employee within ten (10) days of its receipts or creation by the District. Any material not provided to an employee shall not be allowed in any disciplinary action against the employee. Any employee shall have the right to inspect his/her personnel file during regular business hours. The employee may reproduce contents of the file at his/her own expense and may attach a statement of explanation or rebuttal to any information contained in such file.

**Section 6. New Employee Access:** The School District will provide the Union steward with the name and work location of each new employee when that employee begins work with the school district. The School District will also provide thirty (30) minutes of paid time to the Union to meet with the new employee.

## ARTICLE VI RATES OF PAY

### **Section 1. Rates of Pay:**

**Subd. 1.** The wages and salaries in the schedules attached hereto shall be a part of the Agreement for the period commencing July 1, 2022-2024 through June 30, 2024-2026.

For any new hires and employees who do not work during the summer months and do not receive a paycheck in the month of August, any hours worked from September 1<sup>st</sup> to the 10<sup>th</sup> of the month will be paid prior to September 30<sup>th</sup>. Hours worked from September 11<sup>th</sup> to the 30<sup>th</sup> will be paid on the normal October 20<sup>th</sup> payroll. For any new hires who start during the school year will then have any hours worked from the 1<sup>st</sup> to the 10<sup>th</sup> of the month paid prior to the last day of the month. All future paychecks will be on the regular 20<sup>th</sup> of the month payroll.

**Subd. 2.** Paraprofessionals who have not reached the top step will be eligible for step increases on July 1 of each year providing they have been continuously employed in the bargaining unit for the preceding six months.

**Subd. 3.** New employees will be paid at the entry classification rate as indicated on the attached Schedules. When circumstances require, the superintendent may allow a new employee to be paid at a higher rate of step/pay based on their prior work experience. Work experience to be required:

- Work experience as a paraprofessional or teacher in a school district
- Work experience as a paraprofessional or teacher in a service cooperative
- Work experience with disabled students or adults as a LPN (Licensed Practical Nurse), CNA (Certified Nursing Assistant) or PCA (Personal Care Attendant) in a private or public setting
- Work experience will be based on only actual years worked as listed above, no extra work experience years will be allowed

**Subd. 4.** Paraprofessionals who work as Bus Monitor, Hall Monitor, In School Suspension, Noon Hour Supervisor, Lunchroom Supervisor, Playground and Morning Supervisor shall receive a stipend of ~~\$1.50~~ \$2.00 per hour in addition to their regular hourly rate of pay for all time worked in said position. This stipend doesn't carryover from one year to the next and is not assigned by seniority but rather based on student needs at the school districts discretion.

**Subd. 5.** Employees who sub in a unit position will receive their current rate of pay no matter what time of the year it is.

**Section 2. Overtime:**

All work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay.

**Section 3. Mileage:** Employees who are required to use their personal vehicles when performing their job duties, or who are required to commute between buildings, will be reimbursed at the IRS rate.

**Section 4. Severance Pay:** No employee hired after July 1, 2000, shall be eligible for severance pay. Employees who retire from the School District, or resign, shall be granted the following percentage of their accumulated sick leave days with pay:

Length of Employment:	0-9 years	No withdrawal
	10-14 years	25%
	15 plus years	50%

The rate of pay for each day to be calculated on the average daily salary of the employee at the time they terminate their employment. In the event of the death of the employee before all or a portion of the severance pay has been disbursed, the balance due shall be paid as a lump sum into the Special Pay Deferral Plan (SPDP) for access by the employee's estate.

On behalf of any person covered by the agreement, the School District will deposit 100% into the Health Care Savings Plan (HCSP) and 0% into the Special Pay Deferral Plan (SPDP) of the amount of severance calculated above. This severance/retirement deposit plan is authorized and permitted under the Internal Revenue Code. Employees will not be entitled to receive this amount in the form of taxable cash compensation unless the severance amount is under the

minimum amounts allowed for the HCSP and SPDP or if the bargaining unit members decide not to participate in the HCSP or SPDP.

All administrative fees incurred at the time of initial set up will be borne by the School District, subsequent fees including any and all transactions fees will be borne by the employee.

**Section 5. Matching Deferred Compensation Plan:**

**Subd. 1.** Matching deferred compensation is available to all regular employees covered by this Agreement. The District will match contributions as outlined below for all employees who work half time or more in their classification not to exceed a total contribution of \$30,000.00. Part-time employees who work less than fifty percent (50%) of the full time equivalent in their classification shall be eligible to participate on a prorated basis to the percentage of time they are employed.

<b>Years of Service</b>	<b>Yearly dollar match by the District</b>
0 - 5 years	\$0
6 - 10 years	\$215-\$315
11 – 15 years	\$415-\$515
16 – 20 years	\$815-\$915
21 plus years	\$1,115-\$1,215

**Subd. 2.** Any employee with less than 10 years of service experience July 1, 2000 will not be eligible for severance pay, but may participate in the Matching deferred compensation plan.

**Subd. 3** Any employee with 10 years of service or more as of July 1, 2000 may participate in both the Matching deferred compensation plan and the Severance Plan. Upon retirement an employees’ severance pay will be calculated and all matching contributions under the provision of the matching deferred compensation plan contributed by the District will be subtracted from the qualifying severance amount.

**Subd. 4.** Participants must designate the carrier and the amount of the matched annuity by September 1 and March 1 to establish or make any changes in carrier and amount. The employees must complete a salary reduction authorization prior to any authorization/agreement for tax-sheltered annuity purposes may be made in any fiscal year. Changes will be allowed by contacting the District Office.

All vendors must be listed in the “Plan Document” as approved investment providers prior to receiving any funds. The list of these vendors is available from the School District. Any contributions, rollovers, loans, distributions, hardship withdrawals, transfers, and plan administration must follow the “Plan Document” and the third-party administrator’s policies.

**Subd. 5.** Employees on an unpaid leave of absence for more than thirty (30) days shall not be eligible to receive the District’s contribution toward the match in the Matching

Deferred Compensation Plan. The Districts contribution towards match shall resume once the employee reports back to duty.

**Subd. 6.** This program shall be subject to the regulations of the State of Minnesota, Statute 356.24 and IRS code 457.

## **ARTICLE VII LEAVES OF ABSENCE**

### **Section 1. Sick and Safe Leave:**

**Subd. 1.** Paraprofessional employees shall earn sick leave at the rate of one day for each month of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. One day shall be equivalent to the normal standard workday of the employee based in hours.

**Subd. 2.** Unused sick leave days will be allowed to accumulate to a maximum credit of 140 days of sick leave per employee.

**Subd. 3.** Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness which prevented their attendance and performance of duties on that day or days. **A paraprofessional may use his/her accumulated sick leave and the school board limits use as permissible as all state statutes will be followed.** Sick leave pay shall be approved once entered into Absence Management or any electronic system provided by the district prior to the absence.

**Subd. 4.** Sick leave with pay may also be granted an employee due to the serious illness of a member of the immediate family when such illness requires the presence of the employee. Immediate family shall be defined as spouse, children, and parents, spouse's parents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents of employee and grandchildren. Leaves in excess of three consecutive days will require medical certificate as indicated in Subd. 5, except in the case of minor children pursuant to state statute.

**Subd. 5.** The School District may require a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to eligibility for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

The School Board or its designee may require that the employee undergo a physical examination by the licensed physician designated by the Superintendent. Such physician's opinion shall be determined as to the period of disability. The cost of such physical examination shall be borne by the School District.

**Subd. 6.** Sick leave allowed shall be deducted on an hourly basis from the accrued sick leave days earned by the employees.

**Subd. 7. Reduced Hours and Unused Sick Leave Accumulation Maximums:** If an employee's regular hours are reduced and their unused sick leave exceeds the new maximum number of hours allowed, no hours of unused sick leave already accumulated

will be deducted from the employee's unused sick leave balance. Once the level of unused sick leave accumulation falls below the new maximum allowed, new hours of unused sick leave will begin to accumulate the next pay period.

## **Section 2. Worker's Compensation:**

**Subd. 1.** Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District, under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

**Subd. 2.** A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the pro rata portions of days of sick leave or vacation time which is used to supplement Worker's Compensation.

**Subd. 3.** Such payment shall be paid by the School District to the employee during the period of disability.

**Subd. 4.** In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

**Subd. 5.** An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for her absence.

**Section 3. Jury Duty:** Employees who serve as jurors, shall do so without loss of salary. However, any per diem, excluding mileage or other reimbursed expenses received for such jury service, shall be paid to the School District.

## **Section 4. Personal Leave:**

**Subd. 1.** A school year paraprofessional may be granted paid personal leave at the discretion of the School District of no more than three (3) days per year, which can be carried over to the next school year for a maximum of five (5) days that can be used for personal leave, for situations that arise requiring the employee's attention which cannot be attended to outside of the employee's duty day, and which are not covered under other provisions of this Agreement.

**Subd. 2.** Request for personal leave must be made in Absence Management or any electronic system provided by the district at least three (3) days in advance, except in the event of an emergency. The School District reserves the right to refuse to grant such leave. All leaves must have prior approval.

**Subd. 3.** A personal leave day may be granted for the day preceding or the day following holidays or vacations, with prior approval of the supervisor.

**Subd. 4.** The district will allow up to 3 unpaid personal leave days per year. Any additional unpaid personal leave days needed for emergency situations will be approved by the superintendent on a case by case situation. These unpaid personal leave days are non-cumulative.

**Section 5. Bereavement Leave:** Up to five (5) days of bereavement leave per occurrence with full pay shall be allowed in the event of the death in the employees' immediate family. Immediate family shall include: spouse, children, parents, grandparents, grandchildren, brothers, sisters, aunts, uncles, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and spouse's grandparents. These days are to be taken from accumulated sick leave days. An additional 5 days of bereavement leave with full pay may be allowed in the event of a death not covered in the definition of immediate family above with the Superintendent's approval. These days are to be taken from accumulated sick leave days. Any additional bereavement leave days will be subject to the discretion of the superintendent depending on the circumstances.

**Section 6. Exclusive Representative Leave:**

**Subd. 1.** Exclusive representative leave will be granted to the exclusive representative for 3 days without deduction in any school year for the purpose of conducting organizational business.

**Subd. 2.** The exclusive representative must notify the Superintendent of his/her designated representative at least five (5) days prior to the use of such leave.

**Section 7. Leave of Absence:** Employees may be granted a leave of absence of up to one year without pay at the discretion of the board.

**Section 8. Miscellaneous Leave Provisions:**

**Subd. 1.** Generally, employees will be notified of the granting or denial of leaves within three (3) days after the leave request was submitted.

**Subd. 2.** All decisions to grant or deny leave requests may be appealed to the Superintendent.

**Section 9. Family and Medical Leave:** In accordance with the Family Medical Leave Act of 1993, (FMLA), as amended, employees shall be eligible for twelve (12) work weeks of leave in a twelve (12) month period under the following conditions:

1. Birth of a child or the placement of a child for adoption or foster care;
2. To care for a family member (child, spouse or parent) with a serious health condition; or
3. An employee's own serious health condition that prevents the employee from doing his/her job.

**Subd. 1.** An employee may take this leave on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

**Subd. 2.** All health insurance benefits shall be maintained while an employee is on this leave with the District and employee continuing their contribution requirements towards the premiums. This right to continue participation in such insurance programs will terminate if the employee does not return to the District pursuant to this Section. If the

employee terminates their employment in the District, the employee shall have all rights to continue insurance benefits under C.O.B.R.A. laws.

**Subd. 3.** Employee's shall provide the District with a thirty (30) calendar day notice of any foreseeable leaves under this Section. If a medical emergency prevents an employee from giving the thirty (30) calendar day notice, a notice is required as soon as practical.

**Subd. 4.** Employee's shall provide the District with verification or certification of qualifying condition or need for leave, when requested, by a health care provider/agency.

**Subd. 5.** Employee's shall have the right to return to the same position or an equivalent position, with equivalent pay, benefits and working conditions at the conclusion of the leave. Employee's who passed their probationary period, shall retain all seniority benefits while on leave. Employee's still in their probationary period at the commencement of leave, shall not have actual leave time count towards the probationary period requirement.

**Subd. 6.** Employees shall be allowed to use any accumulated sick, vacation or personal time to offset any unpaid leave with paid leave.

**Subd. 7.** Failure of the employee to return pursuant to the date determined as the end of their leave shall constitute a resignation of the employees position in the District.

**Subd. 8.** An employee may be allowed additional unpaid leave, not to exceed twelve (12) months, provided the employee follow the procedure outlined in this section.

**Subd. 9:** Eligibility: To be eligible for the benefits of this section, a paraprofessional must have been employed by the School District for the previous 12 months and must have been employed for at least 1,250 hours during such 12-month period.

**Section 10. Voting Leave:** This leave will be granted pursuant to current Minnesota statute.

**Subd. 1:** The District must also provide an employee paid time off to serve as an election judge, provided the employee gives the District at least twenty (20) days advance written notice. The District may reduce the employee's pay by the amount the employee is paid to serve as an election judge.

**Section 11. Good Attendance Incentive:**

**Subd. 1.** Any employee who has used Sick Leave, Worker's Compensation, Personal Leave, Bereavement Leave, **Exclusive Representative Leave**, Leave of Absence, Miscellaneous Leave, Family and Medical Leave and Leave Without Pay will receive at the end of the school year the following stipend:

- 0 hours/days\* = \$400
- 1-3 days\* or less = \$300
- 4 days\* or less = \$200
- 5 days\* or less = \$100

\*Days above are based on the hours per day listed on the seniority list.

Hired between July 1 and October 31 gets full amount  
 Hired between Nov 1 and December 31 gets 75%  
 Hired between Jan 1 and February 28 get 50%  
 Hired after March 1 and April 30 get 25%  
 Hired after May 1 not eligible

**Subd. 2.** Personal leave days used for Bad Weather School Closing Days, as stated in Article IX, Section 5, Jury Duty Leave, as stated in Article VII, Section 3 and Voting Leave as stated in Article VII, Section 10 will not apply to the days listed above. Any other leaves not listed in Subd. 1 above will be counted as an absence.

**Section 12. Minnesota Paid Leave**

All state statues will be followed.

**ARTICLE VIII  
 GROUP INSURANCE**

**Section 1. Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law.

**Subd. 1.** Any recommendations from the School District’s Insurance Committee regarding health insurance plan changes (change in aggregate value) does not need full union approval, just Insurance Committee approval. Insurance Committee voting structure is: Teachers – 3, Paraprofessionals – 2, Custodian/Secretarial/Food Service – 2, Administrators – 1, School Board (represented by Superintendent or Business Manager) – 1.

**Section 2. Health and Hospitalization Insurance:**

**Subd. 1. Eligibility and Qualification:** Eligibility and qualification shall be in accordance with the health insurance plan document. All employees whose regular work assignment is twenty (20) hours or more per week are eligible for enrollment in the group as provided by the plan document.

**Subd. 2. District Contribution:** The District shall contribute up to the following dollar amount toward but not to exceed the premiums for full-time regularly assigned eligible employees who qualify for and are enrolled in the District group health plan. Permanent part-time employees working twenty (20) hours or more per week will be allowed District contributions on the basis proportional to the percent of time they are regularly employed. Any additional cost of the premium shall be borne by the permanent part-time or permanent full-time employee and paid by payroll deduction.

The District reserves the right to increase the contribution on an individual basis in order to avoid any fines or penalties imposed by the Affordable Care Act (ACA). This is due to the W-2 affordability 9.5% test. The Chief Steward will be notified of the number of people affected by this.

Premium Allowance	<del>2022-2023</del>	<del>2023-2024</del>
	<del>\$9,680.34</del>	<del>\$9,922.34</del>
	<del>(\$806.70 per month)</del>	<del>(\$826.87 per month)</del>

<u>2024-2025</u>	<u>2025-2026</u>
\$10,422.34	\$10,922.34
(\$868.53 per month)	(\$910.20 per month)

Any employee who is not a 12 month employee who is on the district’s single health insurance plan their monthly premium allowance will be figured for the year and spread out to pay for 12 months of premium first. Any contribution in excess of the monthly premium will be put into a VEBA/HSA account.

**Subd. 3. Married Couples Employed by District:** Married couples who are both employed by the District and eligible for insurance may pool their insurance premium allowance to purchase one family plan versus two individual plans. The District contribution will not exceed the premium allowance each employee would be eligible to receive on an individual basis.

**Subd. 4. Retirement:** Upon retirement, employees who are enrolled in the group health insurance plan, who are at least 55 years of age or older, may continue to remain a part of the health insurance group if they agree to pay all premiums at their own expense.

**Subd. 5. Group Health Plans:** The School District shall also make available group health insurance plans, to its employees and eligible retirees.

With respect to all qualified bargaining unit members, the School District shall contribute up to the dollar amount listed in Subd. 2 towards the monthly premium costs of these group health plans. If a “Voluntary Employee Benefit Arrangement” (VEBA/HRA Plan) or “Health Savings Account” (HSA Plan) is chosen, Subd. 6. below will apply.

All insurance carrier plans offered by the school district must meet the insurance carrier’s policies and minimum qualification.

**Subd. 6 Establishment of VEBA/HRA and HSA:** The School District adopted the Minnesota Service Cooperative VEBA Plan, HSA Plan and the Employee Benefits Trust Agreement for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. Employer and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employee’s beneficiary association under Section 501 (c)(9) of the Internal Revenue Code.

If the School District maintains a cafeteria plan with a health flexible spending account (an FSA), the School District will specify the Adoption Agreement for the VEBA Plan document, before the first day of the FSA plan year, the eligible health expenses will be paid from the FSA first, until an individual’s FSA account is exhausted, and from the VEBA plan second. If an employee chooses the HSA plan/account, the employee will follow all IRS regulations regarding having a HSA and how it works with an employee (and their spouse) if they have a Flexible Spending Account (FSA) or a VEBA account. All HSA contribution amounts will not exceed the amount as set by the IRS per year for individual or family coverage.

1. **Benefits provided through the VEBA/HRA and HSA:** The School District shall provide the following welfare benefit arrangement through the VEBA/HRA and HSA Plan:

The Health Reimbursement and Savings Arrangement for Active Employees.

2. **Payment of Administrative Fees:** Administrative and investment fees allocable to individual accounts of active employees shall be paid from the account. Administrative and investment fees allocable to individual accounts of active employee, who have accrued a balance in the VEBA/HRA or HSA Plan but change coverage, so that they are no longer entitled to employer contributions, shall be paid from the account. Administrative and investment fees allocable to the individual accounts of former employees, including retirees, shall be paid from the account. If the VEBA/HRA or HSA Plan is terminated, or if Employer Contributions cease by agreement between the parties, administrative and investment fees shall be paid from the account.
3. **High Deductible Group Health Plan:** The School District shall make available VEBA/HRA and HSA group health plans, the School District shall contribute the difference between the premium allowance listed in Subd. 2 and the monthly premium cost for each qualified employee (ie. a 10 month employee would receive the above amount for 10 months, a 9 month employee would receive the above amount for 9 months) who elects coverage under the group health plan described in this subdivision.

In the event that two School District bargaining unit employees are either married or a bargaining unit employee marries another school employee the School District who is eligible for School District provided health and hospitalization insurance, the School District shall contribute an amount on the health insurance plan equal to the above contribution for each employee but not to exceed full family health insurance coverage if family coverage is selected by the married couple in only one (1) of the members name. Employees who are employed less than full time shall be eligible to participate on a prorated basis to the percentage of the time they are employed with the School District.

- A. In addition the employer contribution listed above, any grant available from the SWWC Service Cooperative will be deposited into the employee's VEBA/HRA or HSA account until the grant expires.
  - B. All contributions on behalf of a VEBA/HRA or HSA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan/ VEBA/HRA or HSA Plan or from separation of employment.
4. The district will apply the collectively bargained health insurance amount to insurance premium first and the remainder will be funded, on a monthly basis, to an HSA or VEBA/HRA account. This amount will be prorated on an annual basis as a result of insurance premium changes or collective bargaining levels. All HSA contribution amount will not exceed the amount as set by the IRS per year for individual or family coverage.

**Subd. 7. Statewide Health Plan:** Should a statewide health insurance plan become available during the course of this agreement, then both parties agree that bargaining may reopen on the health insurance provision.

**Section 3. Long Term Disability (LTD) Insurance:** The School District will pay 100% of the premium for long term disability insurance for each employee meeting the insurance carrier's minimum qualifications. Benefits shall be payable according to the insurance carrier's schedule of benefits.

**Section 4. Life Insurance:** The District shall provide a group life insurance program and shall pay the premium for ten thousand dollars (\$10,000) of coverage, with an Accidental Death & Dismemberment feature, for each eligible employee. To be eligible for this coverage an employee must work an average of twenty (20) hours per week in a position or positions covered by this agreement meeting the insurance carrier's minimum qualifications. The School District will not be held responsible for the regulations of the carrier.

**Section 5. Claims against the School District:** It is understood that the School District's only obligations to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 6. Duration of Insurance Contribution:** An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contribution shall cease.

**Section 7. Flexible Benefits Plan:** The District shall adopt a payroll-system flexible benefits plan from a Flexible Benefits Plan vendor agreed upon by the parties, provided that in all events such vendor shall have substantial experience with School Districts, shall take legal responsibility for the Plan, shall give the employees tax advice with respect to their participation in the plan, shall have comprehensive orientation services for employees including 24-hour per day consultation for employees and opportunity for the employees spouses to have their questions answered about the plan. The School District shall assume all financial costs for the operation of the Flexible Benefit Plan.

Effective December 31, 2016 the medical flexible benefits plan will be terminated or changed to a limited flexible benefit plan for dental and vision only due to Affordable Care Act (ACA) rules. Dependent flexible benefits plan will still be an option.

## **ARTICLE IX HOURS OF SERVICE**

**Section 1. Shifts and Starting Time:** All employees will be assigned starting time and shifts as determined by the School District.

**Section 2. Meal Period:** Employees shall be provided a duty free meal period of at least 30 minutes.

**Section 3. Break Times:** Employees working at least four (4) hours per day will receive one (1) fifteen minute break; employees working six (6) or more hours per day will receive two (2) fifteen minute breaks.

**Section 4. Extra Work:** Regular part-time employees shall have the first option to work any additional hours (bringing their total weekly hours up to 40), which are due to school functions for which they are qualified. Employees shall have the first option to work any extra hours created by non-school organizations functions. First option to work extra assignments will be given to the building crew where the extra work exists.

**Section 5. Economic Security/Emergency Closing Language**

In the event the building is closed or a day of school is cancelled (e.g. distance learning day, weather related closing, government order, other emergency closing, etc.), the school district will provide one of the following options on an individual basis:

- a. Work remotely as assigned by the District,
- b. Take the day unpaid or use personal time
- c. Make up the time as assigned by their building supervisor or administrator, or
- d. Refer to Article XII regarding Seniority, Reduction, Layoff and Reemployment

Refer to current Windom e-Learning Plan shared with all employees; all state statutes will be followed.

**Section 6. Late Start/Early Dismissal:** If school starts late, or is closed after employees report for work, they will be paid for all regularly scheduled hours for that day.

**Section 7. Inservice Training:** All paraprofessionals will be required to work all student contact days and hours as presented on the school calendar which is board approved each year. One (1) week notice will be given for any training's that must be attended by the employee. Employees will be paid their regular hourly rate of pay for all inservices they attend.

**ARTICLE X  
HOLIDAYS**

**Section 1. Paid Holidays:**

Persons employed nine or more months shall be granted the following paid holidays:

New Year's Day	Memorial Day	Day following Thanksgiving
Good Friday	Labor Day	Christmas Day
Easter Monday	Thanksgiving Day	Christmas Eve Day

Note: Memorial Day will continue to be paid during the Flexible Learning Year application.

The District agrees to pay paraprofessionals for Memorial Day and Labor Day if they work their scheduled day before Memorial Day and/or after Labor Day (unless on excused illness, leave or vacation).

**Section 2. Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Section 3. School in Session:** The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Upon mutual agreement between the District and the Exclusive Representative, the District shall pay each employee their holiday pay equivalent in the event another holiday day off cannot be established.

The establishment of the new holiday and employee notification of such, or the determination of pay for the holiday will be completed within one (1) week of the original cancellation of holiday. Any legal holiday or holiday, which falls within an employee's vacation period, shall not be counted as a vacation day.

**Section 4. Eligibility:** In order to be eligible for holiday pay, an employee must have worked his/her scheduled work day before and after the holiday unless he or she is on excused illness, leave, or on **vacation personal leave** under these provisions.

## **ARTICLE XI DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD**

**Section 1. Probationary Period:** An employee under the provisions of this Agreement shall serve a probationary period of six months of actual time worked in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated. The parties agree any time period an employee is on unpaid leave shall not be counted in determining the completion of the probationary period.

**Section 2. Just Cause:** Disciplinary action may be imposed upon an employee who has satisfactorily completed the initial probationary period only for just cause. Discipline shall be imposed in a timely manner.

**Section 3. Progressive Discipline:** Disciplinary action shall normally include only the following measures and shall normally be administered progressively in the following order:

**Subd. 1.** Reprimands, either oral or written;

**Subd. 2.** Suspension from duty without pay;

**Subd. 3.** Demotion in position and pay;

**Subd. 4.** Discharge from employment.

The District reserves the right to move directly to a higher level of discipline based on the seriousness of the offense and other relevant factors.

**Section 4. Meetings to Discuss Discipline Measures:** If a supervisor meets with an employee to discuss written reprimand, suspension, or discharge, the employee has the right to have a union representative present.

**Section 5. Discharge Due Process:** No employee who has completed the probationary period, shall be discharged without having been afforded an opportunity to hear the reason(s) for the discharge and without an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes is relevant to the discharge decision. Whenever possible and practical, such opportunities shall be provided in a conference with the

District which shall be conducted after advance notice to the employee and his/her Union representative who shall be permitted to attend the conference.

**Section 6. Disciplinary Action Records:** A written record of all disciplinary actions within the meaning of this article, shall be provided to the involved employee(s) and may be entered into the employee's personnel record. Investigations into conduct, which do not result in disciplinary action, however, shall not be entered into the employee's personnel record. The disciplined employee or Union representative shall be entitled to submit a written response to be included in the employee's personnel record.

**Section 7. Probationary Period: Change of Classification:** In addition to the initial probationary period an employee transferred, promoted, or otherwise occupying a different classification shall serve a new probationary period of three (3) calendar months in any such new classification. During this three (3) month probationary period if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to his/her former classification. Provided however, if an employee is placed in a new position as a result of the exercise of seniority rights in respect to layoff or recall the School District may place such employee on layoff if her/his performance is unsatisfactory. The Superintendent or such person(s) as designated by the Superintendent shall determine whether an employee's performance is unsatisfactory. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

**Section 8. Supervision and Evaluation:** The District reserves the right to evaluate an employee. A meeting will be held with the employee to discuss the evaluation, and then a written report of the evaluation will be placed in the employee's personnel file with a copy provided to the employee.

**Section 9. Conditions Of Employment.** All paraprofessional staff must maintain training and have the ability to pass all safety and health trainings required by state statute or district policy. (ie Blood Borne Pathogen, chemical, etc.).

~~If the school district would be eligible and apply for School Wide Title Funds for any or all buildings (not just building specific), all paraprofessionals must meet federal regulations regarding highly qualified status. The school district will pay for the Para Pro Test upon successful completion.~~

Paraprofessionals must meet qualifications to be eligible for special education funding as well as other state and federal funded programs that have special requirements (ie Title). Within 30 days of hire date paraprofessionals will provide documentation of college credits or associate's or higher degree or take a state-approved assessment. Testing dates will be set by the school district and the paraprofessionals will be required to attend these testing dates until qualifications are met. The school district will pay for the state-approved assessment test. If a paraprofessional does not attend the required testing sessions and/or does not make adequate progress towards the passing of the assessment test, the district has the right to take disciplinary action.

## ARTICLE XII SENIORITY, REDUCTION, LAYOFF AND REEMPLOYMENT

**Section 1. Recognition:** The parties recognize the principle of seniority in the application of this Agreement within classification concerning reduction or increase in force and assignment of vacation period. For application there is one classification: Paraprofessionals.

**Section 2. Seniority Date:**

An employee's seniority commences on the first day of service with the District for the determination of benefits within the District. If more than one (1) employee begins work on the same day, seniority ranking for such employee shall be determined by lot.

**Section 3. Layoff and Reduction of Hours:**

**Subd. 1.** In the event the School District reduces the work force covered by the agreement within the School District, such layoff shall occur as follows:

For paraprofessionals, layoff shall occur in reverse seniority order of District Seniority with the most recent hired employee the first to be put on layoff status.

**Subd. 2.** Notice of such layoffs or reduction in hours shall be given two (2) weeks before the scheduled layoff or reduction in hours except in the case of work stoppages or other unforeseen circumstances.

**Subd. 3. Procedure:**

A senior paraprofessional will have seniority rights in regard to layoff or reduction of hours over the most junior paraprofessionals with equal or closest to equal number of hours. A paraprofessional who is displaced by the exercise of seniority by a more senior paraprofessional pursuant to this section may in turn exercise seniority in the same fashion if qualified.

**Subd. 4. Reduction:**

If the number of hours an employee is assigned to work is reduced, he or she shall be assigned to that position that is held by the least senior employee whose assignment is closest to, but not greater than, the assignment originally held by the employee whose hours are being reduced. The employee displaced by this reassignment may accept the assignment of the person whose hours are being reduced, or may request reassignment based on a reduction in hours. Any employee so affected may, at his or her discretion, be placed on layoff in lieu of accepting an assignment to a position with fewer hours. If a reduction of hours results in an employee not working enough hours for unit inclusion, such employee shall be considered on layoff status. Any employee with reduced hours shall retain his/her seniority and right to an equivalent increase of hours as the reduction in seniority order for a period of one (1) year after the date of the reduction.

**Subd. 5.** An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the regular school year within 5 calendar days excluding Saturday, Sunday and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

**Subd. 6.** An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the summer break within ten (10) calendar

days excluding Saturday, Sunday, and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

**Section 4. Recall:**

**Subd. 1.** Employees will be recalled in seniority order. An employee recalled to his/her former position shall receive the current rate of pay for such position.

**Subd. 2.** Employees may be recalled to positions within classification provided the employee is qualified for the position.

**Subd. 3.** Notice of recall shall be made by certified mail to the last known address of the employee being recalled. The employee shall forfeit rights to recall if the employee fails to return to an offered position within seven (7) calendar days after notice of recall, and in such event the employee's name shall be removed from the seniority and recall list. It is the responsibility of the employee on layoff to keep the School District advised of his/her current mailing address.

**Subd. 4.** An employee on layoff or reduction shall retain his/her seniority and right to recall for a period of one year after the date of layoff or reduction.

**Subd. 5.** No new employee will be hired in any position covered by this agreement while qualified employees are on layoff or reduction subject to the limitations set forth in subdivisions 3 and 4 of this section.

**Section 5. Qualified:** The Superintendent or such person(s) as designated by the Superintendent shall determine whether an employee is qualified to exercise seniority for layoff or recall. An employee may grieve, to the School Board level only the determination by the Superintendent or designee that an employee is not qualified. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

**Section 6. Seniority List:** A current seniority list shall be emailed out to all employees, with one paper copy to each Chief Steward. Date to contest the seniority list will be included in email and given to each Chief Steward. Said listing shall be updated as of January 1 of each year.

**Section 7. Voluntary Termination and Re-employment:** In the event that an employee voluntarily terminates his/her employment from a bargaining unit position and is subsequently re-employed by the District under this bargaining unit within a time period of no greater than twelve (12) months after the date of termination, the employee shall:

**Subd. 1.** Be reinstated without loss of seniority or benefits and the years of service credit earned and accumulated as of the date of termination.

**Subd. 2.** Be reinstated without having to serve a new probationary period notwithstanding any other provision to the contrary.

**Subd. 3.** Be reinstated to a similar vacant position at the same rate of pay the employee last earned as of the date of termination.

The above subdivision does not apply if the employee retires from the school district and is receiving retirement benefits from PERA or is doing a Phased Retirement Option Agreement

with PERA. These individuals will directly negotiate their re-employment terms with the district.

## **ARTICLE XIII VACANCIES, JOB POSTING AND ASSIGNMENTS**

### **Section 1. Posting and Filling Vacancies:**

**Subd. 1.** All permanent vacancies in regular positions or newly created positions will be posted for a period of five (5) working days prior to filling the vacancy. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last six months or less. Vacancy positions shall contain, at a minimum, the anticipated duration of the job, hours, classification, and job duties.

**Subd. 2. Application of Vacancies.** All employees under this Agreement may submit a written application to the Office of the Superintendent for any vacancy or for any new regular position, which is posted pursuant to this article.

**Subd. 3. Filling Vacancies:** Notice of the candidate selected to fill the vacancy or the new regular position shall be given within five (5) working days after the filling of the position.

**Subd. 4.** The final decision as to the successful application shall be in the discretion of the Superintendent or such person(s) designated by the Superintendent. A vacancy or new position may be filled by either a current employee or by hiring a new employee except as otherwise specified in Subd. 5.

**Subd. 5.** A permanent vacancy or new position shall be filled from existing staff if all the following conditions are met as follows:

- i.** At least one member of the existing staff must apply in a timely manner as specified in this Article.
- ii.** At least one applicant seeking promotion must be qualified to satisfactorily perform the duties and responsibilities of the position.
- iii.** If the conditions set forth above are met then the position shall be filled as follows:

**Subd. 6.** If more than one applicant is equally qualified, seniority rights shall be exercised.

**Subd. 7.** The filling of vacancies shall not be subject to the grievance procedure except as follows:

- i.** An employee may grieve a failure of the School District to follow the posting procedure.
- ii.** An employee may grieve to the School Board level only the failure of the School District to award a position to said employee pursuant to Subd. 5. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

**Subd. 8.** The requirement of posting shall apply only to permanent vacancies and newly created positions. Posting is not required for transfers under Section 2 of this Article.

**Subd. 9.** The public employer shall provide a copy of each posting of vacancies to the Chief Stewards of the Local Association and the MSEA office.

**Subd. 10.** Notification of the filling of vacancies, containing the employee's name and date of employment, shall be provided to the Local Association Unit Leadership and the MSEA office. The District shall provide all new employees with a copy of the current negotiated Agreement at the time of hiring.

**Subd. 11. Multiple Staff Assignment Changes:** When vacancies and unit employees' applications occur resulting in multiple staff assignment changes, the District may utilize the following procedure:

- A. Vacancies will be posted pursuant to Section 1 above.
- B. Normally, any assignments resulting from the original vacancy will not be officially filled until the entire vacancy process resulting from the original vacancy has been completed.

## **Section 2. Transfers:**

**Subd. 1.** A transfer shall mean assignment of employees between occupied positions.

**Subd. 2.** The Superintendent or such person(s) as designated by the Superintendent shall have the discretion to transfer employees to different positions including transfers between classifications.

**Subd. 3.** The School District may not transfer an employee to a position with a lower hourly rate of pay or fewer hours without the consent of the employee except for just cause.

**Subd. 4.** The transfer of an employee shall not be subject to the grievance procedure except that an employee may grieve an involuntary transfer to a position with a lower hourly rate of pay.

**Subd. 5.** Loss of supervisory stipend shall not be subject to grievance procedure.

## **Section 3. Summer Employment**

**Subd. 1.** Employees shall have seniority rights in regard to summer employment as specified in this section.

**Subd. 2.** Each year prior to the commencement of summer school the employer shall provide written notice to each employee that summer jobs may be available and that employees in order to retain their seniority rights must notify the School District in writing that they are available for summer employment. The School District must receive the written notice from the employees on or before April 1st of each year provided, however, the return date shall allow employees a minimum of fourteen days time to respond.

**Subd. 3.** Received by the School District shall mean personally delivered to the School District offices. If return is by U.S. Mail received shall mean the date the notice is delivered to the designated School District office.

**Subd. 4.** The notice to the School District shall be in the form designated by the School District and shall include a statement signed by the employee agreeing to accept a summer school position if offered.

**Subd. 5.** If an employee fails to comply with the requirements as set forth herein the employee waives any seniority rights in respect to summer employment.

**Subd. 6.** Employees shall be notified of the availability of employment by the School District at the earliest practicable date.

**Subd. 7.** Regular, school year, employees who work during summer school will receive the school year rate of pay for the classification of the summer position. Substitute pay may be paid to summer school employees who are not employed during the normal school year. Summer school paraprofessionals will be paid the wage received at the time (fiscal year) summer school begins.

**Subd. 8.** If the District, due to a student's needs and IEP or medical recommendation request the same paraprofessional for the summer school session as the student had for the regular school year, the District shall meet and confer with the unit leadership. The paraprofessional must be willing to work the summer assignment. The unit leadership will have the authority to grant a waiver of the normal summer employment procedure to the District for specific incidents that meet these criteria.

**Subd. 9.** Regular, school year, employees who work during summer school will receive the 4<sup>th</sup> of July as a paid holiday.

**Section 4. Increases in Hours:** If the District determines it's necessary to increase the number of hours of service to a position covered by the Agreement, it may do so, at its discretion, by offering the assignment to the most senior employee holding such a position, who is available for that particular time frame.

**Subd. 1. Permanent Increases:** When an increase in hours of an employee lasts for more than sixty-seven (67) calendar days in any school year, that increase shall be considered permanent and the increased assignment shall be subject to the terms and conditions of this Agreement.

**Subd. 2. Effects on Benefits:** Once an increase in hours has become permanent, all benefits shall be recalculated based on the new hours. Changes to benefits shall become effective on the first scheduled workday following the 67th calendar day and shall be prorated when appropriate.

## **ARTICLE XIV GRIEVANCE PROCEDURE**

**Section 1.** A claim by an employee or the Association that there has been an alleged violation, misinterpretation or misapplication of any provisions of this Contract may be processed as a grievance as hereinafter provided.

**Section 2.** The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any school year and strict adherence to the time limits may result in hardships to any party, the Board and Association shall use their best efforts to process such grievance prior to the end of

the school term or as soon thereafter as possible. The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party, to act in his or her behalf.

**Section 3.** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

**Section 4.** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default of which the designated period of time begins to run shall not be included. The last day of the period so computed shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Section 5.** In the event that an employee believes there is a basis for a grievance, they shall first discuss the grievance with their Building Principal either personally or accompanied by this Association representatives.

**Section 6.** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within thirty calendar days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

**Section 7.** Within five (5) working days of receipt of the grievance, the Principal shall meet with the grievant in an effort to resolve the grievance. The Principal shall indicate his disposition of all grievance, in writing within five (5) days of such meeting, and shall furnish a copy thereof to the grievant and the Exclusive Representative.

**Section 8.** If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Superintendent, provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Within seven (7) working days, the Superintendent or his designee shall meet with the grievant on the grievance and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the grievant and the Exclusive Representative.

**Section 9.** If the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Board by filing a written copy thereof with the clerk or other designee of the Board provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Disposition of the grievance in writing by the Board shall be made no later than the next regular board meeting or twenty (20) calendar days, whichever is later. A copy of such disposition shall be furnished to the grievant and the Association.

**Section 10.** If the grievant is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party or the Exclusive Representative, and such request must be filed with the Superintendent within ten (10) working days following the decision of the Board.

**Section 11.** Upon the proper submission of the grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of any arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (“BMS”) to appoint an arbitrator, pursuant to current MINN. STAT., providing such request is made within thirty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to request an arbitrator from the Bureau of Mediation Services (“BMS”) with the time periods provided herein shall constitute a waiver of the grievance.

**Section 12.** The arbitrator shall have no power to alter, add to or subtract from the terms of this Contract.

**Section 13.** The fees and expenses of the arbitrator shall be shared equally by the parties. Any transcription costs at any step in the procedure shall be paid for by the party making that request.

**Section 14.** No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Section 15.** No reprisals of any kind will be taken by the Board or the School Administration against any employee because of his participation in the grievance procedure.

## **ARTICLE XV PUBLIC OBLIGATION**

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the schools are of paramount importance.

## **ARTICLE XVI DURATION**

**Section 1. Terms and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2022~~ **2024** through June 30, ~~2024~~ **2026**, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, they shall give written notice of such intent pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

**Section 2. Effect:** This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.



# Schedule A Wages

<b>2022-2023</b>												
Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 16.00	\$ 16.32	\$ 16.64	\$ 16.96	\$ 17.28	\$ 17.60	\$ 17.92	\$ 18.24	\$ 18.56	\$ 18.88	\$ 19.20	\$ 19.31
Bi-Lingual	\$ 18.27	\$ 18.59	\$ 18.91	\$ 19.23	\$ 19.55	\$ 19.87	\$ 20.19	\$ 20.51	\$ 20.83	\$ 21.15	\$ 21.47	\$ 21.58
Supervision	\$ 17.50	\$ 17.82	\$ 18.14	\$ 18.46	\$ 18.78	\$ 19.10	\$ 19.42	\$ 19.74	\$ 20.06	\$ 20.38	\$ 20.70	\$ 20.81

<b>2023-2024</b>												
Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 16.32	\$ 16.65	\$ 16.97	\$ 17.30	\$ 17.63	\$ 17.95	\$ 18.28	\$ 18.61	\$ 18.93	\$ 19.26	\$ 19.58	\$ 19.69
Bi-Lingual	\$ 18.64	\$ 18.96	\$ 19.29	\$ 19.62	\$ 19.94	\$ 20.27	\$ 20.60	\$ 20.92	\$ 21.25	\$ 21.58	\$ 21.90	\$ 22.01
Supervision	\$ 17.82	\$ 18.15	\$ 18.47	\$ 18.80	\$ 19.13	\$ 19.45	\$ 19.78	\$ 20.11	\$ 20.43	\$ 20.76	\$ 21.08	\$ 21.19

<b>2024-2025</b>												
Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 16.66	\$ 17.00	\$ 17.33	\$ 17.66	\$ 18.00	\$ 18.33	\$ 18.66	\$ 19.00	\$ 19.55	\$ 19.90	\$ 20.23	\$ 20.34
Bi-Lingual	\$ 19.03	\$ 19.36	\$ 19.70	\$ 20.03	\$ 20.36	\$ 20.70	\$ 21.03	\$ 21.36	\$ 21.95	\$ 22.29	\$ 22.62	\$ 22.74
Supervision	\$ 18.66	\$ 19.00	\$ 19.33	\$ 19.66	\$ 20.00	\$ 20.33	\$ 20.66	\$ 21.00	\$ 21.55	\$ 21.90	\$ 22.23	\$ 22.34

<b>2025-2026</b>												
Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 17.01	\$ 17.36	\$ 17.69	\$ 18.03	\$ 18.38	\$ 18.71	\$ 19.06	\$ 19.40	\$ 20.20	\$ 20.55	\$ 20.89	\$ 21.01
Bi-Lingual	\$ 19.43	\$ 19.76	\$ 20.11	\$ 20.45	\$ 20.79	\$ 21.13	\$ 21.47	\$ 21.81	\$ 22.68	\$ 23.03	\$ 23.37	\$ 23.49
Supervision	\$ 19.01	\$ 19.36	\$ 19.69	\$ 20.03	\$ 20.38	\$ 20.71	\$ 21.06	\$ 21.40	\$ 22.20	\$ 22.55	\$ 22.89	\$ 23.01

**AGREEMENT**

**between**

**INDEPENDENT SCHOOL DISTRICT NO. 177  
WINDOM, MINNESOTA**

**and**

**THE MINNESOTA SCHOOL EMPLOYEES ASSOCIATION**

**representing**

**PARAPROFESSIONALS**

**Effective July 1, 2024 through June 30, 2026**

TABLE OF CONTENTS

ARTICLE I  
    Purpose.....3  
ARTICLE II  
    Recognition of Exclusive Representative .....3  
ARTICLE III  
    Definition .....3  
ARTICLE IV  
    School Board Rights .....4  
ARTICLE V  
    Employee Rights .....4  
ARTICLE VI  
    Rates of Pay .....6  
ARTICLE VII  
    Leaves of Absence .....8  
ARTICLE VIII  
    Group Insurance .....13  
ARTICLE IX  
    Hours of Service .....16  
ARTICLE X  
    Holidays .....17  
ARTICLE XI  
    Discipline, Discharge and Probationary Period .....17  
ARTICLE XII  
    Seniority and Layoff .....19  
ARTICLE XIII  
    Vacancies, Job Postings and Assignments .....21  
ARTICLE XIV  
    Grievance Procedure .....24  
ARTICLE XV  
    Public Obligation .....26  
ARTICLE XVI  
    Duration .....26  
SCHEDULE A  
    Wages.....27

**MASTER AGREEMENT  
ARTICLE I  
PURPOSE**

**Section 1. Parties:** THIS AGREEMENT is entered into between Independent School District No. 177, Windom, Minnesota hereinafter referred to as the School District, and the Minnesota School Employees Association (MSEA), hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions and employment for paraprofessionals, excluding confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the District Office Staff, during the duration of this Agreement.

**ARTICLE II  
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**Section 1. Recognition:** In accordance with the P.E.L.R.A., the School District recognizes the MSEA as the exclusive representative for paraprofessionals, employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

**Section 2. Appropriate Unit:** The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services.

**ARTICLE III  
DEFINITIONS**

**Section 1. Terms and Conditions of Employment:** Shall mean the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

**Section 2. Description of Appropriate Unit:** For purposes of this Agreement the term paraprofessionals shall mean an employee within the appropriate unit employed by the School District in such classification excluding the following: confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of their normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the district office staff and such other employees excluded by law.

**Subd. 1. Normal Work Week Defined:** For the purposes of this Agreement, the normal workweek for paraprofessionals is thirty-four point one-five (34.15) hours. Thirty-five percent of the normal workweek is eleven point ninety-five (11.95) hours for paraprofessionals.

**Section 3. School District:** For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

**Section 4 Full-time Employees:** A regular workweek for full-time employees shall consist of 40 hours, exclusive of meal period. Employees working less than such regular workweek shall not be considered full-time.

**Section 5. Permanent Part-time Employees:** A permanent part-time employee is an employee who works a regular schedule of less than 8 hours per day 5 days per week.

**Section 6. Temporary/Casual Employees:** The School District reserves the right to employ such personnel as it deems desirable or necessary on a temporary or casual basis.

**Section 7. Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

#### **ARTICLE IV SCHOOL BOARD RIGHTS**

**Section 1. Inherent Managerial Rights:** The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and director and number of personnel.

**Section 2. Management Responsibility:** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

**Section 3. Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives, and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the rights, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

**Section 4. Reservations of Managerial Rights:** The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

#### **ARTICLE V EMPLOYEE RIGHTS**

**Section 1. Rights to Views:** Nothing contained in this Agreement shall be construed to limit, impair or effect the right of any employee or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the

conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative, if there be one; nor shall it be construed to require any public employee to perform labor or services against his/her will.

**Section 2. Right to Join:** Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

**Section 3. Request for Dues Check Off:**

**Payroll Deductions.** Pursuant to Minn. Stat. 179A.06, the Employer will deduct from the regular payroll: Association dues for those employees in the bargaining unit who are members of the Association and who have requested in writing to have their regular Association dues paid by payroll deduction.

**Subd 1.** Employers must commence deductions within 30 days of notice of authorization from the exclusive representative and must remit the deductions to the exclusive representative within 30 days of the deduction. The failure of an employer to comply with the provisions of this paragraph shall be an unfair labor practice under section 179A.13, the relief for which shall be reimbursement by the employer of deductions that should have been made or remitted based on a valid authorization given by the employee or employees.

**Subd 2.** Remission of Withheld Funds. The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized statement to the Minnesota School Employees Association no later than thirty (30) days following the end of each payroll period.

**Subd 3.** Bargaining unit information. Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contact information to an exclusive representative in an Excel file format or other format agreed to by the exclusive representative: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

**Subd 4.** Every 120 calendar days, a public employer must provide to an exclusive representative in an Excel file or similar format agreed to by the exclusive representative the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

**Subd 5.** A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

**Section 4. Financial Information:** The School District shall provide, upon request of the exclusive representative, information pertaining to the School District's budget, both present fiscal year and proposed fiscal years revenues and other financial information. The exclusive representative shall indicate in writing which financial information it is requesting. All costs of duplication of the information shall be borne by the exclusive representative.

**Section 5. Personnel File:** No material shall be kept in the employee personnel file without a copy being provided to the employee within ten (10) days of its receipts or creation by the District. Any material not provided to an employee shall not be allowed in any disciplinary action against the employee. Any employee shall have the right to inspect his/her personnel file during regular business hours. The employee may reproduce contents of the file at his/her own expense and may attach a statement of explanation or rebuttal to any information contained in such file.

**Section 6. New Employee Access:** The School District will provide the Union steward with the name and work location of each new employee when that employee begins work with the school district. The School District will also provide thirty (30) minutes of paid time to the Union to meet with the new employee.

## **ARTICLE VI RATES OF PAY**

### **Section 1. Rates of Pay:**

**Subd. 1.** The wages and salaries in the schedules attached hereto shall be a part of the Agreement for the period commencing July 1, 2024 through June 30, 2026.

For any new hires and employees who do not work during the summer months and do not receive a paycheck in the month of August, any hours worked from September 1<sup>st</sup> to the 10<sup>th</sup> of the month will be paid prior to September 30<sup>th</sup>. Hours worked from September 11<sup>th</sup> to the 30<sup>th</sup> will be paid on the normal October 20<sup>th</sup> payroll. For any new hires who start during the school year will then have any hours worked from the 1<sup>st</sup> to the 10<sup>th</sup> of the month paid prior to the last day of the month. All future paychecks will be on the regular 20<sup>th</sup> of the month payroll.

**Subd. 2.** Paraprofessionals who have not reached the top step will be eligible for step increases on July 1 of each year providing they have been continuously employed in the bargaining unit for the preceding six months.

**Subd. 3.** New employees will be paid at the entry classification rate as indicated on the attached Schedules. When circumstances require, the superintendent may allow a new employee to be paid at a higher rate of step/pay based on their prior work experience.

Work experience to be required:

- Work experience as a paraprofessional or teacher in a school district
- Work experience as a paraprofessional or teacher in a service cooperative
- Work experience with disabled students or adults as a LPN (Licensed Practical Nurse), CNA (Certified Nursing Assistant) or PCA (Personal Care Attendant) in a private or public setting
- Work experience will be based on only actual years worked as listed above, no extra work experience years will be allowed

**Subd. 4.** Paraprofessionals who work as Bus Monitor, Hall Monitor, In School Suspension, Noon Hour Supervisor, Lunchroom Supervisor, Playground and Morning Supervisor shall receive a stipend of \$2.00 per hour in addition to their regular hourly rate of pay for all time worked in said position. This stipend doesn't carryover from one year to the next and is not assigned by seniority but rather based on student needs at the school districts discretion.

**Subd. 5.** Employees who sub in a unit position will receive their current rate of pay no matter what time of the year it is.

**Section 2. Overtime:**

All work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay.

**Section 3. Mileage:** Employees who are required to use their personal vehicles when performing their job duties, or who are required to commute between buildings, will be reimbursed at the IRS rate.

**Section 4. Severance Pay:** No employee hired after July 1, 2000, shall be eligible for severance pay. Employees who retire from the School District, or resign, shall be granted the following percentage of their accumulated sick leave days with pay:

Length of Employment:	0-9 years	No withdrawal
	10-14 years	25%
	15 plus years	50%

The rate of pay for each day to be calculated on the average daily salary of the employee at the time they terminate their employment. In the event of the death of the employee before all or a portion of the severance pay has been disbursed, the balance due shall be paid as a lump sum into the Special Pay Deferral Plan (SPDP) for access by the employee's estate.

On behalf of any person covered by the agreement, the School District will deposit 100% into the Health Care Savings Plan (HCSP) and 0% into the Special Pay Deferral Plan (SPDP) of the amount of severance calculated above. This severance/retirement deposit plan is authorized and permitted under the Internal Revenue Code. Employees will not be entitled to receive this amount in the form of taxable cash compensation unless the severance amount is under the minimum amounts allowed for the HCSP and SPDP or if the bargaining unit members decide not to participate in the HCSP or SPDP.

All administrative fees incurred at the time of initial set up will be borne by the School District, subsequent fees including any and all transactions fees will be borne by the employee.

**Section 5. Matching Deferred Compensation Plan:**

**Subd. 1.** Matching deferred compensation is available to all regular employees covered by this Agreement. The District will match contributions as outlined below for all employees who work half time or more in their classification not to exceed a total contribution of \$30,000.00. Part-time employees who work less than fifty percent (50%)

of the full time equivalent in their classification shall be eligible to participate on a prorated basis to the percentage of time they are employed.

<b>Years of Service</b>	<b>Yearly dollar match by the District</b>
0 - 5 years	\$0
6 - 10 years	\$315
11 – 15 years	\$515
16 – 20 years	\$915
21 plus years	\$1,215

**Subd. 2.** Any employee with less than 10 years of service experience July 1, 2000 will not be eligible for severance pay, but may participate in the Matching deferred compensation plan.

**Subd. 3** Any employee with 10 years of service or more as of July 1, 2000 may participate in both the Matching deferred compensation plan and the Severance Plan. Upon retirement an employees’ severance pay will be calculated and all matching contributions under the provision of the matching deferred compensation plan contributed by the District will be subtracted from the qualifying severance amount.

**Subd. 4.** Participants must designate the carrier and the amount of the matched annuity by September 1 and March 1 to establish or make any changes in carrier and amount. The employees must complete a salary reduction authorization prior to any authorization/agreement for tax-sheltered annuity purposes may be made in any fiscal year. Changes will be allowed by contacting the District Office.

All vendors must be listed in the “Plan Document” as approved investment providers prior to receiving any funds. The list of these vendors is available from the School District. Any contributions, rollovers, loans, distributions, hardship withdrawals, transfers, and plan administration must follow the “Plan Document” and the third-party administrator’s policies.

**Subd. 5.** Employees on an unpaid leave of absence for more than thirty (30) days shall not be eligible to receive the District’s contribution toward the match in the Matching Deferred Compensation Plan. The Districts contribution towards match shall resume once the employee reports back to duty.

**Subd. 6.** This program shall be subject to the regulations of the State of Minnesota, Statute 356.24 and IRS code 457.

**ARTICLE VII  
LEAVES OF ABSENCE**

**Section 1. Sick and Safe Leave:**

**Subd. 1.** Paraprofessional employees shall earn sick leave at the rate of one day for each month of service in the employ of the School District. Annual sick leave shall accrue

monthly as it is earned on a proportionate basis to the employee's work year. One day shall be equivalent to the normal standard workday of the employee based in hours.

**Subd. 2.** Unused sick leave days will be allowed to accumulate to a maximum credit of 140 days of sick leave per employee.

**Subd. 3.** Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness which prevented their attendance and performance of duties on that day or days. A paraprofessional may use his/her accumulated sick leave and the school board limits use as permissible as all state statutes will be followed. Sick leave pay shall be approved once entered into Absence Management or any electronic system provided by the district prior to the absence.

**Subd. 4.** Sick leave with pay may also be granted an employee due to the serious illness of a member of the immediate family when such illness requires the presence of the employee. Immediate family shall be defined as spouse, children, and parents, spouse's parents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents of employee and grandchildren. Leaves in excess of three consecutive days will require medical certificate as indicated in Subd. 5, except in the case of minor children pursuant to state statute.

**Subd. 5.** The School District may require a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to eligibility for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

The School Board or its designee may require that the employee undergo a physical examination by the licensed physician designated by the Superintendent. Such physician's opinion shall be determined as to the period of disability. The cost of such physical examination shall be borne by the School District.

**Subd. 6.** Sick leave allowed shall be deducted on an hourly basis from the accrued sick leave days earned by the employees.

**Subd. 7. Reduced Hours and Unused Sick Leave Accumulation Maximums:** If an employee's regular hours are reduced and their unused sick leave exceeds the new maximum number of hours allowed, no hours of unused sick leave already accumulated will be deducted from the employee's unused sick leave balance. Once the level of unused sick leave accumulation falls below the new maximum allowed, new hours of unused sick leave will begin to accumulate the next pay period.

## **Section 2. Worker's Compensation:**

**Subd. 1.** Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District, under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

**Subd. 2.** A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the pro rata portions of days of sick leave or vacation time which is used to supplement Worker's Compensation.

**Subd. 3.** Such payment shall be paid by the School District to the employee during the period of disability.

**Subd. 4.** In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

**Subd. 5.** An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for her absence.

**Section 3. Jury Duty:** Employees who serve as jurors, shall do so without loss of salary. However, any per diem, excluding mileage or other reimbursed expenses received for such jury service, shall be paid to the School District.

**Section 4. Personal Leave:**

**Subd. 1.** A school year paraprofessional may be granted paid personal leave at the discretion of the School District of no more than three (3) days per year, which can be carried over to the next school year for a maximum of five (5) days that can be used for personal leave, for situations that arise requiring the employee's attention which cannot be attended to outside of the employee's duty day, and which are not covered under other provisions of this Agreement.

**Subd. 2.** Request for personal leave must be made in Absence Management or any electronic system provided by the district at least three (3) days in advance, except in the event of an emergency. The School District reserves the right to refuse to grant such leave. All leaves must have prior approval.

**Subd. 3.** A personal leave day may be granted for the day preceding or the day following holidays or vacations, with prior approval of the supervisor.

**Subd. 4.** The district will allow up to 3 unpaid personal leave days per year. Any additional unpaid personal leave days needed for emergency situations will be approved by the superintendent on a case by case situation. These unpaid personal leave days are non-cumulative.

**Section 5. Bereavement Leave:** Up to five (5) days of bereavement leave per occurrence with full pay shall be allowed in the event of the death in the employees' immediate family. Immediate family shall include: spouse, children, parents, grandparents, grandchildren, brothers, sisters, aunts, uncles, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and spouse's grandparents. These days are to be taken from accumulated sick leave days. An additional 5 days of bereavement leave with full pay may be allowed in the event of a death not covered in the definition of immediate family above with the Superintendent's approval. These days are to be taken from accumulated sick leave days. Any additional bereavement leave days will be subject to the discretion of the superintendent depending on the circumstances.

**Section 6. Exclusive Representative Leave:**

**Subd. 1.** Exclusive representative leave will be granted to the exclusive representative for 3 days without deduction in any school year for the purpose of conducting organizational business.

**Subd. 2.** The exclusive representative must notify the Superintendent of his/her designated representative at least five (5) days prior to the use of such leave.

**Section 7. Leave of Absence:** Employees may be granted a leave of absence of up to one year without pay at the discretion of the board.

**Section 8. Miscellaneous Leave Provisions:**

**Subd. 1.** Generally, employees will be notified of the granting or denial of leaves within three (3) days after the leave request was submitted.

**Subd. 2.** All decisions to grant or deny leave requests may be appealed to the Superintendent.

**Section 9. Family and Medical Leave:** In accordance with the Family Medical Leave Act of 1993, (FMLA), as amended, employees shall be eligible for twelve (12) work weeks of leave in a twelve (12) month period under the following conditions:

1. Birth of a child or the placement of a child for adoption or foster care;
2. To care for a family member (child, spouse or parent) with a serious health condition; or
3. An employee's own serious health condition that prevents the employee from doing his/her job.

**Subd. 1.** An employee may take this leave on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

**Subd. 2.** All health insurance benefits shall be maintained while an employee is on this leave with the District and employee continuing their contribution requirements towards the premiums. This right to continue participation in such insurance programs will terminate if the employee does not return to the District pursuant to this Section. If the employee terminates their employment in the District, the employee shall have all rights to continue insurance benefits under C.O.B.R.A. laws.

**Subd. 3.** Employee's shall provide the District with a thirty (30) calendar day notice of any foreseeable leaves under this Section. If a medical emergency prevents an employee from giving the thirty (30) calendar day notice, a notice is required as soon as practical.

**Subd. 4.** Employee's shall provide the District with verification or certification of qualifying condition or need for leave, when requested, by a health care provider/agency.

**Subd. 5.** Employee's shall have the right to return to the same position or an equivalent position, with equivalent pay, benefits and working conditions at the conclusion of the leave. Employee's who passed their probationary period, shall retain all seniority benefits while on leave. Employee's still in their probationary period at the

commencement of leave, shall not have actual leave time count towards the probationary period requirement.

**Subd. 6.** Employees shall be allowed to use any accumulated sick, vacation or personal time to offset any unpaid leave with paid leave.

**Subd. 7.** Failure of the employee to return pursuant to the date determined as the end of their leave shall constitute a resignation of the employees position in the District.

**Subd. 8.** An employee may be allowed additional unpaid leave, not to exceed twelve (12) months, provided the employee follow the procedure outlined in this section.

**Subd. 9:** Eligibility: To be eligible for the benefits of this section, a paraprofessional must have been employed by the School District for the previous 12 months and must have been employed for at least 1,250 hours during such 12-month period.

**Section 10. Voting Leave:** This leave will be granted pursuant to current Minnesota statute.

**Subd. 1:** The District must also provide an employee paid time off to serve as an election judge, provided the employee gives the District at least twenty (20) days advance written notice. The District may reduce the employee's pay by the amount the employee is paid to serve as an election judge.

**Section 11. Good Attendance Incentive:**

**Subd. 1.** Any employee who has used Sick Leave, Worker's Compensation, Personal Leave, Bereavement Leave, Leave of Absence, Miscellaneous Leave, Family and Medical Leave and Leave Without Pay will receive at the end of the school year the following stipend:

- 0 hours/days\* = \$400
- 1-3 days\* or less = \$300
- 4 days\* or less = \$200
- 5 days\* or less = \$100

\*Days above are based on the hours per day listed on the seniority list.

- Hired between July 1 and October 31 gets full amount
- Hired between Nov 1 and December 31 gets 75%
- Hired between Jan 1 and February 28 get 50%
- Hired after March 1 and April 30 get 25%
- Hired after May 1 not eligible

**Subd. 2.** Personal leave days used for Bad Weather School Closing Days, as stated in Article IX, Section 5, Jury Duty Leave, as stated in Article VII, Section 3 and Voting Leave as stated in Article VII, Section 10 will not apply to the days listed above. Any other leaves not listed in Subd. 1 above will be counted as an absence.

**Section 12. Minnesota Paid Leave**

All state statues will be followed.

**ARTICLE VIII  
GROUP INSURANCE**

**Section 1. Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law.

**Subd. 1.** Any recommendations from the School District’s Insurance Committee regarding health insurance plan changes (change in aggregate value) does not need full union approval, just Insurance Committee approval. Insurance Committee voting structure is: Teachers – 3, Paraprofessionals – 2, Custodian/Secretarial/Food Service – 2, Administrators – 1, School Board (represented by Superintendent or Business Manager) – 1.

**Section 2. Health and Hospitalization Insurance:**

**Subd. 1. Eligibility and Qualification:** Eligibility and qualification shall be in accordance with the health insurance plan document. All employees whose regular work assignment is twenty (20) hours or more per week are eligible for enrollment in the group as provided by the plan document.

**Subd. 2. District Contribution:** The District shall contribute up to the following dollar amount toward but not to exceed the premiums for full-time regularly assigned eligible employees who qualify for and are enrolled in the District group health plan. Permanent part-time employees working twenty (20) hours or more per week will be allowed District contributions on the basis proportional to the percent of time they are regularly employed. Any additional cost of the premium shall be borne by the permanent part-time or permanent full-time employee and paid by payroll deduction.

The District reserves the right to increase the contribution on an individual basis in order to avoid any fines or penalties imposed by the Affordable Care Act (ACA). This is due to the W-2 affordability 9.5% test. The Chief Steward will be notified of the number of people affected by this.

Premium Allowance	<u>2024-2025</u> \$10,422.34 (\$868.53 per month)	<u>2025-2026</u> \$10,922.34 (\$910.20 per month)
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Any employee who is not a 12 month employee who is on the district’s single health insurance plan their monthly premium allowance will be figured for the year and spread out to pay for 12 months of premium first. Any contribution in excess of the monthly premium will be put into a VEBA/HSA account.

**Subd. 3. Married Couples Employed by District:** Married couples who are both employed by the District and eligible for insurance may pool their insurance premium allowance to purchase one family plan versus two individual plans. The District contribution will not exceed the premium allowance each employee would be eligible to receive on an individual basis.

**Subd. 4. Retirement:** Upon retirement, employees who are enrolled in the group health insurance plan, who are at least 55 years of age or older, may continue to remain a part of the health insurance group if they agree to pay all premiums at their own expense.

**Subd. 5. Group Health Plans:** The School District shall also make available group health insurance plans, to its employees and eligible retirees.

With respect to all qualified bargaining unit members, the School District shall contribute up to the dollar amount listed in Subd. 2 towards the monthly premium costs of these group health plans. If a “Voluntary Employee Benefit Arrangement” (VEBA/HRA Plan) or “Health Savings Account” (HSA Plan) is chosen, Subd. 6. below will apply.

All insurance carrier plans offered by the school district must meet the insurance carrier’s policies and minimum qualification.

**Subd. 6 Establishment of VEBA/HRA and HSA:** The School District adopted the Minnesota Service Cooperative VEBA Plan, HSA Plan and the Employee Benefits Trust Agreement for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. Employer and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employee’s beneficiary association under Section 501 (c)(9) of the Internal Revenue Code.

If the School District maintains a cafeteria plan with a health flexible spending account (an FSA), the School District will specify the Adoption Agreement for the VEBA Plan document, before the first day of the FSA plan year, the eligible health expenses will be paid from the FSA first, until an individual’s FSA account is exhausted, and from the VEBA plan second. If an employee chooses the HSA plan/account, the employee will follow all IRS regulations regarding having a HSA and how it works with an employee (and their spouse) if they have a Flexible Spending Account (FSA) or a VEBA account. All HSA contribution amounts will not exceed the amount as set by the IRS per year for individual or family coverage.

1. **Benefits provided through the VEBA/HRA and HSA:** The School District shall provide the following welfare benefit arrangement through the VEBA/HRA and HSA Plan:

The Health Reimbursement and Savings Arrangement for Active Employees.

2. **Payment of Administrative Fees:** Administrative and investment fees allocable to individual accounts of active employees shall be paid from the account. Administrative and investment fees allocable to individual accounts of active employee, who have accrued a balance in the VEBA/HRA or HSA Plan but change coverage, so that they are no longer entitled to employer contributions, shall be paid from the account. Administrative and investment fees allocable to the individual accounts of former employees, including retirees, shall be paid from the account. If the VEBA/HRA or HSA Plan is terminated, or if Employer Contributions cease by agreement between the parties, administrative and investment fees shall be paid from the account.
3. **High Deductible Group Health Plan:** The School District shall make available VEBA/HRA and HSA group health plans, the School District shall contribute the difference between the premium allowance listed in Subd. 2 and the monthly premium cost for each qualified employee (ie. a 10 month employee would receive the above amount for 10 months, a 9 month employee would receive the above

amount for 9 months) who elects coverage under the group health plan described in this subdivision.

In the event that two School District bargaining unit employees are either married or a bargaining unit employee marries another school employee the School District who is eligible for School District provided health and hospitalization insurance, the School District shall contribute an amount on the health insurance plan equal to the above contribution for each employee but not to exceed full family health insurance coverage if family coverage is selected by the married couple in only one (1) of the members name. Employees who are employed less than full time shall be eligible to participate on a prorated basis to the percentage of the time they are employed with the School District.

- A. In addition the employer contribution listed above, any grant available from the SWWC Service Cooperative will be deposited into the employee's VEBA/HRA or HSA account until the grant expires.
  - B. All contributions on behalf of a VEBA/HRA or HSA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan/ VEBA/HRA or HSA Plan or from separation of employment.
4. The district will apply the collectively bargained health insurance amount to insurance premium first and the remainder will be funded, on a monthly basis, to an HSA or VEBA/HRA account. This amount will be prorated on an annual basis as a result of insurance premium changes or collective bargaining levels. All HSA contribution amount will not exceed the amount as set by the IRS per year for individual or family coverage.

**Subd. 7. Statewide Health Plan:** Should a statewide health insurance plan become available during the course of this agreement, then both parties agree that bargaining may reopen on the health insurance provision.

**Section 3. Long Term Disability (LTD) Insurance:** The School District will pay 100% of the premium for long term disability insurance for each employee meeting the insurance carrier's minimum qualifications. Benefits shall be payable according to the insurance carrier's schedule of benefits.

**Section 4. Life Insurance:** The District shall provide a group life insurance program and shall pay the premium for ten thousand dollars (\$10,000) of coverage, with an Accidental Death & Dismemberment feature, for each eligible employee. To be eligible for this coverage an employee must work an average of twenty (20) hours per week in a position or positions covered by this agreement meeting the insurance carrier's minimum qualifications. The School District will not be held responsible for the regulations of the carrier.

**Section 5. Claims against the School District:** It is understood that the School District's only obligations to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 6. Duration of Insurance Contribution:** An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contribution shall cease.

**Section 7. Flexible Benefits Plan:** The District shall adopt a payroll-system flexible benefits plan from a Flexible Benefits Plan vendor agreed upon by the parties, provided that in all events such vendor shall have substantial experience with School Districts, shall take legal responsibility for the Plan, shall give the employees tax advice with respect to their participation in the plan, shall have comprehensive orientation services for employees including 24-hour per day consultation for employees and opportunity for the employees spouses to have their questions answered about the plan. The School District shall assume all financial costs for the operation of the Flexible Benefit Plan.

Effective December 31, 2016 the medical flexible benefits plan will be terminated or changed to a limited flexible benefit plan for dental and vision only due to Affordable Care Act (ACA) rules. Dependent flexible benefits plan will still be an option.

## **ARTICLE IX HOURS OF SERVICE**

**Section 1. Shifts and Starting Time:** All employees will be assigned starting time and shifts as determined by the School District.

**Section 2. Meal Period:** Employees shall be provided a duty free meal period of at least 30 minutes.

**Section 3. Break Times:** Employees working at least four (4) hours per day will receive one (1) fifteen minute break; employees working six (6) or more hours per day will receive two (2) fifteen minute breaks.

**Section 4. Extra Work:** Regular part-time employees shall have the first option to work any additional hours (bringing their total weekly hours up to 40), which are due to school functions for which they are qualified. Employees shall have the first option to work any extra hours created by non-school organizations functions. First option to work extra assignments will be given to the building crew where the extra work exists.

### **Section 5. Economic Security/Emergency Closing Language**

In the event the building is closed or a day of school is cancelled (e.g. distance learning day, weather related closing, government order, other emergency closing, etc.), the school district will provide one of the following options on an individual basis:

- a. Work remotely as assigned by the District,
- b. Take the day unpaid or use personal time
- c. Make up the time as assigned by their building supervisor or administrator, or
- d. Refer to Article XII regarding Seniority, Reduction, Layoff and Reemployment

Refer to current Windom e-Learning Plan shared with all employees; all state statutes will be followed.

**Section 6. Late Start/Early Dismissal:** If school starts late, or is closed after employees report for work, they will be paid for all regularly scheduled hours for that day.

**Section 7. Inservice Training:** All paraprofessionals will be required to work all student contact days and hours as presented on the school calendar which is board approved each year. One (1) week notice will be given for any training's that must be attended by the employee. Employees will be paid their regular hourly rate of pay for all inservices they attend.

## **ARTICLE X HOLIDAYS**

### **Section 1. Paid Holidays:**

Persons employed nine or more months shall be granted the following paid holidays:

New Year's Day	Memorial Day	Day following Thanksgiving
Good Friday	Labor Day	Christmas Day
Easter Monday	Thanksgiving Day	Christmas Eve Day

Note: Memorial Day will continue to be paid during the Flexible Learning Year application.

The District agrees to pay paraprofessionals for Memorial Day and Labor Day if they work their scheduled day before Memorial Day and/or after Labor Day (unless on excused illness, leave or vacation).

**Section 2. Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Section 3. School in Session:** The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Upon mutual agreement between the District and the Exclusive Representative, the District shall pay each employee their holiday pay equivalent in the event another holiday day off cannot be established. The establishment of the new holiday and employee notification of such, or the determination of pay for the holiday will be completed within one (1) week of the original cancellation of holiday. Any legal holiday or holiday, which falls within an employee's vacation period, shall not be counted as a vacation day.

**Section 4. Eligibility:** In order to be eligible for holiday pay, an employee must have worked his/her scheduled work day before and after the holiday unless he or she is on excused illness, leave, or on personal leave under these provisions.

## **ARTICLE XI DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD**

**Section 1. Probationary Period:** An employee under the provisions of this Agreement shall serve a probationary period of six months of actual time worked in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated. The parties agree any time period

an employee is on unpaid leave shall not be counted in determining the completion of the probationary period.

**Section 2. Just Cause:** Disciplinary action may be imposed upon an employee who has satisfactorily completed the initial probationary period only for just cause. Discipline shall be imposed in a timely manner.

**Section 3. Progressive Discipline:** Disciplinary action shall normally include only the following measures and shall normally be administered progressively in the following order:

**Subd. 1.** Reprimands, either oral or written;

**Subd. 2.** Suspension from duty without pay;

**Subd. 3.** Demotion in position and pay;

**Subd. 4.** Discharge from employment.

The District reserves the right to move directly to a higher level of discipline based on the seriousness of the offense and other relevant factors.

**Section 4. Meetings to Discuss Discipline Measures:** If a supervisor meets with an employee to discuss written reprimand, suspension, or discharge, the employee has the right to have a union representative present.

**Section 5. Discharge Due Process:** No employee who has completed the probationary period, shall be discharged without having been afforded an opportunity to hear the reason(s) for the discharge and without an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes is relevant to the discharge decision. Whenever possible and practical, such opportunities shall be provided in a conference with the District which shall be conducted after advance notice to the employee and his/her Union representative who shall be permitted to attend the conference.

**Section 6. Disciplinary Action Records:** A written record of all disciplinary actions within the meaning of this article, shall be provided to the involved employee(s) and may be entered into the employee's personnel record. Investigations into conduct, which do not result in disciplinary action, however, shall not be entered into the employee's personnel record. The disciplined employee or Union representative shall be entitled to submit a written response to be included in the employee's personnel record.

**Section 7. Probationary Period: Change of Classification:** In addition to the initial probationary period an employee transferred, promoted, or otherwise occupying a different classification shall serve a new probationary period of three (3) calendar months in any such new classification. During this three (3) month probationary period if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to his/her former classification. Provided however, if an employee is placed in a new position as a result of the exercise of seniority rights in respect to layoff or recall the School District may place such employee on layoff if her/his performance is unsatisfactory. The Superintendent or such person(s) as designated by the

Superintendent shall determine whether an employee's performance is unsatisfactory. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

**Section 8. Supervision and Evaluation:** The District reserves the right to evaluate an employee. A meeting will be held with the employee to discuss the evaluation, and then a written report of the evaluation will be placed in the employee's personnel file with a copy provided to the employee.

**Section 9. Conditions Of Employment.** All paraprofessional staff must maintain training and have the ability to pass all safety and health trainings required by state statute or district policy. (ie Blood Borne Pathogen, chemical, etc.).

Paraprofessionals must meet qualifications to be eligible for special education funding as well as other state and federal funded programs that have special requirements (ie Title). Within 30 days of hire date paraprofessionals will provide documentation of college credits or associate's or higher degree or take a state-approved assessment. Testing dates will be set by the school district and the paraprofessionals will be required to attend these testing dates until qualifications are met. The school district will pay for the state-approved assessment test. If a paraprofessional does not attend the required testing sessions and/or does not make adequate progress towards the passing of the assessment test, the district has the right to take disciplinary action.

## **ARTICLE XII SENIORITY, REDUCTION, LAYOFF AND REEMPLOYMENT**

**Section 1. Recognition:** The parties recognize the principle of seniority in the application of this Agreement within classification concerning reduction or increase in force and assignment of vacation period. For application there is one classification: Paraprofessionals.

### **Section 2. Seniority Date:**

An employee's seniority commences on the first day of service with the District for the determination of benefits within the District. If more than one (1) employee begins work on the same day, seniority ranking for such employee shall be determined by lot.

### **Section 3. Layoff and Reduction of Hours:**

**Subd. 1.** In the event the School District reduces the work force covered by the agreement within the School District, such layoff shall occur as follows:

For paraprofessionals, layoff shall occur in reverse seniority order of District Seniority with the most recent hired employee the first to be put on layoff status.

**Subd. 2.** Notice of such layoffs or reduction in hours shall be given two (2) weeks before the scheduled layoff or reduction in hours except in the case of work stoppages or other unforeseen circumstances.

### **Subd. 3. Procedure:**

A senior paraprofessional will have seniority rights in regard to layoff or reduction of hours over the most junior paraprofessionals with equal or closest to equal number of hours. A paraprofessional who is displaced by the exercise of seniority by a more senior

paraprofessional pursuant to this section may in turn exercise seniority in the same fashion if qualified.

**Subd. 4. Reduction:**

If the number of hours an employee is assigned to work is reduced, he or she shall be assigned to that position that is held by the least senior employee whose assignment is closest to, but not greater than, the assignment originally held by the employee whose hours are being reduced. The employee displaced by this reassignment may accept the assignment of the person whose hours are being reduced, or may request reassignment based on a reduction in hours. Any employee so affected may, at his or her discretion, be placed on layoff in lieu of accepting an assignment to a position with fewer hours. If a reduction of hours results in an employee not working enough hours for unit inclusion, such employee shall be considered on layoff status. Any employee with reduced hours shall retain his/her seniority and right to an equivalent increase of hours as the reduction in seniority order for a period of one (1) year after the date of the reduction.

**Subd. 5.** An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the regular school year within 5 calendar days excluding Saturday, Sunday and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

**Subd. 6.** An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the summer break within ten (10) calendar days excluding Saturday, Sunday, and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

**Section 4. Recall:**

**Subd. 1.** Employees will be recalled in seniority order. An employee recalled to his/her former position shall receive the current rate of pay for such position.

**Subd. 2.** Employees may be recalled to positions within classification provided the employee is qualified for the position.

**Subd. 3.** Notice of recall shall be made by certified mail to the last known address of the employee being recalled. The employee shall forfeit rights to recall if the employee fails to return to an offered position within seven (7) calendar days after notice of recall, and in such event the employee's name shall be removed from the seniority and recall list. It is the responsibility of the employee on layoff to keep the School District advised of his/her current mailing address.

**Subd. 4.** An employee on layoff or reduction shall retain his/her seniority and right to recall for a period of one year after the date of layoff or reduction.

**Subd. 5.** No new employee will be hired in any position covered by this agreement while qualified employees are on layoff or reduction subject to the limitations set forth in subdivisions 3 and 4 of this section.

**Section 5. Qualified:** The Superintendent or such person(s) as designated by the Superintendent shall determine whether an employee is qualified to exercise seniority for layoff

or recall. An employee may grieve, to the School Board level only the determination by the Superintendent or designee that an employee is not qualified. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

**Section 6. Seniority List:** A current seniority list shall be emailed out to all employees, with one paper copy to each Chief Steward. Date to contest the seniority list will be included in email and given to each Chief Steward. Said listing shall be updated as of January 1 of each year.

**Section 7. Voluntary Termination and Re-employment:** In the event that an employee voluntarily terminates his/her employment from a bargaining unit position and is subsequently re-employed by the District under this bargaining unit within a time period of no greater than twelve (12) months after the date of termination, the employee shall:

**Subd. 1.** Be reinstated without loss of seniority or benefits and the years of service credit earned and accumulated as of the date of termination.

**Subd. 2.** Be reinstated without having to serve a new probationary period notwithstanding any other provision to the contrary.

**Subd. 3.** Be reinstated to a similar vacant position at the same rate of pay the employee last earned as of the date of termination.

The above subdivision does not apply if the employee retires from the school district and is receiving retirement benefits from PERA or is doing a Phased Retirement Option Agreement with PERA. These individuals will directly negotiate their re-employment terms with the district.

## **ARTICLE XIII VACANCIES, JOB POSTING AND ASSIGNMENTS**

### **Section 1. Posting and Filling Vacancies:**

**Subd. 1.** All permanent vacancies in regular positions or newly created positions will be posted for a period of five (5) working days prior to filling the vacancy. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last six months or less. Vacancy positions shall contain, at a minimum, the anticipated duration of the job, hours, classification, and job duties.

**Subd. 2. Application of Vacancies.** All employees under this Agreement may submit a written application to the Office of the Superintendent for any vacancy or for any new regular position, which is posted pursuant to this article.

**Subd. 3. Filling Vacancies:** Notice of the candidate selected to fill the vacancy or the new regular position shall be given within five (5) working days after the filling of the position.

**Subd. 4.** The final decision as to the successful application shall be in the discretion of the Superintendent or such person(s) designated by the Superintendent. A vacancy or new position may be filled by either a current employee or by hiring a new employee except as otherwise specified in Subd. 5.

**Subd. 5.** A permanent vacancy or new position shall be filled from existing staff if all the following conditions are met as follows:

- i. At least one member of the existing staff must apply in a timely manner as specified in this Article.
- ii. At least one applicant seeking promotion must be qualified to satisfactorily perform the duties and responsibilities of the position.
- iii. If the conditions set forth above are met then the position shall be filled as follows:

**Subd. 6.** If more than one applicant is equally qualified, seniority rights shall be exercised.

**Subd. 7.** The filling of vacancies shall not be subject to the grievance procedure except as follows:

- i. An employee may grieve a failure of the School District to follow the posting procedure.
- ii. An employee may grieve to the School Board level only the failure of the School District to award a position to said employee pursuant to Subd. 5. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

**Subd. 8.** The requirement of posting shall apply only to permanent vacancies and newly created positions. Posting is not required for transfers under Section 2 of this Article.

**Subd. 9.** The public employer shall provide a copy of each posting of vacancies to the Chief Stewards of the Local Association and the MSEA office.

**Subd. 10.** Notification of the filling of vacancies, containing the employee's name and date of employment, shall be provided to the Local Association Unit Leadership and the MSEA office. The District shall provide all new employees with a copy of the current negotiated Agreement at the time of hiring.

**Subd. 11. Multiple Staff Assignment Changes:** When vacancies and unit employees' applications occur resulting in multiple staff assignment changes, the District may utilize the following procedure:

- A. Vacancies will be posted pursuant to Section 1 above.
- B. Normally, any assignments resulting from the original vacancy will not be officially filled until the entire vacancy process resulting from the original vacancy has been completed.

## **Section 2. Transfers:**

**Subd. 1.** A transfer shall mean assignment of employees between occupied positions.

**Subd. 2.** The Superintendent or such person(s) as designated by the Superintendent shall have the discretion to transfer employees to different positions including transfers between classifications.

**Subd. 3.** The School District may not transfer an employee to a position with a lower hourly rate of pay or fewer hours without the consent of the employee except for just cause.

**Subd. 4.** The transfer of an employee shall not be subject to the grievance procedure except that an employee may grieve an involuntary transfer to a position with a lower hourly rate of pay.

**Subd. 5.** Loss of supervisory stipend shall not be subject to grievance procedure.

### **Section 3. Summer Employment**

**Subd. 1.** Employees shall have seniority rights in regard to summer employment as specified in this section.

**Subd. 2.** Each year prior to the commencement of summer school the employer shall provide written notice to each employee that summer jobs may be available and that employees in order to retain their seniority rights must notify the School District in writing that they are available for summer employment. The School District must receive the written notice from the employees on or before April 1st of each year provided, however, the return date shall allow employees a minimum of fourteen days time to respond.

**Subd. 3.** Received by the School District shall mean personally delivered to the School District offices. If return is by U.S. Mail received shall mean the date the notice is delivered to the designated School District office.

**Subd. 4.** The notice to the School District shall be in the form designated by the School District and shall include a statement signed by the employee agreeing to accept a summer school position if offered.

**Subd. 5.** If an employee fails to comply with the requirements as set forth herein the employee waives any seniority rights in respect to summer employment.

**Subd. 6.** Employees shall be notified of the availability of employment by the School District at the earliest practicable date.

**Subd. 7.** Regular, school year, employees who work during summer school will receive the school year rate of pay for the classification of the summer position. Substitute pay may be paid to summer school employees who are not employed during the normal school year. Summer school paraprofessionals will be paid the wage received at the time (fiscal year) summer school begins.

**Subd. 8.** If the District, due to a student's needs and IEP or medical recommendation request the same paraprofessional for the summer school session as the student had for the regular school year, the District shall meet and confer with the unit leadership. The paraprofessional must be willing to work the summer assignment. The unit leadership will have the authority to grant a waiver of the normal summer employment procedure to the District for specific incidents that meet these criteria.

**Subd. 9.** Regular, school year, employees who work during summer school will receive the 4<sup>th</sup> of July as a paid holiday.

**Section 4. Increases in Hours:** If the District determines it's necessary to increase the number of hours of service to a position covered by the Agreement, it may do so, at its discretion, by

offering the assignment to the most senior employee holding such a position, who is available for that particular time frame.

**Subd. 1. Permanent Increases:** When an increase in hours of an employee lasts for more than sixty-seven (67) calendar days in any school year, that increase shall be considered permanent and the increased assignment shall be subject to the terms and conditions of this Agreement.

**Subd. 2. Effects on Benefits:** Once an increase in hours has become permanent, all benefits shall be recalculated based on the new hours. Changes to benefits shall become effective on the first scheduled workday following the 67th calendar day and shall be prorated when appropriate.

## **ARTICLE XIV GRIEVANCE PROCEDURE**

**Section 1.** A claim by an employee or the Association that there has been an alleged violation, misinterpretation or misapplication of any provisions of this Contract may be processed as a grievance as hereinafter provided.

**Section 2.** The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any school year and strict adherence to the time limits may result in hardships to any party, the Board and Association shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party, to act in his or her behalf.

**Section 3.** Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

**Section 4.** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default of which the designated period of time begins to run shall not be included. The last day of the period so computed shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Section 5.** In the event that an employee believes there is a basis for a grievance, they shall first discuss the grievance with their Building Principal either personally or accompanied by this Association representatives.

**Section 6.** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within thirty calendar days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

**Section 7.** Within five (5) working days of receipt of the grievance, the Principal shall meet with the grievant in an effort to resolve the grievance. The Principal shall indicate his disposition of all grievance, in writing within five (5) days of such meeting, and shall furnish a copy thereof to the grievant and the Exclusive Representative.

**Section 8.** If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Superintendent, provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Within seven (7) working days, the Superintendent or his designee shall meet with the grievant on the grievance and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the grievant and the Exclusive Representative.

**Section 9.** If the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Board by filing a written copy thereof with the clerk or other designee of the Board provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Disposition of the grievance in writing by the Board shall be made no later than the next regular board meeting or twenty (20) calendar days, whichever is later. A copy of such disposition shall be furnished to the grievant and the Association.

**Section 10.** If the grievant is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party or the Exclusive Representative, and such request must be filed with the Superintendent within ten (10) working days following the decision of the Board.

**Section 11.** Upon the proper submission of the grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of any arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (“BMS”) to appoint an arbitrator, pursuant to current MINN. STAT., providing such request is made within thirty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to request an arbitrator from the Bureau of Mediation Services (“BMS”) with the time periods provided herein shall constitute a waiver of the grievance.

**Section 12.** The arbitrator shall have no power to alter, add to or subtract from the terms of this Contract.

**Section 13.** The fees and expenses of the arbitrator shall be shared equally by the parties. Any transcription costs at any step in the procedure shall be paid for by the party making that request.

**Section 14.** No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Section 15.** No reprisals of any kind will be taken by the Board or the School Administration against any employee because of his participation in the grievance procedure.

**ARTICLE XV  
PUBLIC OBLIGATION**

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the schools are of paramount importance.

**ARTICLE XVI  
DURATION**

**Section 1. Terms and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2024, through June 30, 2026, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, they shall give written notice of such intent pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

**Section 2. Effect:** This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 3. Finality:** Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed.

**Subd. 1. Pay Equity Compliance:** The parties agree to meet and discuss if needed for the sole purpose of negotiating necessary changes to put the School District in compliance with the Minnesota Pay Equity Statute. Only areas requiring modification for compliance purposes, as identified by the Department of Employee Relations, will be open for negotiations.

**Section 4. Severability:** The provisions of this Agreement shall be severable, and if any provision thereof of the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

**Section 5. Copies of Agreement:** The School District shall provide a copy of the Agreement to all employees. This copy will be emailed to all employees and available on the schools website. Two copies shall be provided to the exclusive representative for its use. The MSEA shall be charged for any additional copies.



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## School Nutrition Programs (SNP)

### Adult Meal Pricing Requirements for School Year (SY) 2024–25

The required minimum meal prices for adults and other non-program meals for SY 2024–25 are listed below. Sponsors contracting with a vended meal provider or food service management company may need to adjust upwards to cover the full cost of the meal. [See FNS Instruction 782-5 REV. 1.](#)

Minimum Adult Prices for SY 2024–25 (and other non-program meals):

- Breakfast: \$2.40
- Lunch: \$5.00

As a reminder, SNP funds may not be used to subsidize meals served to adults or other non-program food sales, such as second meals. The meal price must be set high enough so that the cost of the meal is fully paid by the customer. Meals may be provided at no charge only to “program” adults, as defined in [Prohibition on Subsidizing Meals for Non-Program Adults](#) on the SNP Financial Management webpage of the MDE website.

## History of Food Service Prices in Windom

	Breakfast		Lunch		Adult	
	Elementary	HS/MS	Elementary	HS/MS	Breakfast	Lunch
1995-1996			\$1.05	\$1.15		
1996-1997			\$1.15	\$1.25		
1997-1998			\$1.25	\$1.35		
1998-1999			\$1.25	\$1.35		
1999-2000			\$1.30	\$1.40		
2000-2001			\$1.45	\$1.50		
2001-2002			\$1.50	\$1.60		
2002-2003			\$1.60	\$1.70		
2003-2004			\$1.70	\$1.80		
2004-2005			\$1.70	\$1.80		
2005-2006			\$1.70	\$1.80		
2006-2007	Free	Free	\$1.70	\$1.80		
2007-2008	Free	Free	\$1.70	\$1.80		
2008-2009	\$0.50	\$0.50	\$1.70	\$1.80		
2009-2010	\$0.75	\$0.75	\$1.85	\$1.95		
2010-2011	\$0.75	\$0.75	\$1.90	\$2.00	\$ 1.50	\$ 3.05
2011-2012	\$0.80	\$0.80	\$1.95	\$2.05	\$ 1.55	\$ 3.15
2012-2013	\$0.85	\$0.85	\$2.00	\$2.10	\$ 1.55	\$ 3.25
2013-2014	\$0.85	\$0.85	\$2.05	\$2.15	\$ 1.60	\$ 3.35
2014-2015	\$0.85	\$0.90	\$2.15	\$2.25	\$ 1.65	\$ 3.40
2015-2016	\$0.95	\$1.00	\$2.25	\$2.35	\$ 1.70	\$ 3.50
2016-2017	\$0.95	\$1.00	\$2.35	\$2.45	\$ 1.75	\$ 3.60
2017-2018	\$0.95	\$1.00	\$2.45	\$2.55	\$ 1.75	\$ 3.65
2018-2019	\$0.95	\$1.00	\$2.45	\$2.55	\$ 1.80	\$ 3.75
2019-2020	\$0.95	\$1.00	\$2.55	\$2.65	\$ 1.80	\$ 3.75
2020-2021	\$1.00	\$1.05	\$2.65	\$2.75	\$ 1.90	\$ 3.85
2021-2022	\$1.00	\$1.05	\$2.65	\$2.75	\$ 2.05	\$ 4.15
2022-2023	\$1.10	\$1.10	\$2.75	\$2.85	\$ 2.25	\$ 5.00
2023-2024	\$1.10	\$1.10	\$2.75	\$2.85	\$ 2.25	\$ 5.00
2024-2025	NA	NA	NA	NA	\$ 2.50	\$ 5.25

SFSP - Free to all Students

SSO - Free to all Students

Free Schools Meal Program (FSMP) - Free breakfast and lunch to all students

Free Schools Meal Program (FSMP) - Free breakfast and lunch to all students

cost of 2nd breakfast or lunch for student is adult prices b/c no additional reimbursement

# Executive Educational Leadership Services Contract

## Nature of Administrative Services Contract:

Under this administrative services contract dated June 1, 2024, Executive Educational Leadership L.L.C. (517 Galles Drive, Redwood Falls, MN 56283) will provide Independent School District #177, (Windom Area Schools, 1400 17<sup>th</sup> Street, Windom, MN 56101) with educational administrative leadership services as defined in the following general terms:

- Educational leadership consultation, coaching and guidance with Windom School Superintendent Jamie Frank and others as determined by Superintendent Frank and/or the Chair of the Windom School Board Chair.

## Parties:

The parties to this contract are “Executive Educational Leadership L.L.C.” (hereafter referred to as “Contractor”) and Independent School District #177 (hereafter referred to as “District”).

## Scope of Service:

The Contractor will provide the following specific administrative services for the District:

1. The Contractor shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.
2. The Contractor shall be available on-site or via cellphone or video chat to provide guidance, coaching or membership in any educationally related = service or activity broadly identified in the realm of the position of Superintendent of Schools.
3. The Contractor shall provide coaching and mentorship around the following general topics throughout the course of this contract (*this list may be adapted at the suggestion of the Superintendent or School Board Chair at any time*):
  - ◇ Relationship Development with School Board, Administrative Team, Staff, Students, Community and Colleagues
  - ◇ Communication, Communication, Communication-- Planning and Support
  - ◇ Crisis Planning and Crisis Communication
  - ◇ Navigating MDE and Federal Protocol and Programs
  - ◇ Strategies to address facility concerns
  - ◇ Guidance related to proposed operating levy (referendum) and/or bond issues
  - ◇ Guidance related to when legal council needs to be contacted
  - ◇ Access to a vast array of well-respected educational specialists with knowledge of curriculum, data, testing and professional development
  - ◇ Understanding unique concerns of women in the superintendent role and access to some phenomenal female leaders who have been there and can provide high-quality support
  - ◇ Understanding and importance of recognizing needs of School Boards
  - ◇ Understanding and importance of recognizing needs of activity directors, coaches, administrators, parents and participants in the extra-curricular arena
  - ◇ Guidance on the most important things to know and watch for with school budgets
  - ◇ The Negotiation Process with employee groups—Collaborative vs. Feisty!! Develop early on what strategies you prefer!
  - ◇ *Other topics may be identified. The whole idea is to offer guidance in areas you want it and to help you understand there are some paramount things to watch for as a superintendent.*

**Length of Contract:**

This contract will begin on July 1, 2024 and continue through June 30, 2025, unless this contract is terminated as provided herein. Any changes to the length of this contract must be mutually agreed to by the District and the Contractor.

**Fees for Services:**

The District will pay the Contractor according to the following fee schedule:

1. **2024-2025 School Year:**
  - a. The Contractor shall be paid \$2,600-- \$700 per day for 3 days served in person on site and \$500.00 for unlimited calls--cellphone, virtual, other the Superintendent or Board Chair may make at any time during the 2024-2025 contract year. The cellphone number to call is: (605-212-1760).
  - b. Additional "on site" days may be scheduled, at the request of the District at the rate of \$700 per day.
  - c. The Contractor will submit an invoice requesting payment of \$1,300 on January 5, 2025 and a second invoice for \$1,300 on June 1, 2025. The District shall make payment by the last business day of the months of January 2025 and June 20, 2025, respectively.

**Payment for Services:**

1. The District shall make payments at the times identified above either electronically to an account provided by the Contractor or by check directly to the contractor. Payments should be made to:

**Executive Educational Leadership, L.L.C. EIN: 85-0671974 517 Galles Drive, Redwood Falls, MN 56283**

**District Obligations:**

1. The District will collaboratively develop with the Contractor a proposed calendar of scheduled "on site" workdays. This calendar may be modified by mutual agreement between the District and the School Board.
2. The District will make payments to the Contractor according to the schedule identified above.
3. The District **will not reimburse** the Contractor for mileage, lodging, meals, nor any other costs directly related to the performance of the required services except when the Contractor has received prior approval from the Superintendent and/or School Board Chairperson

**Contractor Obligations:**

1. The Contractor will provide a Minnesota Department of Education licensed Superintendent to perform the duties as defined in this administrative services contract.
2. The Contractor will develop with the Windom Superintendent a proposed calendar of scheduled "on site" workdays. This calendar may be modified by mutual agreement between the Contractor and the School Board.

3. For each day services to be provided in person and “on-site”, the Contractor will arrive on time at the designated site ready to carry on the work requested.
4. Contractor will be available remotely (off site) for all other days during the term of this contract to answer questions the Superintendent or School Board Chair may have on any educationally related topic.
5. Should an emergency arise at any time from July 1, 2024 through June 30, 2025, the Contractor will be available to assist the district by providing whatever additional services may be required or requested.

**Termination:** This agreement may be terminated as follows:

1. Upon mutual agreement of the parties.
2. Upon a material breach of this administrative services contract, the non-breaching party may terminate the agreement
3. Upon 60 days written notice, either party may terminate this administrative services contract.

**Agreement Changes:**

Any desired changes to this administrative services contract by either party shall require prior notice in writing at least 60 days in advance of proposed changes.

**Governing Law:**

This administrative services contract is made and will be constructed and interpreted in accordance with the laws of the State of Minnesota.

**Waiver:**

The failure of either party to insist upon a strict performance of any of the terms or provisions of this contract or to exercise any right or remedy will not be construed as a waiver or as a relinquishment for future or such terms, provision, option, right, or remedy, but the same will continue and remain in full force and effect.

**Agreement:**

The undersigned are duly authorized to enter into this agreement on behalf of the School Board and the Contractor. As the authorized representatives for the School Board and the Contractor, we hereby agree to the terms and conditions set forth by this agreement.

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**Windom School District #177 -- Board Chair**

**Date**

*Rick Ellingworth*

*July 1, 2024*

**Executive Educational Leadership L.L.C. (Rickelligwortheel@gmail.com)**

**Date**



# 2024-2025 ACTIVITY ASSIGNMENTS

(Updated as of 8.1.24)

## Fall Athletics:

### Cross Country

Head Coach	Melissa Pletcher
Assistant Coach	Kylie Nielsen
Assistant Coach	Les Knutson

### Football

<b>Head Coach</b>	<b>Wyatt Minion</b>
Assistant Coach	Zach Steen
Assistant Coach	Devin Homer
<b>9<sup>th</sup> Grade Coach</b>	<b>TBD</b>
9 <sup>th</sup> Grade Coach	Tyler Morgan
<b>7<sup>th</sup>/8<sup>th</sup> Grade Coach</b>	<b>TBD</b>
<b>7<sup>th</sup>/8<sup>th</sup> Grade Coach</b>	<b>TBD</b>
7 <sup>th</sup> /8 <sup>th</sup> Grade Coach	Robby Anderson

### Volleyball

Head Coach	Crystal Fast
B Squad Coach	Leah Lovell
C Squad Coach	Samantha Flatgard
8 <sup>th</sup> Grade Coach	Rebecca Hacker
7 <sup>th</sup> Grade Coach	Paige Pigman
Volunteer Coach	Makenzie Hall
Volunteer Coach	Autumn Hauge

### Fall Cheerleading

<b>Advisor</b>	<b>Alyssa Schroeder</b>
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## Winter Athletics:

### Boys Basketball

Head Coach	Mitch Boeck
Volunteer Assistant Varsity	Juhl Erickson
Volunteer Assistant Varsity	Luke Gilbertson
Volunteer Assistant Varsity	Dane Nielsen
<b>B Squad Coach</b>	<b>Kobe Lovell</b>
C Squad Coach	Trey Randel
8 <sup>th</sup> Grade Coach	Dennis Johnson
7 <sup>th</sup> Grade Coach	Jacob Olson

### Girls Basketball

Head Coach	Jacob Johnson
B Squad Coach	Lindsey Power
C Squad Coach	Lance Jackson
8 <sup>th</sup> Grade Coach	Autumn Hauge
7 <sup>th</sup> Grade Coach	Halle Jackson

### Gymnastics

<b>Head Coach</b>	<b>TBD</b>
Assistant Coach	Megan Lindquist
Volunteer 7 <sup>th</sup> /8 <sup>th</sup> Grade	Brooklyn Paulson
Volunteer 7 <sup>th</sup> /8 <sup>th</sup> Grade	Mareah Carlson

### Boys Hockey

Head Coach	Travis Janssen
Assistant Coach	Kyle Espenson
Assistant Coach	Wyatt Schumacher
Volunteer Assistant	Justin Espenson
Volunteer Assistant	Jason Espenson
Volunteer Assistant	Todd Janssen

### Girls Hockey

Head Coach	Matthew Dockter
Assistant Coach	Ryan Evers

	Volunteer Assistant	Jerome Robillard
	Volunteer Assistant	Annie Tippin
Wrestling	Head Coach	Nick Kulseth
	Asst. Coach	Joe Fischenich
	JH Coach	Eric Michael
	Volunteer Assistant	Dave Fischenich

Winter Cheerleading	<b>Advisor</b>	<b>Alyssa Schroeder</b>
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**Spring Athletics:**

Baseball	Head Coach	Alex Fink
	Assistant Coach	Mike Jackson
	B Squad Coach	Travis Janssen
	8 <sup>th</sup> Grade Coach	Jacob Olson
	7 <sup>th</sup> Grade Coach	Trey Randel
	Volunteer Assistant	Collin Lovell
	Volunteer Assistant	Joel Riordan
	Volunteer Assistant	Bob Fink

Softball	Head Coach	Jessica Smith
	Assistant Coach	Jeff Huska
	B Squad Coach	Eric Hanson
	8 <sup>th</sup> Grade Coach	Tylor Kruse
	7 <sup>th</sup> Grade Coach	Brianna Mischke

Track and Field	Head Coach	Les Knutson
	Assistant Coach	Erin Elder
	Assistant Coach	Tyler Morgan
	<b>JH Coach</b>	<b>TBD</b>
	JH Coach	Lindsay Power
	Volunteer Assistant	Jeremy O'Donnell
	Volunteer Assistant	Joe Fischenich

Golf	Head Coach	Paige Pigman
	Assistant Coach	Per Nielsen
	Volunteer Assistant	Glenn Lund

Clay Target League	Volunteer Coach	Justin Johnson
	Volunteer Assistant	Jerome Robillard
	Volunteer Assistant	Travis Hodkin

**Other Activities:**

Band for Athletic Events	Director	Jamie Pohlmann
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Senior High Band	Advisor	Jamie Pohlmann
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Stage Band	Director	Jamie Pohlmann
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Pop Group	Advisor	Rachel Axford
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Senior High Vocal	Advisor	Rachel Axford
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Knowledge Bowl	<b>Head Coach</b>	<b>TBD</b>
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JH Knowledge Bowl	Head Coach	Charlotte Suess
	<b>Assistant Coach</b>	<b>TBD</b>

Mass Media	Advisor	Eric Hanson
Video Board Electronic & Event Technician		Eric Hanson
National Honor Society	<b>Co-Advisor</b> <b>Co-Advisor</b>	<b>Jennifer Eberhard</b> <b>Sonja Piotter</b>
Prom	Advisor	Kelli Nibbe
FFA	Advisor Assistant Volunteer Assistant	Betsy Harwood Nichole Lowe Jace Harwood
Robotics	Advisor JH Advisor	Jill Defries Susan Buss
Speech	Head Coach Assistant Coach JH Coach	Elsa Mendoza Irene Swanson Erin Sebring
Fall Musical	Director Vocal Assistant Set/Technical Assistant Director	Emily Riordan Rachel Axford Sarah Theesfeld
Winter Play	<b>Director</b> Instrumental Assistant Director Assistant Director	<b>Emily Riordan</b> Rachel Axford Sarah Theesfeld
Middle School Play	Co-Director Co-Director	Dana Wallace Jackie Jurgens
High School Student Council	Co-Advisors Co-Advisors	Emily Riordan James Burton
Middle School Student Council	Advisor	Sydney Mortenson
High School Yearbook	Co-Advisors Co-Advisors Co-Advisors	Kelli Nibbe Lisa Letcher Emily Aikele
Middle School Yearbook	Advisor	Jamie Pohlmann
Elementary Yearbook	Advisor	Sam Melkert
Literacy Coach	Windom Elementary	Sam Melkert
ECFE Coordinator		Angela Geesman

**2024-2025**  
**Windom Area Schools' Program Plan for e-Learning Days**  
**(Minnesota Statutes, Section 120A.414)**

**Scheduling of an E-Learning Day**

Up to five (5) days of school missed due to inclement weather may be made up as E-Learning days if the postponement is able to be determined at least two hours prior to the normal school start time which is 6:10 am. The announcement of an E-Learning Day will be included in the Thrillshare message to parents and staff.

After the use of five (5) E-Learning days, additional days missed due to inclement weather, will be made up as student instructional days or teacher inservice days.

**Teacher's Scheduled Workday**

**From Minnesota Statute: 120A.414 E-LEARNING DAYS.**

**Subd. 5.**

Each teacher must be accessible both online and/or by telephone during normal school hours on an E Learning day to assist students and parents. Windom teachers will be available from 7:45am to 3:30 pm. Teachers expected to respond to any communication from parents, students, staff or administration in a timely manner.

**ATTENDANCE:**

Attendance must be taken by the teacher and records of attendance must be kept for each class or class period. If a student does not complete the e-Learning task(s) within two school days, that student will be counted absent.

Attendance should be verified using one or more of the following methods:

- a. Student logs in to class page(s) on the district's/school's learning management system (LMS).
- b. Email exchange/ text exchange /phone call with teacher.
- c. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- d. Work submitted

Teachers will communicate absences via email/spreadsheet to the secretaries by 4:00 p.m. the day following the e-Learning day.

**E-Learning Tasks posted by General Education Teachers:**

Assignments/Activities for grades Prek-8 will be located in paper format in the student's take-home folders/binders. Students should complete tasks at home and return to the teacher the following day. Assignments for grades 9-12 will be located in Schoology. Students should check their email for specific messages from their teacher. Asynchronous learning will occur for

students in grades 9-12 on E learning days. Successful completion of the assigned coursework will account for a student's attendance on E-Learning Days.

### **Assignment/Activities Time Requirements**

The proposed guidelines for TOTAL amount of work time per grade level are as follows:

- Kindergarten - 45 minutes - 1 hour
- First & Second Grade - 1-2 hours
- Third & Fourth Grade - 2 - 3 hours
- MS & HS - 20-30 minutes per class

### **Posting When a Teacher is Absent**

Any teacher in grades PreK-12 who has an approved leave (sick, personal, bereavement etc.) may rescind their absence and perform E-Learning duties with administrative approval and by emailing the HR office. If a teacher is unable to perform E-Learning duties, families will receive a message that the teacher is absent and there are no eLearning activities/assignments for this class today. Students will be counted present for this class.

For teachers who are part-time, they will be expected to be available for a proportionate part of their day per FTE. Teachers should post the assignments and list the time he/she will be available.

Long term subs working on E-Learning days are responsible for posting and monitoring email, everything the classroom teacher would do.

### **School Nurses/SEAT Member/PEC/Instructional Coach/Behavior Specialist**

Staff members are to be available by phone and/or email from 7:45 am-3:30 pm to communicate and provide service and are expected to respond to any communication from parents, students, staff or administration in a timely manner.

### **Title I Staff**

Attach appropriate activities to the student's E-Learning platforms. Teachers should be available by phone and/or email during regular school hours (7:45 am-3:30 pm) and are expected to respond to any communication from parents, students, staff or administration in a timely manner.

### **Special Education (including Speech & OT)**

Teachers are to be available by phone and/or email from 7:45 am-3:30 pm to communicate and provide service minutes support and are expected to respond to any communication from parents,

students, staff or administration within a timely manner. Special education teachers should follow the same procedures as classroom teachers follow.

### **Counselors/Social Worker/Education Staff**

Staff members are to be available by phone and/or email from 7:45 am-3:30 pm to communicate and provide service and are expected to respond to any communication from parents, students, staff or administration within a timely manner. These staff should check in with students they would normally meet with via telephone or other electronic means and also perform other tasks they would normally do during the day.

### **Paraprofessionals**

Paraprofessionals will receive an email by 9:00 a.m. indicating the training or tasks to be completed for the day. The assigned training needs to be completed by 3:30 p.m. for the day to be considered a work day. If a paraprofessional is absent (sick, personal, etc.) on an E-Learning day, the paraprofessional will not be expected to complete the assignment/activities for the day and should enter the absence in Frontline as usual.

Paraprofessionals are expected to be available during their regular work hours/day for training or other tasks which may include supporting students via phone or google meet and answering communication from administration or other staff within a timely manner.

iPads or chromebooks will be provided by the district to all paraprofessionals. Paras should take devices home in the winter months.

### **Secretarial/Business Office Staff**

Secretarial and Business Office staff may come into the buildings to work if it is safe for them to do so. If not, staff will need to take their computers and appropriate materials home to work from there for the day. Please make sure to use the time clock system to record hours worked.

### **Expectations for Food Service**

In the event that an E-Learning Day is called, food service employees will receive an email by 10:00 a.m. indicating the training or tasks to be completed for the day. THIS MEANS YOU MUST CHECK YOUR EMAIL. If you are absent (sick, personal, etc.) on an E-Learning day, you will not be expected to complete the assignment/activities for the day and should enter the absence in Frontline as usual. If a personal day or doctor's appointment was previously scheduled, you may delete the absence in Frontline and participate in E-Learning Day duties.

Food Service workers are expected to be available during their regular work hours/day for training or other tasks. You will be paid for your regularly scheduled hours if you have completed the assigned tasks. Evidence of completed training should be turned into the Food Service Director via email or in person the following school day. These hours will be entered on the timeclock by the payroll office.

**Expectations for Custodial/Maintenance Staff**

In the event of an E-Learning Day, custodians will report to work unless the buildings are closed by the superintendent. Assume the buildings are open unless you receive a message through the automated calling/texting/emailing system letting you know that buildings are closed.

If the buildings are closed, virtual professional development will be provided. **THIS MEANS YOU MUST CHECK YOUR EMAIL.** You are expected to be available during their regular work hours/day for training or other tasks. You will be paid for your regularly scheduled hours if you have completed the assigned tasks. These hours will be entered on the timeclock by the payroll office.

If you are absent (sick, personal day, etc.) on an E-Learning day, you will not be expected to complete the assignment/activities for the day and should enter the absence in Frontline as usual. If a personal day or doctor's appointment was previously scheduled and your plans change, you may delete the absence in Frontline and participate in E-Learning Day duties.

\*MSEA employees will be paid for the full number of contracted hours as shown on the seniority list.

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The E-Learning Plan has been discussed during the negotiation conversations. Both parties agree with the E-Learning Plan as presented.

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Jeff Huska, EMW Chief Negotiator

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Date

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Jamie Frank, Superintendent

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Date