

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, March 11, 2019 at 6:00 PM  
Regular Meeting  
YME Board Room - # 113

Our Mission Is: To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.

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1. Call the Meeting to Order
2. Pledge of Allegiance
3. Roll Call of Board Members
4. Approval of Agenda
5. Reading of the YME Mission Statement
6. Public Address to the Board of Education
7. Budget Cut Proposal 3
8. Consent Agenda 22
  1. Regular Business
    1. Approval of Regular Meeting Minutes - February 11, 2019 23
    2. Approval of Payment for Claims 25
    3. Approval of Finance Report 41
    4. Approval of Enrollment Report 42
9. Reports
  1. Special Reports
  2. District Report - Rich Schneider - Superintendent 44
  3. Bert Raney Elementary Report - Lisa Hansen, Principal 45
  4. YME MS/HS Report - Ryan Luft, Principal 46
  5. Written Reports Submitted
10. Old Business
11. New Business
  1. Personnel Items 50
    1. Leave Requests & Resignations
      1. Resignation - Senior High Knowledge Bowl Coach - Jeff Iverson 51
      2. Resignation - Requested Leave of Absence - Jim Williams 52

2. New Hires	
1. Employment - Junior High Golf Coach - Dean Baldry	
2. Employment - Junior High Track Coach - Justin Tongen	
3. Employment - Junior High Track Coach - Emily Enger	
2. 2019-2020 School Calendar	53
3. Pupil Transportation Services Agreement - YME & CMCS	55
4. Senior Class Exemption From Attendance	62
5. Calendar Changes for 2018-2019	64
6. Approval of Achievement and Integration Budget FY20	65
7. Approval of Agreement for Municipal Advisor Services - Springsted	86
8. Approval of 2018-20 MN School Employees Association (MSEA) Contract	89
9. SWWC Technology Services Contract	139
12. Grievance Appeal - EM-YME	163
13. Discussion Items	
14. Correspondence	
1. MSBA Phase III & IV Board Workshop Opportunities	197
15. Upcoming Events	
1. Buildings & Grounds Committee Meeting - March 12, 2019 - 4:00 pm - Board Room	
2. District Advisory Committee Meeting - March 18, 2019 - 6:00 pm	
3. End of Third Quarter - March 29, 2019	
4. Finance Committee Meeting - April 2, 2019 - 5:00 pm - Board Room	
5. Early Dismissal - Staff Development - April 3, 2019	
6. School Board Meeting - April 8, 2019 - 6:00 pm - YME Board Room	
16. Adjournment	

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 7.0  
**MEETING DATE:** March 11, 2019  
**SUBJECT** Budget Cut Proposal

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

I will outline the recommended cuts for the 2019-2020 budget including the following:

HS/MS - Total Cut - \$148,000

- combination of full and part time positions
- rationale - reduce positions with attrition
- Total Add - \$25,000

BRE - Cut approximately \$215,000

- 
- rationale - reduce many grades from 3 to 2 sections

Food Service - Cut approximately \$15,000

Custodial - Cut approximately \$85,000

Activities - 22,500

- Cut the following positions:
  - Intramurals - 2274
  - JH Knowledge Bowl - 1267
  - HS Knowledge Bowl - 2437
  - Musical Assistant - 2714
  - JH FB Coach - 2631
  - JH VB or C Team VB Coach - 3439
  - JH Wrestling Coach - 2460
  - 2 JH Track Coaches replaced with Assistant Track - 1568
  - Drama Club Supervisor - 637
  - Science Club Supervisor - 637
- Total cuts - 22,500

Total Recommended Cuts - 475,000\*

\* add back 25,000 for Spanish and Study Hall

Other non-recommended positions:

- 4th elementary teacher (due to unknown kindergarten enrollment with a net cost of )
- SRO position (net cost to district is about 31,000)

**PRESENTER(S):**

None

**COMMITTEE:**

Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**

I recommend that you approve the budget reductions as outlined and call for a special board meeting on March 25, 2019 in order to identify.

# Draft (Preliminary)

## FY20 YME Projected Budget (With Capital-Tech Paid from General Funds)

2/27/2019

<b>Unreserved Budget Balance FY18. (Projected after budget adjustments)</b>		<b>(423,855.00)</b>
<b>Health &amp; Safety Transfer 6-30-19 (required by law)</b>		<b>24,453.00</b>
<b>Impact Aid</b>		<b>20,000.00</b>
<b>Nurse Settlement</b>		<b>(15,000.00)</b>
<b>TRA Increase</b>		<b>(5,600.00)</b>
<b>Unreserved deficit budget (net)</b>		<b>(400,002.00)</b>
<b>Expenditure Changes</b>		
YME Salaries/Benefits (5,701,152 *3%)	171,000	
TRA Increase	5,800	
Teacher retirements/replacements/adds	(20,000)	???
MVCC Salaries Benefits (1.828 mil) 3% Increase (EM Settlement plus Paras minus non YME (\$5000)	50,000	
Transportation (2% )	34,000	
<b>Total</b>	<b>240,800</b>	
<b>Revenue Changes</b>		
*Gen Ed Aid estimated (Compensatory down \$50,000)	<b>(105,000)</b>	
Special Ed State Revenue	-	?????
Misc. Federal		
Impact Aid	-	?????
Taxes/Levy (Unemployment/Student Achievement/Etc.)	14,500	
		(90,500)
<i>Net Change</i>		<b>(331,300.00)</b>
<b>Projected Budget balance with changes (Before additional adds/cuts)</b>		<b>(731,302.00)</b>

<b>General Education Aid:</b>		
<b>FY20 - based on 695 students (including Pre-K) Down from 706 18-19</b>	<b>APU down 8.4</b>	
<b>-Compensatory revenue based on free &amp; reduced lunches down \$50,000 from FY19</b>		
<u>Weighting per ADM for General Education Aid:</u>		
Pre-K through Grade 6	1.00	
Grades 7-12	1.20	

<b>Special Education Aid:</b>		
<b>New in FY17 - will be calculated three ways by MDE.</b>		

New State Revenue? Basic formula currently \$6,312 Each 1% \$63.12	\$63.12
Pupil Units (estimated)	764
	<u>\$48,224</u>

TEACHER	SALARY	TRA/FICA	HEALTH	LIFE	DENTAL	403B	Total
Koetter	71,397	10,817	5,650	81	355	1,200	89,500
Replacement	-	-	-	-	-	-	-
Difference (Savings)	71,397	10,817	5,650	81	355	1,200	89,500

**Used BA1**

Scheffler	71,397	10,817	5,650	81	480	1,200	89,625
Replacement (.5 ELL)	19,042	2,885	2,825	41	120	-	24,912
Difference (Savings)	52,355	7,932	2,825	41	360	1,200	64,712

**Used BA1**

Weidauer	64,157	9,720	4,812	81	480	1,200	80,450
Replacement	58,713	8,895	5,650	81	480	-	73,819
Difference (Savings)	5,444	825	(838)	-	-	1,200	6,631

**Used BA5**

Gaffaney	71,397	10,817	5,650	81	355	1,200	89,500
Replacement	38,084	5,770	5,650	81	480	-	50,065
Difference (Savings)	33,313	5,047	-	-	(125)	1,200	39,435

**Used BA1**

<b>Carmany (Resigned)</b>	65,222	9,881	4,848	62	355	800	81,168
Replacement	-	-	-	-	-	-	-
Difference (Savings)	65,222	9,881	4,848	62	355	800	81,168

<b>Total</b>							<b>\$ 281,446</b>
<b>Average Savings per teacher</b>							<b>\$ 70,361.44</b>

C. Suter (Approx. 3%)	33,588	5,089	5,650	81	480	800	45,688
Replacement	38,084	5,770	5,650	81	480	800	50,865
Difference (Savings)	(4,496)	(681)	-	-	-	-	(5,177)

C. Suter (Current)	33,588	5,089	5,650	81	480	800	45,688
Replacement	48,241	7,309	5,650	81	480	800	62,561
Difference (Savings)	(14,653)	(2,220)	-	-	-	-	(16,873)

BA1	38,084
2	39,224
3	40,403
4	41,614
5	42,863
6	44,149
7	45,474
8	46,837
9	48,241

TEACHER	2018-19 SALARY	FICA 7.65%	TRA 7.71%	HEALTH	LIFE	DENTAL	LTD	403B	Total
Kaia Bergeson	64,157	4,908	4,947	5,650	81	480	218	1,200	81,641
Kaia Bergeson Online (\$300 per student per semester)	6,000	459	463						6,922
Total KB									88,562

minus

Amy Stewart	71,397	5,462	5,505	5,650	79	480	243	-	88,815
Cindy Lavin	24,121	1,845	-	-	-	-	-	-	25,966
New Teacher (BA1)	38,084	2,913	2,936	5,650	79	480	129	-	50,272

1/2?

minus

plus

All amounts are for 2018-19. Numbers will change after the EM settlement. TRA increases to 7.92% FY20 (currently 7.71%).
We receive CTE funding for the FACS position (nothing for on-line course) and Special Ed. Funding for the special ed. teacher.
On-line total is based on 10 students for outside the regular day. This could be more or less dependent on the number of students in the class. If the class is held during the regular day (not during the prep hour) the teacher wouldn't be paid the \$300 per student.

**MRVED Language expense?**

**Retirements/Terminations/Hires Scenario**

**5/9/2018**

Staff Member	SALARY	TRA/FICA/PERA	HEALTH	LIFE	DENTAL	403B	Total
<b>Elementary/ELL</b>							
Koetter	71,397	10,817	5,650	81	355	1,200	89,500
Scheffler	71,397	10,817	5,650	81	480	1,200	89,625
Gen. Ed. Para (6.5Hrs)	18,616	2,820	-	50	300	-	21,786
<i>Total (Terms)</i>							<i>200,911</i>
.5 ELL (Hire) BA1	19,042	2,885	2,825	41	120	-	24,912
<b><i>Difference (Terminations minus hires)</i></b>							<b><i>175,998</i></b>

16\*6.5\*179

<b>MS/HS</b>							
Weidauer	64,157	9,720	4,812	81	480	1,200	80,450
Gaffaney	71,397	10,817	5,650	81	355	1,200	89,500
Carmany (Resigned)	65,222	9,881	4,848	62	355	800	81,168
<i>Total (Terms)</i>							<i>251,118</i>
Phy Ed Hire (BA1)	38,084	5,770	5,650	81	480	-	50,065
Ind Tech Hire (BA5)	42,863	6,494	5,650	81	480	-	55,568
<i>Total Hires</i>							<i>105,632</i>
<b><i>Difference (Terminations minus hires)</i></b>							<b><i>145,485</i></b>

<b>Grand Total (Net)</b>	<b>321,483</b>
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Dr. Clark requested

∞

Replace .6 Superintendent (Dr. Clark) with 1.0 FTE

2/27/2019

Superintendent	SALARY	TRA/FICA	HEALTH	LIFE	DENTAL	403B	Total
Clark	92,000	7,038	-	-	-	-	99,038
Replacement	115,000	17,423	16,085	108	1,175	1,500	151,291
Additional Expense	(23,000)	(10,385)	(16,085)	(108)	(1,175)	(1,500)	(52,253)

Superintendent	SALARY	TRA/FICA	HEALTH	LIFE	DENTAL	403B	Total
Clark	92,000	7,038	-	-	-	-	99,038
Replacement	120,000	18,180	16,085	108	1,175	1,500	157,048
Additional Expense	(28,000)	(11,142)	(16,085)	(108)	(1,175)	(1,500)	(58,010)

Superintendent	SALARY	TRA/FICA	HEALTH	LIFE	DENTAL	403B	Total
Clark	92,000	7,038	-	-	-	-	99,038
Replacement	125,000	18,938	16,085	108	1,175	1,500	162,806
Additional Expense	(33,000)	(11,900)	(16,085)	(108)	(1,175)	(1,500)	(63,768)

# YME

# Budget Reduction Proposal

# Enrollment Trends

11

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
May 2018	47	44	59	52	63	54	50	63	62	52	46	54	60	732
March 2019	39 3	46 3	41 2	59 3	53 3	63 3	55	52	63	62	54	43	56	686
Projected Fall 2019	50?	39	46	41	59	53	63	55	52	63	63	53	43	680

# Per Pupil Funding

School funding determined by student enrollment

2018-2019 per pupil allocation: \$6312

⇒ 1% on the formula is 63.12 per student:

- $63.12 \times 764 \text{ (WADM)} = 48,224$

3% on the formula:

- $48,224 \times 3 = 144,672$

# Budget Deficit History

2017-2018 Deficit - \$113,000

- \$315,000 actual but \$202,000 was used for capital projects)

13 2018-2019 Deficit - \$331,300

2019-2020 Anticipated\* Deficit - \$731,300

\* with no changes to current staffing and programs

# Budget Deficit Contributing Factors

Most of the budget is used for staff wages and benefits:

- Increased cost of superintendent (PT to FT)
- Employee settlements
- Adjustments to staff salaries
- Special Education cross subsidy

# Budget Constraints

- Special Education is a fixed cost with minimal ability to manipulate
- Employee agreements (non-tenured, seniority, ULA)
- Employee licensure
- Cutting programs

# Costs

- Elementary Teacher 1: \$52,955
- Elementary Teacher 2: \$61,890
- Elementary Teacher 3: \$56,522
- Elementary Teacher 4: \$56,493
  
- FACS (1/2 FTE): \$36,583
- Business/Technology Program: \$86,220
- PE (1/2 FTE): \$25,074

# Recommended Cuts

## MS/HS:

- Cut \$148,000 (cut 2.0 FTEs + add 0.5 FTE)

## Elementary:

- 17 - Cut \$215,000 (reduce 3.0 FTEs, 2 paraprofessionals & use 2 sections for some)

## Food Service:

- Cut \$15,000 (reduce staffing costs by closing BRE lunchroom)

## Custodial:

- Cut \$88,000 (reduce staffing costs)

# Recommended Cuts

## Activities:

- Intramurals - \$2274
- JH Knowledge Bowl - \$1267
- HS Knowledge Bowl - \$2437
- Musical Assistant - \$2714
- JH FB Coach - \$2631
- JH VB or C Team VB - \$3439
- JH Wrestling - \$2460
- Drama & Science Club Supervisors - \$1275

**Total Cuts - ca \$22,500**

## **Other Possible Cuts**

- SRO - \$31,000 (we use safety dollars for the balance)
- 4th Elementary Teacher -

## **Other Considerations:**

### <sup>61</sup> Administration Cuts, Shifts, & Realignment

- Reduce days
- Additional responsibilities

### Special Education

- Cross subsidy
- Maintenance of effort

# Food For Thought

- Constraints due to budget categories
- Constraints due to licenses
- We have to decide what we value most (not everything)
- We need to be fiscally responsible
- Operating referendum expires at end of 2020
  - \$524.61 per pupil unit (no inflationary factor)

# Recommended Timeline

Work Session - March 19, 2019 (6:00 pm)

- LeeAnn, board and administrators

Special Board Meeting - March 25, 2019 (6:00 pm)

<sup>21</sup> Notify certified staff members (ULA & nonrenewal) - March 26

- ULA = unrequested leave of absence for tenured certified staff members
- Non-renewal = non-tenured staff members

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 7.1  
**MEETING DATE:** March 11, 2019  
**SUBJECT:** Consent Agenda

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

These are routine items with little need for comment. Please note from the current enrollment information that we are down 24 students in comparison to last year.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of all consent agenda items.

**YELLOW MEDICINE EAST ISD #2190  
SCHOOL BOARD MEETING MINUTES  
MONDAY, FEBRUARY 11, 2019 – 6:00 PM  
YME BOARD ROOM**

Sharon Rupp called the meeting to order.

The Pledge of Allegiance was recited.

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Amanda Lecy, Jeremy LeBlanc, Sonja Pederson, Sharon Rupp, Ron Winter

Staff/Public Present: LeeAnn Boushek, Austin Canatsey, Lisa Hansen, Kyle Klaussing, William Lecy, Ryan Luft, Rich Schneider, Denise Streich, Anna Viergutz, Courtney Winter

Motion by Sonja Pederson, second by Susan Bones, and carried unanimously, to approve the agenda for the meeting.

Jeremy Corner read the YME Mission Statement.

The opportunity to address the Board received no response.

Motion by Amanda Lecy, second by Ron Winter, and carried, to approve the consent agenda items as follows:

- approval of the January 14, 2019 meeting minutes.
- payment for claims in the amount of \$393,349.75 with checks numbered 21685-21801 and wire transfers in the amount of \$242,002.57, numbered 2018201800156.
- finance report, as submitted.
- enrollment report, as submitted.

Motion by Jeremy LeBlanc, second by Sonja Pederson and carried to add Agenda Item 10.9 - Adjustment to 2018-2019 school calendar.

Superintendent Schneider reviewed his district report which included information on the auxiliary gym project, the development of a superintendent evaluation document, the purchase of a new truck for outside maintenance, the 2019-2020 calendar, and MSEA negotiations.

Bert Raney Elementary Principal Lisa Hansen reviewed her written report which included information on the Heart Challenge activities, recent technology trainings for staff, and shared work from first grade students.

Ryan Luft, YME MS/HS Principal, reviewed his written report which included the agenda for the February 15 staff inservice day.

Written reports included the Pay Equity Compliance Report and notes/minutes from the January 22, 2019 Buildings & Grounds Committee Meeting.

Motion by Susan Bones, second by Jeremy Corner and carried to approve the resignation of Rebecca Rigge, JH softball coach.

Motion by Susan Bones, second by Jeremy LeBlanc and carried to approve the resignation of Kaia Bergeson, FACS instructor, JH Volleyball Coach.

Sharon Rupp called for a resolution to recognize Kaia Bergeson and her 33 years of service to YME. The resolution was approved unanimously by roll call vote.

Motion by Sonja Pederson, second by Jeremy Corner and carried to approve the leave of absence request received from Char Midthun, Bert Raney Paraprofessional.

Motion by Sonja Pederson, second by Jeremy Corner, to approve the 2019-2020 school calendar as proposed with the snow day modifications discussed.

Motion by Jeremy LeBlanc, second by Ron Winter and carried to authorize signatory on the Board Account at Citizens Alliance Bank, Granite Falls, MN as follows: LeeAnn Boushek, Tara Miller, Alyssa Johnson, Sharon Rupp, Susan Bones, Jeremy Corner

Motion by Amanda Lecy, second by Sonja Pederson and carried to authorize signatory on the Board Account at Granite Falls Bank, Granite Falls, MN as follows: LeeAnn Boushek, Tara Miller, Alyssa Johnson, Sharon Rupp, Susan Bones, Jeremy Corner

Motion by Jeremy LeBlanc, second by Ron Winter and carried to authorize signatory on the Payroll Account at Granite Falls Bank, Granite Falls, MN as follows: LeeAnn Boushek, Tara Miller, Sharon Rupp, Susan Bones, Jeremy Corner

Motion by Sonja Pederson, second by Amanda Lecy and carried to authorize signatory on the Payroll Account at F & M Bank, Clarkfield, MN as follows: LeeAnn Boushek, Tara Miller, Sharon Rupp, Susan Bones, Jeremy Corner

Motion by Susan Bones, second by Amanda Lecy and carried to approve the Letter of Intent for Membership with PACT 4 Families.

Motion by Susan Bones, second by Jeremy Corner and carried to approve the field trip request received from the YME FFA chapter to travel to Alaska in July/August 2019.

Motion by Jeremy Corner, second by Jeremy LeBlanc and carried to adjust the 2018-2019 school calendar and hold school on March 25 and April 22, 2019 to make up days missed due to inclement weather.

Motion by Susan Bones, second by Ron Winter, and carried to approve the first reading of the following mandated policies:

- 604 - Instructional Curriculum
- 618 - Assessment of Student Achievement
- 619 - Staff Development for Standards

Motion by Susan Bones, second by Ron Winter, and carried to approve the annual review of the following mandated policies:

- 613 - Graduation Requirements
- 614 - School District Testing Plan and Procedure
- 615 - Testing Accommodations, Modifications and Exemptions for IEPs, Section 504 Plans, and LEP Students
- 707 - Transportation
- 802 - Disposition of Obsolete Equipment and Material

The board recognized the continued Trap Team cooperative agreement with the ECHO Charter School.

Upcoming Events:

- No School - Staff Development - February 15, 2019
- No School - Presidents Day - February 18, 2019
- Early Dismissal - Staff Development - March 6, 2019 - 2:30 pm
- Board Meeting - March 11, 2019 - Board Room - 6:00 pm

The meeting was adjourned by Sharon Rupp.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
21816	ADVOCATE TRIBUNE	03/11/2019	1	LEGAL	0	208.30	868.30
01 E 005 010 000 000 380				BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000		208.30	
			2	PROGRESS EDITION - COLOR	0	660.00	
01 E 005 010 000 000 380				BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000		660.00	
21817	ALMICH'S MARKET	03/11/2019	1		0	1,299.26	1,430.55
01 E 300 294 213 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/BASKETBALL		55.28	
01 E 350 260 000 000 430				NATURAL SCIENCES/000/SUPPLIES/000		15.93	
01 L 230 21				GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		30.81	
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/000		288.95	
01 E 300 331 000 830 490				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/FOOD/000		611.04	
01 E 350 250 000 000 490				FAMILY CONSUMER SCIENCE/000/FOOD/000		297.25	
			10		0	117.96	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		117.96	
			100	DNA LAB	0	8.75	
01 E 300 260 000 000 430				NATURAL SCIENCES/000/SUPPLIES/000		8.75	
			2		0	4.58	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED./000/MISCELLANEOUS EXPENSE/HEALTH		4.58	
21818	AMERICAN WELDING AND GAS, INC.	03/11/2019	1	AG	0	721.80	721.80
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		721.80	
21819	BALDRY DEAN	03/11/2019	1	ART DAY YMIC	0	100.00	100.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		100.00	
21820	BALFOUR	03/11/2019	38008985	2018 YEARBOOK	0	1,301.61	1,301.61
01 L 230 88				GENERAL FUND/DEFERRED REVENUE/YEARBOOK-HIGH SCHOOL		1,301.61	
21821	AMANDA BECKLER	03/11/2019	1	ART DAY YMIC	0	260.00	260.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		260.00	
21822	BECKLER, DEB	03/11/2019	1	concessions	0	98.60	98.60
01 L 230 21				GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		98.60	
21823	Vendor Continued Void	03/11/2019					0.00
21824	Vendor Continued Void	03/11/2019					0.00
21825	BENNETT & BENNETT INC.	03/11/2019	1	REGULAR ROUTES	0	57,198.68	76,548.39
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		57,198.68	
			10	BAND TRAILER	0	30.00	
01 E 300 258 233 000 370				MUSIC/000/RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			11	FUEL	0	1,938.16	
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		1,938.16	
			2	OUT OF DISTRICT	0	1,569.75	
01 E 005 760 000 713 360				PUPIL TRANSPORTATION/OPEN ENROLLMENT/TRANSPORTATION CON		1,569.75	
			20	BBB	0	1,314.50	
01 E 300 294 213 733 360				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		1,314.50	
			21	DANCELINE	0	67.85	
01 E 300 296 228 733 360				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		67.85	
			3	CLKFD SHUTTLE	0	902.72	
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		902.72	
			33	GBB	0	541.21	
01 E 300 296 213 733 360				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		541.21	
			4	sped route	0	4,867.98	
01 E 005 760 000 723 360				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		4,867.98	
			41	MN WEST	0	43.78	
01 E 300 211 000 733 360				SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		43.78	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 760 000 714 360		42		SKILLS FEST PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION	0	207.84	207.84
01 E 300 294 221 733 360		43		WRESTLING BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA	0	576.88	576.88
01 E 005 760 000 723 360		5		BELVIEW SHUTTLE PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	1,820.00	1,820.00
01 E 005 760 000 723 360		6		SACRED SHUTTLE PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	1,820.00	1,820.00
01 E 005 760 000 723 360		7		SHUTTLE PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	1,680.00	1,680.00
01 E 005 760 000 723 360		8		PRE SCHOOL SHUTTLE PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	1,820.00	1,820.00
01 E 005 760 000 723 360		9		MID DAY SHUTTLE PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	149.04	149.04
21826 DENNIS BENSON 01 E 300 258 231 000 305		03/11/2019	2-15-19	PIANO CHOIR MUSIC/000/PROFESSIONAL FEES/VOCAL MUSIC	0	95.00	220.00 95.00
01 E 300 258 233 000 350			3-1-19	PIANO TUNE-REPAIR MUSIC/000/REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUS	0	125.00	125.00
21827 BENSON LAUNDRY 02 E 005 770 000 701 382		03/11/2019	1	FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/000	0	36.15	36.15 36.15
21828 BLICK ART MATERIALS 01 E 300 212 192 000 430		03/11/2019	1047520	WATER DAMAGE- REPLACEMENT ART/000/SUPPLIES/STORM DAMAGE/INSURANCE 7-2016	0	485.00	790.97 485.00
01 E 300 212 192 000 430			1061338	WATER DAMAGE REPLACEMENT ART/000/SUPPLIES/STORM DAMAGE/INSURANCE 7-2016	0	265.60	265.60
01 E 005 790 000 313 430			1068685	YMIC ART INTEGRATION OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	40.37	40.37
21829 BORCH'S INC. 01 E 350 294 215 000 401		03/11/2019	aau003530	ms baseball BOYS ATHLETICS/000/GENERAL SUPPLIES/BASEBALL	0	380.99	509.99 380.99
01 E 300 294 215 000 401			aau003530-	hs baseball BOYS ATHLETICS/000/GENERAL SUPPLIES/BASEBALL	0	129.00	129.00
21830 BRAIN POP LLC 01 E 100 219 000 317 430		03/11/2019	187597	SUBSCRIPTION LEP/COMPENSATORY/SUPPLIES/000	0	150.00	150.00 150.00
21831 BSN SPORTS 01 E 300 292 219 000 401		03/11/2019	904590901	track BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/TRACK	0	312.24	312.24 312.24
21832 CANON FINANCIAL SERVICES 01 E 005 020 290 302 580 01 E 100 203 290 302 580 01 E 300 211 290 302 580 01 E 350 211 290 302 580		03/11/2019	1	COPIER LEASE SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS	0	682.46	682.46 68.25 307.11 175.48 131.62
21833 CARL'S BAKERY 04 E 500 590 000 321 401		03/11/2019	1	SR CENTER OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU	0	19.80	19.80 19.80
21834 CENEX CREDIT CARD 01 E 005 810 191 000 442		03/11/2019	1	OPERATIONS AND MAINTENANCE/000/GAS & OIL/OUTSIDE MAINTEN	0	423.12	558.71 423.12
01 E 005 810 193 000 442			2	OPERATIONS AND MAINTENANCE/000/GAS & OIL/CAR EXPENSES	0	135.59	135.59

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21835	CENTURY LINK	03/11/2019	1		0	870.37	870.37
01 E	005 810 000 000 320			OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES		870.37	
21836	Vendor Continued Void	03/11/2019					0.00
21837	Vendor Continued Void	03/11/2019					0.00
21838	Vendor Continued Void	03/11/2019					0.00
21839	CITIZENS ALLIANCE BANK	03/11/2019	1	RAYMOND GEDDES	0	82.74	3,475.66
01 E	100 216 614 401 430			TITLE I - PART A/TITLE I/SUPPLIES/PARENT INVOLVEMENT		82.74	
			10	MARRIOTT- LUFT	0	348.50	
01 E	300 640 000 316 367			STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		348.50	
			12	TEACHERS PAY	0	69.46	
				TEACHERS			
01 E	100 216 000 401 433			TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/000		69.46	
			13	PAYPAL	0	360.00	
01 E	300 292 000 316 367			BOYS/GIRLS ATHLETICS/STAFF DEVELOPMENT/TRAVEL-PROFESS D		360.00	
			14	APL ITUNES	0	9.99	
01 E	100 216 000 401 406			TITLE I - PART A/TITLE I/INSTRUCTIONAL TECH. SFTWR/LICN		9.99	
			15	AMAZON-SMAC	0	110.41	
01 E	300 790 153 000 401			OTHER PUPIL SUPPORT SERVICES/000/GENERAL SUPPLIES/MISC.		110.41	
			16	TEACHERS PAY	0	5.29	
				TEACHERS			
01 E	100 050 000 000 899			PRINCIPAL'S OFFICE/000/MISCELLANEOUS EXPENSE/000		5.29	
			17	AMAZON	0	52.14	
01 L	230 36			GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		52.14	
			2	BROADWAY	0	1,170.00	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		1,170.00	
			20	AMAZON	0	20.99	
01 E	005 630 199 000 401			TECHNOLOGY INSTRUCTIONAL/000/GENERAL SUPPLIES/TECHNOLOG		20.99	
			23	AMAZON	0	7.95	
04 E	500 505 000 321 401			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		7.95	
			27	AMAZON	0	103.04	
01 E	100 203 000 000 430			ELEMENTARY GENERAL ED./000/SUPPLIES/000		103.04	
			28	DULUTH ROBOTICS	0	504.00	
01 E	300 298 194 000 339			EXTRACURRICULAR ACTIVITIES/000/STATE EXPENSES/ROBOTICS		504.00	
			3	AMAZON	0	185.74	
01 E	100 201 000 000 430			KINDERGARTEN/000/SUPPLIES/000		185.74	
			33	TEACHERS PAY	0	20.10	
				TEACHERS			
01 E	100 201 000 000 433			KINDERGARTEN/000/INDIVIDUAL INST SUPPLIES/000		20.10	
			38	AMAZON	0	39.23	
01 E	100 216 000 401 401			TITLE I - PART A/TITLE I/GENERAL SUPPLIES/000		39.23	
			39	WALMART	0	17.04	
01 E	100 050 000 000 899			PRINCIPAL'S OFFICE/000/MISCELLANEOUS EXPENSE/000		17.04	
			39-	WALMART	0	23.96	
01 E	100 201 000 000 430			KINDERGARTEN/000/SUPPLIES/000		23.96	
			5	AMAZON	0	29.52	
01 E	005 790 000 313 430			OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		29.52	
			6	AMAZON	0	144.85	
01 E	100 216 000 401 433			TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/000		144.85	
			7	AMAZON	0	59.99	

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01 E 100 203 000 302 556				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/INSTRUCTIONAL TEC		59.99	
			9	AMAZON	0 110.72		
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		110.72	
21840 Vendor Continued Void		03/11/2019					0.00
21841 CITY OF GRANITE FALLS		03/11/2019 1		BR WATER	0	507.09	13,600.11
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W		507.09	
			2	BR ELEC	0 3,086.50		
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		3,086.50	
			3	HS WATER-SEWER	0 730.94		
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W		730.94	
			4	HS ELECTRICITY	0 8,626.13		
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		8,626.13	
			5	TRACK	0 19.09		
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		19.09	
			6	CARPENTRY	0 19.94		
01 E 300 361 000 000 330				VOCATIONAL WEIDAUER/000/UTILITY SERVICES/000		19.94	
			7	om	0 610.42		
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/OUTSIDE		610.42	
21842 CITY OF GRANITE FALLS		03/11/2019 6216		SRO- FEB 2019	0	4,003.81	4,003.81
01 E 005 790 600 342 305				OTHER PUPIL SUPPORT SERVICES/SAFE SCHOOLS/PROFESSIONAL		2,666.67	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES/000/PROFESSIONAL FEES/SCHO		1,337.14	
21843 NICK COLE		03/11/2019 1		STATE WRESTLING	0	173.12	173.12
01 E 300 294 221 000 339				BOYS ATHLETICS/000/STATE EXPENSES/WRESTLING		173.12	
21844 SKYLER CORNER		03/11/2019 2		DANCE EXPLOSION	0	200.89	200.89
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		200.89	
21845 DAVE'S ELECTRIC CO		03/11/2019 1		WATER	0	15.00	15.00
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		15.00	
21846 DEAN FOODS NORTH CENTRAL, INC.		03/11/2019 1			0	1,766.15	1,766.15
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/000		1,280.39	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/000		244.12	
02 E 005 770 104 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/FOOD ORDERED ONLY/CA		149.84	
02 E 005 770 000 703 495				FOOD SERVICES/SPECIAL MILK/MILK/000		91.80	
21847 DEMCO, INC.		03/11/2019 6547713		3 CARPETS	0	1,514.29	1,514.29
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		1,514.29	
21848 CINDY DEMUR		03/11/2019 1		YMIC ART DAY	0	194.74	194.74
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		194.74	
21849 DOUG'S SERVICE & MARINE INC.		03/11/2019 30842		AIR FILTER-USED	0	75.00	75.00
				AIR FILTER			
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		75.00	
21850 EMC INSURANCE COMPANIES		03/11/2019 1		INSURANCE	0	9,007.41	9,007.41
01 E 005 940 000 000 340				PROPERTY AND OTHER INSURANCE/000/INSURANCE/000		9,007.41	
21851 FOLLETT EDUCATIONAL SERVICES		03/11/2019 2356258a			0	50.80	50.80
01 E 300 270 000 302 560				SOCIAL STUDIES-SCIENCES/CAPITAL OUTLAY/TEXTBOOK/LIBRARY		50.80	
21852 GREG FRANK		03/11/2019 1		JAN TKD	0	59.50	59.50
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		59.50	
21853 MELANIE S GATCHELL		03/11/2019 1		YMIC ART DAY	0	150.00	150.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		150.00	
21854 GRANITE FALLS AUTO PARTS		03/11/2019 1		OM	0	58.75	105.70
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		58.75	

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01 E 005 810 193 000 401		2		AUTOS OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/CAR EXP	0	46.95 46.95	
21855	GRANITE FALLS OFFICIALS ASSOC.	03/11/2019	1	MS GIRLS BB	0	320.00	960.00
01 E 350 296 213 000 305				GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		320.00	
01 E 300 294 213 000 305		2		HS BBB BOYS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL	0	410.00 410.00	
01 E 300 296 213 000 305		3		HS GBB GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL	0	230.00 230.00	
21856	GRANITE FLORAL & GREENHOUSE	03/11/2019	82208	PARENTS NIGHT BBB	0	48.00	48.00
01 E 300 294 213 000 899				BOYS ATHLETICS/000/MISCELLANEOUS EXPENSE/BASKETBALL		48.00	
21857	GRANITE AND MONTE HARDWARE	03/11/2019	1	OM	0	66.81	216.37
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		66.81	
01 E 005 810 193 000 401		2		AUTOS OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/CAR EXP	0	106.52 106.52	
01 E 300 361 000 000 450		3		BASIC REPAIR VOCATIONAL WEIDAUER/000/MATERIALS PURCH FOR RESALE/000	0	38.14 38.14	
01 E 300 298 194 000 401		4		ROBOTICS -ACT. CK FEB EXTRACURRICULAR ACTIVITIES/000/GENERAL SUPPLIES/ROBOTIC	0	-28.44 -28.44	
01 E 300 301 501 830 433		5		AG AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	33.34 33.34	
21858	GRAPHIC EDGE	03/11/2019	1303606	VBALL	0	261.35	261.35
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		261.35	
21859	GREAT PLAINS NATURAL GAS CO	03/11/2019	1	BRE	0	4,743.76	17,282.60
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000		4,743.76	
01 E 005 810 000 000 440		2		HIGH SCHOOL OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000	0	12,351.98 12,351.98	
01 E 005 810 191 000 440		3		MAINT. OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/OUTSI	0	186.86 186.86	
21860	BRAD HALL	03/11/2019	1	YMIC ART DAY	0	275.00	275.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		275.00	
21861	HANSEN, LISA	03/11/2019	1	CELL PHONE	0	120.00	120.00
01 E 100 050 000 000 320				PRINCIPAL'S OFFICE/000/COMMUNICATIONAL SERVICES/000		120.00	
21862	SCOTT HANSEN	03/11/2019	1	YMIC ART DAY	0	200.00	272.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		200.00	
01 E 005 790 000 313 430		2		MEALS- DISTRICT OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	72.00 72.00	
21863	HILLYARD/HUTCHINSON	03/11/2019	603316234		0	406.85	2,121.17
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		406.85	
01 E 005 810 000 000 410			603349703		0	1,714.32	
				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		1,714.32	
21864	CLAYTON HUBERT	03/11/2019	1	YMIC ART DAY	0	205.00	205.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		205.00	
21865	INNOVATIVE OFFICE SOLUTIONS LL	03/11/2019	2398123		0	51.13	183.87
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/000		51.13	
01 E 005 630 199 000 405			2401413		0	50.08	
				TECHNOLOGY INSTRUCTIONAL/000/SOFTWARE ETC/TECHNOLOGY		50.08	

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			2427893		0	82.66	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL/000/SUPPLIES/000		82.66	
21866	ISCORP	03/11/2019	697969	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE/000/REPAIRS AND MAINTENANCE SVCS/000		195.50	
21867	TAMARA ISFELD	03/11/2019	1	YMIC ART DAY	0	60.00	60.00
01 E 005 790 000 313 430				SUPPLIES OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		60.00	
21868	JEFFREY IVERSON	03/11/2019	MMEA		0	708.35	708.35
01 E 300 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		708.35	
21869	ELIZABETH JAHN	03/11/2019	1	MMEA CONFERENCE	0	225.40	225.40
01 E 100 640 000 316 366				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		225.40	
21870	JOHNSON CONTROLS FIRE PROTECTI	03/11/2019	20786381	KITCHEN HOOD	0	274.97	382.97
01 E 005 865 000 363 305				TEST-INSPECTION LONG TERM FACILITY MAINT./FIRE SAFETY/PROFESSIONAL FEES		274.97	
			85644197	FUSIBLE LINK	0	108.00	
01 E 005 865 000 363 305				LONG TERM FACILITY MAINT./FIRE SAFETY/PROFESSIONAL FEES		108.00	
21871	KDMA - AM	03/11/2019	17606-1	STATE DANCE	0	89.00	89.00
01 E 005 010 000 000 380				COVERAGE BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000		89.00	
21872	KIBBLE EQUIPMENT, INC.	03/11/2019	1740472	sweeper, drive	0	1,130.18	1,130.18
01 E 005 810 000 302 530				shaft, bushing, wheel OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/EQUIPMENT PUR		1,130.18	
21873	KNAPPER, TIMOTHY	03/11/2019	1	STATE DANCE ROOMS	0	2,060.20	4,337.68
01 E 300 296 228 000 339				GIRLS ATHLETICS/000/STATE EXPENSES/DANCELINE		2,060.20	
			10	robotics room-	0	2,277.48	
01 E 300 298 194 000 339				state EXTRACURRICULAR ACTIVITIES/000/STATE EXPENSES/ROBOTICS		2,277.48	
21874	TIMOTHY J. KNUTSON	03/11/2019	1	shoes per	0	54.99	54.99
01 E 005 810 126 000 401				contract OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/DRESS P		54.99	
21875	LEE'S AUTO & DIESEL INC.	03/11/2019	41315		0	71.50	71.50
01 E 005 810 191 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		71.50	
21876	JAN M LEROHL	03/11/2019	1		0	93.09	93.09
04 E 500 590 000 321 329				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN		93.09	
21877	Vendor Continued Void	03/11/2019					0.00
21878	LOFFLER	03/11/2019	1	BRE LIB COPIES	0	9.10	1,210.85
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		9.10	
			2	FD SVC COPIES	0	10.18	
02 E 005 770 290 000 401				PRINTERS FOOD SERVICES/000/GENERAL SUPPLIES/FOR COPIERS		10.18	
			3	HS LIB. COPIES	0	11.22	
01 E 300 211 290 000 350				PRINTERS SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		11.22	
			3048962	STAPLES - MS/HS	0	109.00	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL/000/SUPPLIES/000		109.00	
			3049033	STAPLES- BRE	0	121.00	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/000		121.00	
			3050784-144	BRE BOOK ROOM	0	85.98	
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		85.98	

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01 E 300 211 290 000 350			3050784-145	MS/HS LIBRARY SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE	0	129.00	129.00
01 E 005 020 290 000 350			3050784-148	DO SUPERINTENDENT'S OFFICE/000/REPAIRS AND MAINTENANCE SVC	0	36.04	36.04
01 E 300 211 290 000 350			3050784-149	MS/HS OFFICE SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE	0	165.99	165.99
01 E 300 211 290 000 350			3050784-150	MS/HS SPED ROOM SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE	0	63.56	63.56
01 E 100 203 290 000 350			3050784-156	BRE OFFICE ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS	0	445.22	445.22
01 E 300 257 290 000 430			4	COMP COPIES PRINTERS COMPUTER TECHNOLOGY/000/SUPPLIES/FOR COPIERS	0	24.56	24.56
21879 RYAN C LUFT 01 E 300 050 000 000 320		03/11/2019	1	CELL PHONE PRINCIPAL'S OFFICE/000/COMMUNICATIONAL SERVICES/000	0	120.00	198.20 120.00
01 E 300 050 000 000 366			2	STATE DANCE PRINCIPAL'S OFFICE/000/TRAVEL-SCHOOL BUSINESS/000	0	78.20	78.20
21880 MACKIN ED RESOURCES 01 E 100 203 162 000 530		03/11/2019	1	ELEMENTARY GENERAL ED./000/EQUIPMENT PURCHASES/ESTATE D	0	180.43	414.66 180.43
01 E 100 203 162 000 530			568428	ELEMENTARY GENERAL ED./000/EQUIPMENT PURCHASES/ESTATE D	0	99.73	99.73
01 E 100 203 162 000 530			569094	ELEMENTARY GENERAL ED./000/EQUIPMENT PURCHASES/ESTATE D	0	134.50	134.50
21881 MAX MEAGHER 01 E 300 292 000 316 305		03/11/2019	3/19/19	ALL COACHES IN-SERVICE FEE BOYS/GIRLS ATHLETICS/STAFF DEVELOPMENT/PROFESSIONAL FEE	0	500.00	500.00 500.00
21882 MINNESOTA ELEVATOR TOTAL ELEVA 01 E 005 865 000 347 305		03/11/2019	791695	inspections LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE	0	360.13	360.13 360.13
21883 MN RIVER VALLEY EDUCATION DIST 01 E 005 640 000 316 366		03/11/2019	1	MELT STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN	0	778.78	7,301.28 778.78
01 E 300 030 830 000 391			2	CAREER TECH ED MRVED DIRECTOR/000/MN SCH DIST - REIMBURSEMENT/CTE-MRVE	0	6,522.50	6,522.50
21884 MINNESOTA SCHOOL BOARD ASSOC. 01 E 005 020 000 000 367		03/11/2019	21983Y7G5X4	NEGOTIATIONS WORKSHOP SUPERINTENDENT'S OFFICE/000/TRAVEL-PROFESS DEVELOPMENT/	0	190.00	190.00 190.00
21885 MINNESOTA WEST-CANBY 01 E 300 200 000 000 394		03/11/2019	242187	SPRING PSEO PSEO/ONLINE/000/PAYMENTS TO OTHER AGENCIES/000	0	7,633.85	7,633.85 7,633.85
21886 MUSIC STREET 01 E 300 258 233 000 350		03/11/2019	80405	flute case MUSIC/000/REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUS	0	45.00	116.09 45.00
01 E 300 258 233 000 350			80511-80592	repairs MUSIC/000/REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUS	0	45.00	45.00
01 E 300 258 233 000 450			80525-573-819	resale MUSIC/000/MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC	0	26.09	26.09
21887 MVCC 01 E 005 420 978 740 396		03/11/2019	MARCH	SPECIAL ED CONTRACT SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE	0	152,241.92	152,241.92 152,241.92
21888 OLSON SANITATION INC. 01 E 005 810 000 000 330		03/11/2019	1	OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/000	0	877.50	877.50 877.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
21889	PAAPE COMPANIES INC.	03/11/2019	6421	2/21 SERVICE	0	1,419.00	1,419.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		1,419.00	
21890	PAN-O-GOLD BAKING CO.	03/11/2019	1		0	333.30	333.30
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		333.30	
21891	J.W. PEPPER & SON INC.	03/11/2019	11E40478		0	160.13	401.12
01 E 300 258 233 000 430				MUSIC/000/SUPPLIES/INSTRUMENTAL MUSIC		160.13	
01 E 350 258 233 000 430				11E40478- MUSIC/000/SUPPLIES/INSTRUMENTAL MUSIC	0	50.00	50.00
01 E 300 258 233 000 430				11E49347 MUSIC/000/SUPPLIES/INSTRUMENTAL MUSIC	0	130.99	130.99
01 E 300 258 233 000 430				11E49621 MUSIC/000/SUPPLIES/INSTRUMENTAL MUSIC	0	60.00	60.00
21892	EMILY PETERSON	03/11/2019	1	YMIC ART DAY	0	325.00	325.00
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		325.00	
21893	PLUMBING & HEATING OF WILLMAR	03/11/2019	25766		0	101.45	101.45
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		101.45	
21894	QUAD COUNTY MAT CLUB	03/11/2019	1	STATE WRESTLING	0	834.52	834.52
01 E 300 294 221 000 339				ROOMS BOYS ATHLETICS/000/STATE EXPENSES/WRESTLING		834.52	
21895	REINHART INST FOODS	03/11/2019	1	REGULAR FOODS	0	7,819.80	10,701.32
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		7,819.80	
02 E 005 770 000 701 401				2 FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/000	0	618.61	618.61
02 E 005 770 000 705 490				3 FOOD SERVICES/BREAKFAST/FOOD/000	0	1,095.87	1,095.87
02 E 005 770 104 707 490				4 FOOD SERVICES/ALA CARTE/OTHER/FOOD/FOOD ORDERED ONLY/CA	0	913.96	913.96
02 E 005 770 000 701 490				5 FOOD SERVICES/SCHOOL LUNCH/FOOD/000	0	253.08	253.08
21896	RILEY BUS SERVICE, INC.	03/11/2019	11871	DANCELINE STATE	0	1,950.00	1,950.00
01 E 300 296 228 733 360				BOOSTERS PAY DIFFERENCE GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		1,950.00	
21897	ROCKLER	03/11/2019	5906162		0	140.62	287.70
01 E 350 255 000 000 430				INDUSTRIAL EDUCATION/000/SUPPLIES/000		140.62	
01 E 300 361 000 830 433				5922647 VOCATIONAL WEIDAUER/VOCATIONAL PROGRAMS/INDIVIDUAL INST	0	147.08	147.08
21898	RTS	03/11/2019	1		0	89.02	89.02
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES		89.02	
21899	SHARON K RUPP	03/11/2019	1	PARKING AT MSBA	0	48.00	48.00
01 E 005 010 000 000 367				WORKSHOP BOARD OF EDUCATION/000/TRAVEL-PROFESS DEVELOPMENT/000		48.00	
21900	RUPP,ANDERSON, SQUIRES & WALDS	03/11/2019	8642	LEGAL	0	610.70	610.70
01 E 005 110 116 000 305				ACCOUNTING OFFICE/000/PROFESSIONAL FEES/ATTORNEY FEES		610.70	
21901	SAWMILL	03/11/2019	236878	SHEETROCK TAPE	0	214.14	278.62
01 E 300 361 000 830 433				VOCATIONAL WEIDAUER/VOCATIONAL PROGRAMS/INDIVIDUAL INST		214.14	
01 E 350 255 000 000 450				236888 MINWAX INDUSTRIAL EDUCATION/000/MATERIALS PURCH FOR RESALE/000	0	27.25	27.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 361 000 000 450			236888-	MINWAX VOCATIONAL WEIDAUER/000/MATERIALS PURCH FOR RESALE/000	0	27.24 27.24	
01 E 300 361 000 830 433			236988	BASIC REPAIR CLASS VOCATIONAL WEIDAUER/VOCATIONAL PROGRAMS/INDIVIDUAL INST	0	9.99 9.99	
21902 RICHARD A SCHNEIDER 01 E 005 020 000 000 320		03/11/2019	1	CELL PHONE REIMB. SUPERINTENDENT'S OFFICE/000/COMMUNICATIONAL SERVICES/00	0	120.00 120.00	120.00
21903 SCHOLASTIC INC 01 E 100 216 000 401 430		03/11/2019	1	TITLE I - PART A/TITLE I/SUPPLIES/000	0	-1.46 -1.46	135.24
01 E 100 216 000 401 433			18721419	TITLE I - PART A/TITLE I/INDIVIDUAL INST SUPPLIES/000	0	87.65 87.65	
01 L 230 33			18721635	GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	49.05 49.05	
21904 SCHOOL HEALTH CORPORATION 01 E 005 720 000 000 401		03/11/2019	3534210-0	HEALTH SERVICES/NURSE/000/GENERAL SUPPLIES/000	0	460.80 460.80	460.80
21905 KERRI SHACKELFORD 01 E 100 203 000 000 460		03/11/2019	1	read alouds ELEMENTARY GENERAL ED./000/BOOKS/WORKBOOKS/000	0	29.85 29.85	107.72
01 E 100 203 000 000 433			2	art supplies ELEMENTARY GENERAL ED./000/INDIVIDUAL INST SUPPLIES/000	0	77.87 77.87	
21906 SIOUX FALLS SCHOOL DIST. 49-5 01 E 998 211 000 000 392		03/11/2019	9027	JAN 2019 SECONDARY EDUCATION GENERAL/000/OUT OF STATE TUITION/00	0	1,296.56 1,296.56	1,296.56
21907 SPECIAL SYSTEMS INC. 01 E 005 865 000 363 305		03/11/2019	32922	SERVICE CALL LONG TERM FACILITY MAINT./FIRE SAFETY/PROFESSIONAL FEES	0	797.50 797.50	908.50
01 E 005 865 000 363 305			32923	BATTERIES LONG TERM FACILITY MAINT./FIRE SAFETY/PROFESSIONAL FEES	0	111.00 111.00	
21908 EMILEE SPEH 04 E 500 505 000 321 305		03/11/2019	1	dance explosion COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	200.89 200.89	200.89
21909 SPORTDECALS SPORT & SPIRIT PRO 01 E 300 296 228 000 339		03/11/2019	566083	DANCE TEAM BANNER GIRLS ATHLETICS/000/STATE EXPENSES/DANCELINE	0	68.99 68.99	68.99
21910 SPRINGSTED 01 E 005 010 000 000 305		03/11/2019	19-060	2019 SERVICES CONTINUING DISCLOSURE BOARD OF EDUCATION/000/PROFESSIONAL FEES/000	0	1,400.00 1,400.00	4,500.00
01 E 005 010 000 000 305			5370.999-5	ARBITRAGE CALCULATIONS BOARD OF EDUCATION/000/PROFESSIONAL FEES/000	0	3,100.00 3,100.00	
21911 STAAB, FRANCIS 01 E 005 810 810 000 320		03/11/2019	1	CELL PHONE OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES	0	120.00 120.00	120.00
21912 KARI L. STAAB 02 E 005 770 126 701 401		03/11/2019	1	SOES PER CONTRACT FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/DRESS PER C	0	80.00 80.00	80.00
21913 JOHN STERNER 01 E 005 790 000 313 430		03/11/2019	1	YMIC ART DAY OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	225.00 225.00	225.00
21914 STEVE WEISS MUSIC 01 E 300 258 233 000 430		03/11/2019	892845A	MUSIC/000/SUPPLIES/INSTRUMENTAL MUSIC	0	172.61 172.61	214.61
01 E 350 258 233 000 430			892845A-	MUSIC/000/SUPPLIES/INSTRUMENTAL MUSIC	0	42.00 42.00	
21915 SUBWAY 01 E 005 010 000 000 899		03/11/2019	784712	DISTRICT ADVISORY BOARD OF EDUCATION/000/MISCELLANEOUS EXPENSE/000	0	160.21 160.21	160.21

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
21916	ROSS SUTTER	03/11/2019	22119		0	2,238.51	2,238.51
01 L	230 36			GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		2,238.51	
21917	SW/WC SERVICE COOP - MARSHALL	03/11/2019	60133	TECH SUPPORT	0	6,315.12	7,016.80
01 E	005 630 000 000 305			TECHNOLOGY INSTRUCTIONAL/000/PROFESSIONAL FEES/000		6,315.12	
01 E	005 108 000 000 305		60133-	TECH SUPPORT	0	701.68	
				TECHNOLOGY ADMINISTRATIVE/000/PROFESSIONAL FEES/000		701.68	
21918	TJOSVOLD EQUIPMENT INC.	03/11/2019	1	JD SWEEPER BRUSH	0	451.11	451.11
01 E	005 810 000 302 530			OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/EQUIPMENT PUR		451.11	
21919	JUSTIN TONGEN	03/11/2019	1	STATE WRESTLING	0	83.52	83.52
01 E	300 294 221 000 339			BOYS ATHLETICS/000/STATE EXPENSES/WRESTLING		83.52	
21920	JENNIFER UFKIN	03/11/2019	1	YMIC ART	0	330.00	330.00
01 E	005 790 000 313 430			INTEGRATION			
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		330.00	
21921	VIKING COCA-COLA	03/11/2019	1	after credit	0	31.35	21.35
01 L	230 21			GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		31.35	
01 L	230 21		2	credit on account	0	-10.00	
				GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		-10.00	
21922	MONICA VILLARS	03/11/2019	1	ART DAY YMIC	0	150.00	150.00
01 E	005 790 000 313 430			OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		150.00	
21923	XCEL ENERGY	03/11/2019	1		0	20.88	20.88
04 E	500 560 000 321 330			RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC		20.88	
21924	Vendor Continued Void	03/11/2019					0.00
21925	Vendor Continued Void	03/11/2019					0.00
21926	Vendor Continued Void	03/11/2019					0.00
21927	YME SCHOOLS-ADM	03/11/2019	02	INTEREST	0	-2.32	4,476.54
01 R	005 000 000 000 092			DISTRICT WIDE/000/INVESTMENT EARNINGS/000		-2.32	
04 R	500 000 000 321 050		7742	AMANDA JOHNSON	0	30.00	
				DISTRICT WIDE/COMMUNITY EDUCATION/FEES FROM PATRONS/000		30.00	
01 E	300 296 213 000 305		7743	KEVIN WITT	0	125.00	
				GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		125.00	
01 E	300 296 213 000 305		7744	BRENT WHERRY	0	125.00	
				GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		125.00	
01 E	300 296 228 000 339		7745	CHRIS NERDAHL	0	925.00	
				STATE MEALS			
				GIRLS ATHLETICS/000/STATE EXPENSES/DANCELINE		925.00	
01 E	300 296 213 000 305		7747	TONY BRUMMOND	0	125.00	
				GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		125.00	
01 E	300 296 213 000 305		7748	KYLE KANTZ	0	125.00	
				GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		125.00	
01 E	300 294 213 000 305		7749	SCOTT MONSON	0	90.00	
				BOYS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		90.00	
01 E	300 294 213 000 305		7750	KYLE LARSON -BBB	0	90.00	
				BOYS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		90.00	
01 E	300 294 213 000 305		7751	JOSH SCHOLTEN	0	90.00	
				BOYS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		90.00	
01 E	300 296 213 000 305		7752	RICK MARKS	0	125.00	
				GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		125.00	
01 E	300 296 213 000 305		7753	STEVE AMMERMAN	0	125.00	
				GIRLS ATHLETICS/000/PROFESSIONAL FEES/BASKETBALL		125.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 294 221 000 339			7754	AYDEN FREISE BOYS ATHLETICS/000/STATE EXPENSES/WRESTLING	0	40.00	40.00
01 L 230 43			7755	CASEY'S GENERAL FUND/DEFERRED REVENUE/TARGET \$ MS/HS	0	31.96	31.96
01 E 300 294 221 000 188			7756	ROB ATOR BOYS ATHLETICS/000/NON CERT EVENT WORKERS/WRESTLING	0	35.00	35.00
01 E 300 296 213 000 188			7757	KAREN BAKER GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL	0	935.00	485.00
01 E 300 294 213 000 188				BOYS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL			450.00
01 E 300 294 221 000 188			7758	TED REFSLAND BOYS ATHLETICS/000/NON CERT EVENT WORKERS/WRESTLING	0	35.00	35.00
01 E 300 296 213 000 188			7759	NICK PETERSON GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL	0	400.00	295.00
01 E 300 294 213 000 188				BOYS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL			105.00
01 E 300 294 221 000 188			7760	TWYLA SCHILLER BOYS ATHLETICS/000/NON CERT EVENT WORKERS/WRESTLING	0	580.00	60.00
01 E 300 296 213 000 188				GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL			320.00
01 E 300 294 213 000 188				BOYS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL			200.00
01 E 300 296 213 000 188			7761	SUE TOLLEFSON GIRLS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL	0	230.00	120.00
01 E 300 294 213 000 188				BOYS ATHLETICS/000/NON CERT EVENT WORKERS/BASKETBALL			110.00
01 E 300 294 221 000 188			7762	JEFF WILKE BOYS ATHLETICS/000/NON CERT EVENT WORKERS/WRESTLING	0	105.00	105.00
01 L 230 33			7763	CASEYS GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	19.98	19.98
01 L 230 21			7764	SAMS CLUB GENERAL FUND/DEFERRED REVENUE/CONCESSIONS	0	91.92	91.92
21928 YME-FOOD SERVICE		03/11/2019	1	FEB	0	632.39	1,662.25
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED./000/MISCELLANEOUS EXPENSE/HEALTH			632.39
04 E 500 582 000 344 490			10	DEC-FEB (PARTIAL) LUNCHES LEARNING READINESS/LEARNING READINESS/FOOD/000	0	941.45	941.45
04 E 500 582 000 344 490			2	FEB PRESCHOOL SNACKS LEARNING READINESS/LEARNING READINESS/FOOD/000	0	44.35	44.35
01 E 300 296 213 000 899			20	PARENTS NIGHT FOR BB GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/BASKETBALL	0	44.06	44.06
						113 Computer	Check(s) For a Total of 362,639.85

0	Manual	Checks For a Total of	0.00	
0	Wire Transfer	Checks For a Total of	0.00	
0	ACH	Checks For a Total of	0.00	
113	Computer	Checks For a Total of	362,639.85	
Total For 113 Manual, Wire Tran, ACH & Computer Checks			362,639.85	
Less	0	Voided	Checks For a Total of	0.00
Net Amount			362,639.85	

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	3,935.93	-2.32	342,307.08	346,240.69
02	FOOD SERVICE	0.00	0.00	13,060.06	13,060.06
04	COMMUNITY SERVICE	0.00	30.00	3,309.10	3,339.10

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
21802	AMERICAN HEART ASSOCIATION	02/22/2019	4,078.58
21803	AMERICAN FAMILY LIFE ASSURANCE	02/22/2019	485.77
21804	AMERITAS LIFE INSURANCE CORP.	02/22/2019	547.24
21805	CENTURY LINK	02/22/2019	870.37
21806	DELTA DENTAL	02/22/2019	6,234.55
21807	HANSEN, LISA	02/22/2019	600.00
21808	MADISON NATIONAL LIFE	02/22/2019	1,906.05
21809	MSEA	02/22/2019	1,026.37
21810	154200 NCPERS	02/22/2019	64.00
21811	SANNERUD JOANELLE	02/22/2019	3,300.00
21812	SCHULTE, TREVOR	02/22/2019	610.06
21813	SELECT ACCOUNT	02/22/2019	4,559.86
21814	SUTER, JACOB	02/22/2019	5,000.00
21815	EDUCATION MINNESOTA YME	02/22/2019	3,078.20
21816	ADVOCATE TRIBUNE	03/11/2019	868.30
21817	ALMICH'S MARKET	03/11/2019	1,430.55
21818	AMERICAN WELDING AND GAS, INC.	03/11/2019	721.80
21819	BALDRY DEAN	03/11/2019	100.00
21820	BALFOUR	03/11/2019	1,301.61
21821	BECKLER, AMANDA	03/11/2019	260.00
21822	BECKLER, DEB	03/11/2019	98.60
21825	BENNETT & BENNETT INC.	03/11/2019	76,548.39
21826	BENSON, DENNIS	03/11/2019	220.00
21827	BENSON LAUNDRY	03/11/2019	36.15
21828	BLICK ART MATERIALS	03/11/2019	790.97
21829	BORCH'S INC.	03/11/2019	509.99
21830	BRAIN POP LLC	03/11/2019	150.00
21831	BSN SPORTS	03/11/2019	312.24
21832	CANON FINANCIAL SERVICES	03/11/2019	682.46
21833	CARL'S BAKERY	03/11/2019	19.80
21834	CENEX CREDIT CARD	03/11/2019	558.71
21835	CENTURY LINK	03/11/2019	870.37
21839	CITIZENS ALLIANCE BANK	03/11/2019	3,475.66
21841	CITY OF GRANITE FALLS	03/11/2019	13,600.11
21842	CITY OF GRANITE FALLS	03/11/2019	4,003.81
21843	COLE, NICK	03/11/2019	173.12
21844	CORNER, SKYLER	03/11/2019	200.89
21845	DAVE'S ELECTRIC CO	03/11/2019	15.00
21846	DEAN FOODS NORTH CENTRAL, INC.	03/11/2019	1,766.15
21847	DEMCO, INC.	03/11/2019	1,514.29
21848	DEMUR, CINDY	03/11/2019	194.74
21849	DOUG'S SERVICE & MARINE INC.	03/11/2019	75.00
21850	EMC INSURANCE COMPANIES	03/11/2019	9,007.41
21851	FOLLETT EDUCATIONAL SERVICES	03/11/2019	50.80
21852	FRANK, GREG	03/11/2019	59.50
21853	GATCHELL, MELANIE	03/11/2019	150.00
21854	GRANITE FALLS AUTO PARTS	03/11/2019	105.70
21855	GRANITE FALLS OFFICIALS ASSOC.	03/11/2019	960.00
21856	GRANITE FLORAL & GREENHOUSE	03/11/2019	48.00
21857	GRANITE AND MONTE HARDWARE	03/11/2019	216.37
21858	GRAPHIC EDGE	03/11/2019	261.35
21859	GREAT PLAINS NATURAL GAS CO	03/11/2019	17,282.60
21860	HALL, BRAD	03/11/2019	275.00
21861	HANSEN, LISA	03/11/2019	120.00
21862	HANSEN, SCOTT	03/11/2019	272.00
21863	HILLYARD/HUTCHINSON	03/11/2019	2,121.17

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
21864	HUBERT, CLAYTON	03/11/2019	205.00
21865	INNOVATIVE OFFICE SOLUTIONS LLC	03/11/2019	183.87
21866	ISCORP	03/11/2019	195.50
21867	TAMARA ISFELD	03/11/2019	60.00
21868	IVERSON, JEFFREY	03/11/2019	708.35
21869	JAHN, ELIZABETH	03/11/2019	225.40
21870	JOHNSON CONTROLS FIRE PROTECTION	03/11/2019	382.97
21871	KDMA - AM	03/11/2019	89.00
21872	KIBBLE EQUIPMENT, INC.	03/11/2019	1,130.18
21873	KNAPPER, TIMOTHY	03/11/2019	4,337.68
21874	KNUTSON, TIMOTHY J.	03/11/2019	54.99
21875	LEE'S AUTO & DIESEL INC.	03/11/2019	71.50
21876	LEROHL, JAN	03/11/2019	93.09
21878	LOFFLER	03/11/2019	1,210.85
21879	LUFT, RYAN	03/11/2019	198.20
21880	MACKIN ED RESOURCES	03/11/2019	414.66
21881	MEAGHER, MAX	03/11/2019	500.00
21882	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	03/11/2019	360.13
21883	MN RIVER VALLEY EDUCATION DIST	03/11/2019	7,301.28
21884	MINNESOTA SCHOOL BOARD ASSOC.	03/11/2019	190.00
21885	MINNESOTA WEST-CANBY	03/11/2019	7,633.85
21886	MUSIC STREET	03/11/2019	116.09
21887	MVCC	03/11/2019	152,241.92
21888	OLSON SANITATION INC.	03/11/2019	877.50
21889	PAAPE COMPANIES INC.	03/11/2019	1,419.00
21890	PAN-O-GOLD BAKING CO.	03/11/2019	333.30
21891	J.W. PEPPER & SON INC.	03/11/2019	401.12
21892	PETERSON, EMILY	03/11/2019	325.00
21893	PLUMBING & HEATING OF WILLMAR	03/11/2019	101.45
21894	QUAD COUNTY MAT CLUB	03/11/2019	834.52
21895	REINHART INST FOODS	03/11/2019	10,701.32
21896	RILEY BUS SERVICE, INC.	03/11/2019	1,950.00
21897	ROCKLER	03/11/2019	287.70
21898	RTS	03/11/2019	89.02
21899	RUPP, SHARON	03/11/2019	48.00
21900	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.	03/11/2019	610.70
21901	SAWMILL	03/11/2019	278.62
21902	SCHNEIDER, RICHARD	03/11/2019	120.00
21903	SCHOLASTIC INC	03/11/2019	135.24
21904	SCHOOL HEALTH CORPORATION	03/11/2019	460.80
21905	KERRI SHACKELFORD	03/11/2019	107.72
21906	SIOUX FALLS SCHOOL DIST. 49-5	03/11/2019	1,296.56
21907	SPECIAL SYSTEMS INC.	03/11/2019	908.50
21908	SPEH, EMILEE	03/11/2019	200.89
21909	SPORTDECALS SPORT & SPIRIT PRODUCTS	03/11/2019	68.99
21910	SPRINGSTED	03/11/2019	4,500.00
21911	STAAB, FRANCIS	03/11/2019	120.00
21912	STAAB, KARI L.	03/11/2019	80.00
21913	STERNER, JOHN	03/11/2019	225.00
21914	STEVE WEISS MUSIC	03/11/2019	214.61
21915	SUBWAY	03/11/2019	160.21
21916	SUTTER, ROSS	03/11/2019	2,238.51
21917	SW/WC SERVICE COOP - MARSHALL	03/11/2019	7,016.80
21918	TJOSVOLD EQUIPMENT INC.	03/11/2019	451.11
21919	TONGEN, JUSTIN	03/11/2019	83.52
21920	UFKIN, JENNIFER	03/11/2019	330.00

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
21921	VIKING COCA-COLA	03/11/2019	21.35
21922	VILLARS, MONICA	03/11/2019	150.00
21923	XCEL ENERGY	03/11/2019	20.88
21927	YME SCHOOLS-ADM	03/11/2019	4,476.54
21928	YME-FOOD SERVICE	03/11/2019	1,662.25
201800158	FEDERAL TAX WITHHOLDING	02/22/2019	83,034.13
201800159	MN TEACHERS RETIREMENT ASSOC.	02/22/2019	39,658.90
201800160	PUBLIC EMPLOYEES RETIREMENT	02/22/2019	16,125.01
201800161	STATE TAX WITHHOLDING	02/22/2019	13,303.63
201800162	SW/WC SVC. COOP - HEALTH INS.	02/22/2019	42,967.80
201800163	VOYA INSTITUTIONAL TRUST	02/22/2019	15,125.59
201800164	SW/WC SVC. COOP - HEALTH INS.	02/19/2019	1,074.50
201800165	SW/WC SVC. COOP - HEALTH INS.	02/19/2019	5,438.00
201800166	SW/WC SVC. COOP - HEALTH INS.	02/19/2019	16,608.70
201800167	SW/WC SVC. COOP - HEALTH INS.	02/19/2019	476.00
201800168	SW/WC SVC. COOP - HEALTH INS.	02/21/2019	1,023.50
		Totals for BNK02	629,836.66
		Totals for checks	629,836.66

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	246,811.11	-2.32	343,727.62	590,536.41
02	FOOD SERVICE	6,547.88	0.00	13,060.06	19,607.94
04	COMMUNITY SERVICE	8,359.90	30.00	3,309.10	11,699.00
25	REVOCABLE TRUST (FY10)	0.00	0.00	7,993.31	7,993.31
***	Fund Summary Totals ***	261,718.89	27.68	368,090.09	629,836.66

\*\*\*\*\* End of report \*\*\*\*\*

**Yellow Medicine East #2190**

**Board Report  
March 11, 2019**

Ending  
3/8/2019

2018-19 By Fund	Original 2018-19	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison	
					2017-18 YTD Exp.	2017-18 YTD %
General	10,003,749	6,133,033	3,870,716	61.31%	6,386,699	63.14%
Food Service	432,671	231,899	200,772	53.60%	261,426	58.30%
Community Service	373,255	185,228	188,027	49.63%	223,008	51.74%
Debt Red.	1,167,370	1,166,045	1,325	99.89%	1,190,453	99.89%
OPEB Trust	168,008	71,959	96,049	42.83%	78,877	34.94%
OPEB Debt Service	191,458	190,933	526	99.73%	191,758	99.71%
<b>Total</b>	<b>12,336,511</b>	<b>7,979,096</b>	<b>4,357,415</b>	<b>64.68%</b>	<b>8,332,220</b>	<b>66.11%</b>

Year to date amounts include current month's accounts payables plus previous month's payroll.

Salaries % expended to date (approximately)

Contracted July-June Supt/Finance/Maintenance/Comm Ed	66.67%
Contracted August-July Principals/Food Service Director	58.33%
Contracted Sept-August Teachers/Nurse	50.00%
12 Month Non-certified Administrative Assistants	66.67%
12 Month Non-certified Custodians	62.00%
9 Month non-Certified Paraprofessionals/Food Service	58.00%

**Month End Cash Invested**

2/28/2019

MN School District Liquid Asset Fund \$2,988,446.66 General Closing Market Value

OPEB Revocable PERA Trust Fund \$458,961.83 End Balance  
("Other Post Employment Benefits" for Retirees)

**Electronic Fund Transfers/ACH Transfers/LAF Checks**

From

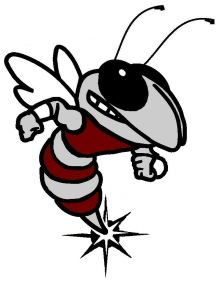
To

2/6&8/2019	\$ 299.38	rSchool Fees	LAF	rSchool
2/1/2019	\$ 105,000.00	Board Accounts Payable	LAF	Citizen's Alliance Bank
2/13/2019	\$ 400,000.00	Board Accounts Payable	LAF	Citizen's Alliance Bank
2/22/2019	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
2/22/2019	\$ 266,880.34	Payroll ( Direct Deposit)	LAF	Granite Falls Bank
	\$ -	Board Accounts Payable	LAF	Citizen's Alliance Bank
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

\*\*\*\*\*



<b>Enrollment Trends</b>	<b>17-18</b>	<b>16-17</b>	<b>15-16</b>	<b>14-15</b>	<b>13-14</b>
<b>September</b>	732	739	768	810	803
<b>October</b>	726	728	765	800	801
<b>November</b>	723	725	757	795	796
<b>December</b>	717	727	754	794	796
<b>January</b>	717	732	748	789	793
<b>February</b>	718	729	749	785	795
<b>March</b>	707	731	736	784	796
<b>April</b>					
<b>May</b>					
<b>June</b>					



# YELLOW MEDICINE EAST – ISD 2190

*Serving Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run, Upper Sioux Community*

**Rich Schneider, Superintendent**  
450 9<sup>th</sup> Avenue – Granite Falls, MN 56241  
Phone: 320-564-4081 – Fax: 320-564-4781

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## **Superintendent School Board Notes**

**March 11, 2019**

### **Auxiliary Gym Update:**

I have met with Fagen's architect, Jim Wilson, a few times. He got a tour and was trying to figure out much of the building codes that need to be addressed. He will meet with the state building inspector to review the plans. I am communicating with legal counsel on the status of our involvement in an AIA contract with both the architect and the general contractors.

### **Finance Committee Meeting:**

The finance committee met on February 27 to discuss our district finances. We spent time talking about recognizing donors for their contributions to our school. We discussed the impact of enrollment and special education on our funding.

### **Technology Committee Meeting:**

The technology committee met on February 28. Discussions was held about the cost of going 1 to 1 with CB's (40,000 for devices and cases). MS/HS surveyed families during P-T conferences to determine access to wifi and devices if we should go 1 to 1. This would allow for virtual learning days. We also discussed using staff days for technology-based professional development.

### **Snow Relief Bill:**

Thursday the Senate passed their [bill](#) by a vote of 61-2. The Senate bill allows school boards to count any time lost in the calculation of the required days and hours of instruction. During the floor debate, an amendment was adopted to include either allow employees the opportunity to work on another day or compensate employees for those days. Similar language is also in the House bill.

The House Education Policy Committee passed the companion bill this week. However, the bill was amended to allow a school district that had instructional days scheduled for January 29, 30 or 31 but canceled one or more of those days to count those days as instructional days and include language to clarify that employees can either make up the day or be compensated. The House is expected to vote on the bill Thursday.

Once the House passes their bill, differences will need to be resolved before a bill is headed to the Governor's desk.

16 Days have been impacted by inclement weather:

Days missed (7 total days): January 18, 28, 29, 30, February 7, 8, 20,

Days started late (7 total days does not impact our instructional minutes): January 24, January 31, February 6, February 13, February 21, February 25, March 5

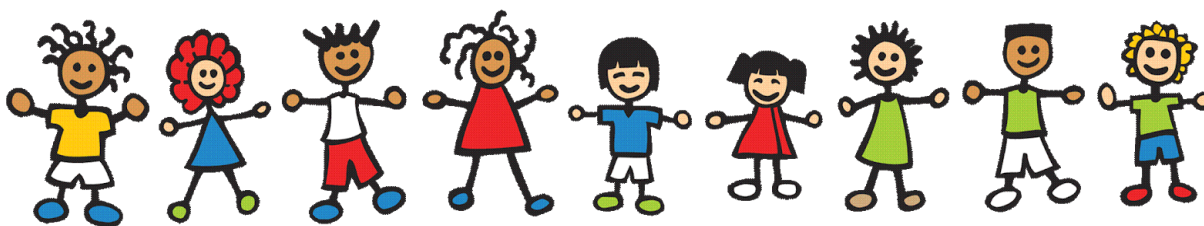
Days early out (2 total days for students, 3 days total for staff): February 6 (2:30, no PLC only), February 12 (12:30), February 14 (1:00)

### **Flood Insurance:**

We are working on a quote for flood insurance from our insurance provider. I would need a motion to support the purchasing of this insurance (1250 deductible per building) and about 11,000 in premiums.

### **Upcoming Committee Meetings:**

- March 12 - Buildings & Grounds Meeting (5:00 pm)
- March 19 - Board Work Session (5:30 pm)
- March 21-22 - MASA Region 3 Lobbying at the Capital
- March 25 - Special Board Meeting (6:00 pm)



## Bert Raney Elementary Board Report

March 2019

Mrs. Hansen, Elementary Principal

### BRE - Current Enrollment

	8/16	8/17	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19
<b>K</b>	44	47	39	40	40	40	39	39	39	39
<b>1st</b>	56	43	49	48	48	48	48	47	46	46
<b>2nd</b>	51	58	44	43	43	42	41	42	41	41
<b>3rd</b>	66	53	61	59	59	59	59	59	59	59
<b>4th</b>	54	67	54	53	53	53	53	53	53	53
<b>5th</b>	55	53	66	63	63	63	63	63	63	63
<b>Total</b>	326	321	313	306	306	305	303	303	301	301

1. Kindergarten Kickoff, March 19, 5:00PM-6:30PM - join us!
2. Virtual Learning for Board Members

SMART Goal: The percentage of students in grades 1-5 at grade level on the Star Reading Assessment, will increase 5% from spring 2018 to spring 2019.

SMART Goal: 76% or more of students in grades 1-5 will be at or above grade level on the Star Math Assessment from spring 2018 to spring 2019.

Additional Goal: By May of 2019, Bert Raney Elementary staff will have access to resources and training relative to the needs of children in poverty, trauma and mental health, 3 or more times during the 2018-19 school year.

# YME Middle/High School Board Report

## March 2018 ~ 2019

### Goals for the MS/HS for 2018/2019

- *SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Reading assessment, will increase 5% from spring 2018 to spring 2019.*
- *SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Math assessment, will increase 5% from spring 2018 to spring 2019.*

### Areas of Focus

- *Best Practice Instruction: Reading and writing strategies used across the curriculum/content area*
- *Safe Schools: Emergency Crisis Plan*
- *Mental Health: Working with students of trauma*
- *Staff will complete one curriculum map for one class by the end of the school year*

**STAR Growth Report** ~ Recently, I sat down with staff during PLCs to discuss how our students are doing toward making progress towards our STAR goals. We were able to secure some staff development time with a Renaissance Trainer to help our teachers get the right leveled materials in front of our students. Here is what we learned:

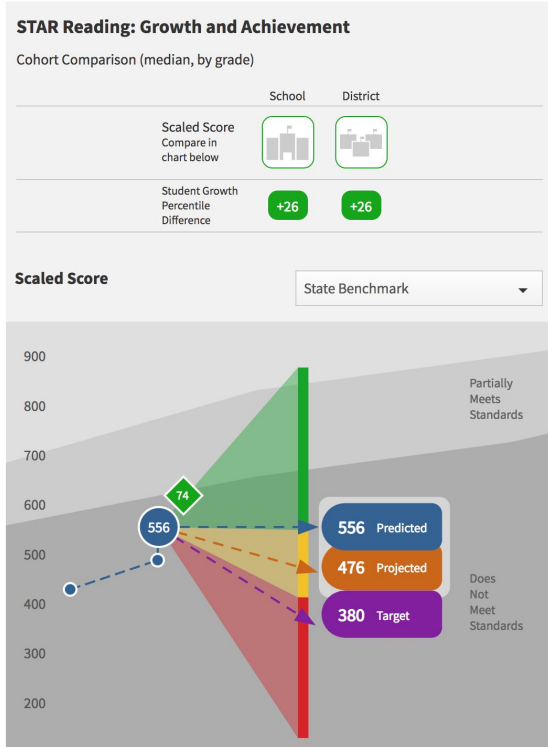
### **Projected and Predicted Growth and Target**

**Target:** The Target shows what Scaled Score the student needs to achieve this year to be on track to reach or maintain proficiency within 3 years (based on state benchmarks). The Target takes into account the first STAR Reading test of the school year (fall), the 3-year timeframe, and the minimum Scaled Score required for proficiency. (Not all students will take 3 years to reach the target.) Target does not change after the first test of the school year.

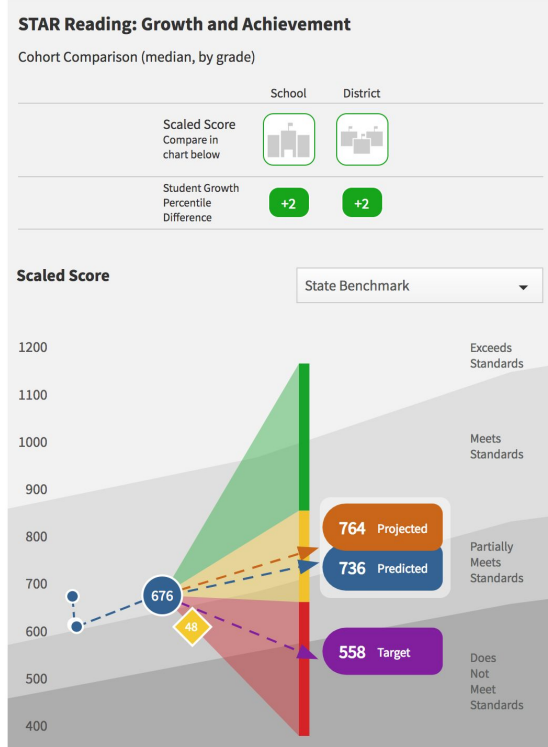
**Projected Score:** Projected scores show the Scaled Score the student would attain if the student experienced typical growth (SGP of 50). The calculation is based on the **first fall STAR** Reading test of the school year and a prior score in a testing window within the past 18 months (such as the previous spring score) to establish a new spring Scaled Score projection based on an SGP of 50. This score does not change as the school year goes on. This score is not shown for students who have not taken a STAR Reading test in the past 18 months.

**Predicted Score:** Like the Projected Score, this is based on typical growth (SGP of 50). This calculation is based on the most **recent STAR** Reading test and a prior score in a testing window within the past 18 months (such as the previous spring score). The Predicted score is adjusted based on the latest STAR test score and an assumption of typical growth (SGP of 50). This score is not shown for students who have not taken a STAR Reading test in the past 18 months.

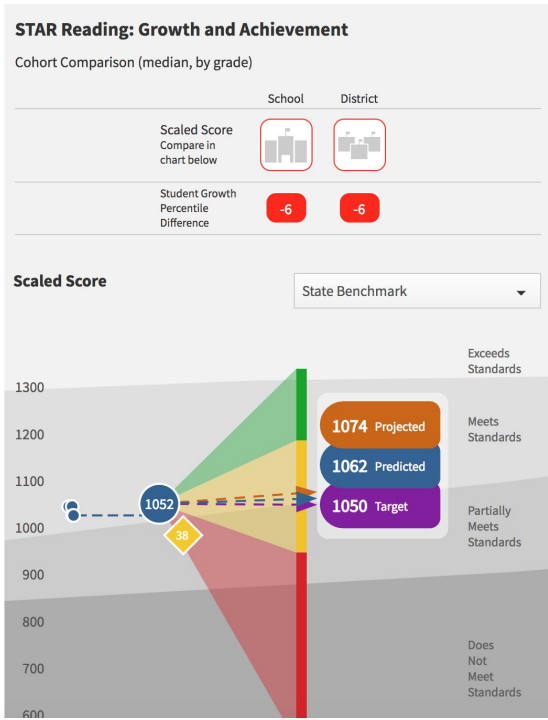
## Grade 7 Team Taught English



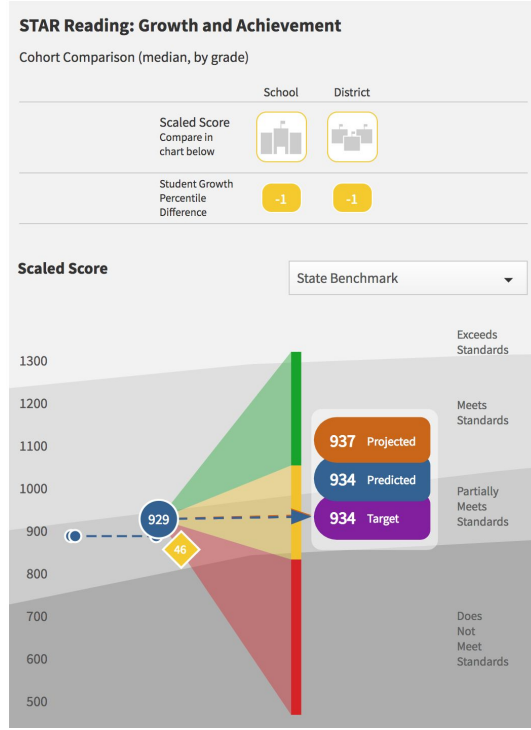
## Grade 6 Reading



## Grade 10 Reading

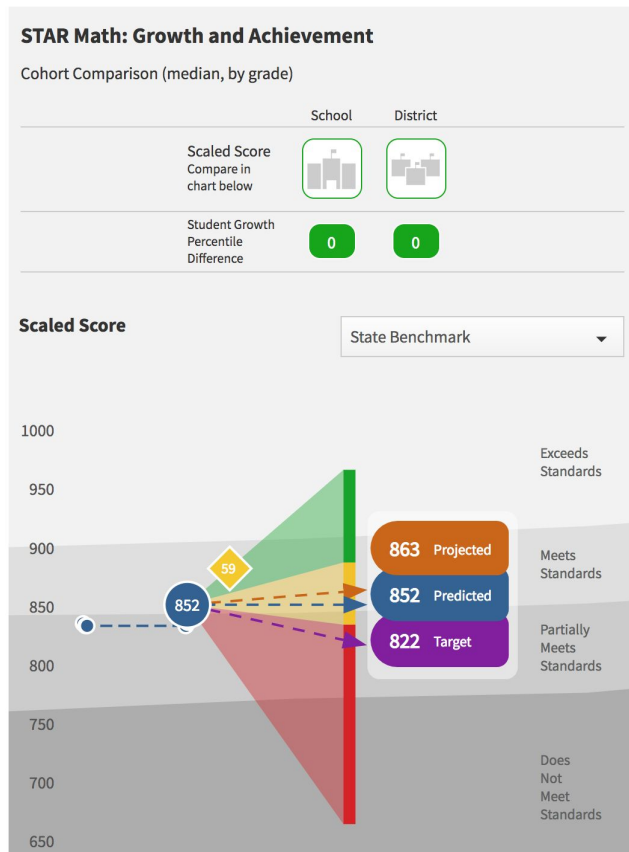
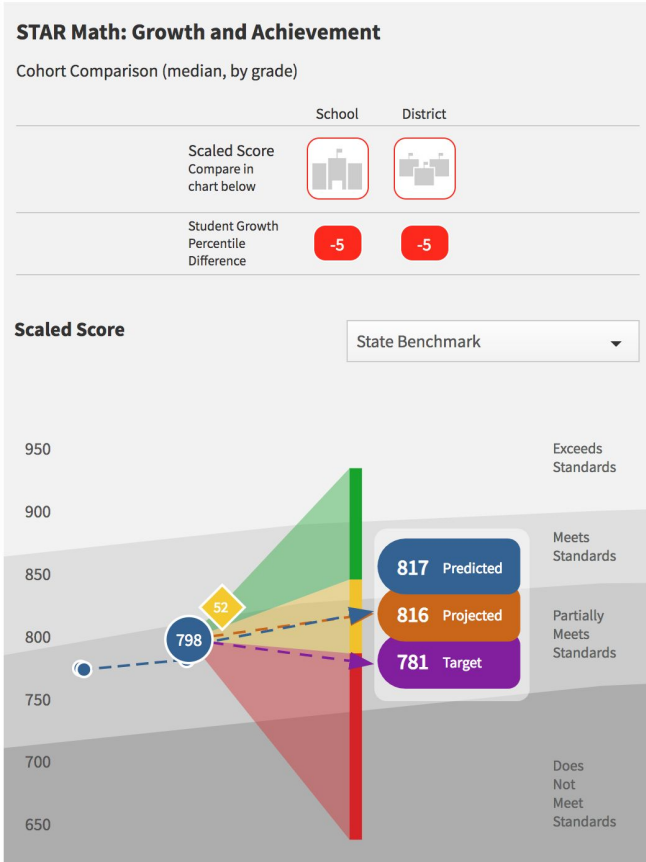


## Grade 9 Reading



# Math Grade 7

# Grade 9



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3DUD3URIHMLRQDO5 HFRJQLVMRQ 0 DUFK 7KHZ HN RI 0 DUFK LV- 3DUDSURIHMLRQDO5 HFRJQLVMRQ : HN 3DUDSURIHMLRQDOV DUH LQGLYLGXDOV Z KR Z RUN LQ D YDUHW RI- SRVMRQV LQ RXUVFKRROGLVMWV 7KHU URDM LQFOXGH EXVDUH QRWOP LMG VR LQWVFKMRQDODVMLWQW - 7LVQH, SDUDSURIHMLRQDOV SX SLOVXSSRUWV MLWQW VSHFDQGHX FDMRQ SDUDSURIHMLRQDOV NRE FRDFKHV - QXFKURRP DMLWQW KDOP RQVWU DQG P HGLD FHQMU DMLWQW 3QDMH VDNH VRP H VLP H VR- DFNQRZ QJH VKH LQYDOXDEQH Z RUN VKDVMKH SDUDSURIHMLRQDOV SURYLGH HYHU GD Z LKIQ RXUVFKRRG EXLQJ ' RQXW Z LDEH DYDLODEQH : HGQVGD P RUJQJ LQ VKH WDI URP QFDMG LQ VKH - EXLQJ DW DP -

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 & 7 ( & DUHU \* XLGH a [& QFN + HUJ](#)

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.1  
**MEETING DATE:** March 11, 2019  
**SUBJECT** Personnel Items

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

2 resignations are being submitted for your approval:

- Jeff Iverson is resigning from Senior High Knowledge Bowl at the end of the 2018-2019 school year.
- James Williams who was on extended is resigning effective May 31, 2019.

4 new hires are being submitted for your approval:

- Dean Baldry as JH Golf Coach. He is a retired YME teacher and long time FB coach.
- Justin Tongen as JH Track Coach. Justin is an elementary teacher and also coaches wrestling.
- Emily Enger as JH Track Coach. Emily is an elementary teacher and also coaches GBB.

### PRESENTER(S):

None

### COMMITTEE:

Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend approval of all personnel items.



---

## Fwd: Resignation

---

Tim Knapper <knapper@isd2190.org>

Wed, Feb 20, 2019 at 9:06 AM

To: Tara Miller <tmiller@isd2190.org>, Denise Streich <dstreich@isd2190.org>

Morning,

Denise, can you add this to the next board agenda please. Tara ... just a copy for your records.

Thanks.

Tim

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

From: **Jeff Iverson** <jiverson@isd2190.org>

Date: Tue, Feb 19, 2019 at 5:54 PM

Subject: Resignation

To: Tim Knapper <knapper@isd2190.org>

2-19-19

Tim,

I am resigning my position as senior high knowledge bowl coach after my duties are completed this year. Thank you for the opportunity to coach - it has been a fun experience, and I certainly enjoyed taking the students to the state tournament last year. Unfortunately, student commitment is not what it used to be. Perhaps someone else will be more successful at recruitment and retention.

Jeff Iverson

--

Tim Knapper

Director of Activities/Community Ed

YME Schools

320-564-4081 ext. 110

March 4, 2019

Sharon Rupp, YME School Board Chair  
977 15<sup>th</sup> Street  
Granite Falls, MN 56241

Dear Ms. Rupp:

This letter is to inform you that I am resigning effective May 31, 2019 from the YME school district contingent upon receiving the retirement benefits listed in the master agreement under Article XI, section 2, retirement benefits. Per the extended leave MOU that I signed on July 14, 2014, I understand that I will receive the balance of my 403b contribution of which \$5,500 will be placed in the Minnesota Post-Retirement Health Care Savings Plan within sixty (60) calendar days after my retirement. In addition, I will receive \$200 per month toward the School District group health insurance until I am eligible for Medicare.

Please contact me at (507) 829-8526 for completion of any necessary paperwork.

Sincerely,  
James Williams



C: Andrew Holt, YME EA President  
Rich Schneider, YME Superintendent

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.2  
**MEETING DATE:** March 11, 2019  
**SUBJECT** 2019-2020 Calendar Approval

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

We are submitting the 2019-2020 for final approval to be shared with families and staff. The calendar includes 171 student contact days and 184 staff days.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of all personnel items.

# Yellow Medicine East

**DRAFT** - 2019-2020 School Calendar – 02/08/2019

Quarter Ends	171 Student Contact Days
No School - Staff Development Day	184 Teacher Contract Days
No School – Holiday	2 Days (16 hours) for Conferences
Early Dismissal – 2:30 pm – 1-Hour Teacher PLC	The 1 <sup>st</sup> school day missed due to an emergency closure will be forgiven and will not be made up.  Additional days missed will be added to and made up at the end of the year.
School Board Meeting – 6:00 pm	
Board Approved: DATE	

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 – Board Meeting  
27-29 Staff Development (4hrs PLC)  
28 – Open House

0 - Student Days / 3 - Staff Days

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 – Labor Day  
3 – First Day of School  
9 – Board Meeting  
11 – Early Dismissal – 2:30 pm  
25 – Early Dismissal – 2:30 pm

20 – Student Days / 20 – Staff Days

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 – Early Dismissal – 2:30 pm  
14 – Board Meeting  
16 – Staff Development  
23 – Early Dismissal – 2:30 pm

20 - Student Days / 21 - Staff Days

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 – End of First Quarter (41 days)  
4 – Staff Development (2 hrs PLC)  
11 – Veterans Day  
12 – Board Meeting  
13 & 27 – Early Dismissal – 2:30 pm  
28 & 29 – Thanksgiving Break

18 – Student Days / 19 - Staff Days

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 – Board Meeting  
11 – Early Dismissal – 2:30 pm  
23-31 - Christmas Break

15 – Student Days / 15 – Staff Days

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 – New Years Day  
8 – Early Dismissal – 2:30 pm  
13 - Board Meeting  
16 – End of Second Quarter (43 Days)  
17 – Staff Development (4hrs PLC)  
20 – Staff Development MRVED  
20 – Student Days / 22 – Staff Days

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

5 – Early Dismissal – 2:30 pm  
10 – Board Meeting  
14 – Staff Development (2 hrs PLC)  
17 – Presidents Day  
26 – Early Dismissal – 2:30 pm

18 – Student Days / 19 – Staff Days

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 – Board Meeting  
11 – Early Dismissal – 2:30 pm  
20 – End of Third Quarter (42 Days)  
23 – Staff Development (2 hrs PLC)

21 – Student Days / 22 – Staff Days

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 – Early Dismissal – 2:30 pm  
9 – Staff Development  
10-13 – Easter Break  
14 – Board Meeting  
22 – Early Dismissal – 2:30 pm

19 – Student Days / 20 – Staff Days

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6 – Early Dismissal – 2:30 pm  
11 – Board Meeting  
25 – Memorial Day  
29 – End of Fourth Quarter (45 days)  
29 - Graduation

20 – Student Days / 20 – Staff Days

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 – Staff Development  
8 – Board Meeting

0 - Student Days / 1 – Staff Day

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.3  
**MEETING DATE:** March 11, 2019  
**SUBJECT** Pupil Transportation Services Agreement

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

Attached is the transportation services agreement between YME and Central Minnesota Christian School to cover the cost of transportation of students within the YME School District boundaries as required by law.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of all personnel items.

# School District Yellow Medicine East, Granite Falls, Minnesota

## PUPIL TRANSPORTATION SERVICES AGREEMENT

In accordance with Minnesota Statutes, section 123(b).52, subdivision 1 or 3, this agreement is made and entered into as of the 4<sup>th</sup> day\_ of September 2019, by and between School District Yellow Medicine East (YME), Granite Falls, Minnesota, hereinafter called "District" and Central Minnesota Christian Schools (CMCS), Prinsburg, Minnesota, hereinafter called "Contractor."

WITNESSETH

WHEREAS, District has selected Contractor to provide the pupil transportation services described herein; and

WHEREAS, Contractor desires to provide such pupil transportation service to the Yellow Medicine East District line for District resident students attending Central Minnesota Christian Schools (CMCS), Prinsburg, Minnesota.

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

### 1. TERM

The term of this agreement shall commence July 1, 2018 and shall continue through June 30, 2019. For Purposes of this Agreement, the term "Contract Year" shall mean each one year period commencing July 1 during the term of this Agreement.

### 2. SCOPE OF SERVICES REQUIRED

Contractor shall, during the term of this Agreement, supply and maintain such number of school buses and personnel as are required to fulfill District's needs for transporting resident students attending CMCS, Prinsburg, Minnesota.

### 3. COMPENSATION AND BILLING

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth:

39.4% of 2017-18 fiscal year annual cost per student attending CMS for regular transportation. Cost will be based on final per student 2017-18 cost (\$725.71.) on Minnesota Department of Education annual transportation report. 39.4% = \$285.93 per student transported.

BASIC TRANSPORTATION

**Regular To and From Yellow Medicine East students homes attending CMCS to the Yellow Medicine East district line.** In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in Appendix A attached hereto no later than 30 calendar days after the receipt of invoice.

#### 4. CONTRACTOR RESPONSIBILITIES

Contractor shall provide the District preceding each Contract Year with :

- a. list of drivers, both primary and substitutes
- b. list of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, mileage, vehicle type, passenger size, and special equipment.
- c. Staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
- d. Insurance information required by the Agreement.
- e. Staff training plan including materials and schedule.
- f. List of students being transported to Yellow Medicine East district line by contractor.

#### 5. RECORDS AND REPORTS

Contractor shall provide those reports and records, which may be reasonably requested by District and necessary for proper payment, for evaluation of Contractor's performance or for state and District reporting hereunder. Reports may include, but are not limited to:

- Crash Reports
- Student Discipline Reports
- Bus Inspections
- Monthly or Yearly Mileage, Hour or Route Reports
- Bus Ridership Reports - for each route including special education transportation routes
- Driver Qualification Reports

#### 6. STATUS OF CONTRACTOR

In the interpretation of this Agreement and the relations between Contractor and District, Contractor shall be construed as being an independent contractor hired to provide pupil transportation services only. Neither Contractor nor any of its employees shall be held or deemed in any way to be an employee or official of the District. Contractor shall be responsible for, and hold District harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes.

#### 7. INSURANCE

Contractor shall, at its expense, procure and keep in force during the entire term of this Agreement, public liability and property damage liability insurance protecting District, its board, officers, employees and agents, and Contractor, its drivers and other personnel. Contractor must provide the above referenced insurance with the following minimum limits:

Automobile Liability Insurance	\$1,000,000 Combined Single Limit
Commercial General Liability Insurance	\$1,000,000 Per Occurrence
Worker's Compensation	Statutory
Umbrella Liability Insurance	\$4,000,000

Contractor agrees to provide District a certificate of insurance evidencing such coverage and designating District as an additional insured with respect to Automobile Liability. Worker's compensation insurance shall be maintained as required by law. All insurance policies shall provide that no coverage shall be cancelled except by thirty (30) days written notice to District.

#### 8. INDEMNIFICATION

Contractor shall hold District, its governing board, officers and employees harmless and does hereby indemnify District, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees. The Contractor also agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, Contractor's acts in providing transportation of assigned pupils.

To the extent permitted by law, District shall hold Contractor, its officers, employees, agents, successors and assigns harmless and does hereby indemnify Contractor, its officers, employees, agents, successors and assigns from and against every claim or demand which may be made by any act neglect, default or omission of District, its governing board, officers, employees or agents, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agents or employees.

#### 9. OPERATIONS PERSONNEL/DRIVER QUALIFICATIONS

Contractor shall employ a sufficient number of qualified drivers and support personnel to assure District of continuous and reliable service. Contractor shall provide qualified drivers, trained and licensed in accordance with the laws of this State and the rules and regulations of District. Accordingly, Contractor agrees that each driver shall:

- a. Possess a valid license issued by this State (or a reciprocal state) authorizing such person to operate school buses transporting students.
- b. Successfully complete a course of training, including instruction in school bus safety, student discipline, human relations, behind-the-wheel school bus driving instruction, defensive driving, first aid, use of fire extinguisher, traffic laws, and applicable District policies and regulations.
- c. Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent permitted or available by law.

- d. Satisfy all applicable requirements of the U.S. Department of Transportation, Federal Highway Administration in rendering transportation services regulated by that agency.
- e. Meet any other criteria required by State law or by District's policies, rules or regulations.

Contractor shall hold each driver responsible for:

- a. Supervising the safe loading and unloading of his or her school bus at every pick-up and delivery point.
- b. Keeping informed of all rules and regulations affecting the safe operation of school buses and standards of conduct.
- c. Complying with all federal, state and local traffic laws while operating buses under this agreement.
- d. Carrying appropriate identification at all times while on duty.
- e. Carrying a timepiece while on duty so that the driver can maintain established schedule times.
- f. Communicating to Staff any issues or needs related to the route assignment and all passengers transported.

A driver orientation and instruction program will be provided before a driver is allowed to drive while students are on board. Training must include:

- a. Enough to safely operate the type of school bus the driver will be driving
- b. Emergency procedures
- c. Student Management procedures, including issues relating to students with disabilities
- d. Knowledge of relevant laws, rules of the road, and local school bus safety policies
- e. Knowledge of student loading and unloading procedures

Contractor shall take reasonable steps to prevent its employees from exposing any student to impropriety of word or conduct. Contractor shall not knowingly permit its drivers to smoke on the bus nor to drink any intoxicating beverage or be under the influence of drugs or alcohol while operating any bus. Contractor shall regulate the use of prescription and non-prescription drugs, which impair the safe operation of the bus. Contractor shall enforce all District Rules and Regulations in place.

Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder; provided, however, that District shall have the right to require Contractor to remove from service under this agreement any employee who, at District's sole discretion, is deemed unsuitable for the performance of transportation services for District; and provided further that District shall make such request in writing and state the reasons therefore.

## 10. EQUIPMENT

All school buses supplied by Contractor pursuant to this Agreement shall meet or exceed the standards established by the laws and regulations of the State and the United States. Contractor shall maintain the school buses used to provide pupil transportation services under this Agreement

in accordance with law and accepted industry maintenance standards. District reserves the right to request maintenance records at any time during Agreement.

11. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no prior representations, either oral or written, between District and Contractor other than those contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 13<sup>th</sup> day of Feb. 20xx.

By:   
Central Minnesota Christian School  
Officer of contractor

By: \_\_\_\_\_  
Chair, Board of Education  
Yellow Medicine East ISD #2190

By: \_\_\_\_\_  
Clerk, Board of Education



# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.4  
**MEETING DATE:** March 11, 2019  
**SUBJECT** Senior Request for Attendance Exemption

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

Senior officers will present on a request to miss classes for the last week of school. I recommend you table a decision until we determine the calendar for the remainder of the year. At this point, there are 3 student days scheduled for the last week. If you choose to move forward, I recommend exempting them from attendance for 2 student contact days. Students will have to be in “good standing” in order to be exempted.

Per statute, the seniors will need to be here for 1020 hours, regardless of our desires. Please consult the following statute ([MS 120A.41](#)) for clarification.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend tabling the decision until later this spring.

March 4, 2019

YME School Board

C/O: Mrs. Sharon Rupp, Yellow Medicine East School Board Chair

Dear Mrs. Rupp:

On behalf of the Class of 2019, we request that we be given the 28th of May through the end of the school year off in order to help our families prepare for graduation, which is set for May 31st. This request would apply to the Class of 2019 students who have met the graduation requirements, are in good academic standing, and are not in violation of the attendance policy. The yearly requirements include no more than 20 accumulative excused or unexcused absences and no more than 2 unexcused absences in a class. We understand that this winter has not been ideal and that we must meet a certain amount of hours of attendance required by the state, but we would really appreciate having the time off to help take the load off of our parents by being able to help as they prepare for our graduation parties, the graduation ceremony, and family coming to stay. By giving us these days off, we believe that it would be a reward for all of the hard work that we have put in over our years spent here at Yellow Medicine East. Many graduating classes have received this reward in the past and we also hope to receive it.

Our class would also like to cordially invite all school board members to celebrate with us at our graduation ceremony on Friday, May 31st at 7:00 pm. We are excited to start our next journey in life and are extremely thankful for the education and support that we have received from our teachers, family, and community at Yellow Medicine East. We have made so many memories during our time here and we will cherish these memories forever. Thank you for your time and consideration of our request, we truly appreciate it.

Sincerely,

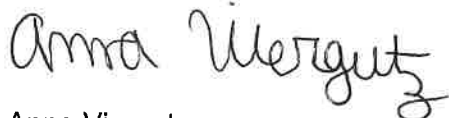
Class Officers of 2019



Samantha Anderson  
Class President



Meeghen Dahlager  
Class Vice President



Anna Viergutz  
Class Secretary

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.5  
**MEETING DATE:** March 11, 2019  
**SUBJECT** Calendar Changes

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

I am recommending the following calendar adjustments for 2018-2019:

- Change April 18 to a student contact day from a MRVED workshop
- Allow staff members to complete one virtual learning day (used as one of the 5 days needed to be made up)
- Allow staff members to complete 3 hours of PLC as individually scheduled (½ day of PD)
- Add 3 days of technology professional development on June 3, 4 and 5 (preparation for virtual snow days and going one-to-one)

\*Please note - all changes are subject to change due to future calendar interruptions. There is also “snow days relief act” that is progressing through the legislature which could impact the necessity to make up days.

Another day could be added on April 19 (Good Friday) and on May 31.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of all calendar recommendations.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.6  
**MEETING DATE:** March 11, 2019  
**SUBJECT**

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

The Achievement and Integration budget is attached and will need to be approved for submission by March 15, 2019.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the A/I budget.

## Achievement and Integration FY 2020 Budget Workbook

Use these instructions to create your district's annual Achievement and Integration (A&I) A&I budget. Please refer to the Achievement and Integration Budget Guide on the A&I webpage for more information on revenue and for a list of budget review criteria.

Do not delete pages from this workbook. That will disable the formulas on the *Expenditure Summary* page which calculates the percentage of expenditure types and also sums total expenditures by FIN code--a helpful way to keep track of expenditures as you create your budget.

- Program and fiscal staff should work together to create this budget, drawing on your respective knowledge of what's in your district's A&I plan, costs that aren't detailed in the plan but are necessary to run approved plan activities, and school finance practices.
- **Proposed expenditures can be approved only for strategies included in a district's current MDE-approved A&I plan.**
- Expenditures to fund strategies included in a racially identifiable school (RIS) plan must be listed in the RIS tabs of this excel workbook.
- **Use the separate tabs for direct student services, PD, and Admin costs as explained in the A&I Budget Guide. The requirement for districts to use a certain percentage of revenue for each expenditure type is in A&I legislation and explained in the tabs of this budget workbook.**
- Add lines to a worksheet by inserting rows *before* a revenue total line. The revenue total lines are linked to a formula in the Expenditure Summary page. If you insert rows after them, your Expenditure Summary totals will be inaccurate.
- Create a **budget narrative** for each line item to document how proposed expenditures will fund strategies in your district's MDE-approved A&I plan. **Do not copy your plan description into the budget.** Instead, describe what each expenditure will purchase. Then identify by name and number the strategy in your plan that an expenditure will help fund. This info provides expenditure detail not included in your plan.
- List proposed FIN 313 (initial revenue) and FIN 318 (incentive revenue) expenditures on the separate tabs marked in the budget workbook. These are two different types of A&I aid and must be tracked separately.
- Find your district's aid entitlement estimate for A&I revenue in the Minnesota Funding Reports (MFR) section of MDE's Data Analytics webpage. Steps for finding that report are listed on the MDE A&I webpage.
- **Admin costs include salary and benefits for support staff and administrators that do not provide direct instruction to students in A&I activities. Admin costs also include things such as postage, rent, dues, memberships, printing charges.**
- Payments to other districts or to vendors should be listed as line items in the corresponding Direct Student Services, PD, or Admin tabs. Use OBJ code 390 for payments to other districts.
- **The budget narratives for proposed salary expenditures should include the following: percentage FTE and the name and number of the intervention in the district's A&I plan that the position is being reimburse to work on.**
- Fringe benefits for positions that are part of the same plan strategy may be bundled by OBJ code. For example, if three staff are providing instruction for an A&I summer program, benefits for their hours working on that program may be listed in the same line item.
- Resubmit this workbook listing proposed and *actual* FY 2020 expenditures by December 1, 2020.
- Expenditure changes that increase total FIN code amounts and changes to the types of expenditures approved in the initial budget must be sent to MDE for review and approval by April 1, 2020.
- **Budgets are due to MDE by March 15, 2019. Board approval is optional. This means your board does not need to approve this budget before you submit it on March 15.**

### How to Submit Your Budget

- 1) Submit your district's proposed FY20 budget by March 15, 2019 to [mde.integration@state.mn.us](mailto:mde.integration@state.mn.us).

**2) Submit your district's budget as an excel file. No PDF's please.**

**3) Please save your budget using the file name *FY20 [District Name] A&I budget*.**

*Questions about submitting your budget? Email [mde.integration@state.mn.us](mailto:mde.integration@state.mn.us). Or call support staff member Jeanne at 651-582-8462.*



## Achievement and Integration Revenue FY 2020 Budget Worksheet

Use this workbook to list your district's proposed expenditures of FY 2020 Achievement Integration (A&I) revenue. All expenditures must support activities in your district's MDE-approved A&I plan. Each worksheet has a column for you to explain which activity each line item will fund.

**District Name:** Yellow Medicine East  
**District ISD Number:** 2190  
**Superintendent:** Rich Schneider  
**Partnering Districts:** Canby #891, Dawson-Boyd #378, Ivanhoe #403, Lakeview #2167, Minneota #414, RCW #2

Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.

<b>Program Staff:</b> <u>Robin Henderson</u> <b>Phone:</b> <u>320-564-4081 # 104</u> <b>E-mail:</b> <u><a href="mailto:rhenderson@isd2190.org">rhenderson@isd2190.org</a></u>	<b>Fiscal Staff:</b> <u>LeeAnn Boushek</u> <b>Phone:</b> <u>320-564-4081 #109</u> <b>Email:</b> <u><a href="mailto:lboushek@isd2190.org">lboushek@isd2190.org</a></u>
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If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

<b>Total Initial Revenue</b> (FIN 313)	\$ 93,413.40
<b>Total Incentive Revenue</b> (FIN 318)	\$ 7,688.00
<b>TOTAL A&amp;I REVENUE</b>	<b>\$ 101,101.40</b>

### CERTIFICATION STATEMENT

*We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2019 Achievement & Integration budget as approved by the school board.*

**Board Approval Date** \_\_\_\_\_

**School Board Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_

This approval is optional and not required in legislation or by the Minnesota Department of Education.

**Approved Initial Revenue:** \_\_\_\_\_ **Approved Incentive Revenue:** \_\_\_\_\_

**MDE Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## FY 2020 Achievement and Integration Budget

District Number:

2190

District Name:

Yellow Medicine East

Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	\$91,436.40	90.44%	DSS At least 80% of total expenditures	\$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$0.00	0.00%	Professional Development No more than 20% of total expenditures	\$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$9,665.00	9.56%	Admin/Indirect No more than 10% of total expenditures	\$0.00	#DIV/0!
<b>Total Proposed Revenue:</b>	\$101,101.40		<b>Total Revenue Expended:</b>	\$0.00	

Total Amount Proposed FIN 313	\$93,413.40
Total Amount Proposed FIN 318	\$7,688.00

Improvement Planning Expenditures	18%	#VALUE!
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Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).

Notes or Comments:

**Improvement Funding Directions** Only districts that did not meet the goals in their plan after three years should complete this tab. If you didn't meet your goals you must use up to 20% of your annual integration revenue to fund improvement strategies.

**Step 1) Complete the DSS, PD and Admin tabs for FIN 313 and 318. Step 2) Copy and paste line items that will fund improvement strategies into one of the sections below.**

- Copy line items totaling up to 20% of your total proposed revenue. That percentage will be calculated for you on the Expenditures Summary tab.
- The line items you copy may be either FIN 313 or FIN 318 depending upon how you're funding your improvement strategies.

**What is an improvement strategy?** Strategies that were 1) not in your prior plan or 2) that you've adjusted and kept in your current A&I plan, and 3) were developed using a process like the ones described in the A&I Plan Guide or the Coordinated Improvement Planning Guides. They are different from the ones in your prior plan because they are either new to your district's A&I work or have been changed in order to increase the likelihood that you will meet the goals in your district's plan.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amount	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit this workbook with actual FY20 expenditures by 12/1/20.	<b>Budget Narrative</b> Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>	Goal #	Strategy # and Name

Direct Student Services									
Academic Reading Intervention Specialist .35 FTE	005	790	313	143	\$17,315.52		Academic Intervention/ Reading Specialist Salary	ACH 1	Achievement #1 Academic Intervention
FICA	005	790	313	210	\$1,324.64		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention

**Professional Development**

**Administrative Costs**

<b>Total Improvement Funding:</b>					\$18,640.16				
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**Notes or Comments:** Our Improvement Funding strategy is the continuation of using a Reading Intervention Specialist for our elementary school. She was hired for the 2018-19 school year and was funded in our FY19 AI Budget. We will continue this program for the FY20 Improvement Plan. This specialist will work primarily with students in grades K-3, with emphasis on all students reading at grade level by third grade. The specialist provides Tier 2 and Tier 3 interventions in the areas of language arts. In addition, the goals for this specialist align with our WBWF plan.







FY 2020 Achievement and Integration Budget

District Number: 2190

District Name:

**80% Direct Services to Students**

List proposed FIN 313 expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved Achievement and Integration plan that provide direct services to students. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy and paste your plan here.	Goal #	Strategy # and Name
Academic Intervention Specialist Salary .35 FTE	005	790	313	143	\$16,393.30		Academic Intervention/Academic Support Specialist Salary .35 FTE	ACH 1	Achievement #1 Academic Intervention
FICA	005	790	313	210	\$1,200.00		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention
TRA	005	790	313	218	\$1,298.35		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention
Dental Benefit	005	790	313	235	\$168.00		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention
Health Insurance Benefit	005	790	313	220	\$2,450.00		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention
Life Insurance Benefit	005	790	313	230	\$27.00		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention
LTD Benefit	005	790	313	199	\$55.73		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention
Academic Reading Intervention Specialist .35 FTE	005	790	313	143	\$17,315.52		Academic Intervention/ Reading Specialist Salary	ACH 1	Achievement #1 Academic Intervention
FICA	005	790	313	210	\$1,324.64		Benefits Academic Intervention Specialist	ACH 1	Achievement #1 Academic Intervention
YME Success Coach .44 FTE	005	790	313	110	\$23,000.00		Success Coach Salary .44 FTE	INT 1	Integration #4 Success Coach
FICA	005	790	313	210	\$1,760.00		Benefits Success Coach	INT 1	Integration #4 Success Coach
PERA	005	790	313	214	\$1,725.00		Benefits Success Coach	INT 1	Integration #4 Success Coach
403B	005	790	313	250	\$350.00		Benefits Success Coach	INT 1	Integration #4 Success Coach
YME Ramp UP Coordinator	005	790	313	185	\$1,500.00		Ramp UP Coordinator Stipend	INT 1	Integration #2 Career & College Exploration
FICA	005	790	313	210	\$114.75		Ramp UP Coordinator Benefits	INT 1	Integration #2 Career & College Exploration
TRA	005	790	313	218	\$118.65		Ramp UP Coordinator Benefits	INT 1	Integration #2 Career & College Exploration
Academic Intervention/ Support Specialist Salary .30 FTE	005	790	313	144	\$6,431.65		Academic Intervention/Support Specialist Salary .30 FTE	ACH 1	Achievement #1 Academic Intervention
FICA	005	790	313	210	\$492.03		Benefits Academic Intervention	ACH 1	Achievement #1 Academic Intervention
PERA	005	790	313	214	\$482.38		Benefits Academic Intervention	ACH 1	Achievement #1 Academic Intervention
Life Insurance Benefit	005	790	313	230	\$15.00		Benefits Academic Intervention	ACH 1	Achievement #1 Academic Intervention
Supplies & Activity/Entrance Fees for Cross District Integration Activities and YME Career & College Activities, Assessments/Testing, ACT/Pre-ACT, MCIS	005	790	313	430	\$7,526.40		YMIC Cross District Integration Activities. & YME Career & College Activities; Jeffers Petroglyphs, Career Expo, College Fair & Business Tours, College Visit Day, Youth Frontiers, Diary of Anne Frank, SMSU College Experience, YMIC Art Days, STEM Activities, MN West Career & College, YME Career & College activities, MCIS, Testing Assessments	INT 1	Integration #1 Career & College Visits, Integration #2 Career & College Explore, Integration #3 Cross District Integration Opportunities

**FIN 313 TOTAL** **\$83,748.40** **\$0.00**

**Note** Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

End of Worksheet



FY 2020 Achievement and Integration Budget

District Number: 2190

District Name: Yellow Medicine East

**80% Direct Services to Students**

List proposed **FIN 318** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies included in the district's MDE-approved Achievement and Integration plan which provide direct services to students. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy and paste your plan here.	Goal #	Strategy # and Name
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.			
Wages	005	790	318	185	\$2,500.00		Instructors/Cert	ACH 1	ACH Intervention #2
FICA	005	790	318	210	\$191.25		Benefits for Instructors Certified Staff	ACH 1	ACH Intervention #2 Summer STEM Academy
TRA	005	790	318	218	\$187.50		Benefits for Instructors Certified Staff	ACH 1	ACH Intervention #2 Summer STEM Academy
Summer School N/Certified Staff Wages	005	790	318	186	\$1,300.00		Salries for Summer STEM Academy staff N/Certified	ACH 1	ACH Intervention #2 Summer STEM Academy
FICA	005	790	318	210	\$99.45		Benefits for N/Certified Staff	ACH 1	ACH Intervention #2 Summer STEM Academy
PERA	005	790	318	214	\$97.50		Benefits for N/Certified Staff	ACH 1	ACH Intervention #2 Summer STEM Academy
Summer School Supplies	005	790	318	430	\$2,312.30		Supplies for Summer STEM Academy	ACH 1	ACH Intervention #2 Summer STEM Academy
Voactional Hybrid Classes	005	790	318	305	\$1,000.00		Professional Fees for Hybrid Classes Class held during the school day at MN West with YMIC partners - Credit Bearing classes. High School	INT 1	INT #3 Cross District Integration
			318						
<b>FIN 318 TOTAL</b>					<b>\$7,688.00</b>				<b>\$0.00</b>

74

**Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.**  
**Comments: Pay for STEM SUMMER program - Certified Staff = \$28.78 Including benefits 100 hours will be allocated to the STEM Summer Program July 1, 2019- June 30, 2020 Non-certified staff = \$17.27/hour including benefits = 87 hours for July 1, 2019-June 30, 2020.**



**FY 2020 Achievement and Integration Budget**

District Number: 2190

District Name: Yellow Medicine East

**20% Professional Development**

List proposed **FIN 313** expenditures for professional development below. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved Achievement and Integration plan. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>		
			313			\$0.00			
			313						
			313						
			313						
			313						
			313						
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>			

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**Note** Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



**FY 2020 Achievement and Integration Budget**

District Number:

District Name:

**20% Professional Development**

List proposed **FIN 318** expenditures for professional development below. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved Achievement and Integration plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.			318		List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>		
			318			\$0.00			
			318						
			318						
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>			

**Note** Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:

76



FY 2020 Achievement and Integration Budget

District Number: 2190

District Name: Yellow Medicine East

**10% Admin/Indirect Costs**

List proposed Administrative/Indirect **FIN 313** expenditures below. No more than 10% of this budget may be spent on Admin costs for strategies included in an MDE-approved Achievement and Integration plan. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy and paste your plan here.	Goal #	Strategy # and Name
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.			
YMIC/YME Integration Coordinator Salary	005	605	313	110	\$7,568.00		Salary for YMIC Coordinator	INT 1	Intervention #1, Career & College Visits #2, Career & College Planning & Exploration, #3 Cross District Integration
FICA	005	605	313	210	\$579.00		Benefits for YMIC Coordinator	INT 1	Intervention #1, Career & College Visits #2, Career & College Planning & Exploration, #3 Cross District Integration
PERA	005	605	313	214	\$568.00		Benefits for YMIC Coordinator	INT 1	Intervention #1, Career & College Visits #2, Career & College Planning & Exploration, #3 Cross District Integration
403B	005	605	313	250	\$450.00		Benefits for YMIC Coordinator.	INT 1	Intervention #1, Career & College Visits #2, Career & College Planning & Exploration, #3 Cross District Integration
Coordinator Supplies	005	605	313	401	\$300.00		Supplies for YMIC Coordinator	INT 1	Intervention #1, Career & College Visits #2, Career & College Planning & Exploration, #3 Cross District Integration
Coordinator Travel	005	605	313	366	\$200.00		Travel for YMIC Coordinator.	INT 1	Intervention #1, Career & College Visits #2, Career & College Planning & Exploration, #3 Cross District Integration
			313						
<b>Total</b>					<b>\$9,665.00</b>		<b>\$0.00</b>		

**Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.**

Comments:

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	<b>Budget Narrative</b> Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>	Goal #	Strategy # and Name

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FY 2020 Achievement and Integration Budget

District Number: 2190

District Name: Yellow Medicine East

**10% Admin/Indirect Costs**

List proposed **FIN 318** Administrative/Indirect expenditures below. No more than 10% of the budget may be spent on Admin costs for activities included in an MDE-approved Achievement and Integration plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities.

Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.			318		List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	Provide a brief description of the expense each expenditure will fund. Do not copy and paste your plan here.		
			318						
			318						
			318						
			318						
<b>Total</b>					<b>\$0.00</b>	<b>\$0.00</b>			

**Note** Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



**FY 2020 Achievement and Integration Budget**

District Number: 2190

District Name: Yellow Medicine East

**80% Direct Services to Students**

On this worksheet list proposed **FIN 313** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for activities included in your district's MDE-approved Achievement and Integration plan which provide direct services to students. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>	Goal #	Strategy # and Name
Provide a short description of the expenditure.			313		List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.			
			313			\$0.00			
			313						
			313						
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			313						
			313						
<b>FIN 313 TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>			

**Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.**  
**Comments:**

End of Worksheet

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FY 2020 Achievement and Integration Budget

District Number: 2190

District Name: Yellow Medicine East

**80% Direct Services to Students**

On this worksheet list proposed **FIN 318** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for programs in the district's MDE-approved Achievement and Integration plan which provide direct services to students. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy and paste your plan here.	Goal #	Strategy # and Name
Provide a short description of the expenditure.			318			\$0.00			
			318						
			318						
			318						
<b>FIN 318 TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>			

**Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.**

Comments:

81



FY 2020 Achievement and Integration Budget

District Number: 2190

District Name: Yellow Medicine East

**20% Professional Development**

On this worksheet list proposed **FIN 313** expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved Achievement and Integration plan. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.			313		List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>		
			313			\$0.00			
			313						
			313						
			313						
			313						
			313						
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>			

**Note** Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.  
**Comments:**

82



**FY 2020 Achievement and Integration Budget**

District Number: 2190

District Name: Yellow Medicine East

**20% Professional Development**

List proposed **FIN 318** expenditures for professional development for your district's Racially Identifiable School(s) below. No more than 20% of a district's total proposed expenditures may be used for PD costs that are part of a district's MDE-approved Achievement and Integration plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.			318			Resubmit form with actual FY20 expenditures by 12/1/20.	Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>		
		318			\$0.00				
		318							
		318							
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>			

**Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.**

Comments:

83



FY 2020 Achievement and Integration Budget

District Number: 2190

District Name: Yellow Medicine East

**10% Admin/Indirect Costs**

List proposed Administrative/Indirect **FIN 313** expenditures for your district's Racially Identifiable School(s) below. No more than 10% of the budget may be spent on Admin costs for activities included in an MDE-approved Achievement and Integration plan. Read the Achievement and Integration Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.			313		List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	Provide a brief description of the expense each expenditure will fund. Do not copy and paste your plan here.		
			313						
			313						
			313						
<b>Total</b>					<b>\$0.00</b>	<b>\$0.00</b>			

84

**Note** Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.  
**Comments:**



FY 2020 Achievement and Integration Budget

District Number:  District Name:

10% Admin/Indirect Costs									
Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY20 expenditures by 12/1/20.	Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>		
			318						
			318						
			318						
			318						
			318						
<b>Total</b>					<b>\$0.00</b>	<b>\$0.00</b>			

**Note** Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.  
**Comments:**

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.7  
**MEETING DATE:** March 11, 2019  
**SUBJECT** Agreement for Municipal Advisor Services

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

Due to changes in the Springstead Services, we must re-approve this contract. Springstead and Baker Tilly Advisors will combine under the Baker Tilly Advisors name.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval.



Springsted Incorporated  
380 Jackson Street, Suite 300  
St. Paul, MN 55101-3002

Tel: 651.223.3000  
Fax: 651.223.3002  
www.springsted.com

March 8, 2019

Independent School District No. 2190 (Yellow Medicine East), MN  
rschneider@isd2190.org

Re: Consent to Assign the following for Springsted Incorporated:  
Agreement For Municipal Advisor Services, dated 11/10/2015

On January 10, 2019, Springsted Incorporated ("Springsted") announced its intention to combine with Baker Tilly Virchow Krause, LLP (Chicago, Illinois), a financial services and accounting firm. Following the closing, the combined firm will operate its public sector advisory business under the name Baker Tilly Municipal Advisors, LLC ("Baker Tilly"). This combination will allow us to broaden and enhance the services we provide you. All Springsted personnel have been invited to join Baker Tilly and, after the closing, we look forward to continuing to serve you through Baker Tilly.

To assist in the combination and enable continued service to you, we are requesting that you consent to the assignment of your above-referenced contract with Springsted, including any addendums and post-issuance authorizations, to Baker Tilly (the "Assignment"). By executing the Consent to Assignment enclosed with this letter, you hereby consent to the Assignment effective as of the closing of our transaction with Baker Tilly, scheduled to occur on or about April 1, 2019. Until the transaction is complete and the Assignment is effective, we will continue to advise you as Springsted.

Please return a signed copy of the enclosed Consent to Assignment to me by email at [assignment@springsted.com](mailto:assignment@springsted.com) no later than March 22, 2019.

Should you have any questions about the foregoing, please feel free to call me or your Springsted representative. Our general number is (651) 223-3000. My personal contact information is: Bonnie Matson, [bmatson@springsted.com](mailto:bmatson@springsted.com), (651) 223-3014. We appreciate the opportunity to continue to work with you in the future.

Sincerely,

SPRINGSTED INCORPORATED

 Principal  
Bonnie C. Matson

Enclosure

**ADDENDUM**

**Consent to Assignment**

Agreement For Municipal Advisor Services, dated 11/10/2015

The undersigned consents to the assignment of the above-referenced contract by and between Springsted Incorporated, or its wholly owned subsidiary doing business as Springsted Water or Springsted Human Capital Advisors, and Independent School District No. 2190 (Yellow Medicine East), MN, including any addendums and post-issuance authorizations, to Baker Tilly Municipal Advisors, LLC upon the effective date of the combination of Springsted Incorporated and Baker Tilly Virchow Krause, LLP:

Independent School District No. 2190 (Yellow Medicine East), MN

By: \_\_\_\_\_

Name: \_\_\_\_\_ (print)

Title: \_\_\_\_\_ (print)

Date: \_\_\_\_\_, 2019

Optional Second Signature, if required

By: \_\_\_\_\_

Name: \_\_\_\_\_ (print)

Title: \_\_\_\_\_ (print)

Date: \_\_\_\_\_, 2019

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.8  
**MEETING DATE:** March 11, 2019  
**SUBJECT** MSEA Contract

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### **BACKGROUND/RATIONALE:**

The final contract for MSEA is attached along with a redline master. The following is a highlight of the significant changes:

- Year 1 = 1.5% increase in wages
- Year 2 = 2.0% increase in wages
- Year 1 = 100 increase in health care
- Year 2 = 75 increase in health care
- Year 2 = 100 increase in 403b

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the MSEA Contract.

**CONTRACT AGREEMENT**

**BETWEEN**

**INDEPENDENT SCHOOL DISTRICT # 2190  
YELLOW MEDICINE EAST**

**and**

**MINNESOTA SCHOOL EMPLOYEES ASSOCIATION  
YELLOW MEDICINE EAST**

**Effective  
July 1, 2018 through June 30, 2020**

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**ARTICLE I**  
**PURPOSE**

**Section 1. Parties:**

THIS AGREEMENT is entered into between the School Board of Independent School District #2190, Yellow Medicine East, hereinafter referred to as the School Board, and the Minnesota School Employees Association, hereinafter referred to as the 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 of employment for all Custodial/Maintenance, Food Service, Paraprofessional and Secretarial employees for 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 Minnesota School Employees Association as the exclusive representative for all Custodial/Maintenance, Food Service, Paraprofessionals, Secretarial personnel employed by Independent School District #2190, which the 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 Article III. Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of the Bureau of Mediation Services ("BMS").

**ARTICLE III**  
**DEFINITIONS**

**Section 1. Terms and Conditions of Employment:**

The term "terms and conditions of employment" shall mean the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees. A public employer, however, is not required to meet and negotiate on matter of inherent managerial policy. Matters of inherent managerial policy 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, selection of personnel, and the direction and number of personnel.

**Section 2. Description of Appropriate Unit:**

For purposes of this Agreement, the term custodians, food service, paraprofessionals and secretaries shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee 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, and emergency employees.

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. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the P.E.R.L.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 direction and number of personnel.

Section 2. Management Responsibilities:

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 representatives 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 right, 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 provisions of this Agreement found to be in violation of such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights:

The foregoing enumerations of board 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 Board.

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

MN Statute 179A.06

**Section 1. Right to Views:**

Nothing contained in this agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions 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.

**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 board.

**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 the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off, pursuant to P.E.L.R.A. 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 has agreed to pay to the employee organization in nine (9) or (12) equal installments, beginning with the first pay period in September.

**Section 4. Sums Deducted from Salary:**

Sums deducted for dues check off shall be transmitted by the district to the exclusive representative within thirty (30) days of such deduction. In the event an employee leaves employment, any deductions shall cease effective after the paycheck following such notice of cessation of employment. Employees shall make an annual election permitting dues check off no later than five (5) working days following the start of each school year or following their time of employment.

**ARTICLE VI**  
**RATES OF PAY AND JOB CLASSIFICATIONS**

**Section 1. New Employees Probationary Period:**

An employee under the provisions of this agreement shall serve a probationary period of 120 continuous working days if employed for more than 9 months or 90 continuous working days if employed for 9 months or less. Insurance benefits will begin the 1<sup>st</sup> of the month following employment. Employees neither receive nor accumulate any benefits, other than health insurance, during the initial 30 calendar days. After the initial 30 calendar period employees will be eligible for all applicable benefits.

**Section 2. Classifications and Rates of Pay:**

The classifications and the hourly rates of pay covered by this Agreement are:

	80%	85%	90%	95%	100%
2018-19	Step 1	Step 2	Step 3	Step 4	Step 5
Custodian	13.79	14.65	15.51	16.37	17.23
Maintenance	15.06	16.00	16.95	17.89	18.83
Head Cook	14.23	15.12	16.00	16.89	17.78
Assistant Cook	13.89	14.75	15.62	16.49	17.36
Cooks Helper	13.15	13.97	14.79	15.61	16.43
Kitchen Assistant	11.54	12.26	12.98	13.70	14.42
Cashier/Accountant	13.51	14.36	15.20	16.05	16.89
Paraprofessional	13.41	14.25	15.09	15.93	16.77
Secretary 1	17.52	18.62	19.71	20.81	21.90
Secretary 2	15.53	16.50	17.47	18.44	19.41
Liaison	14.91	15.84	16.77	17.70	18.64
Integrationist	14.91	15.84	16.77	17.70	18.64
Coordinators	14.91	15.84	16.77	17.70	18.64

	80%	85%	90%	95%	100%
2019-20	Step 1	Step 2	Step 3	Step 4	Step 5
Custodian	14.06	14.94	15.82	16.70	17.58
Maintenance	15.36	16.32	17.28	18.24	19.20
Head Cook	14.51	15.42	16.32	17.23	18.14
Assistant Cook	14.16	15.05	15.93	16.82	17.70
Cooks Helper	13.41	14.25	15.09	15.92	16.76
Kitchen Assistant	11.77	12.50	13.24	13.98	14.71
Cashier/Accountant	13.78	14.64	15.50	16.37	17.23
Paraprofessional	13.68	14.54	15.39	16.25	17.10
Secretary 1	17.87	18.99	20.11	21.22	22.34
Secretary 2	15.84	16.83	17.82	18.81	19.79
Liaison	15.21	16.16	17.11	18.06	19.01
Integrationist	15.21	16.16	17.11	18.06	19.01
Coordinators	15.21	16.16	17.11	18.06	19.01

Subd. 1. The District reserves the right to place new employees above the starting wage as described in Article 6. Section 1. The District shall notify the MSEA Chief Steward when a new employee is placed above the starting wage; such notice shall be in writing and include the reasons for the placement above the minimum starting wage.

Subd. 2. Paraprofessionals hired prior to 7-1-12 will earn \$.20 more per hour above the scheduled salary for the duration of their continuous employment.

Subd. 3. The custodian with the employment beginning date of August 17, 1992 will earn

\$.10 more per hour above the scheduled salary for the duration of his continuous employment.

Section 3. Work Week Defined:

The normal work week shall be defined as starting on Sunday and ending on Saturday.

Section 4. Overtime:

Time and one half an employee's hourly rate of pay shall be paid for any hours over forty (40) in a workweek. For purposes of overtime computation, paid Holidays and Sick Leave shall be considered hours worked. Paid Vacation and Personal Leave shall not be considered as hours worked for purposes of overtime computation. A supervisor shall assign overtime. An employee may appeal an overtime assignment to the Superintendent.

Section 5. Late Arrivals:

Employees will be allowed five (5) late arrivals per year of less than five (5) minutes without loss of pay. All late arrivals in excess of this amount will result in pay reductions commensurate with the time the employee is late.

Section 6. Building Checks:

When required to make week-end building checks, custodial/maintenance employees shall be paid at a rate of times 1 and 1/2 for a minimum of 1 hour (A.M.) and 1 hour (P.M.).

Section 7. Minimum Call Back Pay:

Whenever a custodial/maintenance employee is called to work other than a regular work shift, they will be paid a minimum of two (2) hour of pay at straight time unless the call back causes the workweek to exceed 40 hours. Call back hours cannot be continuous with an established work shift.

Section 8. Salary Advancement Withholding:

An individual employee's salary advancement is subject to the right of the School District to withhold salary increases for just cause. If a salary increase is to be withheld, the District must notify the employee 30 days prior to this action. Withholding a salary increase shall be subject to the grievance procedure.

Section 9. Reassignments to Another Classification:

Personnel employed who have been working for the School District in another capacity immediately prior to their employment in a new classification will not be required to serve a new probationary period.

Section 10. Successor Agreements:

In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

Section 11. Training, Workshops, Classes:

All employees required to attend or given permission to attend workshops/training sessions shall be paid their regular hourly wages for the length of their shift while in attendance during the workweek. The school shall pay tuition and material costs for the workshop/training. Other approved costs shall be paid in accordance with district policy.

Employees that are required by the district to attend workshops/training on non-duty days shall be paid their regular hourly wage for the length of their shift. Other approved cost shall be paid in accordance with District policy.

Employees that request to attend and are given permission to attend workshops/training on non-duty days are not eligible for a daily rate of pay during non-duty days. Other approved cost shall be paid in accordance with District policy.

Section 12. Rate of Pay for Temporary Assignments:

A food service employee who fills in for another food service employee, who earns a higher rate of pay for more than 3 consecutive days shall receive the higher rate of pay for all consecutive days that they fill in for such an employee. Such pay shall be retroactive to the first 3 days of the substitute assignment. Bargaining unit employees will be paid for all time worked.

Section 13. License: The District will reimburse the full cost of the required boiler license and/or renewal fee for designated employees. The District will reimburse the full cost of Food Service Certification and/or renewal for designated employees.

Boiler and Food Service expenses paid for by the District require a two-year service commitment following the District payment for licensure or certification. Any employee that does not serve the two-year requirement shall reimburse the District in full. In extenuating circumstances the employee may request relief through appeal to the Superintendent whose decision is final and not subject to grievances.

The District retains the right to designate who is qualified for boiler license/food service certification.

**ARTICLE VII**  
**GROUP INSURANCE**

Section 1. Selection of Carrier:

The selection of the insurance carrier/s and policies shall be made by the school board.

Section 2. Claims Against the School District:

It is understood that the school board's only obligation is to purchase insurance policies and pay such amounts as agreed to herein and no claim shall be made against the school board as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Duration of Insurance Contributions:**

An employee is eligible for the school board contribution as provided in this article as long as the employee is employed by the school board. If terminating employment prior to retirement, all board participation and contribution shall cease, effective on the last working day.

**Section 4. Coverage:**

During the term of this Agreement, the District shall contribute up to the following dollar amounts for health and hospitalization, long term disability and life insurance coverage for all employees who work thirty (30) hours or more per week. For those employees that work between 30 and 40 hours the payments are found in the chart below. The following contributions are maximum amounts and actual contributions will be prorated on the basis of the ratio of months worked annually divided by 12.

Insurance Type	Scheduled Hours Per Week	2018-19 Annual Benefit	2019-20 Annual Benefit
Health & Hospitalization	30 to 39.75	4283	4358
Health & Hospitalization	40	5200	5275
Dental	30 to 39.75	400	400
Dental	40	540	540
Life	30 to 39.75	65	65
Life	40	65	65
Long Term Disability		Full Cost During Months Worked	Full Cost During Months Worked

No combining of money as in a cafeteria plan will be allowed but unit members may enroll in any of the above without enrolling in all four.

**ARTICLE VIII**  
**HOURS OF SERVICE AND DUTY YEAR**

**Section 1. Assignment of Hours and Work Shifts:**

The regular work day, work week and the regular work year shall be prescribed by the School District, and may be varied from time to time as seen fit by the District. The School District reserves the right, without limiting its other rights to employ such personnel as it deems desirable and necessary on a part time or casual basis for time less than that of regular employees. All employees will then be assigned starting times and shifts as determined by the School District.

**Subd. 1.** The District shall issue to each food service and paraprofessional employee an individual employee notification by August 15<sup>th</sup> of each school year. The individual employee notification will include the following:  
The employee's name, the employee's job title or position, the beginning date of employment, the number of hours per day, class and step placement, and the hourly rate of pay. The District shall notify any affected employee of any permanent change in his/her individual employee contract as soon as possible.

The notification is informational only and does not constitute a contract for the entire year.

Section 2. School Closings:

In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly, except as modified as follows.

Subd. 1. An exception to this will be an instance where employees may have reported to work in the A.M. and school is called off, due to severe weather, after the time the employees are on duty. In these instances, the employee will be paid for a minimum of two (2) hours of working time.

Subd. 2. When the Governor cancels schools, and the teaching staff receives payment for the day, all unit employees will be paid their normal pay for the day.

**ARTICLE IX**  
**EMPLOYMENT PRACTICES**

Section 1. Discharge or Suspension During Probationary Period:

An employee under the provisions of this agreement shall serve a probationary period of 120 continuous working days if employed for more than 9 months or 90 continuous working days if employed for 9 months or less 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.

Section 2. Contracting Out:

The School District agrees that prior to sub-contracting any work presently performed by any employee in the bargaining unit, it shall notify the exclusive representative in writing of its intention at least 90 days in advance of any possible sub-contracting.

Section 3. Clothing Allowance:

The District shall reimburse custodians and food service employees who have successfully completed the probationary period with a maximum of one hundred fifteen dollars (\$115) per year for the cost of uniforms and footwear to be worn on the job. Payment will be made by the District upon a receipt(s) of purchase from the employee. All eligible submissions shall be completed prior to March 15<sup>th</sup> annually. All employees shall wear a uniform on the job, as selected by the District and in accordance with the Internal Revenue Service guidelines. Employees are required to wear a uniform while school is in session and at school sponsored events.

Safety Clothing: The District shall reimburse designated custodians who have successfully completed the probationary period with a maximum of a one-time payment of thirty dollars (\$30)

for the cost of hi-visibility (safety) clothing. Approval by Head Custodian and/or Superintendent will help determine said items.

## **ARTICLE X** **VACATION DAYS AND HOLIDAYS**

### **Section 1. Vacation:**

Three weeks of vacation will be allowed all full time employees who work forty (40) hours per week, fifty-two (52) weeks per year and who have one or more full years of non-probationary service in the School District. Employees hired during the fiscal year and having less than a full year of non-probationary service will be granted one day of paid vacation per month of employment not to exceed ten (10) working days but may not use this entitlement until after the 30th of June following their employment. Four (4) weeks vacation will be allowed all full time employees after 15 years service.

Eligible employees working ten (10) months or more per year but less than twelve (12) months will be entitled to a maximum of 5 days of vacation during the school year to be arranged by mutual consent of the employee and administration. Eligible employees hired during the fiscal year and having less than a full year of non-probationary service will be granted a half-day of paid vacation per month of employment not to exceed five (5) working days but may not use this entitlement until after the 30th of June following their employment.

### **Section 2. Custodial Vacation:**

Vacation requests will be made to the supervisor of custodians and maintenance personnel for approval. Requests for vacation should be made two days (48 hours) prior to the vacation days requested. The supervisor in granting approval for vacation requests shall take into account the needs of the buildings and the individual desires of the employee. Upon mutual agreement with the custodial supervisor and superintendent, custodians may be allowed to use vacation throughout the entire year. In the event that the employee and the supervisor do not agree on vacation leave or vacation days, the question shall be referred to the Superintendent.

### **Section 3. Vacation and Termination:**

Employees terminating their services will be paid for all vacation time earned and unused prior to June 30 of the last complete fiscal year in addition to a prorated amount of vacation earned and unused for the year in which the termination occurs.

### **Section 5. Government Employee Vacation Credit:**

Government sponsored training program employees terminated under government programs and employed by the School District will be credited with experience gained as federal program employees for purposes of vacation allowances under this article.

### **Section 6. Vacation Accrual:**

Vacation allowances may not be carried over from one fiscal year to another, except as provided in this section. Unused vacation entitlements as of June 30th must be used before December 31st of that calendar year.

Section 7. Holidays:

The following days are considered paid holidays for all non-probationary ten+ (10+) month employees when a holiday falls on a regularly scheduled working day. If any of these holidays fall on Sunday the next Monday will be considered the holiday. If the holiday falls on Saturday, the previous Friday will be considered the holiday.

New Year's Day	Good Friday	Memorial Day	4 <sup>th</sup> of July
Labor Day	Thanksgiving Day	Friday after Thanksgiving	
Christmas Eve	Christmas Day	Presidents' Day	

Subd. 1. The following holidays are considered paid holidays for all nine-month employees when a holiday falls on a regularly scheduled working day. If any of these holidays fall on Sunday, the next Monday will be considered the holiday. If the holiday falls on Saturday, the previous Friday will be considered the holiday.

New Year's Day    Good Friday    Thanksgiving Day    Christmas Day    Presidents' Day

Section 8. Holidays when 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.

**ARTICLE XI**  
**LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. A regular employee shall earn sick leave at the rate of one day of sick leave 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 on the following schedule:

Months Worked/Year	Days Leave	Cumulative Days
12 Months	12	95
11 Months	11	71
10 Months	10	65
9 Months	9	59

Subd. 2. Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability, which prevented attendance and performance of duties on that day or days. Sick Leave shall be used on an hourly basis. Employees shall also be eligible to use sick leave as provided by M.S. 181.9413.

Subd. 3. The School District may require an employee to furnish 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 the eligibility of an employee 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.

Subd. 4. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 5. Sick leave pay may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the District with a physician's statement certifying the dates of disability.

Subd. 6. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting workers compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

#### Section 2. Personal Leave:

Subd. 1. Bargaining unit employees shall be granted a paid leave of absence of no more than one (1) day per year, accumulative to two (2) for continuous employment service of 1-9 years and (2) days per year, accumulative to three (3) for continuous employment service of 10+ years.

Subd. 2. Personal leave will not be granted if it results in more than two bargaining unit employees per classification from a building being absent.

Subd. 3. An employee planning on using a personal day shall notify their supervisor in writing at least two (2) days in advance. In the event that the employee has not complied with the advance notice and an emergency arises forcing the employee to miss a day of work, they may appeal for emergency consideration to the Superintendent who will make a decision whether or not to grant the personal leave.

#### Section 3. Other Personal Leave:

Subd. 1. Serious illness or death in the immediate family. Serious illness must require the attention of a physician or hospitalization. (2 days per year + 2 days deduct from sick leave/year). Immediate family includes spouse, children of employee or spouse, brother, sister, parents, guardian, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law and grandparents. Other personal leave may also be taken for the death of a child.

Subd. 2. Serious illness or death of friends or relatives outside immediate family. (2 days per year deducted from sick leave)

Subd. 3. Local funeral. (Hour or so with administrative approval)

Section 4. Leave Without Pay:

Leave without pay (deduct) may be applied for to the building principal with reasonable notice. Leave without pay shall not exceed five (5) working days per year. Leave without pay will not be granted to fulfill other employment obligations the employee may have. In the event of extenuating circumstances, additional days may be granted by the superintendent.

Section 5. Jury Duty:

An employee who serves on jury duty shall be granted the day or days as stipulated by the court to discharge this responsibility without any salary deduction or loss of leave allowance. The compensation (other than expense reimbursement) received for jury service shall however be remitted to the School District.

**ARTICLE XII**  
**CHILD CARE LEAVE**

Section 1. Childcare Leave:

A child care leave shall be granted by the School District subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full time basis.

Section 2. Leave Notice:

An employee making application for child care leave shall inform the superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Section 3.

If the reason for the childcare leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of the agreement during a period of physical disability. However, an employee shall not be eligible for sick leave during a period of time covered by a childcare leave. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Section 4.

The School District may adjust the proposed beginning or ending of a child care leave so that the dates of the sick leave are coincident with some natural break in the school year i.e., winter vacation, spring vacation, semester break or quarter break, end of the grading period, end of the school year, or the like.

Section 5.

In making a determination concerning the commencement and duration of a childcare leave, the school board shall not in any event, be required to:

1. Grant any leave of more than (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for childcare leave.

Section 6.

An employee returning from childcare leave shall be re-employed in a position that is equivalent in employment condition and for which he or she is qualified unless previously discharged.

Section 7.

Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension of the leave.

Section 8.

An employee on childcare leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the childcare leave. The right to continue participation in such group insurance programs however will terminate if the employee does not return to the District pursuant to this section.

Section 9.

Leave under this section shall be without pay or fringe benefits except as provided by law.

**ARTICLE XIII**  
**DISCIPLINE PROCEDURE**

Section 1. Discipline:

An employee may be disciplined for just cause. Any such disciplinary action is subject to the grievance procedure. Disciplinary action will be consistent with the P.E.L.R.A.

**ARTICLE XIV**  
**GRIEVANCE PROCEDURES**

Section 1. Grievance:

A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the school board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this agreement.

Section 2. Representative:

The employee, administrator, or school board may be represented during any step of the procedure, by any person or agent designated by such part to act in his behalf.

### Section 3. Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this agreement may be extended by mutual agreement.

Subd. 2. Days: 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.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted unless it is a Saturday, a Sunday, or a 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.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school board's designee, setting forth the facts and the specific provisions of the agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any 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 board's designee.

Section 5. Adjustment of Grievance: The school board and the employee shall attempt to adjust all grievances, which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the school board designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent or his designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the superintendent or his designee shall issue a decision in writing to the parties involved

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

Section 6. School Board Review:

The school board reserves the right to review any decision issued under Level I, Level II or this procedure provided the school board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance:

Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures:

In the event that the employee and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be processed in writing to the Bureau of Mediation Services, signed by the aggrieved party, and a copy of such request must be filed in the office of the superintendent within ten days following receiving the decision in Level III of the grievance procedure by the exclusive representative.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator, which has not been duly processed in accordance with grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a 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 an arbitrator. If the employer and the exclusive representative are unable to agree on an arbitrator within ten (10) days after request for arbitration, they may request from the Director of the Bureau of Mediation Services; State of Minnesota, a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the school board, the submission of the grievance, which shall include the following:

- (1) the issues involved
- (2) statement of the facts
- (3) position of the grievant
- (4) the written documents relating to section 4 & 5, Article XIV (grievance procedure).

The school board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject; however, to the limitations or arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outline herein; nor shall the jurisdiction of the arbitrator extend to matter of inherent managerial policy, which shall 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 direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**ARTICLE XV**  
**RETIREMENT ACCOUNTS AND SEVERANCE PAYMENTS**

**Section 1. 403(b) Match:** The District shall provide a Retirement Account as described in this Article:

**Subd. 1.** Employees shall be eligible to participate in a District match, 403(b) tax deferred annuity plan if they have completed five (5) years of continuous, uninterrupted employment with the District.

**Subd. 2.** The selection of the 403(b) plan provider(s) shall be made by the District.

**Subd. 3.** The 403(b) plan shall continue as long as Minnesota Statute or Federal Statute permits this type of plan.

**Subd. 4.** For 12-month employees, the 403(b) plan shall begin with the July paycheck or thereafter. For 9 and 10-month employees, the 403(b) plan shall begin with the September paycheck or thereafter.

**Subd. 5.** The District shall not contribute more than that outlined in the payment schedule match matrix. Employees must match or exceed the District contribution to be eligible for participation in the plan. The actual District contribution will be prorated on the basis of hours worked divided by 2080 hours. The District contribution will begin with the sixth year of active employment as outlined on the following schedule:

Employee Years of Active Service	2018-19	2019-20
6-9 Years	450	550
10-14 Years	481	581
15-19 Years	513	613
20-24 Years	544	644
25 Years or More	606	706

**Subd. 6.** For the purpose of establishing years of service in the District: one-half year (1/2) of service for seventy (70) days or more each year; or one (1) year of service for one hundred-forty (140) days or more each year.

**Subd. 7.** Employees on any unpaid leave may not participate in the matching plan while on leave.

## Section 2. Severance Pay:

Subd. 1. An employee is eligible to receive severance pay if he/she meets the following criteria:

- a. Has completed at least 15 years of service in the District and
- b. Is eligible to receive PERA retirement and
- c. Is retiring from employment.

Subd 2. Severance Pay shall be calculated as follows:

An employee shall be eligible for a severance payment equal to 50% of his/her accrued sick leave. Unused sick days will be calculated upon the employee's daily rate of pay upon the last day of employment.

The net severance pay shall be the amount of severance pay remaining after prior payments to the employee's 403b are deducted. The net severance pay shall not be less than zero.

Subd. 3. Employees who are laid off by the District shall receive severance pay if they meet the eligibility criteria in Subd. 1.

Subd.4. Any employee who dies prior to retirement and would be eligible to receive severance pay under this Article shall have the severance pay paid to his/her designated individual(s) or to his/her estate

Subd.5. Employees hired after July 1, 2004 are not entitled to any of the severance options outlined in Section 2. Severance Pay.

## Section 3. Payment of Health Insurance Benefits after Retirement

Subd. 1. Employees hired prior to July 1, 2010 are eligible to receive a health insurance benefit after retirement if he/she meets the following criteria:

- a. Has completed at least 15 years of service in the District and
- b. Is eligible to receive PERA retirement and
- c. Is retiring from employment.

Subd. 2. Qualifying full time employees, at the time of their retirement, shall be eligible to receive an insurance benefit of \$200.00 per month to be paid towards a District health insurance policy until eligible for Medicare.

Subd. 3. Qualifying part time employees working less than 40 hours per week and/or 12 months per year), at the time of their retirement, shall be eligible to receive an insurance benefit of \$100.00 per month to be paid towards a District health insurance policy until eligible for Medicare.

**ARTICLE XVI**  
**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 school is of paramount importance.

The exclusive representative agrees, therefore, that during the term of this contract, neither the exclusive representative nor any individual employee shall engage in any strike. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, showdown, or the abstinence in whole or in part from the full, faithful and proper performance of duties of employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this article shall not be subject to the grievance or arbitration procedure but is subject to review by the courts.

**ARTICLE XVII**  
**DURATION**

**Section 1. Term and Reopening Negotiations:**

This Agreement shall remain in full force and effect for a period commencing on July 1, 2018 through June 30, 2020 and thereafter as provided by P.E.L.R.A. If either party desires to modify or amend this agreement commencing at its expiration, it 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 Custodial/Maintenance, Food Service, Paraprofessional, Secretarial employees, Liaisons, Coordinators and Integrationists. 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. Nothing in this agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this agreement.

**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 negotiations during the term of this agreement.

Section 4. Severability:

The provisions of this agreement shall be severable, and if any provision thereof or 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 therein.

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

**For: Minnesota School Employees Association - Yellow Medicine East**

_____	_____
MSEA Staff	MSEA Chief Steward
_____	_____
Date	Date

**For: Independent School District # 2190 – Yellow Medicine East**

_____	_____
Chair	Clerk
_____	_____
Date	Date

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**INDEPENDENT SCHOOL DISTRICT # 2190**  
**Yellow Medicine East**  
**and**  
**MINNESOTA SCHOOL EMPLOYEES ASSOCIATION**  
**Yellow Medicine East**

History and Issue:

At the execution of this agreement the School District has five (5) full time unit employees. Those employees are: Deb Beckler, Tim Knutson, Terry Paulson, Ron Pooler, Todd Reishus

The purpose of the Memorandum of Understanding is to preserve or pro-rate certain contractual benefits found in the Labor Agreement if any of the named employees is reduced to a part time employee by the District for fiscal years 2018-19 and 2019-20.

The Minnesota School Employees Association and Independent School District 2190 have agreed to the following for the above named employees IF their employment condition is reduced by the District:

1. Vacation benefits will be prorated on the basis of the ratio of actual scheduled work hours divided by 2080 hours as provided in Article X Vacation Days and Holidays.
2. Cumulative Sick Leave Days allowed for the above named employees will remain at up to 95 days as provided in Article XI Leaves of Absence.
3. Payment of Health Insurance Benefits after Retirement will remain at \$200.00 per month for the above named employees to be paid towards health insurance as provided in Article XV.
4. All other terms of employment will be governed by current language found in the labor Agreement for the above named employees.

The parties also agree that once any of the named employees leaves District employment the vacated position will be governed by the current terms found in the labor Agreement.

**For: Minnesota School Employees Association - Yellow Medicine East**

MSEA Staff	MSEA Chief Steward
Date	Date

**For: Independent School District # 2190 – Yellow Medicine East**

School Board Chair	School Board Clerk
Date	Date

**CONTRACT AGREEMENT**

**BETWEEN**

**INDEPENDENT SCHOOL DISTRICT # 2190  
YELLOW MEDICINE EAST**

**and**

**MINNESOTA SCHOOL EMPLOYEES ASSOCIATION  
YELLOW MEDICINE EAST**

**Effective  
July 1, ~~2016~~2018 through June 30, ~~2018~~2020**

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**ARTICLE I**  
**PURPOSE**

**Section 1. Parties:**

THIS AGREEMENT is entered into between the School Board of Independent School District #2190, Yellow Medicine East, hereinafter referred to as the School Board, and the Minnesota School Employees Association, hereinafter referred to as the 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 of employment for all Custodial/Maintenance, Food Service, Paraprofessional and Secretarial employees for 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 Minnesota School Employees Association as the exclusive representative for all Custodial/Maintenance, Food Service, Paraprofessionals, Secretarial personnel employed by Independent School District #2190, which the 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 Article III. Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of the Bureau of Mediation Services ("BMS").

**ARTICLE III**  
**DEFINITIONS**

**Section 1. Terms and Conditions of Employment:**

The term "terms and conditions of employment" shall mean the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees. A public employer, however, is not required to meet and negotiate on matter of inherent managerial policy. Matters of inherent managerial policy 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, selection of personnel, and the direction and number of personnel.

**Section 2. Description of Appropriate Unit:**

For purposes of this Agreement, the term custodians, food service, paraprofessionals and secretaries shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee 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, and emergency employees.

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. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the P.E.R.L.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 direction and number of personnel.

Section 2. Management Responsibilities:

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 representatives 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 right, 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 provisions of this Agreement found to be in violation of such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights:

The foregoing enumerations of board 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 Board.

**ARTICLE V**  
**EMPLOYEE RIGHTS**  
MN Statute 179A.06

Section 1. Right to Views:

Nothing contained in this agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions 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.

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 board.

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 the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off, pursuant to P.E.L.R.A. 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 has agreed to pay to the employee organization in nine (9) or (12) equal installments, beginning with the first pay period in September.

~~Section 4. Fair Share Fee:¶¶~~

~~In accordance with P.E.L.R.A., any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative.¶¶~~

~~¶¶~~

~~The fair share fee for any fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% percent of a regular membership dues. The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Director, the School District director, the School District, and to each employee to be assessed the fair share fee.¶¶~~

~~¶¶~~

~~A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the director, the School District, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The School District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair~~

~~share fee shall be held in escrow by the School District pending a decision by the Bureau of Mediation Services ("BMS"), or court. Any fair share challenge shall not be subject to the grievance procedure.~~

~~¶~~

~~The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.~~

Section 54. Sums Deducted From Salary:

Sums deducted for dues check off ~~or fair share fees~~ shall be transmitted by the district to the exclusive representative within thirty (30) days of such deduction. In the event an employee leaves employment, any deductions shall cease effective after the paycheck following such notice of cessation of employment. Employees shall make an annual election permitting dues check off no later than five (5) working days following the start of each school year or following their time of employment.

**ARTICLE VI**  
**RATES OF PAY AND JOB CLASSIFICATIONS**

Section 1. New Employees Probationary Period:

All new employees working more than 9 months per year will serve a 120 working day probationary period. New employees working 9 months will serve a 90 working day probationary period. Insurance benefits will begin the 1<sup>st</sup> of the month following employment. Employees neither receive nor accumulate any benefits, other than health insurance, during the initial 30 calendar days. After the initial 30 calendar period employees will be eligible for all applicable benefits.

Section 2. Classifications and Rates of Pay:

The classifications and the hourly rates of pay covered by this Agreement are:

	80%	85%	90%	95%	100%
<del>2016-2018-1719</del>	Step 1	Step 2	Step 3	Step 4	Step 5
Custodian	13.79	14.65	15.51	16.37	17.23
Maintenance	15.06	16.00	16.95	17.89	18.83
Head Cook	14.23	15.12	16.00	16.89	17.78
Assistant Cook	13.89	14.75	15.62	16.49	17.36
Cooks Helper	13.15	13.97	14.79	15.61	16.43
Kitchen Assistant	11.54	12.26	12.98	13.70	14.42
Cashier/Accountant	13.51	14.36	15.20	16.05	16.89
Paraprofessional	13.41	14.25	15.09	15.93	16.77
Secretary 1	17.52	18.62	19.71	20.81	21.90
<del>Secretary 2</del>	<del>15.35</del>	<del>16.31</del>	<del>17.27</del>	<del>18.23</del>	<del>19.19</del>
Secretary <del>32</del>	15.53	16.50	17.47	18.44	19.41

Liaison	14.91	15.84	16.77	17.70	18.64
Integrationist	14.91	15.84	16.77	17.70	18.64
Coordinators	14.91	15.84	16.77	17.70	18.64

	80%	85%	90%	95%	100%
<del>2017-2019-1820</del>	Step 1	Step 2	Step 3	Step 4	Step 5
Custodian	14.06	14.94	15.82	16.70	17.58
Maintenance	15.36	16.32	17.28	18.24	19.20
Head Cook	14.51	15.42	16.32	17.23	18.14
Assistant Cook	14.16	15.05	15.93	16.82	17.70
Cooks Helper	13.41	14.25	15.09	15.92	16.76
Kitchen Assistant	11.77	12.50	13.24	13.98	14.71
Cashier/Accountant	13.78	14.64	15.50	16.37	17.23
Paraprofessional	13.68	14.54	15.39	16.25	17.10
Secretary 1	17.87	18.99	20.11	21.22	22.34
<del>Secretary 2</del>	<del>15.62</del>	<del>16.60</del>	<del>17.58</del>	<del>18.55</del>	<del>19.53</del>
Secretary 2	15.84	16.83	17.82	18.81	19.79
Liaison	15.21	16.16	17.11	18.06	19.01
Integrationist	15.21	16.16	17.11	18.06	19.01
Coordinators	15.21	16.16	17.11	18.06	19.01

Subd. 1. The District reserves the right to place new employees above the starting wage as described in Article 6. Section 1. The District shall notify the MSEA Chief Steward when a new employee is placed above the starting wage; such notice shall be in writing and include the reasons for the placement above the minimum starting wage.

Subd. 2. Paraprofessionals hired prior to 7-1-12 will earn \$.20 more per hour above the scheduled salary for the duration of their continuous employment.

Subd. 3. The custodian with the employment beginning date of August 17, 1992 will earn \$.10 more per hour above the scheduled salary for the duration of his continuous employment.

Section 3. Work Week Defined:

The normal work week shall be defined as starting on Sunday and ending on Saturday.

Section 4. Overtime:

Time and one half an employee's hourly rate of pay shall be paid for any hours over forty (40) in a workweek. For purposes of overtime computation, paid Holidays and Sick Leave shall be considered hours worked. Paid Vacation and Personal Leave shall not be considered as hours worked for purposes of overtime computation. A supervisor shall assign overtime. An employee may appeal an overtime assignment to the Superintendent.

Section 5. Late Arrivals:

Employees will be allowed five (5) late arrivals per year of less than five (5) minutes without loss of pay. All late arrivals in excess of this amount will result in pay reductions commensurate with the time the employee is late.

Section 6. Building Checks:

When required to make week-end building checks, custodial/maintenance employees shall be paid at a rate of times 1 and 1/2 for a minimum of 1 hour (A.M.) and 1 hour (P.M.).

Section 7. Minimum Call Back Pay:

Whenever a custodial/maintenance employee is called to work other than a regular work shift, they will be paid a minimum of two (2) hour of pay at straight time unless the call back causes the workweek to exceed 40 hours. Call back hours cannot be continuous with an established work shift.

Section 8. Salary Advancement Withholding:

An individual employee's salary advancement is subject to the right of the School District to withhold salary increases for just cause. If a salary increase is to be withheld, the District must notify the employee 30 days prior to this action. Withholding a salary increase shall be subject to the grievance procedure.

Section 9. Reassignments to Another Classification:

Personnel employed who have been working for the School District in another capacity immediately prior to their employment in a new classification will not be required to serve a new probationary period.

Section 10. Successor Agreements:

In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

Section 11. Training, Workshops, Classes:

All employees required to attend or given permission to attend workshops/training sessions shall be paid their regular hourly wages for the length of their shift while in attendance during the workweek. The school shall pay tuition and material costs for the workshop/training. Other approved costs shall be paid in accordance with district policy.

Employees that are ~~required~~ ~~required~~ by the district to attend workshops/training on non-duty days shall be paid their regular hourly wage for the length of their shift. Other approved cost shall be paid in accordance with District policy.

Employees that ~~request~~ ~~request~~ to attend and are given permission to attend workshops/training on non-duty days are not eligible for a daily rate of pay during non-duty days. Other approved cost shall be paid in accordance with District policy.

Section 12. Rate of Pay for Temporary Assignments:

A food service employee who fills in for another food service employee, who earns a higher rate of pay for more than 3 consecutive days shall receive the higher rate of pay for all consecutive

days that they fill in for such an employee. Such pay shall be retroactive to the first 3 days of the substitute assignment. Bargaining unit employees will be paid for all time worked.

Article VI: Section 13 (New) License - The District will reimburse the full cost of the required boiler license and/or renewal fee for designated employees. The District will reimburse the full cost of Food Service Certification and/or renewal for designated employees.

Boiler and Food Service expenses paid for by the District require a two-year service commitment following the District payment for licensure or certification. Any employee that does not serve the two-year requirement shall reimburse the District in full. In extenuating circumstances the employee may request relief through appeal to the Superintendent whose decision is final and not subject to grievances.

The District retains the right to designate who is qualified for boiler license/food service certification.

**ARTICLE VII**  
**GROUP INSURANCE**

**Section 1. Selection of Carrier:**

The selection of the insurance carrier/s and policies shall be made by the school board.

**Section 2. Claims Against the School District:**

It is understood that the school board’s only obligation is to purchase insurance policies and pay such amounts as agreed to herein and no claim shall be made against the school board as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Duration of Insurance Contributions:**

An employee is eligible for the school board contribution as provided in this article as long as the employee is employed by the school board. If terminating employment prior to retirement, all board participation and contribution shall cease, effective on the last working day.

**Section 4. Coverage:**

During the term of this Agreement, the District shall contribute up to the following dollar amounts for health and hospitalization, long term disability and life insurance coverage for all employees who work thirty (30) hours or more per week. For those employees that work between 30 and 40 hours the payments are found in the chart below. The following contributions are maximum amounts and actual contributions will be prorated on the basis of the ratio of months worked annually divided by 12.

Insurance Type	Scheduled Hours Per Week	<del>2016</del> 2018-17-19 Annual Benefit	<del>2017</del> 2019-18-20 Annual Benefit
Health & Hospitalization	30 to 39.75	<del>4133</del> 4283	<del>4133</del> <del>4433</del> 4283 4358

Health & Hospitalization	40	<del>5050</del> 5200	<del>5050</del> <del>5350</del> <del>5200</del> 5275
Dental	30 to 39.75	400	400
Dental	40	540	540
Life	30 to 39.75	65	65
Life	40	65	65
Long Term Disability		Full Cost During Months Worked	Full Cost During Months Worked

No combining of money as in a cafeteria plan will be allowed but unit members may enroll in any of the above without enrolling in all four.

**ARTICLE VIII**  
**HOURS OF SERVICE AND DUTY YEAR**

**Section 1. Assignment of Hours and Work Shifts:**

The regular work day, work week and the regular work year shall be prescribed by the School District, and may be varied from time to time as seen fit by the District. The School District reserves the right, without limiting its other rights to employ such personnel as it deems desirable and necessary on a part time or casual basis for time less than that of regular employees. All employees will then be assigned starting times and shifts as determined by the School District.

**Subd. 1.** The District shall issue to each food service and paraprofessional employee an individual employee notification by August 15<sup>th</sup> of each school year. The individual employee notification will include the following:

The employee's name, the employee's job title or position, the beginning date of employment, the number of hours per day, class and step placement, and the hourly rate of pay. The District shall notify any affected employee of any permanent change in his/her individual employee contract as soon as possible. The notification is informational only and does not constitute a contract for the entire year.

**Section 2. School Closings:**

In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly, except as modified as follows.

**Subd. 1.** An exception to this will be an instance where employees may have reported to work in the A.M. and school is called off, due to severe weather, after the time the employees are on duty. In these instances, the employee will be paid for a minimum of two (2) hours of working time.

**Subd. 2.** When the Governor cancels schools, and the teaching staff receives payment for the day, all unit employees will be paid their normal pay for the day.

**ARTICLE IX**  
**EMPLOYMENT PRACTICES**

**Section 1. Discharge or Suspension During Probationary Period:**

An employee under the provisions of this agreement shall serve a ~~120 working day probationary period. New employees working 9 months will serve a 90 working day probationary period of 120 working days of continuous service~~ probationary period of 120 continuous working days if employed for more than 9 months or 90 continuous working days if employed for 9 months or less 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.

**Section 2. Contracting Out:**

The School District agrees that prior to sub-contracting any work presently performed by any employee in the bargaining unit, it shall notify the exclusive representative in writing of its intention at least 90 days in advance of any possible sub-contracting.

**Section 3. Clothing Allowance:**

The District shall reimburse custodians and food service employees who have successfully completed the probationary period with a maximum of one hundred fifteen dollars (\$115) per year for the cost of uniforms and footwear to be worn on the job. Payment will be made by the District upon a receipt(s) of purchase from the employee. All eligible submissions shall be completed prior to March 15<sup>th</sup> annually. All employees shall wear a uniform on the job, as selected by the District and in accordance with the Internal Revenue Service guidelines. Employees are required to wear a uniform while school is in session and at school sponsored events.

**Safety Clothing:** The District shall reimburse designated custodians who have successfully completed the probationary period with a maximum of a one-time payment of thirty dollars (\$30) for the cost of hi-visibility (safety) clothing. Approval by Head Custodian and/or Superintendent will help determine said items.

**ARTICLE X**  
**VACATION DAYS AND HOLIDAYS**

**Section 1. Vacation:**

Three weeks of vacation will be allowed all full time employees who work forty (40) hours per week, fifty-two (52) weeks per year and who have one or more full years of non-probationary service in the School District. Employees hired during the fiscal year and having less than a full year of non-probationary service will be granted one day of paid vacation per month of employment not to exceed ten (10) working days but may not use this entitlement until after the 30th of June following their employment. Four (4) weeks vacation will be allowed all full time employees after 15 years service.

Eligible employees working ten (10) months or more per year but less than twelve (12) months will be entitled to a maximum of 5 days of vacation during the school year to be arranged by mutual consent of the employee and administration. Eligible employees hired during the fiscal year and having less than a full year of non-probationary service will be granted a half-day of paid vacation per month of employment not to exceed five (5) working days but may not use this entitlement until after the 30th of June following their employment.

Section 2. Custodial Vacation:

Vacation requests will be made to the supervisor of custodians and maintenance personnel for approval. Requests for vacation should be made two days (48 hours) prior to the vacation days requested. The supervisor in granting approval for vacation requests shall take into account the needs of the buildings and the individual desires of the employee. Upon mutual agreement with the custodial supervisor and superintendent, custodians may be allowed to use vacation throughout the entire year. In the event that the employee and the supervisor do not agree on vacation leave or vacation days, the question shall be referred to the Superintendent.

Section 3. Vacation and Termination:

Employees terminating their services will be paid for all vacation time earned and unused prior to June 30 of the last complete fiscal year in addition to a prorated amount of vacation earned and unused for the year in which the termination occurs.

Section 5. Government Employee Vacation Credit:

Government sponsored training program employees terminated under government programs and employed by the School District will be credited with experience gained as federal program employees for purposes of vacation allowances under this article.

Section 6. Vacation Accrual:

Vacation allowances may not be carried over from one fiscal year to another, except as provided in this section. Unused vacation entitlements as of June 30th must be used before December 31st of that calendar year.

Section 7. Holidays:

The following days are considered paid holidays for all non-probationary ten+ (10+) month employees when a holiday falls on a regularly scheduled working day. If any of these holidays fall on Sunday the next Monday will be considered the holiday. If the holiday falls on Saturday, the previous Friday will be considered the holiday.

New Year's Day	Good Friday	Memorial Day	4 <sup>th</sup> of July
Labor Day	Thanksgiving Day	Friday after Thanksgiving	
Christmas Eve	Christmas Day	Presidents' Day	

Subd. 1. The following holidays are considered paid holidays for all nine-month employees when a holiday falls on a regularly scheduled working day. If any of these holidays fall on Sunday, the next Monday will be considered the holiday. If the holiday falls on Saturday, the previous Friday will be considered the holiday.

New Years Day	Good Friday	Thanksgiving Day	Christmas Day	Presidents' Day
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Section 8. Holidays when 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.

**ARTICLE XI**  
**LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. A regular employee shall earn sick leave at the rate of one day of sick leave 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 on the following schedule:

Months Worked/Year	Days Leave	Cumulative Days
12 Months	12	95
11 Months	11	71
10 Months	10	65
9 Months	9	59

Subd. 2. Sick leave with pay shall be allowed whenever an employee's absence is due to illness and/or disability, which prevented attendance and performance of duties on that day or days. Sick Leave shall be used on an hourly basis. Employees shall also be eligible to use sick leave as provided by M.S. 181.9413.

Subd. 3. The School District may require an employee to furnish 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 the eligibility of an employee 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.

Subd. 4. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 5. Sick leave pay may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the District with a physician's statement certifying the dates of disability.

Subd. 6. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting workers compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 2. Personal Leave:

Subd. 1. Bargaining unit employees shall be granted a paid leave of absence of no more than one (1) day per year, accumulative to two (2) for continuous employment service of 1-9 years and (2) days per year, accumulative to three (3) for continuous employment service of 10+ years.

Subd. 2. Personal leave will not be granted if it results in more than two bargaining unit employees per classification from a building being absent.

Subd. 3. An employee planning on using a personal day shall notify their supervisor in writing at least two (2) days in advance. In the event that the employee has not complied with the advance notice and an emergency arises forcing the employee to miss a day of work, they may appeal for emergency consideration to the Superintendent who will make a decision whether or not to grant the personal leave.

Section 3. Other Personal Leave:

Subd. 1. Serious illness or death in the immediate family. Serious illness must require the attention of a physician or hospitalization. (2 days per year + 2 days deduct from sick leave/year). Immediate family includes spouse, children of employee or spouse, brother, sister, parents, guardian, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law and grandparents. Other personal leave may also be taken for the death of a child.

Subd. 2. Serious illness or death of friends or relatives outside immediate family. (2 days per year deducted from sick leave)

Subd. 3. Local funeral. (Hour or so with administrative approval)

Section 4. Leave Without Pay:

Leave without pay (deduct) may be applied for to the building principal with reasonable notice. Leave without pay shall not exceed five (5) working days per year. Leave without pay will not be granted to fulfill other employment obligations the employee may have. In the event of extenuating circumstances, additional days may be granted by the superintendent.

Section 5. Jury Duty:

An employee who serves on jury duty shall be granted the day or days as stipulated by the court to discharge this responsibility without any salary deduction or loss of leave allowance. The compensation (other than expense reimbursement) received for jury service shall however be remitted to the School District.

**ARTICLE XII**  
**CHILD CARE LEAVE**

Section 1. Childcare Leave:

A child care leave shall be granted by the School District subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full time basis.

Section 2. Leave Notice:

An employee making application for child care leave shall inform the superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Section 3.

If the reason for the childcare leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of the agreement during a period of physical disability. However, an employee shall not be eligible for sick leave during a period of time covered by a childcare leave. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Section 4.

The School District may adjust the proposed beginning or ending of a child care leave so that the dates of the sick leave are coincident with some natural break in the school year i.e., winter vacation, spring vacation, semester break or quarter break, end of the grading period, end of the school year, or the like.

Section 5.

In making a determination concerning the commencement and duration of a childcare leave, the school board shall not in any event, be required to:

1. Grant any leave of more than (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for childcare leave.

Section 6.

An employee returning from childcare leave shall be re-employed in a position that is equivalent in employment condition and for which he or she is qualified unless previously discharged.

Section 7.

Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension of the leave.

Section 8.

An employee on childcare leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the childcare leave. The right to continue participation in such group insurance programs however will terminate if the employee does not return to the District pursuant to this section.

Section 9.

Leave under this section shall be without pay or fringe benefits except as provided by law.

**ARTICLE XIII**  
**DISCIPLINE PROCEDURE**

**Section 1. Discipline:**

An employee may be disciplined for just cause. Any such disciplinary action is subject to the grievance procedure. Disciplinary action will be consistent with the P.E.L.R.A.

**ARTICLE XIV**  
**GRIEVANCE PROCEDURES**

**Section 1. Grievance:**

A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the school board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this agreement.

**Section 2. Representative:**

The employee, administrator, or school board may be represented during any step of the procedure, by any person or agent designated by such part to act in his behalf.

**Section 3. Definitions and Interpretation:**

**Subd. 1. Extension:** Time limits specified in this agreement may be extended by mutual agreement.

**Subd. 2. Days:** 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.

**Subd. 3. Computation of Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted unless it is a Saturday, a Sunday, or a 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.

**Subd. 4. Filing and Postmark:** The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 4. Time Limitation and Waiver:** Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school board's designee, setting forth the facts and the specific provisions of the agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any 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 board's designee.

Section 5. Adjustment of Grievance: The school board and the employee shall attempt to adjust all grievances, which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the school board designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent or his designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the superintendent or his designee shall issue a decision in writing to the parties involved

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

Section 6. School Board Review:

The school board reserves the right to review any decision issued under Level I, Level II or this procedure provided the school board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance:

Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures:

In the event that the employee and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be processed in writing to the Bureau of Mediation Services, signed by the aggrieved party, and a copy of such request must be filed in the office of the superintendent within ten days following receiving the decision in Level III of the grievance procedure by the exclusive representative.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator, which has not been duly processed in accordance with grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a 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 an arbitrator. If the employer and the exclusive representative are unable to agree on an arbitrator within ten (10) days after request for arbitration, they may request from the Director of the Bureau of Mediation Services; State of Minnesota, a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the school board, the submission of the grievance, which shall include the following:

- (1) the issues involved
- (2) statement of the facts
- (3) position of the grievant
- (4) the written documents relating to section 4 & 5, Article XIV (grievance procedure).

The school board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject; however, to the limitations or arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the

conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outline herein; nor shall the jurisdiction of the arbitrator extend to matter of inherent managerial policy, which shall 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 direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**ARTICLE XV**  
**RETIREMENT ACCOUNTS AND SEVERANCE PAYMENTS**

Section 1. 403(b) Match: The District shall provide a Retirement Account as described in this Article:

Subd. 1. Employees shall be eligible to participate in a District match, 403(b) tax deferred annuity plan if they have completed five (5) years of continuous, uninterrupted employment with the District.

Subd. 2. The selection of the 403(b) plan provider(s) shall be made by the District.

Subd. 3. The 403(b) plan shall continue as long as Minnesota Statute or Federal Statute permits this type of plan.

Subd. 4. For 12-month employees, the 403(b) plan shall begin with the July paycheck or thereafter. For 9 and 10-month employees, the 403(b) plan shall begin with the September paycheck or thereafter.

Subd. 5. The District shall not contribute more than that outlined in the payment schedule match matrix. Employees must match or exceed the District contribution to be eligible for participation in the plan. The actual District contribution will be prorated on the basis of hours worked divided by 2080 hours. The District contribution will begin with the sixth year of active employment as outlined on the following schedule:

Employee Years of Active Service	<del>2016</del> 2018-1719	<del>2017</del> 2019-1820
6-9 Years	<del>350</del> 450	<del>450</del> 550 550
10-14 Years	<del>381</del> 481	<del>481</del> 581 581
15-19 Years	<del>413</del> 513	<del>513</del> 713 613 613
20-24 Years	<del>444</del> 544	<del>544</del> 744 644 644
25 Years or More	<del>506</del> 606	<del>606</del> 806 706 706

Subd. 6. For the purpose of establishing years of service in the District: one-half year (1/2) of service for seventy (70) days or more each year; or one (1) year of service for one hundred-forty (140) days or more each year.

Subd. 7. Employees on any unpaid leave may not participate in the matching plan while on leave.

### Section 2. Severance Pay:

Subd. 1. An employee is eligible to receive severance pay if he/she meets the following criteria:

- a. Has completed at least 15 years of service in the District and
- b. Is eligible to receive PERA retirement and
- c. Is retiring from employment.

Subd 2. Severance Pay shall be calculated as follows:

An employee shall be eligible for a severance payment equal to 50% of his/her accrued sick leave. Unused sick days will be calculated upon the employee's daily rate of pay upon the last day of employment.

The net severance pay shall be the amount of severance pay remaining after prior payments to the employee's 403b are deducted. The net severance pay shall not be less than zero.

Subd. 3. Employees who are laid off by the District shall receive severance pay if they meet the eligibility criteria in Subd. 1.

Subd.4. Any employee who dies prior to retirement and would be eligible to receive severance pay under this Article shall have the severance pay paid to his/her designated individual(s) or to his/her estate

Subd.5. Employees hired after July 1, 2004 are not entitled to any of the severance options outlined in Section 2. Severance Pay.

### Section 3. Payment of Health Insurance Benefits after Retirement

Subd. 1. Employees hired prior to July 1, 2010 are eligible to receive a health insurance benefit after retirement if he/she meets the following criteria:

- a. Has completed at least 15 years of service in the District and
- b. Is eligible to receive PERA retirement and
- c. Is retiring from employment.

Subd. 2. Qualifying full time employees, at the time of their retirement, shall be eligible to receive an insurance benefit of \$200.00 per month to be paid towards a District health insurance policy until eligible for Medicare.

Subd. 3. Qualifying part time employees working less than 40 hours per week and/or 12 months per year), at the time of their retirement, shall be eligible to receive an insurance benefit of \$100.00 per month to be paid towards a District health insurance policy until eligible for Medicare.

## **ARTICLE XVI** **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 school is of paramount importance.

The exclusive representative agrees, therefore, that during the term of this contract, neither the exclusive representative nor any individual employee shall engage in any strike. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, showdown, or the abstinence in whole or in part from the full, faithful and proper performance of duties of employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this article shall not be subject to the grievance or arbitration procedure but is subject to review by the courts.

## **ARTICLE XVII** **DURATION**

### Section 1. Term and Reopening Negotiations:

This Agreement shall remain in full force and effect for a period commencing on July 1, 2016~~2018~~ through June 30, 2018~~2020~~ and thereafter as provided by P.E.L.R.A. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intend 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 Custodial/Maintenance, Food Service, Paraprofessional, Secretarial employees, Liaisons, Coordinators and Integrationists. 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. Nothing in this agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives,

except insofar as this exercise would be in express violation of any term or terms of this agreement.

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 negotiations during the term of this agreement.

Section 4. Severability:

The provisions of this agreement shall be severable, and if any provision thereof or 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 therein.

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

**For: Minnesota School Employees Association - Yellow Medicine East**

\_\_\_\_\_  
MSEA Staff

\_\_\_\_\_  
MSEA Chief Steward

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For: Independent School District # 2190 – Yellow Medicine East**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**INDEPENDENT SCHOOL DISTRICT # 2190**  
**Yellow Medicine East**  
**and**  
**MINNESOTA SCHOOL EMPLOYEES ASSOCIATION**  
**Yellow Medicine East**

History and Issue:

At the execution of this agreement the School District has six (6) full time unit employees. Those employees are: Deb Beckler, Liz DeBlicek, Tim Knutson, Terry Paulson, Ron Pooler, Todd Reishus

The purpose of the Memorandum of Understanding is to preserve or pro-rate certain contractual benefits found in the Labor Agreement if any of the named employees is reduced to a part time employee by the District for fiscal years ~~2016-2018-17-19~~ and ~~2017-2019-18-20~~.

The Minnesota School Employees Association and Independent School District 2190 have agreed to the following for the above named employees IF their employment condition is reduced by the District:

1. Vacation benefits will be prorated on the basis of the ratio of actual scheduled work hours divided by 2080 hours as provided in Article X Vacation Days and Holidays.
2. Cumulative Sick Leave Days allowed for the above named employees will remain at up to 95 days as provided in Article XI Leaves of Absence.
3. Payment of Health Insurance Benefits after Retirement will remain at \$200.00 per month for the above named employees to be paid towards health insurance as provided in Article XV.
4. All other terms of employment will be governed by current language found in the labor Agreement for the above named employees.

The parties also agree that once any of the named employees leaves District employment the vacated position will be governed by the current terms found in the labor Agreement.

**For: Minnesota School Employees Association - Yellow Medicine East**

\_\_\_\_\_  
MSEA Staff

\_\_\_\_\_  
MSEA Chief Steward

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For: Independent School District # 2190 – Yellow Medicine East**

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.9  
**MEETING DATE:** March 11, 2019  
**SUBJECT** SWWC Technology Services

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

Our SWWC Contract only includes technology services and outlines the cost for any services we may elect to utilize such as Type III driver training. There was an increase in cost of approximately 5% to a total of 88,428.00 from 84,210.60. The last few years there had not been a rise in fees significant enough to cover the cost of living for all parties involved. Using these services instead of hiring our own provides us with additional support and knowledge base through the cooperative. We now have technology support on a daily basis as a result of this ongoing contract. This is the third year of our 3 year contract.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the SWWC Contract.

## SWWC Contracts Summary

	18-19 FTE	18-19 Contracts	19-20 FTE	19-20 Contracts
<b>Member: Yellow Medicine East</b>				
<b>Child Count on Contracts</b>		744		728
Membership Dues		\$ 25.00		\$ .00
<b>Administrative Services</b>				
Environmental/Occupational Health & Safety Management Program		\$ .00		\$ .00
Health & Safety Management Assistance		\$ .00		\$ .00
Drug & Alcohol Services		No		No
Regional Management Information Center				
• Business/SMART Systems Services		\$ .00		\$ .00
• MARSS/Other Revenue Reporting Services		\$ .00		\$ .00
• Extended Business Services		\$ .00		\$ .00
General Technology Services				
• Basic Technology Services		\$ .00		\$ .00
• Supplemental Technology Support & Integration Block Hours		\$ .00		\$ .00
• Technology Coordinator and/or Integration Services		\$84,201.60		\$88,428.00
• E-Rate Coordination Services		\$ .00		\$ .00
<b>Educational Services</b>				
Special Education Services (excluding Behavior Analyst & Autism Services):	FTE		FTE	
• School Psychologist	.000	\$ .00	.000	\$ .00
• Speech/Language Pathologist	.000	\$ .00	.000	\$ .00
• School Social Worker/Counselor	.000	\$ .00	.000	\$ .00
• Teacher of the Visually Impaired	.000	\$ .00	.000	\$ .00
• Early Childhood Special Education Teacher	.000	\$ .00	.000	\$ .00
• Teacher of the Deaf/Hard of Hearing	.000	\$ .00	.000	\$ .00
• Special Education Teacher	.000	\$ .00	.000	\$ .00
• Occupational Therapy	.000	\$ .00	.000	\$ .00
• Occupational Therapy Supervision	.000	\$ .00	.000	\$ .00

<ul style="list-style-type: none"> <li>• Physical Therapy</li> <li>• Regional ECSE Coordination</li> <li>• Single District Special Education Director</li> <li>• Program Management</li> </ul>	.000	\$ .00	.000	\$ .00
		\$ .00		\$ .00
		\$ .00		\$ .00
		\$ .00		\$ .00
TOTAL SPECIAL EDUCATION SERVICES		\$ .00		\$ .00
Behavior Analyst Services		\$ .00		\$ .00
Autism Services		\$ .00		\$ .00
Shared Services (Standards Alignment, PLCs, Professional Development and Curriculum)		\$ .00		\$ .00
Teaching & Learning Collaborative Services		\$ .00		\$ .00
Multi-tiered Systems of Support/RtI		\$ .00		\$ .00
Shared Human Resources Services		\$ .00		\$ .00
<b>TOTAL</b>		<b>\$84,226.60</b>		<b>\$88,428.00</b>

**SWWC SERVICE COOPERATIVE  
MEMBERSHIP AGREEMENT  
2019-20**

THIS AGREEMENT, is executed this 1<sup>st</sup> day of February, 2019, (the “Execution Date”) by and between SWWC Service Cooperative (hereinafter referred to as “SWWC”), and **Yellow Medicine East**, No. 2190, located at Granite Falls, Minnesota (hereinafter referred to as the “Member”). The provisions contained herein, along with the addenda and attachments thereto, shall constitute the entire agreement and understanding between the parties.

**RECITALS**

- A. Pursuant to Minnesota Statute § 123A.21, SWWC was formed to perform planning on a regional basis and to assist in meeting the specific needs of clients in participating school districts, cities, counties, and other governmental agencies that could be better provided by a service cooperative than individually by the members themselves. Minnesota Statute § 123A.21 authorizes SWWC to provide those programs and services which are determined to be priority needs of the particular region pursuant to Minn. Stat. § 123A.21, subd. 7, and to assist in meeting special needs which may arise from the fundamental constraints of SWWC’s members.
- B. Membership in SWWC is not compulsory. Members may subscribe to SWWC programs and services available to all members by payment of a one-time membership fee. At its sole option the member may further subscribe to programs and services beyond those offered to all members (“Additional Services”). Individual members shall collectively share in the costs incurred in providing the Additional Services to which they subscribe.
- C. The parties hereto desire to establish a relationship in which SWWC will provide programs and services to the Member and in which the Member will remit payment for such programs and services specified herein.
- D. SWWC and the Member seek to assure a thorough understanding of the obligations assumed by each.

**AGREEMENT**

1. **Dues and Fees.**
  - a. **Membership Dues.** The SWWC Board of Directors has determined membership fees (“Annual Membership Dues”) as follows:
    - **Full Membership:** Open to public school districts, cities, counties, and other governmental agencies as defined in Minnesota Statute (M.S. 471.59) and are within the SWWC region. A **one-time fee of \$25** will be assessed.
    - **Associate Membership:** Open to (a) nonpublic schools, partnership agencies, or nonprofit organizations within the SWWC region, and to (b) schools – public and nonpublic, cities, counties, partnership agencies, nonprofit organizations, and other governmental agencies outside the SWWC region. A **one-time fee of \$50** will be assessed.
  - b. **Additional Services Fees.** The Additional Service addenda attached hereto reflect each Additional Service subscribed to by the Member. The cost of such Additional Services may be determined by apportioning the approximate cost of each program and service among the members participating in the Additional Service, or may alternatively be determined by a flat fee schedule (“Additional Services Fees”). The attached Additional Service addenda shall state the manner in which the cost of such Additional Service subscribed to shall be calculated during the Term of this Agreement.
2. **Payment.** Unless modified by any addenda attached hereto, all payments due SWWC by Member shall be paid on or before August 15.
3. **Calculation of Student Enrollment.** If the attached addenda state that the Additional Service Fees are to be assessed on a per student basis, the student enrollment numbers used shall be those identified by the Minnesota Automated Reporting Student System (MARSS) as of the October 1 Fall Enrollment from the second prior fiscal year (17-18). The number of students calculated shall be those enrolled in pre-kindergarten through 12<sup>th</sup> grade education.
4. **Indemnification by Member.** The Member shall indemnify and hold SWWC harmless from any and all loss, damage, liability, cost or expense (including reasonable attorneys’ fees and expenses) which SWWC may incur or suffer as a result of any claim of any kind whatsoever arising out of:
  - a. any act or omission by Member or any of Member’s agents or employees which violates this Agreement;
  - b. any claim for breach of warranty based upon any warranty or representation given or purportedly given by Member, Member’s agents or employees which is different from or in addition to written warranties and representations given by SWWC, as amended by from time to time;

- c. third party claim for personal injury, damage, economic loss or other damage, caused by or arising out of the use, creation or production of any products proximately caused by or resulting from the negligence of Member, or the Member's agents or employees;
  - d. any claim for breach of warranty based upon a defect caused by any act or omission by the Member, or the Member's employees or agents; or
  - e. any claim or demand arising from the employment for engagement by Member of any person or entity.
5. **Term; Automatic Renewal.** Unless modified by addenda attached hereto, SWWC's obligations pursuant to this Agreement and any attached addenda shall commence on July 1, 2019 (the "Effective Date") and shall continue for a period of twelve (12) months (the "Initial Term"). This Agreement and all addenda attached hereto shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member delivers (a) written notice to SWWC of the Member's intent to withdraw from all SWWC services ("Notice of Intent to Withdraw"), or (b) written notice of the Member's intent to reduce its participation in any previously subscribed-to Additional Services ("Notice of Intent to Reduce Additional Services") by March 1 preceding the first day of the next Extended Term as set forth in Subsections 5(a) and 5(b) below (the "Notice Deadline").
  - a. **Notice of Intent to Withdraw.** The Member may deliver to SWWC a written Notice of Intent to Withdraw from membership and all Additional Services by the Notice Deadline. If not delivered, this Agreement shall renew for the next Extended Term and the Member shall be obligated to pay all dues and fees for the next Extended Term. The Member acknowledges and agrees that failure to provide such Notice of Intent to Withdraw on or before the Notice Deadline shall cause the Term of this Membership Agreement and, notwithstanding the receipt of a timely Notice of Intent to Reduce Additional Services from the Member, the Term of all addenda attached hereto to automatically renew for the next Extended Term. The Member further acknowledges and agrees that the Member may not subscribe to any Additional Service unless membership in SWWC is maintained and continued for the full term of any Additional Service. The Member acknowledges and agrees that if the Member subscribes to any Additional Services that extend over a term of greater than twelve (12) months (referred to herein as an "Obligated Term"), the Member shall be prohibited from withdrawing from membership in SWWC or from such subscribed Additional Service until the Obligated Term of the Additional Service has expired.
  - b. **Notice of Intent to Reduce Additional Services.** The Member may deliver to SWWC a written Notice of Intent to Reduce Additional Services by the Notice Deadline. If not so delivered, the Additional Services shall not be reduced, and the Member shall be obligated to pay all fees for subscribed Additional Services for the next Extended Term. Additionally, a timely Notice of Intent to Reduce Additional Services shall be effective only for those services expiring in the twelve (12) month period following the Notice Deadline and shall not have the effect of reducing the Term of any Additional Services to which the Member has subscribed; each Additional Service to which the Member has subscribed will not be subject to reduction or termination until the expiration date of the current Term of such Additional Service.
6. **Termination.** Notwithstanding any provision in this Agreement to the contrary, this Agreement may be terminated prior to the expiration of the Initial Term or any Extended Term pursuant to any of the following provisions:
  - a. **Breach of Agreement.** Either party may terminate this Agreement by delivery of written notice to the other party if the other party breaches any of the terms and conditions of this Agreement; provided, however, if the breach is curable such notice shall not be effective unless and until such breach remains uncured for a period of thirty (30) days after delivery of such notice. If the breach is nonpayment by the Member of monies due to SWWC the cure period shall be ten (10) days, not thirty (30) days.
  - b. **Effect of Termination.** Except as specifically set forth herein, no withdrawal or termination of this Agreement by the Member, whether before or after the Effective Date hereof, and whether voluntary or involuntary, shall relieve the Member of its obligation to pay the full amount due hereunder, including any amounts due pursuant to any attached addenda, nor shall such withdrawal or termination, whether before or after the Effective Date hereof, result in or entitle the Member to the return of any monies previously paid to SWWC for any services subscribed to whether or not such services have been provided or delivered. A breach of this Agreement by SWWC shall entitle the Member to reimbursement of a prorated share of any Additional Service that would remain unused if 1/12 of the service fee were used by SWWC during each month of each Term hereof.
7. **General Provisions.**
  - a. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed to have been duly delivered: (i) when received if delivered by hand; (ii) the same day if delivered by facsimile sent no later than 4:00 pm (receiver's time) on a business day; (iii) the next business day if sent by facsimile on a non-business day

or after 4:00 pm (receiver's time) on a business day; (iv) one (1) business day after placement with a reputable overnight carrier for next morning delivery; or (v) four (4) business days after depositing if placed in the U.S. mails for delivery by registered or certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the address set forth on the first page of this Agreement. If either party changes its address or facsimile number, such party shall give written notice to the other party of such different address or facsimile number in the manner set forth above.

- b. **Amendment.** The express terms of this Agreement, including all addenda hereto, shall control and supersede any course of performance and/or customary practice inconsistent with such terms. Any agreement between the parties hereafter made shall not change or modify this Agreement unless in writing and signed by the party against whom enforcement of such change or modification is sought.
- c. **Entire Agreement.** This Agreement, together with any addenda referenced herein, constitutes the entire Agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings between the parties relating to the subject matter hereof.
- d. **Modification and Waiver.** No purported amendment, modification or waiver of any provision hereof shall be binding unless set forth in a writing signed by both parties (in the case of amendments and modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.
- e. **Assignment.** The Member shall not assign, transfer or sell all or any part of its rights or obligations hereunder, by operation of law or otherwise, without the prior written consent of SWWC.
- f. **Severability and Interpretation.** In the event that a provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions shall nonetheless be enforced in accordance with their terms. Further, in the event that any provision is held to be overbroad as written, such provision shall be deemed amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and shall be enforced as amended.
- g. **LIMITATION OF REMEDY.** SWWC SHALL HAVE NO LIABILITY TO ANY PERSON FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY DESCRIPTION, WHETHER ARISING OUT OF WARRANTY OR OTHER CONTRACT, NEGLIGENCE OR OTHER TORT, OR OTHERWISE.

IN WITNESS WHEREOF, the parties have executed this Agreement in the manner appropriate to each to be effective the day and year entered on the first page hereof.

By signing below, the parties agree to be bound by the terms and conditions set out in the membership agreement, along with the addenda, which are effective on the date of the last signature (the "Effective Date"). The parties consent and agree that this Agreement may be electronically signed. The parties agree the electronic signatures appearing on this Agreement are the same as hand-written signatures for purposes of validity, enforceability, and admissibility.

SC MEMBER

SWWC SERVICE COOPERATIVE

BY: \_\_\_\_\_  
Authorized Signature

BY: \_\_\_\_\_  
Authorized Signature

ADDENDUM A  
TO MEMBERSHIP AGREEMENT  
**ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM**  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. SWWC is engaged in providing consultation and coordination of services related to the management of environmental health and safety concerns for Members.
2. SWWC agrees to facilitate an Environmental/Occupational Health and Safety Management Program, referred to herein as "E/OHSMP". Said program will be provided by IEA, Inc., 9201 W. Broadway #600, Brooklyn Park, MN 55445.
3. **Included General Services.** The E/OHSMP "General Services" provided by SWWC through IEA can be found at the following website: [www.swsc.org/EOHS](http://www.swsc.org/EOHS).
4. **Rate per visit; Annual Fee.** The Member agrees to pay annually a fee equal to the rate per visit (\$600.00) multiplied by the number of visits required by the Member in the most recent fiscal year ("Annual Fee").

2019-20 will be the second year of your three-year contract. The Annual Fee for 2019-20 will be:

\$ .00

5. **Term; Payment.** Notwithstanding any provision in the Membership Agreement to the contrary, E/OHSMP General and No-cost Services will be provided to and paid for by the Member for a Term of one year (1 year), commencing as of the Effective Date of the Membership Agreement. The Annual Fee due hereunder shall be payable in three installments on or before July 30, October 15, and February 15 of each fiscal year. This agreement may be terminated for proper cause by either party for any reason upon ninety (90) days written notice to the other party.
6. **Hold Harmless.** That Member recognizes that IEA is solely responsible for the performance of the E/OHSMP. It recognizes that SWWC merely acts as a financial intermediary and has no voice in, and does not exercise control over the manner in which IEA performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to hold harmless SWWC, as well as IEA agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of IEA's services and to look solely to IEA for redress.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM B  
TO MEMBERSHIP AGREEMENT  
**HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES**  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** SWWC is engaged in providing consultation and coordination of Health and Safety Management Assistance Services related to the management of environmental health and safety concerns for Members; and the Member hereby subscribes to such services. These services are subject to change and may include:

- Assisting the Member in identifying and prioritizing health and safety plans and programs.
- Conducting on-site management assistance work during a minimum of one site visit to the Member site per fiscal year if the annual fee is less than \$1,000; or a minimum of two site visits to the Member site per fiscal year if the annual fee is greater than or equal to \$1,000.
- Working with the Minnesota Department of Education and other Service Cooperatives in the development of future health and safety workshops, meetings, etc.
- Directing communication with Minnesota Department of Education.
- Interpreting mandatory requirements from the Minnesota Department of Education.
- Assisting in the completion of mandatory reports.
- Providing personalized service such as summarizing communications (mass emails, etc.) to the Member, drawing attention to what it needs to attend or complete.
- Assisting in determinations of what is allowable under Long-Term Facility Maintenance (LTFM) funding.
- Assisting in the coding of LTFM expenditures.
- Providing interpretations of regulatory agencies.
- Conducting a mock OSHA building walk through.
- Assisting in “Machine Guarding”.

2. **Annual Fee.** In consideration for the services described at Section 1 to this Addendum, the Member agrees to pay to SWWC an “Annual Fee” to be calculated as follows:

$$\underline{\hspace{1cm}} \text{ square feet} \times \$0.0075/\text{square foot} = \$ \underline{\hspace{1cm}} .00$$

The Annual Fee shall be payable in one installment in accordance with the provisions of the Membership Agreement.

3. **Type III Vehicle Training – Additional Cost.** At the Member’s election, SWWC also facilitates an on-line Type III vehicle training course. This additional service is offered to the Member at an additional cost, calculated on a per driver basis. Additional information for this service can be found at [www.swsc.org/TypeIII](http://www.swsc.org/TypeIII).
4. **Indoor Air Quality – Additional Cost.** At the Member’s election, SWWC also facilitates an Online Indoor Air Quality Survey which is compliant with MDH Tools for Members program. This additional service is offered at an additional cost calculated on a per building basis. Additional information for this service can be found at [www.swsc.org/IAQ](http://www.swsc.org/IAQ).
5. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM C  
TO MEMBERSHIP AGREEMENT  
**DRUG & ALCOHOL SERVICES**  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Purpose and Intent.** The purpose and intent of this Addendum define the administrative responsibilities in a Drug and Alcohol Management Program (the “Services”) to be offered by SWWC to the Member. The Services will be provided by Lakes Country Service Cooperative.
2. **Program Description.** The Member desires to obtain the services of a Consortium/Third Party Administrator (C/TPA) and agrees to pay for the following:
  - 2.1 Computer generated random selection. The pool follows the random testing rates as required by Federal Motor Carrier Safety Administration.
  - 2.2 Laboratory (SAMHSA) testing
  - 2.3 All testing supplies
  - 2.4 Overnight courier service
  - 2.5 Confidential information management
  - 2.6 DOT required statistical reports
  - 2.7 Medical Review Officer (MRO) services
  - 2.8 Blind sample compliance
3. **Program Description Fees:**
  - Program Access: Program Membership fee is **\$100.00** per District per Year.
  - Lab analysis per Drug test:
    - \*\*Drug by urine testing – At cost; district will be direct billed from Lakes Country Service Cooperative

*\*\*Testing Fees only apply to those individuals randomly selected from our statewide pool. Random selections are completed four times per year.*

4. **Enrollment; Payment.** The Member shall submit an enrollment form to SWWC for each driver. Program Membership Fee will be invoiced annually by Lakes County service Cooperative. Fees for all other services and programs discussed herein will be invoiced following completion of services, and shall be payable as identified on the invoice.
5. **Member Responsibilities.** The Member shall be responsible for the following:
  - a. Completing the entire Enrollment Form initially, and providing updates (i.e. driver additions/deletions), and submitting such reports in a timely manner to SWWC.
  - b. Providing an employee that is the Designated Employer Representative (DER) for the Member.
  - c. If collection is conducted on-site by a mobile collector, providing a private location that meets requirements.
6. **Use of SWWC’s mobile collector Fees:**
  - \*Alcohol Testing:
    - At cost; district will be direct billed from provider
  - \*Drug Testing:
    - At cost; district will be direct billed from provider

Note: These costs are in addition to those described above in #3 Program Description Fees.

*\*Mobile Collections fees will be a direct bill from the mobile collections provider. If a member wishes to use a certified local center, please contact Christine Schmitt at 507-537-2262 or [Christine.schmitt@swsc.org](mailto:Christine.schmitt@swsc.org) to complete required setup.*

7. **Hold Harmless.** The Member recognizes that Lakes Country Service Cooperative (LCSC) is solely responsible for the performance of the Services. The Member further recognizes that SWWC merely acts as a financial intermediary and has no authority, and does not exercise control, over the manner in which LCSC performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to: (i) hold SWWC, as well as LCSC agents and employees, harmless from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of LCSC's services; and (ii) to look solely to LCSC for redress.
8. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM D  
 TO MEMBERSHIP AGREEMENT  
**REGIONAL MANAGEMENT INFORMATION CENTER (“RMIC”)**  
 2019-20  
**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member hereby subscribes to the Regional Management Information Center Services (“RMIC Services”) pursuant to the terms of the Membership Agreement and this Addendum. The RMIC Services to be provided by SWWC may include finance, human resource, payroll, and student administrative support services as outlined below.

2. **Business/SMART SYSTEMS Services; Fees.**

a. **Fixed Operations, License & Workshop.** Fixed Operations, License & Workshop includes the overall fixed operations costs, SMART SYSTEMS software licenses, and membership and includes attendance at SMART SYSTEMS Trainings and Business Services Workshops held throughout the year.

b. **Software Support/Development Assessment.** Members using SMART SYSTEMS software cooperatively finance the needed support to insure reliable software and to provide required and requested enhancements. Software Support/Development Assistance includes all software releases and upgrades for SMART SYSTEMS.

c. **SMART SYSTEMS Support & Business Services.** The SMART SYSTEMS Support & Business Services offsets the cost of staff time used to support the SMART SYSTEMS software and Business Services, and includes overall SMART SYSTEMS, UFARS, STAR, payroll and human resources assistance (phone support, account code conversions, UFARS edits, submissions, reporting for retirement, quarterly reports, STAR Reporting, W-2 processing, fiscal year-end (“FYE”) reporting, etc.). This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.

d. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

- i. Paper, forms, and postage will be billed at cost.
- ii. Emergency services, training, and additional accounting services not covered in basic fee will be charged at \$455.00 per day or \$60.00 per hour (billed in one-half hour increments) when provided at the Member’s district office, plus the IRS mileage rate (currently at \$0.58/mile); or will be charged \$390.00 per day or \$50.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.
- iii. Small Group/Individualized Training – \$75.00/half day and \$125.00/full day.
- iv. ACA Electronic Filing will be billed at \$250.00 for Original 1094/1095 B & C Forms and \$250.00 each for Amended 1094/1095 B & C Forms.
- v. TimeClock Plus Support: contact for quote.

e. **Business/SMART SYSTEMS Services Worksheet:** If applicable, the Member’s Business/SMART Systems service fees shall be calculated as set forth below.

i.	FIXED OPERATIONS, LICENSE & WORKSHOP FEE:	\$ .00
ii.	SOFTWARE SUPPORT/DEVELOPMENT ASSESSMENT:	
	<u>728</u> @ \$ .00 per student =	\$ .00
iii.	SMART SYSTEMS SUPPORT & SERVICES FEE:	
	<u>728</u> @ \$ .00 per student =	\$ .00

3. **MARSS/Other Revenue Reporting Services; Fees.**

- a. **Fixed Operations, Training & Workshop.** Fixed Operations, Training & Workshop covers the overall fixed operations costs and membership and includes attendance at MARSS Trainings and Workshops conducted by SWWC throughout the year.
- b. **MARSS/Other Revenue Reporting and Services.** MARSS/Other Revenue Reporting and Service offsets the cost of staff time used to support the Member with multiple submissions of FYE (June 30) and Fall semester MARSS data (phone support, codes and procedures, MARSS edits, submissions, etc.), and includes training and support of the MARSS Web Edit Program which is used at the district level for editing and reporting of local MARSS data.
- c. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:
  - i. Enrollment Record Editing at \$60.00 per hour (billed in one-half hour increments). This will be applied for frequent and multiple record changes.
  - ii. Paper and postage will be billed at cost.
  - iii. A charge of \$50.00 per Member for MARSS file submissions (\$0 districts who direct reports).
  - iv. MARSS training and emergency services not covered in basic fee will be charged at \$455.00 per day or \$60.00 per hour (billed in one-half hour increments) when provided at the Member's district office, plus the IRS mileage rate (currently at \$0.58/mile); or will be charged \$390.00 per day or \$50.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.
  - v. Small Group Individualized Training - \$75.00/half day and \$125.00/full day.
- d. **MARSS/Other Revenue Reporting Worksheet.** If applicable, the Member's MARSS/Other Revenue Reporting service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE:	\$ .00
ii. MARSS/OTHER REVENUE REPORTING SUPPORT & SERVICE FEE:	
<u>728</u> @ \$ .65 per student =	\$ .00

4. **Extended Services; Fees.** In addition to the aforementioned services, the Member has chosen to subscribe, and SWWC agrees to perform those extended business services as per negotiated agreement with the Senior Director of Administrative Services. The fees for such Extended Services may change from year to year at the discretion of the SWWC Board of Directors. During the Initial Term of the Membership Agreement, the total fee for the Extended Services shall be:

\$ .00

5. **Annual Fee; Payment.** In consideration for SWWC's RMIC Services as set forth in this Addendum D, the Member agrees to pay an annual fee to SWWC in the amount outlined below. Notwithstanding and provision in the Membership Agreement to the contrary, the Annual Fee (excluding Extended Services) due pursuant to this Addendum shall be payable in three installments during each Term, with one installment becoming due and payable on or before each of the following dates: July 30, October 15, and February 15. Extended Services shall be paid in monthly installments.

The total cost of RMIC Services for July 1, 2019 through June 30, 2020 is as follows:

Business/SMART SYSTEMS Services (3 installments) . . . . .	\$ .00
MARSS/Other Revenue Reporting Services (3 installments) . . . . .	\$ .00
Extended Services (12 installments) . . . . .	\$ .00
<b><u>TOTAL CONTRACTED RMIC SERVICES.</u></b> . . . . .	\$ .00

- 6. Term; Automatic Renewal; Timeline for Withdrawal from RMIC Services.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations pursuant to this Addendum shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the "Initial Term"). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with a minimum of twelve (12) months' notice of the Member's intent to discontinue its subscription to the RMIC Services by delivering to SWWC a written Notice of Intent to Reduce Additional Services, which shall specifically reference the RMIC Services, on or before June 30 (the "Notice Deadline"). If such Notice of Intent to Reduce Additional Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to RMIC Services for the next Extended Term.
- 7. Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM E  
TO MEMBERSHIP AGREEMENT  
**GENERAL TECHNOLOGY SERVICES**  
(Technology Coordination, Integration and E-Rate Support)  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Description of Services.** SWWC is engaged in providing certain technology services listed below to its members at the rates listed below.

a. **Technology Services for Members with NO CONTRACT.**

Non-Contracting Entity:	Technology Service:	\$660.00/Day	\$82.50/Hour
	After Hours Support:	\$784.00/Day	\$98.00/Hour
	On-site Training Fee:	\$1,280.00/Day	\$160.00/Hour

Note: Round Trip Mileage will be charged at the current IRS rate.

Windshield Time will be assessed at the daily rate.

After-hours support shall be any support provided outside of normal support hours (7:00 a.m. to 5:00 p.m. Monday through Friday) or on a SWWC observed holiday.

Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.

b. **Basic Technology Services.**

i. A Member subscribing to SWWC's Basic Technology Services shall be entitled to:

1. Access to SWWC's basic technology services for any employee of the Member.
2. Access to SWWC technology support and integration at discounted rates (discounted rate is dependent on the Member's contract level), including:
  - Phone support and assessment (additional charges for remote access and site visit support)
  - Development of purchasing specifications and mass purchase programs (hardware and software)
  - Discount pricing for Technology Days as defined below:
    - Discounted admission to technology workshops and presentations (3 or more per year)
    - Discounted admission rates for SWWC technology conferences
    - Free or discounted fees for SWWC sponsored training sessions
3. Periodic technology updates and newsletters by electronic or print distribution.
4. Complimentary enrollment and participation in SWWC's Clarity Technology evaluation and assessment toolset. Additional fees may apply for professional development, individualized analysis and trainings that may compliment the Clarity tools.

ii. **Basic Technology Service Fee.**

Enrollment less than 501	\$950.00	Enrollment Over 3,000	\$3,100.00
Enrollment 501 to 1,000	\$1,750.00	CCOGA less than 26 employees	\$250.00
Enrollment 1,001 to 2,000	\$2,200.00	CCOGA with 26 or more employees	\$400.00
Enrollment 2,001 to 3,000	\$2,850.00		

c. **Supplemental Technology Support and Integration Services.** The Member may add the following Supplemental Technology Support and Integration Services to its Technology subscription. Such services will entitle the Member to on-site or remote support of network equipment and software (including installations and

updates), as well as general assistance to the Member’s current technology leadership and team. The Member will also be entitled to Technology Planning, including research, writing and updates regarding the technology plan currently in use by the Member. The Member will also be entitled to assistance in the development of and updates to inventory and acquisition schedules. The Member will incur additional costs for each service listed below; the additional cost will be billed according to the Member’s Technology Service Rate.

**i. Supplemental Technology Support and Integration Services (On-Call Services) Fees.**

1. A Member subscribing to SWWC’s Basic Technology Services will further be entitled to receipt of on-call services at the following rates:

Technology Service:	\$550.00/Day	\$68.75/Hour
On-site Training Fee:	\$920.00/Day	\$115.00/Hour

2. The following additional charges or restrictions may apply:

- Round Trip Mileage will be charged at the current IRS rate;
- After Hours Support shall be billed at the Member’s normal hourly rate;
- Windshield Time will be assessed at the daily rate;
- Participant capacity for on-site training may be restricted depending on type of training being provided; capacity will be determined when training is scheduled.

**ii. Supplemental Technology Support and Integration Services “Block Hours”.** A district or entity may purchase block hours at discounted pricing to be utilized on a monthly basis. Block Hours must be used each month and may be carried over one subsequent month. If Block Hours are not used within the following month, they will be forfeited without refund. The following costs, restrictions and stipulations apply to the Member’s purchase of Block Hours:

1. A Basic Technology Services Contract is required in order to receive this pricing.
2. Additional Onsite Trainings will be charged at the rate of \$920/day.
3. Additional Technology Service Hours will be charged at the rate of \$550/day.
4. Block Hour Service Fees:
  - 1 day per month block
    - 12 Month Tech Support or Integration Option \$6,528 / year
    - 9 Month Tech Integration Option \$4,968 / year
  - 2 days per month block
    - 12 Month Tech Support or Integration Option \$12,672 / year
    - 9 Month Tech Integration Option \$9,720 / year
5. Round Trip Mileage will be charged at the current IRS rate.
6. 9 Month options are for Technology Integration services only and days must be scheduled between September 1 and May 31 of the contract year.

**d. Technology Coordination or Integration Services.** A district or entity may contract with SWWC for Technology Coordination and Integration Services at dramatically reduced rates from the on-call Technology Services. The days reflected in this contract shall be scheduled upon contract execution or July 1 of the contract year, whichever is later. Contracted days do not count as on-call days. The days contracted must be scheduled for usage on a regular basis. On-call visits or remote support will be billed out at the normal Contracting Entity On-Call Technology Service rate in addition to the actual contract amount, as needed. On contracts of (3) days per week or more, Members may elect to stack technology coordination and integration services into a single contract. Scheduling of substituted days must be arranged prior upon the establishment of the contract term and substitution must occur in a consistent format to accommodate staffing.

- i. Onsite Training will be charged at the rate of \$920/day.
- ii. Additional technology service hours will be charged at the daily rate that corresponds with the selected contract level.

iii. **Technology Coordinator and Integration Services Fees.** *This service is inclusive of Basic Technology Services; Basic Technology Service Subscription Fee Waived. (Daily rates are provided for comparison purposes only; actual monthly billing will be 1/12<sup>th</sup> of annual contract.)*

- 1 Day per week \$520.00/day = \$27,040.00 annual contract
- 2 Days per week \$490.00/day = \$50,960.00 annual contract
- 3 Days per week \$455.00/day = \$70,980.00 annual contract
- 4 Days per week \$400.00/day = \$83,200.00 annual contract

**Note: These rates include Round Trip mileage from SWWC to Technology Office Location at district. Mileage charges apply at the IRS rate for additional travel performed on district business.**

e. **Full-Time Technology Coordinator Services.**

- i. Full-time Technology Coordination Services will place a full time equivalency of SWWC employees in a district or entity on a full-time basis. Holidays, sick and annual leave time, and professional development will be observed by contracting agency as a part of this agreement. Substitute Technology Coordinators may be provided at the discretion of the contracting agency and SWWC. Entities entering into a full-time agreement for the first time must commit to a 3-year agreement as the initial term; the 3-year commitment discount will be applied during this initial term.
- ii. The rate listed below includes Round Trip Mileage from SWWC to Technology Office Location at the District. Mileage charges apply at the IRS rate for additional travel performed on district business.
- iii. The Member shall remain responsible for data retention and backups on days that the SWWC Employee is not on-site.

iv. **Services Fees.**

1. The “Base Fee” for Full-Time Technology Coordinator or Integration Services shall be:  

\$90,240.00 per year
2. On-site training days may be purchased at \$920.00 per day. Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.
3. **3-year Full Time Technology Coordinator Service Commitment Discount.** Contracting agencies that enter into a three 3-year commitment for Full-time Technology Coordination will receive a 2% discount on such services for each of the three (3) years.
4. Full-Time contracts may be split between two neighboring Members or entities. A splitting fee will be assessed to each contracting entity when sharing a full time contract. Contract splitting fees cover travel and administrative expenses associated with covering multiple Member. Split Contracts may not exceed a total of 5 days per week; additional days added to a full-time contract are subject to the rates associated with the additional service level.  

Full Time Contract Splitting Fees:	<i>80/20 Split Contract:</i>	\$935.00 per entity
	<i>60/40 Split Contract:</i>	\$1,870.00 per entity
5. Full-Time contracts may be split between Technology Coordination/Support and Tech Integration. A splitting fee will be assessed to the Member when splitting between Technology Coordination/Support and Tech Integration.  

Full Time Contract Splitting Fees:	<i>80/20 Split Contract:</i>	\$1,500.00
	<i>60/40 Split Contract:</i>	\$3,000.00
6. Additional Day Fees, for contracts totaling more than 5 days per week (fee will be divided based on contract assignment for contracts split among two districts): each additional day: \$1,200.00.

f. **E-Rate Coordination Services.**

- i. The Member may additionally subscribe to SWWC’s E-Rate Coordination Services. Such services include the coordination and filing of E-Rate applications and forms to the Federal Communications Commission (“FCC”) and the Universal Service Administrative Company’s (“USAC”) School and Libraries Division (“SLD”). SWWC’s E-Rate staff will work with the Member’s staff to collect all data necessary to perform the filings.
- ii. **Special Term.** Notwithstanding any provisions in this Addendum or the Membership Agreement to the contrary, the term of any E-Rate Coordination Services subscription shall be equal to one Funding Year (as defined by the FCC and the Universal Service Administration Company. A 5-year commitment to E-Rate Coordination Services shall commence beginning the first year during which School applies for and receives Category 2 funding to match the FCC’s 5-year Category 2 budget cycle. For example, a School receiving Category 2 funds for the first time in Fund Year 2015 (Fiscal Year 2015-16) shall be committed to a E-Rate Coordination Services subscription through Fund Year 2019 (Fiscal Year 2019-20), the application and receipt of further Category 2 funds during this term does not restart the 5-year contract cycle.
- iii. **Services Fees.**
  - 1. Standard Rate E-Rate Coordination:

Enrollment less than 301	\$1,150 annual contract
Enrollment 301 to 700	\$1,950 annual contract
Enrollment 701 to 2,000	\$2,850 annual contract
Enrollment over 2,001	\$3,650 annual contract
  - 2. Holders of full-time, non-shared Technology Coordination contracts shall receive a \$500.00 annual discount on E-Rate Coordination Services and RFP preparation services shall be provided under the terms of the Full-Time Technology Coordination Contract.
  - 3. Research, development, evaluation assistance, and other activities pertaining to requests for proposals (RFP) and appeals, when necessary, shall be billed out at \$82.50 per hour for districts without a technology subscription, or \$68.75 per hour for districts that hold a technology subscription.
- iv. **Current Funding Year.** This Addendum covers all activities pertaining to the E-Rate Funding Year 2020, starting July 1, 2020 through June 30, 2021. The application process will begin in the fall of 2019. Activities pertaining to previous and future funding years falling within the term date of this contract will require a separate contract for the corresponding funding year.
- v. Letters of Agency and other contractual documents for E-Rate specific purposes will contain additional regulatory and program rule conditions and contractual language to which SWWC and the Member shall mutually agree.
- vi. **SC Duties.** SWWC’s duties with regard to E-Rate Coordination Services include:
  - 1. Track and assist in the submission all E-Rate related forms for the Member.
  - 2. Meet with appropriate Member personnel to determine proper submission process and eligibilities for district.
  - 3. Assure all applications and forms submission meet processing standards and submission deadlines.
  - 4. Host E-Rate workshops for contracting member districts.
  - 5. Assist in assuring that the Member meets requirements for E-Rate eligibility including but not limited to the Children’s Internet Protection Act (“CIPA”) and records retention.
  - 6. Assist the Member in maintaining duplicate records on behalf of district for up to 10 years as required by the SLD. Member is ultimately responsible for maintaining archived records of all E-Rate related communications for 5 years following the end of any contract receiving E-Rate funding.
  - 7. Coordinate with service providers for the appropriate application of E-Rate discounts.

- vii. SWWC does not guarantee that applications submitted by its staff or clients will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC's Schools and Libraries Division ("SLD"). SWWC shall not be held responsible in the incident that a funding request is not successful or goes under Privacy Impact Assessment review or audit with the SLD or FCC.
- viii. **IMPORTANT:** *E-Rate coordination services do not relinquish the responsibility from the Member to adhere to the program rules and laws placed on the E-Rate program by USAC, the FCC or any other governing agency. SWWC shall under no circumstance be legally or financially responsible for requested or committed funding that is denied or rescinded by USAC or the FCC. The Member is solely responsible for ensuring that all local bid and contract requirements are met by their district when establishing agreements with vendors for E-Rate funded services.*

2. **Agreement.** Being fully informed of each technology service option available to it, the Member desires to subscribe to those technology services indicated at Section 5 of this Addendum. SWWC agrees to provide such services according to the terms of the Membership Agreement and the terms set forth in this Addendum. The Member agrees to remit timely payment for such services as provided herein.
3. In Consideration of all contracted supplemental technology services: Contracted Time purchased for Technology Services is for use within the contracting entity only. Services provided at the Member site, or the location of a Member sponsored event, in which attendees other than those of the Member will be in attendance, shall be billed at the "on-site training fee" for entities with no contract as listed in Section 1a.
4. **Hold Harmless.** SWWC shall hold no liability for any equipment malfunctions, loss of data or data privacy violations that may occur at the Member site. The Member is solely responsible for ensuring that backups, data consistency and retention of data is being performed as well as all other day-to-day operations of the Technology Department of the Member. The Member is responsible for ensuring that all filings, certifications and licensing are met. Loss of funding or fines imposed on the Member are the sole responsibility of the Member and not the responsibility of SWWC. The Member agrees to hold SWWC harmless for any cost, fees or liabilities, including attorneys' fees that SWWC may incur as a result of any service discussed in this Addendum.
5. **Subscription.** Listed below are the General Technology Services fees for your district based upon what was subscribed to in the previous fiscal year.

<b>Basic Technology Services (payable on or before July 30, 2019)</b>	\$ .00
<b>Supplemental Technology Support or Integration Services Block Hours (payable monthly)</b>	\$ .00
	\$ 6.00
<b>Technology Coordinator or Integration Services (payable monthly)</b>	\$88,428.00
<b>E-Rate Coordination Services: (payable after the Form 470 has been completed)</b>	\$ .00

6. **Payment.** SWWC shall invoice the Member for all charges incurred pursuant to this Addendum as such charges accrue. The Member agrees to pay all amounts due SWWC pursuant to this Addendum within forty-five (45) days of receipt of an invoice from SWWC. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM F  
TO MEMBERSHIP AGREEMENT  
SPECIAL EDUCATION SERVICES  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member hereby subscribes to SWWC's Special Education Services (the "Services"), specifically subscribing to those Services indicated at Section 13 below. As noted at Section 13, the Services are classified as either "Direct Services" or "Administrative Services". As used herein, the phrase "Administrative Services" shall include Special Education Director, and Special Education Coordinator services. The Member hereby agrees and acknowledges that the timelines governing its ability to withdraw from such Services depends upon this classification.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Administrative Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations regarding the Member's subscription to Administrative Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the "Administrative Services Initial Term"). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with a minimum of twelve (12) months' notice of the Member's intent to discontinue its subscription to the Administrative Services by delivering to SWWC a written notice of such intent (referred to as "Notice of Intent to Withdraw from Administrative Services") to SWWC on or before June 30 (the "Administrative Services Withdrawal Deadline"). If such Notice of Intent to Withdraw from Administrative Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Administrative Services for the next Extended Term.
4. **Direct Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties' obligations regarding the Member's subscription to Direct Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the "Direct Services Initial Term"). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Direct Service (referred to as "Notice of Withdrawal from Direct Service") on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Direct Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Direct Services for the next Extended Term.
5. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the "TOTAL LOCAL ADDENDUM PRICE" set forth at Page 2 to this Addendum. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
8. Required SWWC service personnel who are funded at the lower "Single District Rate" level shall be entitled to receive all of the rights and benefits of personnel who are funded at the "Full Service Rate".

9. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
10. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
11. All performance reviews of required service personnel shall be conducted by a SWWC special education administrator and shall be in accordance with the policies and procedures established by SWWC.
12. Occupational therapy services, physical therapy services, teacher of the visually impaired services, and teacher of the deaf/hard of hearing services are based upon usage from the prior fiscal year. If one of these services is discontinued, the district will still be responsible for the prior year usage charges in the next fiscal year.
13. **Services.** The Member hereby agrees to subscribe to those services indicated below:

-----FUNDING SOURCE-----

<b>Direct Services:</b> includes office/prep time	<b>TOTAL FTE</b>	<b>Federal Part B (619) Total</b>	<b>Federal Part F (620) Total</b>	<b>Local (740) Total</b>
School Psychologist Services	.000	\$ .00	\$ .00	\$ .00
Speech/Language Pathologist Services	.000	\$ .00	\$ .00	\$ .00
Social Worker/School Counselor Services	.000	\$ .00	\$ .00	\$ .00
Teacher of the Visually Impaired Services	.000	\$ .00	\$ .00	\$ .00
ECSE Teacher Services	.000	\$ .00	\$ .00	\$ .00
Special Education Teacher	.000	\$ .00	\$ .00	\$ .00
Teacher of the Deaf/Hard of Hearing	.000	\$ .00	\$ .00	\$ .00
Occupational Therapy Services	.000	\$ .00	\$ .00	\$ .00
Occupational Therapy Supervision	.000	\$ .00	\$ .00	\$ .00
Physical Therapy Services	.000	\$ .00	\$ .00	\$ .00
Behavior Analyst Services		\$ .00	\$ .00	\$ .00
Autism Consultant Services		\$ .00	\$ .00	\$ .00
Single District Special Education Director		\$ .00	\$ .00	\$ .00
<b>Administrative Services:</b>				
Special Education Program Management		\$ .00	\$ .00	\$ .00
Regional ECSE Coordination Services		\$ .00	\$ .00	\$ .00
<b>TOTAL ADDENDUM PRICE</b>		\$ .00	\$ .00	\$ .00

SC MEMBER

SWWC SERVICE COOPERATIVE

BY: \_\_\_\_\_  
Authorized Signature

BY: \_\_\_\_\_  
Authorized Signature



ADDENDUM H  
TO MEMBERSHIP AGREEMENT  
**MULTI-TIERED SYSTEMS OF SUPPORT (RtI)**  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Multi-Tiered Systems of Support (“RtI”) Services (the “Services”). The Services may include the following: Audit of current practices for alignment between core instructions and interventions, consultation at the district/building/grade levels, assistance/guidance in developing a defined MTSS.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE	\$ .00
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7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM I  
TO MEMBERSHIP AGREEMENT  
**TEACHING AND LEARNING COLLABORATIVE**  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Collaborative Services (collectively referred to as the “Services”). The Services may include the following:

Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Data Mining and/or Data Retreat

Professional Development

- Content area meetings for subject areas/grade levels
- Professional Learning Community Implementation
- Support Leadership Teams

Common In-Service Day for all participating districts

Monthly Principal PLC Meeting

2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE - \$ .00
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM J  
TO MEMBERSHIP AGREEMENT  
**SHARED HUMAN RESOURCES SERVICES**  
2019-20

**Yellow Medicine East**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Shared Human Resources Services (*Recruitment and Retention*) (the "Services"). The services to be provided by SWWC may include: recruitment, hiring, onboarding and mentoring training.
2. **Term.** SWWC shall provide the Services to the Member from July 1, 2019 through June 30, 2020 and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides the SWWC with written notice of its intent to withdraw from or reduce such Services.
3. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the "Shared HR Services" set forth below. The Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the term of this agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this agreement without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the services and materials at issue in this agreement shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE - \$ .00
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.



Denise Streich <dstreich@isd2190.org>

---

**Fwd: A message from EM...**

1 message

---

**Rich Schneider** <rschneider@isd2190.org>  
To: Denise Streich <dstreich@isd2190.org>

Wed, Mar 6, 2019 at 12:26 PM

Please add to the agenda.

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

From: **Andrew Holt** <aholt@isd2190.org>  
Date: Wed, Mar 6, 2019 at 11:55 AM  
Subject: A message from EM...  
To: Rich Schneider <rschneider@isd2190.org>

Hey Mr. Schneider, a message from the EM team:

This email is to inform you that we are appealing the grievance to the board level based on our conversation on Wednesday, Feb. 27, 2019.

In our conversation you stated that your decision was not grievable.

However, as listed in the grievance Ms. Ims as disciplined and discipline is grievable. At this time, we understand your response to be a denial of the grievance, and because of that, we are moving the grievance to the next level of the process. If it is your plan to refuse to process the grievance altogether, please let me know.

We plan to be at the next school board meeting on Monday, March 11, 2019 to present the grievance at the board level.

--

Andrew Holt  
YME Special Education

--

**Rich Schneider**  
**Superintendent**  
**Yellow Medicine East ISD 2190**

450 9th Avenue  
Granite Falls, MN 56241

**Phone: 320-564-4081 ext. 108**  
**Fax: 320-564-4781**

**APPENDIX A – GRIEVANCE REPORT FORM**

Grievance # 2019-1

Date: 2-13-19

Name of Grievant: Beverly Ims Position: 2nd Grade Teacher School: Bert Raney Elementary

Date grievance occurred: 1-10-19

Statement of grievance: Ms. Ims was notified on 1-10-19 that upon taking three (3) unauthorized days without pay on January 21 – 25, 2019, she would be docked her daily pay and all benefits for those days. In addition, she will be suspended without pay and benefits for an additional three (3) days, along with a letter of reprimand placed in her personnel file. The articles violated are: Recognition Clause, Article II, Just Cause, Minnesota Statute Section 179A.20, subd. 4, and any and all other provisions of the parties' agreement that apply.

Relief sought: The three days of unpaid suspension should be reduced.

[Signature] 2-13-19  
Signature of Grievant Date

[Signature] 2/13/19  
Signature of Exclusive Representative Date

Received by: Lisa Hansen 2/13/19  
Supervising Principal or Director Signature Date

Answer by Principal or Director: \_\_\_\_\_

see attached - memo dated 2/14/19

Lisa Hansen 2/14/19  
Signature of Principal or Director Date

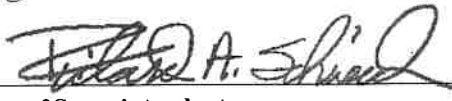
Position of Grievant I hereby decline the

above disposition. I intend to process  
the grievance to the next step.

Beverly Ims 2-19-19  
Signature of Grievant Date

Received by: [Signature] 2/19/19  
Superintendent Date

Answer by Superintendent: see attached email dated  
March 6, 2019.

  
Signature of Superintendent

3/6/2019  
Date

Position of Grievant: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

\_\_\_\_\_  
School Board Representative

\_\_\_\_\_  
Date

Answer by School Board: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of School Board Representative

\_\_\_\_\_  
Date

Position of Grievant: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

\_\_\_\_\_  
Arbitrator

\_\_\_\_\_  
Date

**AGREEMENT**

**between**

**INDEPENDENT SCHOOL DISTRICT #2190  
YELLOW MEDICINE EAST**

**and**

**EDUCATION MINNESOTA  
YELLOW MEDICINE EAST**

**Effective: July 1, 2017 through June 30, 2019**

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1 **ARTICLE I. PURPOSE**

2 This Agreement is entered into between Independent School District No. 2190, Yellow Medicine East,  
3 hereinafter referred to as the School District, and Education Minnesota/Yellow Medicine East, hereinafter  
4 referred to as the Exclusive Representative, pursuant to and in compliance with the Public Employment  
5 Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and  
6 conditions of employment for teachers during the duration of this Agreement  
7

8 **ARTICLE II. RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

9 Section 1. Recognition: In accordance with the PELRA, the School District recognizes Education  
10 Minnesota/Yellow Medicine East as the Exclusive Representative of teachers employed by the School  
11 District, which Exclusive Representative shall have those rights and duties as prescribed by the PELRA  
12 and as described in this Agreement.

13 Section 2. Appropriate Unit: The Exclusive Representative shall represent all the teachers of the School  
14 District as that term is defined in the PELRA.  
15

16 **ARTICLE III. DEFINITIONS**

17 Section 1. Terms and Conditions of Employment: The term, “terms and conditions of employment,”  
18 shall mean the hours of employment, the compensation therefore, including fringe benefits except  
19 retirement contributions or benefits other than School District payment of, or contributions to, premiums  
20 for group insurance coverage of retired teachers or severance pay, and the School District’s personnel  
21 policies affecting the working conditions of the teachers. The term does not include educational policies  
22 of the School District, the term is subject to the provisions of the PELRA.

23 Section 2. Teacher: The word, “teacher,” shall mean all persons employed by the School District in a  
24 position for which the person must be licensed by the State Board of Teaching or the Commissioner of the  
25 Department of Education or in a position of an occupational therapist or physical therapist, pursuant to the  
26 PELRA, but shall not include Superintendent, assistant superintendent, principals and assistant principals  
27 who devote more than 50% of their time to administrative or supervisory duties, confidential employees,  
28 supervisory employees, essential employees, and such other employees excluded by law.

29 Section 3. School District: For purposes of administering this Agreement, the term, “School District,”  
30 shall mean the School Board or its designated representative(s).

31 Section 4. Meet and Negotiate: The term “meet and negotiate,” means the performance of the mutual  
32 obligations of the School District and the Exclusive Representative to meet at reasonable times, including,  
33 when possible, meeting in advance of the budget-making process, with the good faith intent of entering  
34 into an Agreement with respect to terms and conditions of employment; provided that, by such obligation,  
35 neither party is compelled to agree to a proposal or, required to make a concession.

36 Section 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by  
37 the PELRA.  
38

39 **ARTICLE IV. SCHOOL DISTRICT RIGHTS**

40 Section 1. Inherent Managerial Rights: The Exclusive Representative recognizes that the School District  
41 is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not  
42 limited to, such areas of discretion or policy as the functions and programs of the School District, its

43 overall budget, utilization of technology, the organizational structure, and selection, direction, and number  
44 of personnel.

45 Section 2. Obligations: The Exclusive Representative recognizes the right and obligation of the School  
46 Board to efficiently manage and conduct the operation of the School District within its legal limitations  
47 and with its primary obligation to provide educational opportunities for the students of the School  
48 District.

49 Section 3. Services: The Exclusive Representative recognizes that all teachers covered by this  
50 Agreement shall perform all teaching and non-teaching services prescribed by the School Board and shall  
51 be governed by School Board rules, regulations, directives, and orders issued by properly designated  
52 officials of the School District insofar as such rules, regulations, directives, and orders are not inconsistent  
53 with the terms of this Agreement.

54 Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be  
55 deemed to exclude other inherent managerial rights and functions not expressly reserved, and all  
56 managerial rights and functions not expressly delegated in this Agreement are reserved to the School  
57 District.

58

## 59 **ARTICLE V. TEACHER RIGHTS**

60 Section 1. Right to Views: Pursuant to the PELRA, nothing contained in this Agreement shall be  
61 construed to limit, impair, or affect the right of any teacher or the teacher's representative to the  
62 expression or communication of a view, grievance, complaint, or opinion on any matter related to the  
63 conditions or compensation of public employment or their betterment, so long as the same is not designed  
64 to and does not interfere with the full, faithful, and proper performance of the duties of employment or  
65 circumvent the rights of the Exclusive Representative,

66 Section 2. Right to Join: Each teacher shall have the right to form and join labor or employee  
67 organizations and shall have the right not to form and join such organizations. Teachers shall have the  
68 right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance  
69 procedures and the terms and conditions of employment for such teachers.

70 Section 3. Request for Dues Check off:

71 Subd. 1. Teachers shall be allowed dues check off for the Exclusive Representative. Upon receipt of a  
72 properly executed dues deduction authorization form of the teacher involved, the School District will  
73 deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the Exclusive  
74 Representative during the period provided in said authorization.

75 Subd. 2. The teacher must notify the School District Business Office of his/her desire for dues check off  
76 in writing on or before the nearest school day to the 10th of September. Such authorization shall continue  
77 in effect from year to year unless revoked in writing by the teacher

78 Subd. 3. The School District shall deduct the dues in 10 equal, monthly installments beginning with the  
79 September payroll.

80 Section 4. Fair Share Fee: In accordance with the PELRA, any teacher included in the appropriate unit  
81 who is not a member of the Exclusive Representative may be required to contribute a fair share fee for  
82 services rendered as exclusive representative. The fair share fee for any teacher shall be in an amount  
83 equal to the regular membership dues of the Exclusive Representative, less the cost of benefits financed  
84 through the dues and available only to members of the Exclusive Representative, but in no event shall the  
85 fee exceed 85% of the regular membership dues.

86 The Exclusive Representative shall provide written notice of the amount of the fair share fee assessment  
87 and the name of the teacher to be assessed to the School District and written notice of the amount to each  
88 teacher to be assessed the fair share fee.

89 A challenge by a teacher or by a person aggrieved by the assessment shall be filed in writing with the  
90 Commissioner of the Bureau of Mediation Services, the School District and the Exclusive Representative  
91 within 30 days after receipt of the written notice. All challenges shall specify those portions of the  
92 assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair  
93 share fee shall be on the Exclusive Representative. The School District shall deduct the fee from the  
94 earnings of the teacher and transmit the fee to the Exclusive Representative within 30 days after the  
95 written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall  
96 be held in escrow by the School District pending a decision by the Commissioner or the Court. Any fair  
97 share challenge shall not be subject to the grievance procedure.

98 The Exclusive Representative hereby warrants and covenants that it will defend, indemnify, and hold the  
99 School District harmless from any and all actions, suits, claims, damages, judgments, and executions or  
100 other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or  
101 in the future, arising out of or by reason of the deduction of the fair share fee specified by the Exclusive  
102 Representative as provided in this Agreement.

103 Section 5. Financial Information: The School District shall provide, upon written request of the  
104 Exclusive Representative, all information pertaining to the School District's budget-- both present and  
105 proposed-- revenues, and other financial information.

106 Section 6. Personnel Files: Pursuant to M.S. 122A.40, Subd. 19, all evaluations and files generated in the  
107 School District relating to each individual teacher shall be available during regular School District  
108 business hours to each individual teacher upon his/her written request. Prior to the entering of either  
109 evaluative or disciplinary material into the teacher's file or files, the teacher shall be given a copy of such  
110 material and shall sign a statement indicating that he or she has reviewed a copy of the material. The  
111 teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to  
112 submit for inclusion in the file written information in response to any material contained in it. However,  
113 the School District may destroy such files as provided by law.

114 Section 7. Access to Membership Lists: By October 15 of each school year, the district shall provide a  
115 list of names of persons in the classification of Teacher. The list shall include name, full-time  
116 equivalency (FTE) status, license qualifications, professional license and standards board file number,  
117 expiration of license date and current assignment(s).

118 Section 8. Meet and Confer: Teachers shall have the right to meet and confer with the School District  
119 regarding policies and matters other than terms and conditions of employment. Upon written request of  
120 the Exclusive Representative, the School District agrees to meet and confer meetings at the mutual  
121 convenience of the parties.

122

123 **ARTICLE VI. LEAVES OF ABSENCE**

124 Section 1. Disability Leave:

125 Subd. 1. All full-time teachers shall earn disability leave at the rate of 15 days for their first year of  
126 employment in the School District as a teacher, which shall be earned as follows: 2 days of disability  
127 leave on the first day of employment, 2 days of disability leave on the first of October, 2 days of disability  
128 leave on the first of November, and 1.5 days of disability leave on the first of each month for December

129 through May for a total of 15 disability leave days. Teachers will then earn 10 days in each succeeding  
130 year of teaching service in the School District. Part-time teachers will accrue and be charged disability  
131 leave on a pro-rated basis. After the first year, annual disability leave shall accrue monthly as it is earned  
132 on a proportionate basis to the teacher's work year.

133 Subd. 2. Unused disability leave may accumulate to a maximum credit of 100 days of disability leave per  
134 teacher.

135 Subd. 3. Disability leave with pay will be allowed by the School Board whenever a teacher's absence is  
136 due to illness which prevented his/her attendance at school and performance of duties on that day or days  
137 during the regular school year, provided that the teacher has unused sick leave at the time of such absence.  
138 Sick leave may also be used according to Minnesota Statute 181.9413.

139 Subd. 4. The School District may require a teacher to furnish a medical certificate from a qualified  
140 physician as evidence of illness indicating such absence was due to illness in order to qualify for disability  
141 leave pay.

142 Subd. 5. In the event that a medical certificate will be required, the teacher will be so advised in writing.

143 Subd. 6. Disability leave allowed shall be deducted from the accrued disability leave days earned by the  
144 teacher. Attendance at routine doctor or dentist appointments and/or examinations will not qualify for  
145 disability leave, and these routine appointments should be scheduled so as not to conflict with the school  
146 day. In the event of unusual circumstances, a request in writing may be made to the Superintendent for  
147 special consideration.

148 Subd. 7. Disability leave pay shall be approved only upon submission of a signed request upon the record  
149 of teacher absence form available in each school office.

150 Subd. 8. Any final determination as to the eligibility of a teacher for disability leave is reserved to the  
151 School Board.

152 Section 2. Personal Leave:

153 Subd. 1. All persons affected by this contract are eligible for two (2) personal days annually, and may  
154 accumulate up to four (4) personal days of leave. All persons affected by this contract will use personal  
155 leave for the sole purpose of personal business that cannot be completed outside of the "normal" workday.

156 Subd. 2. A teacher planning on using a personal leave day must notify his/her supervising principal in  
157 writing on the form provided at least 2 days in advance. In the event that a teacher has not complied with  
158 the 2 day advanced notice and an emergency arises forcing a teacher to miss a day, the teacher may appeal  
159 for emergency consideration to his/her supervising principal who will make a decision whether or not to  
160 grant the personal leave.

161 Subd. 3. Teachers shall not lose regular pay or accumulated disability leave time when using personal  
162 leave days. The teacher must give the reason for any personal leave requested. No person affected by  
163 this contract will use personal leave in conjunction with holiday breaks or within the last 15 days of the  
164 school year. Personal leave will not be granted to more than three (3) elementary teachers and to more  
165 than three (3) secondary teachers on the same day. The teacher may appeal to the Superintendent or  
166 Director for special consideration to use a personal day on a day which the request would normally be  
167 denied.

168 Subd. 4. Written request for personal leave without pay shall be made to the Superintendent or Director at  
169 least five (5) days in advance. Personal leave without pay shall not exceed four (4) days in any  
170 combination of three (3) years and unpaid leave may not be applied for in any concurrent years. The  
171 decision of the Superintendent or Director is not grievable.

172 Subd. 5. At the end of the school year, a teacher will have the option of being paid at the minimum  
173 substitute teacher rate for unused personal leave, which will then be deducted from the accumulated  
174 personal leave of that year. The teacher must notify the business office on the appropriate form by June  
175 10 of his/her desire to be paid for the unused personal leave.

176 Section 3. Other Personal Leave:

177 Subd. 1. For absence because of serious illness or death in the immediate family (“serious illness” is  
178 defined as illness requiring the attention of a physician or hospitalization), the teacher shall receive a  
179 maximum of 2 days per year (non-accumulative) without loss of regular pay. If additional time is  
180 required, the teacher will receive a maximum of 2 additional days per year, which will be deducted from  
181 his/her accumulated disability leave. The “immediate family” shall be understood to include the teacher’s  
182 spouse, son-in-law, daughter-in-law, child, brother, sister, parent, guardian, mother-in-law, father-in-law,  
183 grandchildren, and grandparents. In severe hardship cases, additional leave may be allowed subject to the  
184 discretion of the Superintendent.

185 Subd. 2. For absence because of serious illness or death of friends or relatives outside the immediate  
186 family, the teacher shall be permitted to deduct up to a maximum of 2 days per year from accumulated  
187 disability leave without loss of pay.

188 Subd. 3. Teachers may, without deduction from pay or leave, attend local funerals when such absences  
189 involve only an hour or so and when classes can be arranged for within the staff with written approval  
190 from the supervising principal.

191 Section 4. Professional/Exclusive Representative Leave:

192 Subd. 1. Upon the prior, written approval of the Superintendent or his/her designee, a teacher may be  
193 granted time off with pay to attend professional meetings which are related to the teacher’s teaching  
194 assignment and are designed to improve the teacher’s performance. In addition, upon the prior, written  
195 approval of the Superintendent or his/her designee, a teacher may be granted time off without pay to  
196 attend professional meetings which are related to the teacher’s teaching assignment but are not designed  
197 to improve the teacher’s performance as a teacher.

198 Subd. 2. Elected officers of the Exclusive Representative or representatives appointed by the Exclusive  
199 Representative shall be granted a total of up to five (5) days to conduct the duties of the Exclusive  
200 Representative. No more than five (5) days per year for the association will be granted. The salary  
201 deduction shall be total loss of salary for time lost calculated by dividing the yearly salary by the number  
202 of individual employment contract days. The Exclusive Representative agrees to notify the teacher’s  
203 immediate supervisor or district administration by email at least three days prior to the use of any union  
204 leave. The district will submit an invoice to the Exclusive Representative for the cost of such leave.

205 Section 5. Childcare Leave:

206 Subd. 1. A childcare leave shall be granted by the School District subject to the provisions of this section,  
207 to 1 teacher-parent of a natural or adopted child, provided such parent is caring for the child on a full-time  
208 basis.

209 Subd. 2. A teacher making application for childcare leave shall inform the Superintendent in  
210 writing of his/her intention to take the leave at least 3 calendar months before commencement of the  
211 intended leave. In the case of an adoption, the leave application should include all necessary meetings to  
212 fulfill the requirements of the adoption process.

213 Subd. 3. If the reason for the childcare leave is occasioned by pregnancy, a teacher may utilize disability  
214 leave pursuant to the disability leave provisions of the Agreement during a period of physical disability.

215 However, a teacher shall not be eligible for disability leave during a period of time covered by a childcare  
216 leave. A pregnant teacher will also provide, at the time of the leave application, a statement from her  
217 physician indicating the expected date of delivery.

218 Subd. 4. The School District may adjust the proposed beginning or ending date of a childcare leave so  
219 that the dates of the leave coincide with some natural break in the school year (i.e., winter vacation,  
220 spring vacation, semester break or quarter break, end of a grading period, end of the school year, or the  
221 like).

222 Subd. 5. In making a determination concerning the commencement and duration of a childcare leave, the  
223 School Board shall not in any event, be required to:

- 224 1. grant any leave of more than 12 months in duration;
- 225 2. permit the teacher to return to his or her employment prior to the date designated in the request for  
226 childcare leave.

227 Subd. 6. A teacher returning from childcare leave shall be reemployed in a position for which he or she is  
228 licensed unless previously discharged or placed on unrequested leave of absence.

229 Subd. 7. Failure of the teacher to return pursuant to the date determined under this section shall constitute  
230 grounds for termination unless the School District and the teacher mutually agree to an extension of the  
231 leave.

232 Subd. 8. A teacher who returns from childcare leave within the provisions of this section shall retain all  
233 previous experience credit for pay purposes and any unused leave time accumulated under the provisions  
234 of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue  
235 additional experience credit for pay purposes or leave time during the period of absence for childcare  
236 leave.

237 Subd. 9. A teacher on childcare leave is eligible to participate in group insurance programs if permitted  
238 under the insurance policy provisions but shall pay the entire premium to the School District for such  
239 programs as the teacher wishes to retain, commencing with the beginning of the childcare leave.

240 Subd. 10. Leave under this section shall be without pay or fringe benefits.

241 Subd. 11. A teacher who adopts a child shall receive, upon request, a leave of absence with pay of not  
242 more than 10 contract days, which shall be deducted from accumulated disability leave. This leave  
243 includes all necessary meetings to fulfill the requirements of the adoption process and provide parental  
244 care for the child or children for an established period of time. Paid leave days are counted on a per-case  
245 basis (not per-child basis or per-fiscal-year basis). Requested childcare leave begins after adoption leave  
246 paid days have been utilized.

247 Section 6. Family and Medical Leave:

248 Subd. 1. Pursuant to the Family and Medical Leave Act (FMLA), an eligible teacher shall be granted,  
249 upon written request, up to a total of 12 weeks of unpaid leave per year in connection with the following:

- 250 ▪ the birth and first-year care of his/her child;
- 251 ▪ the adoption or foster placement of his/her child;
- 252 ▪ the serious health condition of the teacher's spouse, child, or parent; and
- 253 ▪ the teacher's own serious health condition.

254 Subd. 2. Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for  
255 regular School District group health insurance contributions as provided in this Agreement for the period  
256 of the leave, but not to exceed 12 weeks per year, notwithstanding any other provisions of this Agreement.

257 Subd. 3. To be eligible for the benefits of this section and insurance contribution, a teacher must have  
258 been employed by the School District for the previous 12 months and must have been employed for at  
259 least 1,250 hours during such 12-month period.

260 Subd. 4. While on FMLA leaves, except for eligible insurance contributions as provided in Subd.  
261 2.above, insurance benefits are unpaid, nothing in this section shall preclude a teacher from utilizing paid  
262 leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave (i.e.,  
263 disability leave or personal leave, pursuant to the provisions of this Agreement governing such leaves).  
264 Moreover, nothing in this Agreement shall be construed to require the School District to combine leaves  
265 for a period of time that exceeds the leave provided by this section or the period of time for leaves  
266 provided in other sections of this Agreement.

267 Subd. 5. The teacher will provide at least 30 days written notice of request for leave when the reason for  
268 the leave is foreseeable. The teacher shall further make reasonable efforts to schedule any treatment so as  
269 to minimize disruption of the work of the School District.

270 Section 7. Sabbatical Leave:

271 Subd. 1. A sabbatical leave may be granted to full-time teachers for the purpose of professional  
272 improvement subject to the conditions established by the School Board and subject and pursuant to M.S.  
273 122A.49. Sabbatical leave is not a right but a privilege, which may be granted by the School Board.  
274 Sabbatical leave may be granted to teachers who have demonstrated, by their performance and their  
275 application for sabbatical leave, that said experience would enable them to make a contribution to the  
276 improvement of the instructional program of the School District.

277 Subd. 2. To be eligible for sabbatical leave, a teacher must have been continuously employed as a teacher  
278 for at least 6 years.

279 Subd. 3. Sabbatical leave for study shall be limited to teachers entering study in their area of teaching in  
280 the School District and shall not be used for retraining in a new area unless at the request of the School  
281 Board.

282 Subd. 4. The proposed program of study must be approved in writing and in advance by the  
283 Superintendent.

284 Subd. 5. Applications for sabbatical leave must be submitted in writing to the Superintendent no later  
285 than February 15 of the year preceding the school year in which the leave is sought.

286 Subd. 6. The granting of sabbatical leave is purely within the discretion of the School Board, and the  
287 School Board reserves the right to refuse to grant any and all sabbatical leaves if, in the judgment of the  
288 School Board, such leave should not be granted. Not more than 1 teacher in any school year shall be  
289 granted sabbatical leave.

290 Subd. 7. The salary granted to a teacher on sabbatical leave shall be ½ of the teacher's individual  
291 employment contract salary (not including any extra-curricular pay) for the school term for which the  
292 application for the sabbatical leave is made. Existing School District contributions toward premiums for  
293 fringe benefits shall be maintained.

294 Subd. 8. A teacher receiving a sabbatical leave of absence must agree in writing to return to the School  
295 District for at least 2 consecutive years of teaching service after completion of the sabbatical leave. A  
296 teacher who has received a sabbatical leave and who fails to complete 2 years of teaching service with the  
297 School District shall refund, on a pro-rated basis, the salary received from the School District for  
298 sabbatical leave, and said repayment shall be due and payable forthwith upon the cessation of  
299 employment in the School District.

300 Subd. 9. The application for a sabbatical leave shall contain a detailed description of the intended activity  
301 and expected benefit to the School District, including, but not limited to, the institution where study will  
302 take place, courses and number of credits to be carried, and all other details surrounding the program.

303 Subd. 10. The School Board may grant a sabbatical leave contingent upon the ability of the School  
304 District to secure a satisfactory substitute.

305 Subd. 11. Sabbatical leave shall not exceed 1 school year and shall be awarded not more than once to any  
306 teacher in the School District.

307 Subd. 12. The School Board reserves the right to rescind an approved sabbatical leave in the event of an  
308 emergency as solely determined by the School Board.

309 Subd. 13. Upon satisfactory completion of a sabbatical leave, the teacher shall be assigned an equivalent  
310 teaching position unless previously discharged or placed on unrequested leave of absence.

311 Subd. 14. A teacher on sabbatical leave shall retain such amount of disability leave days and other  
312 accrued benefits which he/she had accrued, if any, at the time he/she went on sabbatical leave for use  
313 upon his/her return. No additional leave shall accrue for the period of time that a teacher is on sabbatical  
314 leave.

315 Subd. 15. A teacher who returns from sabbatical leave shall be continued at the same step on the salary  
316 schedule as if he/she had taught in the School District during such period. He/she shall maintain tenure,  
317 insurance benefits, accumulated disability leave, and all other accrued benefits, including seniority as  
318 provided in this Agreement.

319 Section 8. Jury Service:

320 A teacher who serves on jury duty shall be granted the days necessary, as stipulated by the court, to  
321 discharge this responsibility without any salary deduction or loss of leave allowance. The compensation  
322 (other than expense reimbursement) received for jury duty service shall, however, be remitted to the  
323 School District.

324 Section 9. Workers' Compensation:

325 Pursuant to M.S. 176, a teacher injured on the job in the service of the School District and collecting  
326 workers' compensation insurance may draw disability leave and receive full salary from the School  
327 District. However, that teacher's salary will be reduced by an amount equal to the insurance payments,  
328 and only that fraction of the days not covered by insurance will be deducted from disability leave.

329 Section 10. Military Leave: Military Leave shall be granted pursuant to applicable law.

330 Section 11. Eligibility: The leaves of absences provided in this article will not be available for teachers  
331 employed as substitute teachers, provided, however, that those substitute teachers who are employed  
332 under long-term substitute contracts shall be eligible for disability leave on a pro-rated basis.

333

334 **ARTICLE VII. HOURS OF SERVICE**

335 Section 1. Basic Day: The teacher's basic day, inclusive of lunch, shall be 8 hours.

336 Section 2. Building Hours: The specific hours at any individual building may vary according to the  
337 needs of the educational program of that building. Specific hours for each building will be determined by  
338 the School District.

339 Section 3. Additional Activities: In addition to the basic school day, teachers may be required to  
340 participate in School District activities beyond the teacher's basic day.

341 Section 4. Preparation Time: M.S 122A.50 applies.

342 Section 5. Duty Free Lunch: All certified and licensed staff working under the EM-YME Master  
343 Agreement shall be allocated at least 20 minutes of duty free lunch daily. All certified and licensed staff  
344 working under the EM-YME Master Agreement shall receive preparation time in accordance with MN  
345 Statute 122A.50.

346 As middle/high school instructional periods are 46 minutes in length, the period is not sufficient to  
347 accommodate MS 122A.50. Therefore, the second period required to fulfill MS 122A.50 shall be  
348 assigned during the lunch period(s). Sufficient time shall be allocated to preparation with a guarantee of  
349 at least 20 minutes of duty free lunch for each teacher. If the current schedule is maintained the  
350 preparation period will be nine and one-half (9.5) and lunch will be 26.5 minutes. Should the daily  
351 schedule change the specific numbers would be changed to be commensurate with MN 122A.50.

352

### 353 **ARTICLE VIII. LENGTH OF SCHOOL YEAR**

354 Section 1. Teacher Duty Days: The School Board shall establish the number of school days and teacher  
355 duty days for each school year, and each teacher shall perform services on those days as determined by  
356 the School Board, including those legal holidays on which the School Board is authorized to conduct  
357 school and, pursuant to such authority, has determined to conduct school.

358 Section 2. Length of School Year: The length of each school year during the term of this Agreement will  
359 not be more than 184 days (174 student contact days).

360 Section 3. Modifications in Calendar, Length of School Day:

361 Subd. 1. In the event of energy shortage, severe weather, or other emergency, the School District reserves  
362 the right to modify the school calendar, and, if school is closed on a normal duty day(s), the teacher shall  
363 perform duties on such other day(s) in lieu thereof as the School District shall determine, except that the  
364 first school day missed for severe weather shall not be made up, nor shall the teachers' pay be deducted.

365 Subd. 2. In the event of an energy shortage, severe weather, or other exigency, the School District further  
366 reserves the right to modify the length of the school day as the School District shall determine but with  
367 the understanding that the total number of hours shall not be increased.

368 Subd. 3. Prior to modifying the scheduled length of the school day pursuant to Subd. 2 above, or  
369 scheduling more than 2 make-up days pursuant to Subd. 1 above, the School District shall afford to the  
370 Exclusive Representative the opportunity to meet and confer on such matter.

371 Subd. 4. When emergency closings occur, teachers may leave after student busses have departed.  
372 Teachers shall not suffer any loss of salary, benefits, seniority, and other advantages because of the  
373 closing. Teachers shall not be required to make up the time.

374

### 375 **ARTICLE IX . GRIEVANCE PROCEDURES**

376 Section 1. Grievance: A "grievance" is a claim by a teacher or the Exclusive Representative that a  
377 violation, misinterpretation, or misapplication of any provision of this Agreement has occurred and may  
378 be processed as a grievance as provided below.

379 Section 2. Representative: The Exclusive Representative, the grievant, the administration, or the School  
380 Board may be represented during any step of the procedure by any person or agent designated by such  
381 party to act on the party's behalf.

382 Section 3. Definitions and Interpretations:

383 Subd. 1. The parties, by mutual, written agreement, may waive any step and extend any time limits in this  
384 grievance procedure.

385 Subd. 2. Reference to “days” regarding time periods in this procedure shall refer to “working days,”  
386 unless otherwise indicated. A “working day is” defined as all weekdays not designated as holidays by  
387 state law.

388 Subd. 3. The filing or service of any notice or document required by this Agreement shall be timely if it  
389 bears a postmark of the United States mail within the time period.

390 Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the  
391 grievance is submitted in writing to the supervising principal, setting forth the facts and the specific  
392 provision(s) of the Agreement allegedly violated and the particular relief sought within 40 days after the  
393 date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall  
394 be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time  
395 periods provided below shall constitute a waiver of the grievance.

396 Section 5. Adjustment of Grievance:

397 Subd. 1. In the event that a teacher believes a basis for a grievance exists, the teacher shall first discuss the  
398 alleged grievance with his/her supervising principal either personally or accompanied by a representative  
399 of the Exclusive Representative.

400 Subd. 2. If, as a result of the informal discussion with the supervising principal, a grievance still exists,  
401 the grievant may invoke the formal grievance procedure through the Exclusive Representative on the form  
402 set forth in APPENDIX A, signed by the grievant and the Exclusive Representative, which form shall be  
403 available from the Exclusive Representative in each building and the school office. A copy of the  
404 grievance form shall be delivered to the supervising principal and the Superintendent. Within 5 days of  
405 receipt of the grievance, the supervising principal shall meet with the Exclusive Representative in an  
406 effort to resolve the grievance. The supervising principal shall give an answer to the grievance, in  
407 writing, within 5 days of such meeting and shall furnish a copy to the Exclusive Representative.

408 Subd. 3. If the grievant is not satisfied with the answer to the grievance or if no answer has been given  
409 within 5 days of such meeting, or 10 days from the date of filing, whichever shall be later, the grievance  
410 shall be transmitted to the Superintendent within 5 days. Within 5 days of receipt of the grievance, the  
411 Superintendent or his/her designee shall meet with the grievant on the grievance and shall give an answer  
412 to the grievance in writing within 5 days of such meeting and shall furnish a copy to the Exclusive  
413 Representative.

414 Section 6. Appeal: If the grievant is not satisfied with the answer to the grievance by the Superintendent  
415 or his/her designee, or if no answer has been given within 5 days of meeting with the Superintendent or  
416 his/her designee or 10 days from the date of filing the grievance with the Superintendent, the grievant may  
417 appeal the grievance to the School Board by filing a written copy of it with the Clerk or other designee of  
418 the School Board within 5 days. The School Board, upon receipt of the grievance, but no later than its  
419 next regular meeting or 2 calendar weeks, whichever shall be later, shall meet with the grievant on the  
420 grievance. A written response to the grievance by the School Board shall be made no later than 7  
421 calendar days after said meeting. A copy of the School Board’s answer shall be furnished to the  
422 Exclusive Representative.

423 Section 7. School Board Review: The School Board or its designee reserves the right to review any  
424 decision issued in Subd. 2. or 3. above, provided the School Board or its representative notifies the  
425 Exclusive Representative, in writing, of the intention to review within 5 days after the decision has been  
426 rendered. In the event the school Board reviews a grievance under this section, the School Board reserves  
427 the right to reverse or modify such decision. If the School Board chooses to review a decision, it must do

428 so no later than its next regular meeting or 2 calendar weeks from the date of the decision made in Subd.  
429 2. or 3., whichever shall be later. A written response to the grievance by the School Board must be made  
430 no later than 7 calendar days thereafter. A copy of such response shall be furnished to the Exclusive  
431 Representative. If the grievant is not satisfied with the School Board's response to the grievance or if no  
432 answer has been given within the period provided, the grievance may be submitted to arbitration before an  
433 impartial arbitrator as provided in Section 8. below.

434 Section 8. Arbitration Procedures: If the Exclusive Representative is not satisfied with the response to  
435 the grievance by the School Board or if no answer has been given within the period above provided, the  
436 grievance may be submitted, within 5 days, to arbitration before an impartial arbitrator. If the parties  
437 cannot agree as to the arbitrator within 5 days from the notification date that arbitration will be pursued,  
438 the arbitrator shall be selected according to the PELRA. Both parties will have the opportunity to submit  
439 evidence, offer testimony, and make oral or written arguments relating to the issue to be arbitrated. The  
440 arbitrator shall have no power to alter, add to, or subtract from the express terms of this Agreement. The  
441 proceeding before the arbitrator is subject to the limitations of arbitration decisions as provided by the  
442 PELRA. The fees and expenses of the arbitrator shall be shared equally by both parties.

443 Subd. 1. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits  
444 may result in hardship to any party, the School District shall attempt to process such grievance prior to the  
445 end of the school term or soon thereafter.

446 Subd. 2. Notwithstanding the expiration of this Agreement, any claim or grievance arising under it may  
447 be processed through the grievance procedure until resolution.

448 Section 9. Reprisals: No reprisals of any kind will be taken by the School Board against any grievant  
449 because of the grievants participation in this grievance procedure.

450 Section 10. Election of Remedies and Waiver: A grievant instituting any action, proceeding, or  
451 complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state  
452 agency, or seeking relief through any statutory process for which relief may be granted, the subject matter  
453 of which may also constitute a grievance under this Agreement, shall immediately be deemed to have  
454 waived any and all rights to pursue a grievance under this article. Upon instituting and proceeding in  
455 another forum as noted above, the grievant shall be deemed to waive the right to initiate a grievance  
456 pursuant to this article or, if the grievance is already pending, the right to pursue it further. This section  
457 shall not apply to actions to compel arbitration or to enforce the award of an arbitrator.

458

## 459 **ARTICLE X. UNREQUESTED LEAVE OF ABSENCE (ULA) AND SENIORITY**

460 Section 1. Purpose: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd 10,  
461 which, when adopted, shall constitute a plan for ULA because of discontinuance of position, lack of  
462 pupils, financial limitations, or merger of classes caused by consolidation of school districts.

463 Section 2. Definitions:

464 Subd. 1. For purposes of this article, the terms defined shall have the meanings respectively ascribed to  
465 them.

466 Subd. 2. "Teacher" shall mean those members of the unit as defined by the PELRA and this Agreement,  
467 except the provisions of this article shall not be applicable to any bargaining unit member who is not a  
468 teacher as defined by M.S. 122A.40, Subdivision 1.

469 Subd. 3. "Qualified" shall mean a teacher who:

470 1. possesses a valid state license to teach in Minnesota;

- 471 2. has a major in the area of a license(s)and;  
472 3. has successfully had teaching experience in such license(s) within the last five years in the School  
473 District.

474 Subd. 4. “Seniority” means continuing contract, qualified teachers commencing with the first day of  
475 continuous teaching service in the School District and shall exclude probationary teachers and those  
476 teachers who are acting incumbents for teachers on authorized military or other similar leave of absences.  
477 A seniority list shall be updated in accordance with the provisions of Section 6. below on an annual basis.  
478 Part-time teachers shall not be able to displace junior full-time teachers. A part-time teacher may claim a  
479 vacant position. Provided, however, that part-time teachers who have non-interrupted teaching service in  
480 the school district that employed them prior to the interdistrict cooperation and who previously taught  
481 full-time for the school district that employed them before interdistrict cooperation shall be able to  
482 displace junior, full-time teachers and shall be able to claim vacant full-time positions.  
483 In determining the length of seniority, a teacher whose employment has been legally terminated by  
484 resignation or termination pursuant to M.S. 122A.40, but whose employment was subsequently reinstated  
485 at the beginning of the next school year by action of the School Board and the teacher, without  
486 interruption of regular service, shall retain his/her original seniority date.

487 Subd. 5. “School Board” means the local governing board of the School District.

488 Section 3. ULA:

489 Subd. 1. The School Board may place on ULA for a period not exceeding 5 calendar years from the time  
490 such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of  
491 discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be  
492 effective no later than the close of the school year or at such earlier time as mutually agreed between the  
493 teacher and the School Board.

494 Subd. 2. Teachers to be placed on ULA shall be entitled to the notice and hearing rights specified in M.S.  
495 122A.40. Notice of intention to place a teacher on ULA shall also be given to the president of the  
496 Exclusive Representative.

497 Subd. 3. Teachers shall be placed on ULA in inverse order of seniority and qualified licenses. No teacher  
498 shall be placed on ULA if any other qualified teacher with less seniority is employed in the same field and  
499 subject matter.

500 Subd. 4. If a reduction in the number of teachers affects teachers with identical seniority, the tie shall be  
501 broken based upon the following criteria used in sequence until the tie is broken:

- 502 1. the higher total of additional credits or higher lane placement shall create greater seniority;
- 503 2. the higher total number of years of teaching experience in the School District shall create greater  
504 seniority;
- 505 3. the lowest file folder number assigned and on file with the Professional Educator Licensing and  
506 Standards Board shall create greater seniority.

507 Subd. 5. Any teacher placed on such leave may engage in teaching or any other occupation during such  
508 period and may be eligible for unemployment compensation if otherwise eligible under the law for such  
509 compensation, and such a leave will not result in a loss of credit for years of service in the School District  
510 earned prior to the commencement of such leave.

511 Section 4. Realignment: Nothing in this article, for purposes of placement on ULA or recall therefrom,  
512 shall require the School Board to reassign a senior teacher to a different subject matter category to  
513 accommodate the seniority claims of a junior teacher; nor shall it require the School Board to assign a

514 senior teacher to a substantially different grade level assignment. For purposes of this section, a  
515 “substantially different grade level assignment” shall mean an assignment between kindergarten through  
516 the sixth grade or seventh grade through the twelfth grade.

517 Section 5. Reinstatement:

518 Subd. 1. No new teacher shall be employed by the School District while any qualified teacher is on ULA.  
519 Teachers placed on ULA shall be reinstated to the position from which they have been given leave or any  
520 other available position in the School District in the fields in which they are qualified as such positions  
521 become available. The order of reinstatement shall be in the inverse order in which teachers were placed  
522 on ULA.

523 Subd. 2. When placed on ULA, a teacher shall file his/her name and address with the School District to  
524 which any notice of reinstatement or availability of position shall be mailed by certified mail. Proof of  
525 service by the person in the School District depositing such notice to the teacher at the last known address  
526 shall be sufficient, and the teacher on ULA shall be responsible to provide for forwarding of mail or for  
527 address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School  
528 District if any notice has been mailed as provided in this article.

529 Subd. 3. If a position becomes available for a qualified teacher on ULA, the School District shall notify  
530 such teacher, by certified mail, who shall have 10 days from the date of receipt of such notice to accept  
531 the reemployment. Failure to reply in writing within such 10 day period shall constitute waiver on the  
532 part of any teacher to any further rights of employment or reinstatement, and the teacher shall forfeit any  
533 future reinstatement or employment rights. The School District shall then offer a contract to the next  
534 senior, qualified teacher on ULA who has specified in writing a desire to accept the position, if any.

535 Subd. 4. Reinstatement rights shall automatically cease 5 years from the date the ULA was commenced,  
536 and no further rights to reinstatement shall exist unless extended by written, mutual consent of the School  
537 Board and the qualified teacher.

538 Subd. 5. Teachers on ULA shall remain eligible for all benefit plans, subject to the approval of the  
539 insurance carrier, but must pay the entire premium to the School District during the period of such leave.  
540 The School District’s contributions toward fringe benefits for teachers placed on ULA shall be maintained  
541 until September 1st following the placement of such teacher on ULA.

542 Section 6. Establishment of Seniority List:

543 Subd. 1. By October 15 of each year, the School Board shall cause a seniority list (by name, date of  
544 employment, qualifications, and license) to be prepared from its records. It shall thereupon cause such list  
545 to be posted in an official place in each schoolhouse of the School District. A copy shall also be sent to  
546 the president of the Exclusive Representative and will be made available to all teachers.

547 Subd. 2. Any teacher whose name appears on such list and who may disagree with the finding of the  
548 School District and the order of seniority in said list shall have 10 days from the date of posting to supply  
549 written documentation, proof, and request for seniority change to the School District. Within 10 days  
550 thereafter, the School District shall evaluate any and all such written communications regarding the order  
551 of seniority contained in said list and shall make a final seniority list. By October 15, the School District  
552 shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by  
553 retirement, death, resignation, or other cessation of services, or new employees. Such yearly revised list  
554 shall govern the application of the ULA policy until thereafter revised.

555 Subd. 3. Any new licenses obtained by a teacher must be filed in the office of the Superintendent prior to  
556 February 1 if they are to be considered for that year’s reduction, if any. Any license filed on February 1  
557 or thereafter shall not be considered for purposes of reinstatement from ULA.

558 Section 7. Effect: This article shall be effective at the beginning date of this Master Agreement and shall  
559 be governed by its duration clause. This article shall govern all teachers as defined in Section 2., Subd. 2.  
560 above and shall not be construed to limit the rights of any other licensed employee not covered by the  
561 Master Agreement or any Master Agreement affecting such licensed employees.

562 Section 8. Procedure: Any challenge by a teacher who is proposed for ULA or recall there from shall be  
563 subject to the hearing and review procedures as provided in M.S. 122A.40 and, therefore, shall not be  
564 subject to the grievance procedure.

565

566 **ARTICLE XI: DEFERRED COMPENSATION**

567 Section 1. Deferred Compensation (403b Match Schedule):

568 Subd. 1. District Annual Match. Teachers will be eligible to begin receiving a 403b match in their  
569 fifth year of teaching for School District 2190. The District annual match will be prorated for part  
570 time employees based on their individual contract each school year. The School District annual  
571 match will be according to the following schedule:

572

<b>Years of Active Service to District 2190</b>	<b>Annual District Match</b>
0-4 Years	\$0
5-13 Years	\$800
14 years and over	\$1,200 per year until career maximum is reached

573

574 Subd. 2. Career Maximum: An individual teacher shall be limited to a maximum total District  
575 match during his/her career with the District of up to \$25,000. This amount is referred to as the  
576 “career maximum.” Once a teacher reaches the career maximum, there will be no amount due to  
577 the teacher upon resignation or retirement. In any given year a teacher may forego the deferred  
578 compensation benefit for which they are eligible, but have not matched.

579 Subd. 3. Plan Year. The plan year is from September 1 through August 31 of each year.

580 Section 2. Retirement Benefits:

581 Subd. 1. Eligibility: Teachers who have completed at least twenty (20) active years of continuous  
582 service in School Districts 892, 893, 894, 2183, or 2190 and who are at least fifty-five (55) years  
583 of age at the time of the effective date of the retirement shall be eligible for retirement benefits  
584 under the terms of this section. The teacher must have performed services on at least 120 duty  
585 days during the school year in order for the year to be considered an “active” year of service.  
586 Any teacher terminated pursuant to Minnesota Statute 122A.40, Subd. 9 or 13, shall not be  
587 eligible. A teacher must retire and begin drawing Minnesota Teacher Retirement Association  
588 pension benefits to qualify for retirement benefits under this section.

589 Subd. 2. Retirement Health Premium Payment: All teachers who were hired prior to June 30, 2012  
590 and are full-time (i.e., 1.0 full-time equivalent) at the effective date of retirement are eligible for a  
591 health insurance premium payment towards the School District sponsored group health insurance

592 plan of \$200 per month upon retirement until the teacher is eligible for Medicare. Teachers hired  
593 after July 1, 2012 will not receive a retirement health benefit.

594 Subd. 3. Severance Payment Balance: Teachers hired before September 1, 1995 will be eligible to  
595 receive a severance payment equal to the difference between \$25,000 and the amount of 403b  
596 matching payments made by the District over the course of the teacher's career with the District.  
597 The severance payment will be reduced by any 403b annual matching payments for which the teacher  
598 was eligible but did not receive because the teacher did not make the 403b annual payment he/she was  
599 eligible to make. Teachers hired after September 1, 1995 are not eligible for this severance payment.  
600 The balance due the teacher will be placed in the Minnesota Post Retirement Health Care  
601 Savings Plan (PRHCSP) established under Minnesota Statute 352.98 and as outlined in the  
602 Minnesota Retirement System's Trust and Plan Documents within 60 calendar days. If a  
603 teacher dies subsequent to receiving his/her balance of the maximum school district match,  
604 such payment will be made to his/her designated individual(s) or to his/her estate.

605 Subd. 4. Teachers must submit a written resignation by May 1st of the year in which the  
606 retirement will be effective to receive benefits.

607

## 608 **ARTICLE XII. GROUP INSURANCE**

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

611

612 Section 2. School District Approved Insurance Plans:

613 Subd. 1. Long Term Disability Coverage: The School District teacher who qualifies for and is enrolled in  
614 the School District long-term disability plan (LTD). The teacher will pay the LTD premium, but the  
615 amount of the School District's contribution will be added to each teacher's salary.

616 Subd. 2. Health and Hospitalization Coverage: The School District shall contribute up to \$5,650 (\$470.83  
617 per month) for individual coverage and up to \$7,000 (\$583.33 per month) for dependent coverage for each  
618 full-time teacher employed by the School District who qualifies for and is enrolled in the School District  
619 group health and hospitalization plan during the school year. Any additional cost of the premium shall be  
620 borne by the teacher and paid by payroll deduction. Teachers employed fewer than 8 hours/day or for  
621 fewer than the total number of contracted days shall receive contributions on a prorated basis.

622 Subd. 3. Life Insurance Coverage: The School District shall contribute a sum of up to \$81.00 per year  
623 (\$6.75/month) toward the premium for individual or dependent basic term life insurance coverage for  
624 each full-time teacher employed by the School District who qualifies for and is enrolled in the School  
625 District basic term life insurance program. Any additional cost of the premium shall be borne by the  
626 teacher and paid by payroll deduction. Teachers employed fewer than 8 hours/day or for fewer than the  
627 total number of contracted days shall receive contributions on a pro-rated basis.

628 Subd. 4. Dental Insurance Coverage: The School District shall contribute a sum of up to \$480 per year  
629 (\$40 per month) toward the premium for individual and dependant coverage for each full-time teacher  
630 employed by the School District who qualifies for and is enrolled in the School District dental plan. Any  
631 additional cost of the premium shall be borne by the teacher and paid by payroll deduction. Teachers  
632 employed fewer than 8 hours/day or for fewer than the total number of contracted days shall receive  
633 contributions on a pro-rated basis.

634 Section 3. Claims Against the School District: The School District’s only obligation is to purchase these  
635 insurance policies and pay such amounts as agreed to in this Agreement, and no claim shall be made  
636 against the School District as a result of a denial of insurance benefits by an insurance carrier.

637 Section 4. Duration of Insurance Contribution: A teacher is eligible for School District contributions as  
638 provided in this article as long as the teacher is employed by the School District. Upon termination of  
639 employment, all School District contributions shall cease except that the contribution for teachers who  
640 complete the school year shall be continued to the following September 1<sup>st</sup>.

641

642 **ARTICLE XIII. TEACHER DISCIPLINE**

643 Section 1. Definition: A teacher may be disciplined only for just cause. Disciplinary action may include  
644 the following:

- 645 1. oral reprimand,
- 646 2. written reprimand,
- 647 3. suspension with or without pay,
- 648 4. withholding of a scheduled salary increase, and/or
- 649 5. discharge.

650 Section 2. Severity: The severity of the disciplinary action chosen by the School District shall be  
651 commensurate to the seriousness of the teacher’s misconduct or failure to act, in the sole judgment of the  
652 School District. The School District is not required to follow progressive discipline.

653 Section 3. Review: Disciplinary action is subject to review through the grievance procedure, subject to  
654 the provisions of M.S. 122A.40.

655 Section 4 Suspension: The School District shall not propose suspension of any teacher without just cause.  
656 The Exclusive Representative, with the consent of the affected teacher, shall have the right to take up the  
657 suspension at the Superintendent’s level of the grievance procedure, and the matter shall be handled in  
658 accordance with this procedure if so requested by the Exclusive Representative.

659

660 **ARTICLE XIV. PEER REVIEW**

661 The School Board and Exclusive Representative acknowledge the requirements of Minnesota Statute  
662 122A.40, subdivisions 6 and 8. The parties agree to comply with the following understanding:

- 663 1. The peer review process will not form the basis of any disciplinary action, nor shall it be used  
664 to judge the competency of any teacher, nor shall it be used for any defense or employment  
665 status decisions.
- 666 2. All documents generated through the peer review process will become the property of the  
667 teacher reviewed.

668

669 **ARTICLE XV. EARLY CHILDHOOD FAMILY EDUCATION TEACHERS**

670 Section 1. Statutory Considerations: Pursuant to M.S. 122A.26, an Early Childhood Family Education  
671 (ECFE) teacher who teaches in an early childhood and family education program, which is offered  
672 through a community education program, which qualifies for community education aid or ECFE aid must  
673 meet licensure requirements as a teacher. However, M.S. 122A.26 specifically provides that such  
674 licensure shall not be construed to bring such ECFE teacher within the definition of a teacher for purposes  
675 of M.S. 122A.40, Subdivision 1.

676 Section 2. Probationary Period: The probationary period for ECFE teachers shall be 3 school years of  
677 continuous teaching service. Upon completion of the probationary period, an ECFE teacher may be  
678 suspended or discharged only for just cause, and such ECFE teacher shall have access to the grievance  
679 procedure.

680 Section 3. Layoff and Recall: ECFE teachers shall have seniority only as ECFE teachers and shall have a  
681 separate seniority list consisting only of ECFE teachers. An ECFE teacher shall not have any rights to  
682 any other teaching position in the School District. ECFE teachers shall be laid off and recalled within  
683 order of seniority with other ECFE teachers.

684 Section 4. Compensation: ECFE teachers shall be compensated pursuant to the following schedule:  
685

<b>Years of Service</b>	<b>2017-2018</b>	<b>2018-2019</b>
Years 1 & 2	\$29.41	\$29.99
Years 3 & 4	\$30.37	\$30.97
Years 5 & 6	\$31.38	\$32.00
Year 7 & Over	\$33.10	\$33.76

686  
687 Section 5. Applicable Articles of the Master Agreement: ECFE teachers shall be covered by the  
688 following articles of the Master Agreement listed below. They are not covered by the other Agreement  
689 articles not listed below:

- 690 ARTICLE I, Purpose,
- 691 ARTICLE II, Recognition of Exclusive Representative,
- 692 ARTICLE III, Definitions,
- 693 ARTICLE IV, School District Rights,
- 694 ARTICLE V, Teacher Rights,
- 695 ARTICLE IX, Grievance Procedure,
- 696 ARTICLE XIII, Teacher Discipline,
- 697 ARTICLE XIV, Duration,

698 Section 6. Hours of Service, Duty Day, Duty Week, and Duty Year: Hours of service, duty day, duty  
699 week, and duty year shall be as assigned by the School District and modified from time to time based  
700 upon the needs of the program.

701 Section 7. Director Benefit: The Director of the Early Childhood Family Education Programs shall  
702 receive a health insurance benefit of \$200.00 per month.

703 Section 8. Personal Day: All persons affected by this contract section are eligible for two (2) personal  
704 days annually and be paid for up to five (5) hours of work or the average number of hours worked each  
705 day during that session, whichever is less. All persons affected by this contract section will use personal  
706 leave for the sole purpose of personal business that cannot be completed outside of a “normal” workday.  
707 No person affected by this contract will use personal leave in conjunction with holiday breaks or within  
708 the last 15 days of the school year. Requests for personal leave must be made in writing to the School  
709 District Community Education Director at least 3 days in advance, except in the event of an emergency.  
710 No more than one (1) ECFE staff person may be granted personal leave for the same day. In the event of  
711 multiple applications for the same day, the day will be granted to the ECFE teacher making the earliest  
712 application.

713 Section 9. Disability Leave: ECFE teachers shall be entitled to 4 days per year cumulative to 20 days and  
714 be paid for up to 5 hours of work or the average number of hours worked each day during that session,  
715 whichever is less.

716 Subd.1. Disability leave with pay shall be allowed whenever the absence is found to have been due to the  
717 ECFE teacher's illness or disability, which prevented him/her from being at work or performing duties on  
718 that day(s).

719 Subd. 2. ECFE teachers will be allowed to use disability leave to care for their sick child, under the same  
720 conditions they are allowed disability leave for their personal illness.

721

## 722 **ARTICLE XVI. DURATION**

723 Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a  
724 period commencing on the date of full ratification through June 30, 2019, and thereafter until  
725 modifications are made pursuant to the PELRA. If either party desires to modify or amend this  
726 Agreement commencing on July 1, 2019, it shall give written notice of such intent to the other party no  
727 later than May 1, 2019. Unless otherwise mutually agreed, the parties shall, each odd-numbered year,  
728 commence negotiations for the purpose of entering into a successor Agreement before the expiration of  
729 this Agreement.

730 Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School  
731 District and the Exclusive Representative. The provisions of this Agreement relating to terms and  
732 conditions of employment supersede any and all prior Agreements, resolutions, practices, School District  
733 policies, rules, and regulations concerning terms and conditions of employment inconsistent with these  
734 provisions.

735 Section 3. Severability: The provisions of this Agreement shall be severable, and if any such provision  
736 or the application of any such provision under any circumstances is held invalid, it shall not affect any  
737 other provisions of this Agreement or the application of any provision.

738

## 739 **ARTICLE XVII. BASIC SCHEDULES AND RATES OF PAY**

740 Section 1. 2017-2019 Salary Schedules: The wages and salaries reflected in the schedules  
741 that follow shall be a part of the Agreement for the 2017-2019 school years.

742 Section 2. Status of Salary Schedule: The salary schedules are not to be construed as a part of a teacher's  
743 continuing contract. In the event a successor Agreement is not entered into prior to the commencement of  
744 school in 2019, a teacher shall be compensated according to the last individual employment contract  
745 executed between the teacher and the School District until such time as a successor Agreement is  
746 executed and fully implemented.

747 Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining  
748 placement of a teacher on the appropriate salary schedule.

749 Subd. 1. Semester credits to be considered for application on any lane of the salary schedule must be  
750 germane to the teaching assignment as determined by the School District.

751 Subd. 2. To apply on the salary schedule, credits beyond the bachelor's degree must be graduate credits  
752 and carry a grade equivalent of "B" or higher.

753 Subd. 3. All credits, in order to be considered for application on the salary schedule, must be approved by  
754 the Superintendent in writing prior to the taking of the course.

755 Subd. 4. At the time a block of credits are considered for a lane change, no credits more than 7 years-old  
756 will be counted toward the lane change.

757 Subd. 5. All credits counted toward lane changes beyond the “BA lane” must be earned after a teacher  
758 has received the “BA degree”. All credits counted toward lane changes after the “MA degree” must be  
759 earned after a teacher has received the “MA degree”.

760 Subd. 6. Subject to the conditions in Subd. 9. below, individual employment contracts will be modified  
761 to reflect qualified lane changes twice every school year as follows:

- 762 1. the salary increase resulting from a lane change shall be effective at the beginning of the school  
763 year providing a transcript of qualified credits is submitted to the Superintendent’s office no later  
764 than September 15<sup>th</sup> of each year-- credits submitted by transcript after September 15<sup>th</sup> but before  
765 February 15<sup>th</sup> even though otherwise qualifying, shall not be considered until February 15<sup>th</sup>;
- 766 2. the salary increase resulting from a lane change shall be effective on February 15<sup>th</sup> providing a  
767 transcript of qualified credits is submitted to the Superintendent’s office no later than February  
768 15<sup>th</sup> of each year--credits submitted by transcript after February 15<sup>th</sup> even though otherwise  
769 qualifying, shall not be considered until the following school year;
- 770 3. requests for lane changes must be made in writing according to the dates listed above.

771 Subd. 7. Teachers employed in the School District prior to July 1, 2005 and placed on the then existent  
772 “BA+75” lane shall be provided the “MA lane” negotiated amount for the remainder of their tenure in the  
773 School District. Any teachers eligible to move to the then existent “BA+75” lane during the 2005-2006  
774 school year will also be provided the “MA lane” negotiated amount for the remainder of their tenure in  
775 the School District.

776 Subd. 8. A teacher shall be paid on the “MA lane” or higher degree lane only if the degree program is  
777 germane to the teaching assignment as approved by the School Board and the degree program is approved  
778 in writing by the Superintendent in advance.

779 Subd. 9. Notwithstanding the other provisions of this article, a teacher may not be credited with more  
780 than 10 semester credits toward a lane change in any single fiscal year, allowing teachers to advance 1  
781 lane only in a given year. However, a teacher who has completed a pre-approved master’s program and  
782 has forwarded the required documentation to the School District office shall be allowed to move directly  
783 to the “MA lane” pursuant to Subd. 6. above.

784 A teacher on sabbatical leave shall be an exception to this restriction. A teacher on sabbatical leave shall  
785 receive salary schedule credit for all credit hours earned during the leave that meet the criteria established  
786 in this section.

787 Subd. 10. A newly hired teacher shall be placed on such step of the salary schedule as agreed upon  
788 between the School District and the teacher. The School District may, in its sole discretion, compensate  
789 teachers in the bargaining unit above the scheduled salary.

790 Subd. 11. A teacher must be employed as a teacher and be paid for a minimum of 90 days in a school  
791 year to qualify for a salary step advancement.

792 Subd. 12. A retired teacher who is re-hired by the School District will:

- 793 1. be placed on “Step 1” of the “BA lane” of the negotiated salary schedule--the School District  
794 reserves the right to negotiate with the retired teacher a salary higher than that of “Step 1” of the  
795 “BA Lane” for hard-to-fill positions;
- 796 2. continue to receive the health insurance benefit he/she received at the time of their retirement--  
797 retired teachers from other school districts will receive no health insurance benefit;

- 798 3. not be eligible to participate in the deferred compensation School District match plan or to receive  
 799 any other retirement benefits made available to other teachers;  
 800 4. be eligible to receive the leaves of absence as negotiated in the Agreement;  
 801 5. be employed for a period of not more than 1 year;  
 802 6. waive his or her rights to tenure and acknowledge that the School District reserves the right to  
 803 terminate his or her employment at the end of any school year.

804 The teacher's individual employment contract will be modified to include language which states (1) that  
 805 the retired teacher has had the opportunity to talk with his/her attorney relative to waiving his/her  
 806 statutory rights to tenure, (2) that the retired teacher understands statutory rights to tenure, and (3) that the  
 807 retired teacher agrees to waive those statutory rights.

808 Subd. 13. Teachers who are assigned as a substitute for other teachers, during their preparation time, shall  
 809 be compensated at a rate of \$22.50 per hour. Periods of less than an hour shall be prorated. Substitute  
 810 teachers, not affected by this contract, shall be compensated pursuant to School District Policy

811 Subd. 14. Title I teachers, who work an hourly schedule, shall be paid according to the following  
 812 schedule:  
 813

<b>Years of Service</b>	<b>2017-2018</b>	<b>2018-2019</b>
Years 1 & 2	\$29.41	\$29.99
Years 3 & 4	\$30.37	\$30.97
Years 5 & 6	\$31.38	\$32.00
Years 7 & Over	\$33.10	\$33.76

814  
 815 Subd. 15. The rules contained in this article relating to the application of credits on the salary schedule  
 816 shall not deprive any teacher of any salary schedule placement already recognized and/or actually being  
 817 paid.

818 Subd. 16. Part-time teachers required to attend conferences and all-day inservice days with their  
 819 supervising principal's written approval will receive pro-rated pay for the extra required hours.

820 Section 4. Online Learning: The School District has the right to assign online teaching as a part of the  
 821 normal duty day. Any online teaching assignments in excess of a full-time position must be agreed to by  
 822 the teacher and will be compensated at a rate of \$300 per student. The following criteria are applicable  
 823 for each assignment:

- 824 1. A minimum of 5 students are required for the course to be offered.  
 825 2. There will be a cap of 15 students per online class taught outside of the normal teacher duty day.  
 826 3. Appropriate Minnesota licensure is required.  
 827 4. Assignment of an online class will follow guidelines for assignment of a regular class.  
 828 5. Prep time for online classes will follow prep time guidelines as set forth in Article VII, Section 4.  
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**2017-2018 SALARY SCHEDULE**

STEP	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20
1	\$37,337	\$38,455	\$39,611	\$40,798	\$42,023	\$43,493	\$44,970	\$46,319
2	\$38,455	\$39,611	\$40,798	\$42,023	\$43,284	\$44,797	\$46,319	\$47,708
3	\$39,611	\$40,798	\$42,023	\$43,284	\$44,582	\$46,142	\$47,709	\$49,141
4	\$40,798	\$42,023	\$43,284	\$44,582	\$45,918	\$47,527	\$49,142	\$50,615
5	\$42,023	\$43,284	\$44,582	\$45,918	\$47,295	\$48,951	\$50,615	\$52,133
6	\$43,284	\$44,582	\$45,918	\$47,295	\$48,716	\$50,421	\$52,133	\$53,697
7	\$44,582	\$45,918	\$47,295	\$48,716	\$50,177	\$51,932	\$53,696	\$55,306
8	\$45,918	\$47,295	\$48,716	\$50,177	\$51,682	\$53,491	\$55,307	\$56,966
9	\$47,295	\$48,716	\$50,177	\$51,682	\$53,232	\$55,096	\$56,967	\$58,676
10	--	\$50,177	\$51,682	\$53,232	\$54,830	\$56,748	\$58,676	\$60,436
11	--	\$51,682	\$53,232	\$54,830	\$56,475	\$58,451	\$60,436	\$62,249
12	--	\$53,552	\$55,407	\$57,069	\$58,782	\$60,836	\$63,219	\$65,115
13	--	\$56,164	\$58,238	\$59,984	\$61,783	\$63,943	\$66,608	\$68,606
Career	\$57,562	\$58,775	\$61,068	\$62,899	\$64,785	\$67,050	\$69,998	\$72,098

837

838 The salary schedule matrix is adjusted as follows:

- 839 1. the schedule matrix reflects a salary adjustment in the “BA lane” for the last step; however, for all  
840 teachers who had not reached the 9th step by the 2002-2003 fiscal year, the schedule is capped at 9  
841 years; further advancement through the salary schedule after the “BA 9” step must occur by  
842 changing lanes of advanced credits;
- 843 2. notwithstanding the foregoing schedule, the teacher employed in the School District as the  
844 Elementary Physical Education Instructor hired September 3, 1987, who would be affected by the  
845 9<sup>th</sup> step cap of the “BA lane” shall be provided the negotiated increase in salary and career  
846 increment for the remainder of their tenure in the School District;
- 847 3. lane advancement for qualifying teachers.
- 848 4. “MA+20” lane is added for pre-approved graduate credits earned after July 1, 2012;

849

850 Teachers employed for summer work will receive \$575 per week. Such employment will be at the  
851 discretion of the School Board.

852

853 Teachers employed for mandated, extended summer school services will receive pay based on BA,  
854 Step 1. The School Board reserves the right to increase pay for hard to fill positions.

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**2018-2019 SALARY SCHEDULE**

STEP	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20
1	\$38,084	\$39,224	\$40,403	\$41,614	\$42,863	\$44,363	\$45,869	\$47,246
2	\$39,224	\$40,403	\$41,614	\$42,863	\$44,149	\$45,693	\$47,246	\$48,663
3	\$40,403	\$41,614	\$42,863	\$44,149	\$45,474	\$47,065	\$48,664	\$50,123
4	\$41,614	\$42,863	\$44,149	\$45,474	\$46,837	\$48,477	\$50,124	\$51,628
5	\$42,863	\$44,149	\$45,474	\$46,837	\$48,241	\$49,930	\$51,628	\$53,176
6	\$44,149	\$45,474	\$46,837	\$48,241	\$49,691	\$51,429	\$53,176	\$54,771
7	\$45,474	\$46,837	\$48,241	\$49,691	\$51,180	\$52,971	\$54,770	\$56,413
8	\$46,837	\$48,241	\$49,691	\$51,180	\$52,716	\$54,561	\$56,414	\$58,105
9	\$48,241	\$49,691	\$51,180	\$52,716	\$54,296	\$56,198	\$58,106	\$59,849
10	--	\$51,180	\$52,716	\$54,296	\$55,927	\$57,883	\$59,849	\$61,645
11	--	\$52,716	\$54,296	\$55,927	\$57,605	\$59,620	\$61,645	\$63,494
12	--	\$54,623	\$56,516	\$58,210	\$59,957	\$62,053	\$64,483	\$66,417
13	--	\$57,288	\$59,403	\$61,184	\$63,019	\$65,222	\$67,940	\$69,978
Career	\$58,713	\$59,951	\$62,290	\$64,157	\$66,081	\$68,391	\$71,397	\$73,540

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The salary schedule matrix is adjusted as follows:

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1. the schedule matrix reflects a salary adjustment in the “BA lane” for the last step; however, for all teachers who had not reached the 9<sup>th</sup> step by the 2002-2003 fiscal year, the schedule is capped at 9 years; further advancement through the salary schedule, after the “BA 9” step, must occur by changing lanes of advanced credits;
2. notwithstanding the foregoing schedule, the teacher employed in the School District as the Elementary Physical Education Instructor hired September 3, 1987, who would be affected by the 10 step cap of the “BA lane” shall be provided the negotiated increase in salary and career increment for the remainder of their tenure in the School District;
3. lane advancement for qualifying teachers;
4. “MA+20” lane is added for pre-approved graduate credits earned after July 1, 2012;

Teachers employed for summer work will receive \$575 per week. Such employment will be at the discretion of the School Board.

Teachers employed for mandated, extended summer school services will receive pay based on BA, Step 1. The School Board reserves the right to increase pay for hard to fill positions.

889 All teachers who work at extra-curricular events will be paid according to the following schedule:

Sport/Activity	Position	Level	Proposed Stipend
HS Musical	Tickets	NA	\$20
Football	Tickets	Varsity	\$25
	Chains	Varsity B & C	\$30 \$20
	Book	Varsity	\$35
	Clock/Board	Varsity B & C	\$30 \$20
	Spotter	Varsity	\$30
	Announcer	Varsity	\$35
	Volleyball	Tickets	A & B
Book		A & B C	\$35 \$15
Libero Tracker		A & B	\$30
PA/Scoreboard		A & B C	\$35 \$15
		JH	\$20
Cross Country	Event Workers	7 <sup>th</sup> – 12 <sup>th</sup>	\$25
Basketball	Tickets	ABC	\$40
	Book	AB C	\$35 \$15
		PA/Scoreboard	AB C
	Wrestling		Tickets
Book		AB	\$35
Clock		AB	\$35
Baseball/Softball	Tickets	Varsity	\$20
	Scoreboard	Varsity	\$20
Track	Event Workers	Varsity	\$30
		JH	\$30
	Timers	Varsity	\$35
		JH	\$35
	Announcers	Varsity	\$35
		JH	\$35
Results Workers	V	\$40	
Bus Chaperones			\$10 per hour

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891 Work at extra-curricular events not covered by the schedule above will be paid at \$10 per hour.

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**Extra – Curricular Salary Schedule**

- The following factors were considered to determine proposed groupings:
  1. length of season,
  2. number of students who participate,
  3. liability,
  4. spectator interest (pressure),
  5. equipment & facilities duties,
  6. preparation time.
- The percentage in each group is based off the “BA Lane, steps 1-9” on the current salary schedule.
- Extra-curricular step 10 shall be a three (3) percent increase based on the existing BA Step 9.

<b>Group 1 @ 13%</b>	<b>Group 2 @ 11%</b>	<b>Group 3 @ 10%</b>	<b>Group 4 @ 9.25%</b>	<b>Group 5 @ 8%</b>
Head Basketball Head Football Head Wrestling Head Volleyball	Head Softball Head Track Head Dance Head Baseball Head Softball	Head Tennis Head Cross Country Head Golf	Assistant Football Assistant Basketball Assistant Wrestling Assistant Volleyball Musical Director	Assistant Cross Country Assistant Track Assistant Baseball Assistant Dance Assistant Softball Assistant Golf Assistant Tennis Annual Concessions Instrumental Music

<b>Group 6 @ 6%</b>	<b>Group 7 @ 4.25%</b>	<b>Group 8 @ 3%</b>	<b>Group 9 @ 1.25%</b>
JH Athletic Coaches Vocal Music SH Math League SH Play Director 1 <sup>st</sup> Musical Assistant FFA Advisor Robotics (FIRST)	Intramural Director Sr. Knowledge Bowl Speech School Patrol Musical 2 <sup>nd</sup> Assistant Student Council One-Act Play Lego League	Mock Trial JH Knowledge Bowl JH Musical/Play Director Elementary Play Director Prom Advisor	National Honor Society Elem. Student Council JH Student Council JH Spelling Bee JH Geography Bee Science Club Advisor Drama Club Advisor Newspaper Spanish Club

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Coaches will advance 1 step each succeeding year until reaching “Step 10.” A newly hired coach/advisor shall be placed on such step of the extra-curricular salary schedule as agreed upon between the School District and the coach/advisor. The coach/advisor may be given up to 6 years of outside experience on the extra-curricular salary schedule. The School District reserves the right to negotiate a salary higher than that of “Step 1” for experience or hard-to-fill positions.

**EXTRA-CURRICULAR NOTES**

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1. “Years coaching” means years of coaching in the School District and in the particular sport.
2. “Years in assignment” means years working in the particular activity in the School District.
3. Years are accumulated regardless of transfer to a different level of responsibility.
4. The School District reserves the right to pay a head coach/supervisor/director above the schedule amount if necessary in order to secure replacements.
5. Elementary athletic activity supervisors will be paid \$393 per activity.
6. Extra-curricular pay shall be paid in 3 equal installments during the season.
7. Pay for the summer band instruction (senior high and junior high) will be based on the hourly rate of pay from the “BA Step 1 cell” of the salary schedule.
8. Pay for the summer agriculture program will be based on the hourly rate of pay from the “BA Step 1 cell” of the salary schedule.
9. Non-licensed coaches/supervisors/directors will be paid based on “BA lanes”. Credit for years of experience will be determined by the activities director.

925 10. The district will pay membership dues for head coaches and directors with a total fund cap of  
926 \$1,000 per year. Payment for dues will be reimbursed to those head coaches and directors who  
927 apply for reimbursement. Reimbursement shall be paid in the June settle-up and may be pro-rated  
928 proportionally under the maximum noted above.

929 11. The district agrees to pay fees and payments received by the district to teachers for their services  
930 rendered in the areas of interns, student teachers and similar duties of other names.

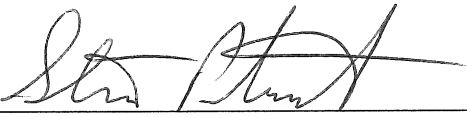
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932 OFFICIALS FOR ATHLETIC EVENTS: Officials for athletic contests will be paid \$20 per event. (An  
933 event is a game in baseball, football, basketball, and softball and a match in volleyball.)

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


FOR:  
The Exclusive Representative

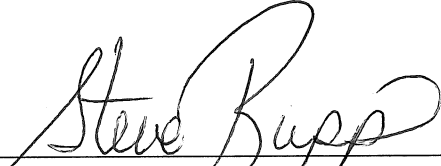
  
\_\_\_\_\_  
Andrew Holt, President

  
\_\_\_\_\_  
Steve Petrich, Head Negotiator

Dated this 20<sup>th</sup> day of April, 2018

FOR:  
The School District

  
\_\_\_\_\_  
Dawn Odegard, School Board Chair

  
\_\_\_\_\_  
Steve Rupp, School Board Clerk

Dated this 23<sup>rd</sup> day of April, 2018

**APPENDIX A – GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ Date: \_\_\_\_\_

Name of Grievant: \_\_\_\_\_ Position: \_\_\_\_\_ School: \_\_\_\_\_

Date grievance occurred: \_\_\_\_\_

Statement of grievance: \_\_\_\_\_

\_\_\_\_\_

Relief sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Exclusive Representative

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Supervising Principal or Director Signature

\_\_\_\_\_  
Date

Answer by Principal or Director: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Director

\_\_\_\_\_  
Date

Position of Grievant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

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Answer by Superintendent: \_\_\_\_\_

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Signature of Superintendent

\_\_\_\_\_  
Date

Position of Grievant: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
School Board Representative

\_\_\_\_\_  
Date

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Answer by School Board: \_\_\_\_\_

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\_\_\_\_\_  
Signature of School Board Representative

\_\_\_\_\_  
Date

Position of Grievant: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

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Received by:

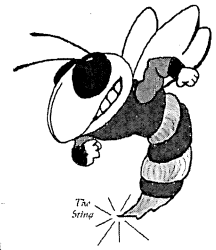
\_\_\_\_\_  
Arbitrator

\_\_\_\_\_  
Date

# YELLOW MEDICINE EAST – ISD 2190

Serving the communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run & Upper Sioux

Rick Clark, Ed.D., Superintendent  
450 9<sup>th</sup> Avenue - Granite Falls, MN 56241  
Phone: 320-564-4081 - Fax: 320-564-4781



## Memorandum of Understanding Intent to Agree on Language – Unrequested Leave of Absence

Yellow Medicine East, ISD 2190, hereafter referred to as District, and Education Minnesota-Yellow Medicine East, hereafter referred to as Union, agree to continue discussion on Unrequested Leave Of Absence (ULA) during the 2018-2019 school year.

The purpose of these discussions is to provide language addressing ULA procedures, once the Professional Educators Licensing and Standards Board (PELSB) has clearly and definitively provided definitions and status of educators on Tiered Licensing.

It will be the goal of this memorandum to provide opportunity for the district and the union to attempt to agree on language that can be utilized in the 2019-2021 agreement.

*S. Koepke*

\_\_\_\_\_  
President – EMYME

\_\_\_\_\_  
President – YME School District

*S. Petrus*

\_\_\_\_\_  
Secretary – EMYME

\_\_\_\_\_  
Clerk – YME School District

YME MIDDLE/HIGH SCHOOL  
Ryan Luft, Principal  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4083  
Fax: 320-564-4782

BERT RANEY ELEMENTARY  
Lisa Hansen, Principal  
555 7<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4082  
Fax: 320-564-4427

ACTIVITIES & COMMUNITY EDUCATION  
Tim Knapper, Director  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4084  
Fax: 320-564-4781

MVCC - SPECIAL EDUCATION  
Cindy Loe, Director  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4084  
Fax: 320-564-4781



*Where Minnesota School Boards Learn to Lead*

February 25, 2019

Dear Board Members and Superintendent:

Good governance doesn't just happen, it takes experience and dedication to learning. We urge our students to be life-long learners and board members should lead by example. The *MSBA School Board Workshop Series (Phase I-IV)* is the foundation of a school board member's governance training.

In March and April, MSBA is offering the *Building a High-Performance School Board Team: Phase III* and *Representing Your Community Through Policy and Engagement: Phase IV* workshops. Please see enclosed information for dates and locations. These sessions can be taken in any order.

Once a board member completes all four workshop sessions in the series, they will be recognized at the next MSBA Leadership Conference and will receive an MSBA Leadership Development Certificate in the mail this fall.

*Building a High-Performance School Board Team: Phase III* explores the stages of board development, types of processes used for decision making, and identifies your own and team leadership styles. Discussion will help you to recognize the strengths of your team, how to build consensus and grow your individual/team leadership through assessment. The day includes scenarios, individual, small and large group exercises.

*Representing Your Community Through Policy and Engagement: Phase IV* is focused on community engagement and policy. With a high-functioning board, sometimes big decisions require input from your public. MSBA will go through several different community engagement models and walk board members through an actual engagement activity. We also have in-depth discussions and examples of a board member's role as a policy-maker.

**Registration:** All registrations for the above-mentioned workshops must be completed online only and through your district office. The registration page can be found by going to MSBA's website, [www.mnmsba.org](http://www.mnmsba.org), then click on the Event Registration link. **Cancellation Policy:** This policy may be viewed on the online registration page. Before registering, please read the information carefully.

Your encouragement and effort have helped make these events successful in the past, as well as contributing to more positive board-superintendent relationships in our state. We continue to ask for your support by sharing these materials with the appropriate board members. The attendance of superintendents, as well as board members who have previously attended these sessions, are always a welcome addition to the MSBA workshops.

Best regards,

*Katie*

Katie Klanderud, Director  
Board Development

*Greg*

Greg Abbott, Director  
Communications

Enclosures

**MINNESOTA SCHOOL BOARDS ASSOCIATION**

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459

[www.mnmsba.org](http://www.mnmsba.org)



## Register your board for the latest MSBA School Board Workshops!

**Need to take them out of order?  
NO PROBLEM!**

### PHASE III

#### Building a High-Performance School Board Team



- Teaches a board to work as a TEAM
- Helps board members to understand different personality types
- Puts a focus on big-picture work for boards, not micromanaging

### PHASE IV

**Finishing the Leadership Series earns you a Leadership Development Certificate.**

#### Representing Your Community Through Policy and Engagement

- Focuses boards on policy to achieve student goals
- Gives your board a walk-through on an engagement activity
- Helps boards to understand media and open forums



**Register at [www.mnmsba.org](http://www.mnmsba.org) today!**

#### PHASE III

- Tuesday, March 26 -- Marshall
- Wednesday, April 3 -- St. Peter
- Saturday, April 6 -- St. Cloud
- Tuesday, April 23 -- Fergus Falls
- Wednesday, April 24 -- Thief River Falls
- Thursday, April 25 -- Mountain Iron
- Friday, April 26 -- Maple Grove
- Tuesday, April 30 -- Rochester

#### PHASE IV

- Tuesday, April 2 -- St. Peter
- Thursday, April 4 -- Rochester
- Friday, April 5 -- Marshall
- Wednesday, April 10 -- Mountain Iron
- Thursday, April 11 -- Thief River Falls
- Friday, April 12 -- Fergus Falls
- Wednesday, April 24 -- Maple Grove